

Chapter I
PRELIMINARY PROVISIONS

Article 1
Short Title, Legal Bases of Promulgation and Coverage

Section 1. **Short Title.** – This shall be known as the 2017 Revised Students' Handbook of the Eastern Visayas State University, hereinafter referred to, as the 2017 Revised Students' Handbook of EVSU, or EVSU 2017 Revised Students' Handbook or the 2017 Revised University Students' Handbook, *for brevity*.

Section 2. **Legal Bases of Promulgation.** – This 2017 Revised University Students' Handbook is promulgated pursuant to the powers and functions of the Board of Regents of the Eastern Visayas State University or EVSU Board of Regents as provided under paragraph 2, Section 5 of Article XIV of the 1987 Philippine Constitution¹, Executive Order (E.O) No. 292², Section 7 of R.A. No. 9311³, Section 4 of R.A. No. 8292⁴ and its IRR⁵, Section 13 of Batas Pambansa No. 232⁶, Section 687.16, Article 163 of the 2017 Revised University Code, pertinent laws, rules and regulations promulgated by competent authority/ies.

Further, this 2017 Revised University Students' Handbook shall be considered or recognized as a consequence of the elevation of then Leyte Institute of Technology (LIT) into a State University and henceforth, the nature of LIT has completely changed when it became EVSU pursuant to R.A. No. 9311. LIT did not just changed its name. The law created a university which, in effect, a new entity that is the EVSU⁷.

Section 3. **Coverage and Uniform Implementation.** – This 2017 Revised University Students' Handbook shall cover and be implemented uniformly in the Eastern Visayas State University (EVSU) comprised of its Main Campus located in

¹ "All institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy".

² "Administrative Code of the Philippines."

³ "SEC. 7. *Powers and Duties of the Board of Regents.* – The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws:

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(j) To approve the curricula, institutional programs and rules of discipline drawn by the Administrative and Academic Councils as herein provided;

(k) To set policies on admission and graduation of students;"

⁴ "SEC. 4. *Powers and duties of Governing Boards.* – The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors as a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines:

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(i) to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

(k) to set policies on admission and graduation of students;"

⁵ CHED Memorandum Order No. 03, s. 2001 entitled, Implementing Rules and Regulations of Republic Act No. 8292 issued on January 17, 2001.

⁶ "Section 13. *Rights of Schools* - In addition to other rights provided for by law, schools shall enjoy the following:

1. The right of their governing boards or lawful authorities to provide for the proper governance of the school and to adopt and enforce administrative or management systems.

2. The right for institutions of higher learning to determine on academic grounds who shall be admitted to study, who may teach, and what shall be subjects of the study and research."

⁷ PSLMC Resolution No. 02, s. 2009 dated June 11, 2009.

Tacloban City and its Integrated Campuses located in the City of Ormoc and Municipalities of Burauen, Carigara and Tanauan, and Community Satellite Campus in Dulag, all in the Province of Leyte.

Article 2

Construction and Interpretation, and Definition of Terms

Section 4. **Construction and Interpretation of the 2017 Revised University Students' Handbook.** – All doubts in the implementation of any of the provisions of this 2017 Revised University Students' Handbook shall be interpreted and resolved in favor of the University.

Provided, that in matters affecting the welfare of a student, all doubts in the implementation and interpretation of pertinent provisions of this 2017 Revised University Students' Handbook shall be resolved in favor of the student subject to applicable laws, rules and regulations.

Section 5. **Definition of Terms.** – Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this 2017 Revised University Students' Handbook:

- 5.1. *Academic Freedom of Students* – Each student of the University shall enjoy academic freedom which shall consist of, but not limited to, the following rights:
 - a. To choose a field of study and to pursue the quest for truth; to express their opinion on any subject of public or general concern which directly or indirectly affects the students or the educational system;
 - b. To conduct researches in connection with academic work, and to freely discuss and publish their findings and recommendations subject to the provisions of the Research and Development Services Manual and the Intellectual Property Protection and Technology Commercialization Manual of the University and relevant enabling laws thereof;
 - c. To conduct inquiry within the campus in curricular and extracurricular activities;
 - d. To express contrary interpretations or dissenting opinions inside and outside the classroom;
 - e. To invite off-campus speakers or resource persons to student-sponsored assemblies, *fora*, symposia, colloquies, and other activities of similar nature subject to relevant policies of the University;
 - f. To participate, through their duly elected officers or representatives in the drafting of Students' Handbook, new curriculum and such relevant policies, rules and regulations of the

University and in the review or revision of the old versions thereof. Each student must be provided with a copy of the Students' Handbook of the University upon payment of reasonable fee thereof to be distributed during enrollment period or such schedule as may be determined by the University;

- g. To be free from any form of indoctrination leading to imposed ideological homogeneity; and
 - h. To enroll in a review center/s of his/her own choice.
- 5.2. *Assistance* – refers to any support whether monetary or non-monetary which shall be administered in accordance with the guidelines under applicable laws, rules and/or duly promulgated by the University President and/or by the EVSU Board of Regents.
 - 5.3. *Board* – refers to the Board of Regents of the Eastern Visayas State University.
 - 5.4. *Council of Leaders* - the body composed of the heads of various student organizations chaired by the president/chairman of the Student Council/Government.
 - 5.5. *Duly Recognized Campus Student Council or Government* – is a student council established and recognized by the University where each Campus shall have only one (1) organization comprised of *bona fide* students from tertiary level programs of the University Campus.
 - 5.6. *Duly Recognized Federation of Student Councils or Governments* – is the federation of the duly recognized student councils or governments in the different Campuses of the University which has been extended recognition by the EVSU-Board of Regents.
 - 5.7. *EVSU BOR* – refers to the Board of Regents of Eastern Visayas State University.
 - 5.8. *Expert* – as defined in Black's Law Dictionary⁸, an expert is a skillful or experienced person; a person having skill or experience, or peculiar knowledge on certain subjects, or in certain professions; a scientific witness⁹; is one who gives result of process of reasoning which can be mastered only by special scientists¹⁰; one who has skilled experience or extensive knowledge in his calling, or in branch of learning¹¹; one who has special knowledge of subject¹²; or one

⁸ Black's Law Dictionary (1968, Revised Fourth Edition).

⁹ See *Congress & E. Spring Co. v. Edgar*, 99 U.S. 657, 25 L. Ed. 487; *Koccis v. State*, 56 N.J. Law, 44, 27 A. 800; *Ellingwood v. Bragg*, 52 N.H. 489; *United States Fidelity & Guaranty Co. v. Rochester*, Tex. Civ. App., 281 S.W. 306, 311.

¹⁰ *Philips v. Tidwell*, 26 Tenn. App. 543, 174 S.W.2d 472, 477.

¹¹ *King v. State*, 109 Tex. Cr. 173, 3 S. W.2d 802, 804, 57 A.L.L.R. 407.

¹² *Pennsylvania Threshmen & Farmer's Mut. Casualty Ins. Co. v. Messneger*, 181 MD. 295, 29 A.2d 653; *Hutchens v. Humble Oil & Refining Co.*, Tex. Civ. App., 161 S.W.2d 571, 573; *Greenstreet v. Greenstreet*, 65. Idaho 36, 139 P.2d 239, 242.

who is skilled in some art, science, trade, profession, or other human activity, and possesses peculiar knowledge concerning it¹³.

- 5.9. *Graduate Courses* – refer to higher education programs leading to a certificate, diploma, master's or doctorate degrees, as may be authorized by the EVSU Board of Regents
- 5.10. *OSA* – refers to Office of Student Affairs of the University Campuses.
- 5.11. *Other School Fees or Charges* – refer to fees charged by the University which cover other necessary costs supportive of instruction, specifically the following: library fees, computer fees, laboratory fees, school ID fees, athletic fees admission fees, development fees, guidance fees, handbook fees, entrance fees, registration fees, medical and dental fees, cultural fees and other similar or related fees which are approved by the EVSU Board of Regents.
- 5.12. *SASO* – refers to Student Affairs and Services Office of the EVSU Main Campus and in External Campuses when applicable.
- 5.13. *Student* – any person enrolled in and regularly attending school in any of the undergraduate courses, graduate courses, and K to 12 programs, including post graduate programs, vocational and technical education offered by the University Campuses upon authority by the EVSU Board of Regents.
- 5.14. *School Campus* – The totality of all contiguous or proximate buildings, grounds and other facilities designated by the school as areas or facilities for the use of its students.
- 5.15. *Student Organization* - an association or group of students bound by common ideals, principles, visions and interests and working towards achieving and realizing their goals and aspirations.
- 5.16. *Students' Handbook* – refers to the 2017 Revised Students' Handbook of Eastern Visayas State University or 2017 Revised Students' Handbook approved per Board Resolution No. _____, s. 2018.
- 5.17. *Students' Publication* – publications managed and published by students, which are autonomous and independent from other sectors of the school. Any printed issue and/or online materials such as, but not limited to, newspapers, wall news, literary folios, newsletters and other similar forms in accordance with the provisions of Republic Act No. 7079¹⁴ and its IRR and such other applicable laws, rules and regulations.
- 5.18. *Tuition Fees* – refer to fees or school charges for the subjects or course enrolled in by a student of the University.

¹³ *Tri-State Broadcasting Co. v. Federal Communications Commission*, 68 App. D.C. 292, 96 F.2d 564, 568

¹⁴ Campus Journalism Act of 1991.

- 5.19. *Undergraduate Courses* – refer to any program leading to a degree duly authorized by the EVSU Board of Regents.
- 5.20. *University* – refers to the Eastern Visayas State University. The word “University” can be interchangeably used or referred to as “school.”
- 5.21. *University Campuses* – refer to the Campuses of the University comprised of the EVSU-Main (Tacloban City) Campus, integrated campuses such as, the EVSU-Ormoc City Campus, EVSU- Tanauan Campus, EVSU- Carigara Campus and EVSU- Burauen Campus, and the Dulag Community Satellite Campus located in the Province of Leyte.

Provided, that all terms defined under Section 5 of the 2017 Revised University Code¹⁵ and subsequent issuances thereof, and such terms provided under existing laws, rules and regulations adopted by the EVSU Board of Regents are hereby deemed integrated to and shall be applied accordingly in this 2017 Revised University Students' Handbook.

Chapter II **ACADEMIC AND UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION POLICIES AND REGULATIONS**

Article 3 **General provisions**

Section 6. ***General Provisions.*** – The University shall strictly adhere to the following:

- 6.1. University shall enjoy academic freedom which shall be viewed or construed on the following manner:

“As adverted to in the Constitution and in R.A. No. 8292 and R.A. No. 9311, and applying various jurisprudence, accords the right of the University to decide for itself its aims and objectives and how best to attain them. Certainly, the wide sphere of autonomy given to universities in the exercise of academic freedom extends to the right to confer academic honors. Thus, exercise of academic freedom grants the University the exclusive discretion to determine to whom among its graduates it shall confer academic recognition, based on its established standards. XXXXXXXXXX Where it is shown that the conferment of an honor or distinction was obtained through fraud, a university has the right to revoke or withdraw the honor or distinction it has thus conferred. This freedom of a university does not terminate upon the "graduation" of a student, as the Court of Appeals held. For it is precisely the

¹⁵ Approved per Board Resolution No. 115, s. 2017 on April 19, 2017.

"graduation" of such a student that is in question. It is noteworthy that the investigation of private respondent's case began before her graduation. If she was able to join the graduation ceremonies on April 24, 1993, it was because of too many investigations conducted before the Board of Regents finally decided she should not have been allowed to graduate xxxxxxxxxxxx If follows that if the conferment of a degree is founded on error or fraud, the Board of Regents is also empowered, subject to the observance of due process, to withdraw what it has granted without violating a student's rights. An institution of higher learning cannot be powerless if it discovers that an academic degree it has conferred is not rightfully deserved. Nothing can be more objectionable than bestowing a university's highest academic degree upon an individual who has obtained the same through fraud or deceit. The pursuit of academic excellence is the university's concern. It should be empowered, as an act of self-defense, to take measures to protect itself from serious threats to its integrity.¹⁶

In addition, academic freedom encompasses freedom of the institution or the University to determine for itself, on academic grounds, who may teach, what may be taught, how it shall be taught, and who may be admitted to study¹⁷.

Moreover, it includes, among others, the right of the University to decide for itself, its aims and objectives, and how best to attain them - free from outside coercion or interference save possibly when the overriding public welfare calls for some restraint. It has a wide sphere of autonomy certainly extending to the choice of students,¹⁸ to set academic standards to determine under what circumstances failing grades suffice for the expulsion of students,¹⁹ the power of a University to revoke a degree or honor it has conferred to a student after it was found out that the student's graduation was obtained through fraud,²⁰ and to decide for itself the terms and conditions for hiring its teacher²¹;"

¹⁶ **Morales v. The Board of Regents of the University of the Philippines**, G.R. No. 161172, December 13, 2004 citing *Garcia v. The Faculty Admission Committee, Loyola School of Theology*, G.R. No. L-40779, 28 November 1975, 68 SCRA 277, 284.

¹⁷ **Benguet State University v. Commission on Audit**, G.R. No. 169637, June 8, 2007 citing *Vide: Camacho v. Coresis*, G.R. No. 134372, August 22, 2002, 387 SCRA 628, 637.

¹⁸ **University of San Agustin, Inc., et al. v. Court of Appeals**, G.R. No. 100588, March 7, 1994, citing *Garcia v. The Faculty Admission Committee, et al. supra*; *Tangonan v. Pano, et al., supra*.

¹⁹ **Non, et al. v. Mabini Colleges, Inc.**, G.R. No. 89317, May 20, 1990 citing *Villar v. Technological Institute of the Philippines*, G.R. No. 69198, April 17, 1985, 135 SCRA 706.

²⁰ **University of the Philippines v. Court of Appeals**, August 31, 1999, citing *The University of the Philippines v. Court of Appeals*, February 9, 1993, and *The University of the Philippines v. Hon. Ruben Ayson*, August 17, 1989.

²¹ **Mercado, et al. v. AMA Computer College-Paranaque City, Inc.**, G.R. No. 183572, April 13, 2010.

- 6.2. The University shall ensure full, effective and efficient implementation of Republic Act No. 10931²² and its IRR; and
- 6.3. In the exercise of its academic freedom and the intents and purposes of R.A. No. 10931, the University requires, among others, interviews, competitive academic examinations, and if resources permits, standardized psychological tests, to screen students for admission to the University. This is conducted every February for first semester enrollees and October for second semester enrollees as scheduled by the Student Affairs and Services Office through the Office of Guidance Services (OGS) or such schedules as the University President may determine and/or the Board of the Regents may prescribe upon the recommendation by the EVSU-Academic Council.

Article 4

Admission, Entrance and Enrollment Policies

Section 7. **General Rules.** – Admission of students shall be uniformly applied in the University Campuses which shall be governed by the following general rules:

- 7.1. No student shall be denied admission to the University by reason of sex, religion, cultural or community affiliation or ethnic origin²³.

Furthermore, no student shall be denied admission to the University by reason of sex, nationality, religion, political affiliation or physical disability²⁴.

Provided, that the University shall not resort to open admission or entrance of applicants to ensure that the applicants admitted to the different curricular programs or degrees are academically prepared and can cope with the rigorous standards and requirements prescribed under their respective curricular programs or degrees consistent with the Policies, Standards and Guidelines (PSGs) promulgated by CHED and duly adopted by the EVSU Board of Regents.

- 7.2. Every qualified first year student and/or transferee shall undergo physical and laboratory examinations.

Provided, that subject to existing laws, no person shall be admitted who is found by the University physician to be suffering from any dangerous, communicable, contagious, or infectious disease or who is physically unfit to take the courses offered by the University.

²² "An Act Promoting Universal Access to Quality Tertiary Education by Providing for Free Tuition and Other School Fees in State Universities and Colleges, Local Universities and Colleges and State-Run Technical-Vocational Institutions, Establishing the Tertiary Education Subsidy and Student Loan Program, Strengthening the Unified Student Financial Assistance System for tertiary Education, and Appropriating Funds Therefor."

²³ Section 15, para. 2, of Republic Act No. 9311.

²⁴ Section 12 of Republic Act No. 8292.

- 7.3. Ranking of applicants shall be based on the criteria set by the University which should include the results of the entrance examination formulated by the SASO. The results of the entrance examination results shall be published in the conspicuous places of the University and the official custodian thereof shall be the Office of Guidance Services of the SASO.
- 7.4. All applicants shall comply with the entrance requirements prescribed by the College and shall undergo an entrance examination conducted by the Student Affairs and Services Office.
- 7.5. No person who is not officially enrolled shall be admitted to classes.
- 7.6. Every College shall be involved and coordinated relative to the screening and admission of enrollees.
- 7.7. Every student shall, upon admission, pledge to follow all the rules and regulations laid down by the University.
- 7.8. Admission and entrance forms shall be designed by the SASO, in coordination with the Deans and Campus Directors duly approved by the University President, and the same be used uniformly by all University Campuses.
- 7.9. Pertinent provisions of CHED Memorandum Order No. 105, s. 2017 dated December 29, 2017²⁵ are hereby adopted and shall strictly be observed by the University, as a Higher Education Institution (HEI), effective Academic Year 2018-2019, among others, as reproduced hereunder:
 - "1. All Grade 12 graduates beginning Academic Year 2017-2018 are eligible to enter college regardless of the track or strand taken in the Senior High School.
 2. No Grade 12 student or graduate shall be denied acceptance in applying college entrance examinations in higher education institutions (HEIs).
 3. Current Grade 12 students who were previously disallowed to take the college entrance examinations shall be given a chance by the HEIs to take the entrance examinations.

In the exercise of the HEIs academic freedom, the applicant Grade 12 graduates may enroll in any higher education program subject to the admission requirements of the admitting higher education institution."

²⁵ "Policy on the Admission of Senior High School Graduates to the Higher Education Institutions Effective Academic Year 2018-2019 issued pursuant to CHED Commission En Banc Resolution No. 944-2017 dated December 18, 2017."

Section 8. **Entrance or Admission, and Re-Admission Qualification and Requirements.** – Entrance or admission, and re-admission qualifications and requirements in the University Campuses shall vary depending upon the status of the applicant or student seeking enrollment and the chosen course or degree in any baccalaureate or undergraduate, graduate programs, post baccalaureate or post graduate program including trade, technical-vocational courses of the University Campuses subject to the guidelines provided hereunder:

- 8.1. *General Qualifications and Requirements for Entrance or Admission for New or Freshmen and Transferee Applicants.* – Applicants or students seeking for entrance or admission must possess the qualifications and comply with the requirements, as hereunder provided:

8.1.1. *Qualifications.* – An applicant seeking for admission shall:

1. Possess all the qualifications required under Republic Act No. 10931²⁶ and its IRR²⁷, except those applicants or students opted to pay the tuition fees and other charges by themselves;
2. Be a graduate of the course or program required by their respective program or degree to be taken in the University;
3. Have a General Weighted Average (GWA) rating computed from the grades obtained on the entire course as provided below:

Program/Courses	Minimum GWA Rating
Baccalaureate/Undergraduate and Post Baccalaureate	80% ("2.5") or "B" or better
Graduate (Doctoral & Masters)	85% ("2.0") or "B" or better

Provided, that the minimum GWA ratings provided above may be increased for any curricular program or course by the duly constituted Admission Committee, upon the recommendation of the Academic Department Head after due consultation with the Faculty Members and students concerned, subject to the approval by the University President upon the recommendation by the Vice President for Academic Affairs.

4. Have passed the required entrance examinations of their respective programs/degrees;

²⁶ "Universal Access to Quality Tertiary Education Act."

²⁷ CHED Memorandum Order No. _____ dated _____ entitled, _____ " promulgated pursuant to CHED Commission en Banc Resolution No. _____ dated _____.

5. Be of good moral character and has not been convicted of any crime involving moral turpitude; and
 6. Be physically fit, however, persons with disabilities (PWDs) and senior citizens shall not be denied admission if they exhibit potentials and determination to endure with the physical, intellectual, social, emotional and psychological rigorous character and competitive requirements of their respective program/degree.
- 8.1.2. *Requirements.* – The following requirements shall be complied with by an applicant seeking for admission:
1. Form 138-A Report Card (*original and photocopy*), *provided*, that in the absence of form 138, form 137 its equivalent will do but certified by the Principal or competent authority/ies concerned.

Provided, further, that the report card or its equivalent contain the GWA and preferably, the track taken by the applicant. *Provided, furthermore*, that should the GWA is not specifically indicated in the report card or its equivalent, the evaluator or interview shall, *mutu proprio*, compute the GWA by adding all the grades divided by the number of students or as may be mathematically appropriate;
 2. Certification or Report/Results (*original and one (1) certified copy each*) issued by competent authority/ies on the following:
 - 2.1. National Entrance Examination results or its equivalent/s, except the applicants or students in graduate programs and those who are not availing the rights and privileges under Republic Act No. 10931 and its IRR, *except graduate programs' students*; and
 - 2.2. University Entrance Examination administered by the EVSU's Student Affairs and Services Office (SASO), and the Program/Degree Competitive Entrance Examination (PDCEE) administered by the Academic Department concerned;

The original copy of the Official Receipts (ORs) of the examination fee of Three Hundred Pesos (Php300.00) or such rate as the EVSU Board of Regents may prescribe from time to time.
 - 2.3. Standardized Psychological Test or its equivalent;
 - 2.4. Interview, *except old and continuing students*; and

- 2.5. Negative drug test result as provided for under Section 9 hereof.
- 2.6. Good Moral Certificate signed by the Principal or Dean or Head of the school, as the case may be; and
- 2.7. Medical Certificate issued within fifteen (15) days prior to interview schedule by a government licensed physician.

Provided, that applicants to the Maritime program must pass the Color Vision Test (ISHIHARA) and Audiometry and that original copies of the appropriate certifications of registered and authorized practitioner/s shall be submitted during the enrollment period.

3. Live Birth Certificate authenticated by the Philippine Statistics Authority (PSA)/NSO;
 4. Two (2) copies of the most recent 2x2 colored picture with white background to be submitted during the interview and attached to the examination permit before taking the test or submission of requirements, as the case may be; and
 5. Two (2) long brown envelopes, two (2) long folders and two (2) paper fastener, *but optional to returnees, and old and continuing students.*
- 8.1.3 *Statutory Requirements Under Republic Act No. 10931 and Its IRR.* - In addition to the foregoing requirements, applicants must submit all the requirements required under Republic Act No. 10931²⁸ and its IRR²⁹, except those who opted to pay the tuition fees and other charges by themselves, and students of the post baccalaureate and graduate programs.

8.1.4 *Additional and Program-Specific Qualifications and Requirements:*

1. *For Post Baccalaureate Programs.* - Applicants for post baccalaureate programs such as, but not limited to, the Diploma in Teaching Elementary (DTE) and Diploma in Teaching Secondary (DTS) shall also submit an original or certified copy of the Honorable Dismissal with Informative Copy of Transcript of Records (TOR) issued by the school concerned.

²⁸ "Universal Access to Quality Tertiary Education Act."

²⁹ CHED Memorandum Order No. _____ dated _____ entitled, _____ " promulgated pursuant to CHED Commission en Banc Resolution No. _____ dated _____.

2. *For Graduate and Post Graduate Programs.* – Applicants for admission to the graduate and post graduate programs of the University must also satisfy the qualifications and submit requirements, as follows:
 - a. Graduate of an appropriate baccalaureate program;
 - b. Granted Honorable Dismissal or Transcript of Records purpose/remark for Further Studies;
 - c. Passed the Graduate Program Entrance pursuant to item Section 5.3 of CHED Memorandum Order No. 36, series of 1998³⁰; and
 - d. Specific requirements per program:
 1. For non-education graduates who would like to pursue a Graduate Program in Education must have at least 18 education units in the Baccalaureate level or post baccalaureate program.
 2. Applicants to the MAEd – Guidance and Counseling should have at least eighteen (18) units in the related disciplines.
 3. For Masters in Engineering and Engineering Education- have an average grade of at least “2.5” and passed relevant professional licensure examination.
 4. For Doctor of Philosophy (PhD) in Education applicants who are MA Non-Education Graduates - completed at least six (6) Master of Arts (MA) units in Foundation Courses and six (6) units in Required Courses of an MA Education Program.
 5. For Doctor of Philosophy in Education applicants with Non-Thesis MA Degrees-must enroll in a Bridging Program at the MA Level composed of three courses: Statistics in Education, Methods of Research and Research Seminar and Practicum.
 6. For DMT applicants must have earned a Master’s Degree with or without thesis.
 7. Original copy of the Transcript of Records with any of the following remarks:

³⁰ “Policies and Standards on Graduate Education” as reproduced hereunder:

“5.3. **Admission Requirements.** – The institution shall have a validated examination. A National Graduate School Record Examination (NGRE) score shall be taken into consideration in accepting graduate students for enrollment as soon as this test is developed and implemented by the Commission.”

"Granted Honorable Dismissal and For
Further Studies"

Provided, that if not yet available, a promissory note/waiver is accomplished by the student allowing him/her to submit the document to the Office of the Dean within a given period of time which will not be after the end of the semester or summer term in the Baccalaureate level enrolled in."

3. *For Secondary Laboratory Department or K to 12 Programs* – Subject to relevant issuances by the Department of Education (DepEd), applicants for Secondary Laboratory Department or K to 12 Programs of the University shall the original and certified copy of their respective Form 138-A or Report Card (original and photocopy) with an average rating of at least eighty five percent ("85%");
 4. *For Transferees* – Transferees who wish to enroll must satisfy the following requirements:
 - a. Certified of the copy of transcript of records issued by the competent authority of school of origin of the applicant;
 - b. Photocopy of honorable dismissal;
 - c. If a government employee, a permit to study from the office he/she connected with; and
 - d. Completed and approved clearance.
- 8.2. *General Qualifications and Requirements for Re-Admission of University Students.* – University Students classified as old or continuing, shiftees and returnees shall possess the following qualifications and comply with the requirements provided below:
- 8.2.1. *Qualifications.* – University students seeking for re-admission shall:
1. Possess all the qualifications required under Republic Act No. 10931³¹ and its IRR³², except those students opted to pay the tuition fees and other charges by themselves, and post baccalaureate and graduate programs students;
 2. Have passed in all subjects taken in the previous semester/s: *provided*, that Incomplete (INC) or Conditional grade/s incurred during the immediate preceding semester

³¹ "Universal Access to Quality Tertiary Education Act."

³² CHED Memorandum Order No. _____ dated _____ entitled, _____ " promulgated pursuant to CHED Commission en Banc Resolution No. _____ dated _____.

must have been removed or settled by obtaining a passing grade/s within the prescribed period subject to pertinent provision of this 2017 Revised University Students' Handbook;

3. Be of good moral character and has not been convicted of any crime involving moral turpitude;
4. Be physically fit, however, persons with disabilities (PWDs) and senior citizens shall not be denied admission if they exhibit potentials and determination to endure with the physical, intellectual, social, emotional and psychological rigorous character and competitive requirements of their respective program/degree;
5. Have passed and completed any of the National Service Training Program (NSTP) components; and
6. Have settled all financial obligations and such accountabilities with the University pursuant to pertinent provisions of this to pertinent provision of this 2017 Revised University Students' Handbook and applicable policies approved by the EVSU BOR.

8.2.2. *Requirements.* – University students seeking for re-admission shall submit the following requirements during the enrollment period:

1. Certificates of Grades issued by the University Registrar: *provided*, that the copy of the subject list containing the grade/s of students shall be used as reference in re-admission evaluation process subject to the validation of grade/s at the Office of the University Registrar. The grade/s under the custody of the University Registrar's Office shall prevail over other sources unless rectification or clarification is made pursuant to pertinent provisions of this 2017 Revised University Students' Handbook and applicable policies approved by the EVSU BOR;
2. Duly accomplished Students' Clearance duly approved by the University officials concerned with attached original copies of Official Receipts (ORs) issued by the Cashier for the payments of fees and other accountabilities for the immediate preceding semester/s;
3. Certification or Report/Results (*original and one (1) certified copy each*) issued by competent authority/ies on the following:

students only, except graduate school students);

- b. Negative drug test result as provided for under Section 9 hereof.
- c. Good Moral Certificate signed by the Head of Guidance and Counseling Services duly attested to by the Director of SASO, as the case may be; and
- d. Medical Certificate issued, within fifteen (15) days prior to application for re-admission, by a government licensed physician.

Provided, that students of the Maritime program must pass the Color Vision Test (ISHIHARA) and Audiometry and that original copies of the appropriate certifications of registered and authorized practitioner/s shall be submitted during the enrollment period.

- e. Certificate of Tree Planting issued jointly by the DENR and the concerned government agencies, such as, HEIs, LGUs, DepEd, CSC, etc. subject to the provisions of Executive Order No. 22 and subsequent issuances thereof and applicable policies approved by the EVSU BOR.
4. Live Birth Certificate authenticated by the Philippine Statistics Authority (PSA)/NSO, optional or as may be required by the University Registrar due to change of marital status or updating of records of the students' concerned.

8.1.4 *Statutory Requirements Under Republic Act No. 10931 and Its IRR.* - In addition to the foregoing requirements, University students must submit all the requirements required under Republic Act No. 10931³³ and its IRR³⁴, except those who opted to pay the tuition fees and other charges by themselves, and students of the post baccalaureate and graduate programs.

4.2. *Admission Committee; Composition and Duties.* - The following guidelines shall strictly be observed:

³³ "Universal Access to Quality Tertiary Education Act."

³⁴ CHED Memorandum Order No. _____ dated _____ entitled, _____ " promulgated pursuant to CHED Commission en Banc Resolution No. _____ dated _____.

4.2.1. *Composition.* – Unless otherwise expressly provided under applicable laws or CHED issuances duly adopted by the EVSU BOR, the composition of the Admission Committees of the different programs of the University Campuses shall be as follows:

1. For the Baccalaureate/Undergraduate and Post Baccalaureate Programs including the trade, technical and vocational courses, the Admission Committee, hereinafter referred to as the Undergraduate Program Admission Committee (UPAC) shall be composed of the following
 - a. College Dean/Campus Director, *Chairperson*;
 - b. Academic Department Head, *Vice Chairperson*; and
 - c. At least two (2) faculty members of the program, *Members*.
2. For the Graduate and Post Graduate Programs, the Admission Committee, hereinafter referred to as the Admission Committee for Graduate Programs (ACGPs), shall be composed of the following:
 - a. Vice President for Academic Affairs or his/her authorized representative, *Chairperson*;
 - b. Dean of the Graduate School, *Vice-Chairperson*; and
 - c. Academic Program Head, *Member*.

4.2.2. *Duties.* – The duly constituted Admission Committee shall discharge the following duties:

1. Review the applications, qualifications and requirements for admission of applicants to any program or course or degree of the University. *Provided*, that the list of qualified applicants shall serve sufficient notice to all applicants concerned. *Provided, however*, that acting as Committee Chairperson, the Dean concerned may notify an applicant on the action taken by the Admission Committee stating among others, the grounds and conditions thereof. *Provided, further*, that any decision of the Admission Committee shall be appealable before the University President whose decision shall be final and executory unless appropriate appeal is filed within fifteen days upon receipt of the decision before the EVSU BOR or as competent authority/ies may determine;
2. Reviews and approves the interview instrument/s;
3. Develops the Program/Degree Competitive Academic Entrance Examination (PDCAEE). The test or examination instruments shall be reviewed, enhanced every three (3) years or as often as may be necessary to continually

respond to the industry needs and professional or technical requirements of the program or degree;

4. Evaluates, reviews and recommends to the University President such examination/s deemed equivalent to the National Entrance Examination including the promotional qualifying examinations required of the different programs or courses of the University;
 5. Recommends to the University President the suspension, deferment, revocation or cancellation of the admission of applicants or re-admission of students on grounds of falsification, misrepresentation and other violations constituting moral turpitude subject to due process, pertinent provisions of this 2017 Revised University Students' Handbook and applicable policies approved the EVSU BOR; and
 6. Discharge such other duties and functions as the University President and/or BOR may determine from time to time.
- 4.2.3. *Evaluation of Qualifications and Requirements and Interview.* – The Academic Department Program Head concerned shall be responsible of evaluating the qualifications and requirements submitted by and interview of the applicants under their respective program/s. *Provided*, that faculty members may be authorized to conduct the evaluation and interview by the Department Program Head duly approved by their respective Colleges. The Dean shall, in coordination with the Academic Department Program Heads, devise such evaluation and evaluation instruments subject to the approval by the University President upon the recommendation of the ACGP.

In no instance that preferences on sex or gender, religion, cultural or community affiliation or ethnic origin shall be a matter of inquiry during the evaluation and interview stages of applicants or these shall be the reason/s for denial of admission or re-admission to the different programs or degrees or courses of the University.

- 4.2.4. *Administration of the Program/Degree Competitive Academic Entrance Examination (PDCAEE).* – The Program/Degree Competitive Academic Entrance Examination (CDCAEE) shall be administered by the Academic Department Head concerned and/or their respective faculty members to those who passed the National Entrance Examinations or its equivalent, and the University Entrance Examination. The administration of the PDCAEE shall be subject to the rules promulgated by the Academic Committee concerned duly approved by the University President upon the recommendation by the Vice

President for Academic Affairs and/or such applicable policies duly approved by the EVSU BOR upon the recommendation by the EVSU-Academic Council and University President.

- 4.2.5. *Approval and Posting of the Evaluation Results and List of Qualified Applicants.* – Acting as Chairperson of the Admission Committee, the College Dean/Campus Director concerned, and University Registrar shall jointly submit the list of qualified applicants to the University President for further review and further action and the same shall be submitted to the University Registrar and posted in the Transparency and Freedom of Information (TFOI) bulletin boards of the Colleges after favorable approval by the University president upon the recommendation by the Vice President for Academic Affairs.

Section 9. **Mandatory Drug Testing and Drug Test as an Entrance Requirement.** – In the exercise of academic freedom of the University, all applicants to any curricular programs or degrees, regardless of classification, shall submit a drug Test Results taken within seven (7) days prior to the submission of entrance of admission requirements.

Provided, that the conduct of the mandatory drug testing shall be in accordance with the pertinent provisions of CHED Memorandum Order No. 64, s. 2017³⁵, Section 32 of R.A. No. 9165³⁶ and its IRR, Dangerous Drugs Board (DDB) Board Regulation No. 6, s. 2003³⁷ and No. 3, s. 2009³⁸, 2017 Revised University Code, and/or Drug Testing for the Officials, Employees and Students of the University Manual duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 10. **Admission Procedures.** – Unless the EVSU BOR may subsequently determine, upon the recommendation by the University President and EVSU-Academic council, the following steps shall also be followed:

- 10.1. Applicants seeking admission to the University are required to comply with the requirements provided in this 2017 Revised University Students' Handbook and such policies duly approved by the EVSU Board of Regents subject for assessment and evaluation by assigned faculty member in respective departments.
- 10.2. Qualified applicants shall undergo interview to be conducted by an assigned faculty member of respective departments. The said faculty shall evaluate and rate applicants by accomplishing the Interview Form. Applicants will be given the Admission Slip as well as the Permit to Pay Slip.

³⁵ "Policies, Guidelines and Procedures for Higher Education Institutions (HEIs) Requiring Drug Testing of Students."

³⁶ "Comprehensive Dangerous Drugs Act of 2002."

³⁷ "General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student."

³⁸ "General Guidelines for the Conduct of Random Drug Testing for Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003."

- 10.3. Applicants shall present the Permit to Pay Slip to the assigned personnel at the Cashiering Section for payment of the Entrance Examination Fee of Two Hundred Fifty Pesos (Php250.00) or such amount as may be imposed by the EVSU Board of Regents upon the recommendation by the University President.
- 10.4. Applicants shall proceed to the Office of Admission and Guidance Services to be scheduled for University Academic Entrance Examination and standardized psychological test, and to submit the following requirements: two (2) pieces 2x2 ID picture, Admission Slip, and one (1) piece long brown envelope.
- 10.5. Applicants shall return to the Office of Admission and Guidance Services on the scheduled date to take the University Academic Entrance Examination and the standardized psychological test, and shall wait until admission results are released.
- 10.6. Evaluation of applicants is based on the following criteria:

Criteria	Weight Allocation
a. Entrance Examination Score.	60%
1. National Entrance Examination or its equivalent (30%).	
2. University Entrance Examination (40%).	
3. Program/Degree Competitive Academic Entrance Examination (30%).	
b. General Weighted Average (GWA).	30%
c. Interview (conducted by the Academic Department Head and/or faculty member duly authorized by the College Dean).	10%
Total	100%

Provided, that an applicant must have attained a total average of at least Eighty Percent (80%) to be included in the short-list of applicants in at least three (3) course preferences he/she indicated in the application form. However, the student-applicant may be allowed to enroll in other course or program other than indicated in the application form subject to the availability of slots, passed the required Program/Degree Competitive Academic Entrance Examination and requirements of such course or program.

Provided, further, that short-listed applicants shall undergo the enrollment procedure to formally be admitted to the University.

Provided, furthermore, that clearances will be required only for graduating students, transferees, returnees and shiftees.

Section 11. **Accreditation of Units.** – Accreditation of units is dependent upon the decision of the College Dean concerned after a thorough evaluation of

the Transcript of Records (TOR) by the Academic Department Head subject to the applicable requirements and processes provide for under Section 18 and Section 30 hereof.

Section 12. **Mandatory Compliance of the Admission Requirements by the Sons and Daughters of the University's Employees.** – Sons and Daughters of EVSU employees, although may be given priority/preference for admission, shall undergo and comply with the same admission policies and requirements.

Article 5 **Enrolment Procedures and Process Flow**

Section 13. **Registration/Enrolment Procedures.** – Registration or enrollment of students shall be in accordance with the duly prescribed enrolment procedures. *Provided*, that a student is deemed officially enrolled after he/she has submitted his/her appropriate admission or transfer credentials, has paid the required entrance fees which has been accepted by the University, surrendered his or her Certificate of Registration (COR) to the Office of the University Registrar, and has been authorized to attend classes in the University.

Provided, further, that the University shall formulate or adopt such mechanisms related to on-line registration and enrolment of students subject to the requirements and standards provided under existing laws, rules and regulations.

Section 14. **Uniform Enrollment Procedures and Process Flow and Authority to Adjust Enrollment Procedures and Process Flow.** – The University shall implement a uniform enrollment procedures and process flow as provided under **Annex A** which is made an integral part hereof.

Provided, that the University President may, upon the recommendation by the duly constituted Committee on Enrollment, adjust the enrollment procedures and process flow including the schedules thereof to achieve continuing efficient and convenience to the students and personnel involved. The Committee on Enrollment shall be composed of the Vice President for Academic Affairs as Chairperson, Director of SASO as Vice Chairperson, College Deans, Campus Directors, Director for Financial Services, University Registrars, and Presidents or their authorized representatives of the Federation of Student Councils/Governments and Faculty Associations of the University, as Members.

Article 6 **Registration and Cross Registration**

Section 15. **Registration.** – The following rules shall strictly be observed:

- 15.1. **Official Registration.** – After the applicants submitted all the requirements/credentials and successfully passed the University Academic Entrance Examination and the standardized psychological test, they shall be officially registered/enrolled in the curriculum year

or course they have chosen. A student is considered officially enrolled when:

- a. Availled of and qualified under R.A. No. 10931³⁹ and its IRR and/or tuition (in full or in installment) and other fees are paid.
 - b. Official receipt of payment had been validated;
 - c. Has submitted his/her fully accomplished Certificate of Registration which has been signed by both the Academic Head and College Dean and other requirements to the University Registrar's Office; and
 - d. The "Copy for Student" portion of his/her Certificate of Registration has been properly stamped, registered and initialed by the receiving clerk of the University Registrar's Office.
- 15.2. *Registration Period.* – No student shall be registered later than the date specified in the approved University Academic Calendar of Activities (UACA) except under reasonable and justified circumstances to be determined by the Deans of the College but nor to exceed six (6) days. However, enrolment may be extended at the discretion of the University President upon recommendation of the Committee on Enrollment. *Provided*, that extended enrolment/registration with fine is only good for one (1) week after the last day of the scheduled enrolment.
- 15.3. *Non-registration Due to Cut-off Time.* – In the event that a student fails to register due to cut-off time of the University's office/s concerned, he/she shall be deemed enrolled on the date of receipt of enrollment form which the same may be processed even after the registration period without fine, but in no case the same may be filed beyond the extended period.
- 15.4. *Penalty for Late Registration.* – Late registrants shall pay a fine of Twenty Pesos (Php20.00) per day for the first day and additional Ten Pesos (Php10.00) on the succeeding days. *Provided*, that this fine shall only apply to those applicants who have not received an enrollment form based on the approved schedule.

Section 16. **Cross Enrolment.** – The University President may authorize the student to cross-enroll non-major subjects on a case-to-case basis or any subject/s he/she needs to enroll during a given term which is/are not offered in the University in other institutions provided the said subjects are not offered during the six (6) term. The subject load should not exceed nine (9) units upon the recommendation of the Dean of the College and University Registrar.

³⁹ "An Act Promoting Universal Access to Quality Tertiary Education by Providing Quality Tertiary Education by Providing for Free tuition and Other School Fees in State Universities and Colleges, Local Universities and Colleges and State-Run Technical-Vocational Institutions, Establishing the Tertiary Education Subsidy and Student Loan Program, Strengthening the Unified Student Financial Assistance System for Tertiary Education and Appropriating Funds Therefor."

Provided, that students not enrolled in the University may be allowed to cross-enroll to EVSU, *provided*, that a permit to cross-enroll from the Registrar of the institution/school where they are enrolled in shall be required. The permit shall state the total number of units for which the students is registered and the subject that the student is authorized to take in the University which in no case shall exceed six (6) units.

Section 17. **Procurement, Installation, Use and Sustainability of On-Line and Electronic Registration or Enrollment System.** – The University shall procure, install, use and sustain on-line and electronic registration and enrollment system to further improve efficiency.

Section 18. **Credit Equivalency and Recognition, and Course Code System.** – The University shall give no credit for any course taken by any student from other schools unless the Dean of College concerned, upon the recommendation by the Academic Head concerned, has expressly authorized the same. The authorization shall be in writing to be recorded in the University Registrar's Office.

Provided, that University shall adopt a unified course code system and that the courses taken in one University Campus shall be recognized in the other University Campuses subject to usual assessment process by the College concerned as provided under this 2017 Revised University Students' Handbook.

Section 19. **Requirement for Foreign Students.** – No foreign student shall be enrolled without prior approval of the Department of Foreign Affairs and the Bureau of Immigration and Deportation in accordance with the provisions of this 2017 Revised University Students' Handbook, 2017 Revised University Code and applicable laws, rules and regulations.

Section 20. **Appreciation of Source Documents for Personal Information.** – For purposes of enrollment, the name and other personal data or circumstances of each student as indicated in his or her birth certificate or alien certificate of registration, where applicable, shall prevail.

Section 21. **Contract.** – Each student shall bind himself/herself with the University upon approval of his/her application of enrollment. Relatedly, in ***EU v. Jader***⁴⁰, the Supreme Court ruled:

“When a student is enrolled in any educational or learning institution, a contract of education is entered into between said institution and the student. The professors, teachers or instructors hired by the school are considered merely as agents and administrators tasked to perform the school's commitment under the contract. Since the contracting parties are the school and the student, the latter is not duty-bound to deal with the former's agents, such as the professors with respect to the status or result of his grades, although nothing prevents either professors or students from sharing with each other such information.”

⁴⁰ ***University of the East v. Romeo A. Jader***, G.R. No. 132344, February 17, 2000.

Provided, that the reciprocity of the University-student contract⁴¹ must be held and respected at all times.

Provided, further, that the approval of application of enrollment shall mean submission to and official registration by the University Registrar. *Provided, furthermore*, that any student who fails to submit the application of enrollment to the Office of the University Registrar shall render his or her back account payable the ensuing enrollment period subject to approval of request of deletion thereof.

Article 7 **Policies on Fees and Charges, Free Tuition Fee and Other Charges, and Financial Assistance**

Regino v. Pangasinan Colleges of Science and Technology, G.R. No. 156109. November 18, 2004 citing 161 SCRA 7, May 2, 1988, 185 SCRA 523, May 20, 1990, *Philippine School of Business Administration v. CA*, 205 SCRA 729, February 4, 1992; *University of San Agustin v. CA*, 230 SCRA 761, March 7, 1994, 205 Phil. 307, January 28, 1983, 178 SCRA 637, October 19, 1989, the Supreme Court held:

"Reciprocity of the School-Student Contract"

In *Alcuaz v. PSBA*, the Court characterized the relationship between the school and the student as a contract, in which a student, once admitted by the school is considered enrolled for one semester. Two years later, in *Non v. Dames II*, the Court modified the termination of contract theory in *Alcuaz* by holding that the contractual relationship between the school and the student is not only semestral in duration, but for the entire period the latter are expected to complete it. Except for the variance in the period during which the contractual relationship is considered to subsist, both *Alcuaz* and *Non* were unanimous in characterizing the school-student relationship as contractual in nature.

The school-student relationship is also reciprocal. Thus, it has consequences appurtenant to and inherent in all contracts of such kind -- it gives rise to bilateral or reciprocal rights and obligations. The school undertakes to provide students with education sufficient to enable them to pursue higher education or a profession. On the other hand, the students agree to abide by the academic requirements of the school and to observe its rules and regulations.

The terms of the school-student contract are defined at the moment of its inception -- upon enrolment of the student. Standards of academic performance and the code of behavior and discipline are usually set forth in manuals distributed to new students at the start of every school year. Further, schools inform prospective enrollees the amount of fees and the terms of payment.

In practice, students are normally required to make a down payment upon enrollment, with the balance to be paid before every preliminary, midterm and final examination. Their failure to pay their financial obligation is regarded as a valid ground for the school to deny them the opportunity to take these examinations.

The foregoing practice does not merely ensure compliance with financial obligations; it also underlines the importance of major examinations. Failure to take a major examination is usually fatal to the students promotion to the next grade or to graduation. Examination results form a significant basis for their final grades. These tests are usually a primary and an indispensable requisite to their elevation to the next educational level and, ultimately, to their completion of a course.

Education is not a measurable commodity. It is not possible to determine who is better educated than another. Nevertheless, a student's grades are an accepted approximation of what would otherwise be an intangible product of countless hours of study. The importance of grades cannot be discounted in a setting where education is generally the gate pass to employment opportunities and better life; such grades are often the means by which a prospective employer measures whether a job applicant has acquired the necessary tools or skills for a particular profession or trade.

Thus, students expect that upon their payment of tuition fees, satisfaction of the set academic standards, completion of academic requirements and observance of school rules and regulations, the school would reward them by recognizing their completion of the course enrolled in.

The obligation on the part of the school has been established in *Magtibay v. Garcia, Licup v. University of San Carlos*, and *Ateneo de Manila University v. Garcia*, in which the Court held that, barring any violation of the rules on the part of the students, an institution of higher learning has a contractual obligation to afford its students a fair opportunity to complete the course they seek to pursue."

Section 22. **General Provision.** – Subject to the provisions of R.A. No. 9311, R.A. No. 8292 and its IRR, R.A. No. 10931 and its IRR and such applicable laws, rules and regulations, the EVSU Board of Regents shall fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as it may deem proper to impose, after due consultations with the involved sectors. *Provided, further,* that the University shall formulate or adopt such mechanisms related to on-line payment of fees and charges subject to the requirements and standards provided under existing laws, rules and regulations.

Section 23. **Schedule of Tuition Fees and Other Charges and the Socialized Scheme and Indexation to Inflation.** – The following strictly be observed:

- 23.1. *Schedule of Tuition Fees and Other Charges.* – Notwithstanding as the EVSU Board of Regents may prescribe pursuant to the provisions of R.A. No. 9311, R.A. No. 8292 and its IRR, R.A. No. 10931 and its IRR and other applicable laws, rules and regulations, the schedule of tuition fees and others charges that the University shall collect from applicants to and students of the different curricular programs or degrees shall be in such amounts as provided under **Annex B** hereof.
- 23.2. *Socialized Scheme and Indexation to Inflation.* – The University may adopt and implement a socialized scheme of tuition and fees for greater access of poor but deserving students to the University. *Provided,* that the fees and charges shall be indexed to inflation subject to pertinent provisions of Board Resolution No. 150, s. 2017⁴² adopted by the EVSU BOR on October 16, 2017 and applicable policies promulgated by CHED and pertinent rules and regulations as the EVSU BOR may promulgate upon the recommendation by the University President.
- 23.3. *Adoption and Suppletory Application of Republic Act No. 10931 and its IRR, CHED Commission En Banc Resolution No. 322-2011 Dated December 16, 2011 and CHED Memorandum Order No. 03, s. 2012 Dated January 31, 2012, Administrative Order No. 31 Dated October 1, 2012 and its IRR, Doctrines Laid Down in Lina v. Carino, St. Joseph College v. St. Joseph College Workers Associations (SAMAHAN), and Such Applicable Laws, Rules and Regulations.* – Any increase of fees and introduction of new fees and/or adjustments or indexation thereof shall conform with the provisions of Republic Act No. 10931 and its IRR, CHED Commission *En Banc* Resolution No. 322-2011 dated December 16, 2011 and CHED Memorandum Order No. 03, s. 2012 dated January 31, 2012⁴³, Administrative Order No.

⁴² "Resolution Rationalizing and Indexing to Inflation Rates the Fees and Charges, Incentives and Assistance to the Employees and Students of the University Effective Fiscal Year 2017 and Thereafter, Subject to Existing Laws, Rules and Regulations, and For Other Purposes."

⁴³ "Enhanced Policies, Guidelines and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and For Other Purposes."

31 Dated October 1, 2012⁴⁴ and its IRR⁴⁵, doctrines laid down in *Lina v. Carino*⁴⁶, *St. Joseph College v. St. Joseph College Workers Associations (SAMAHAN)*⁴⁷, and such applicable laws, rules and regulations which are hereby adopted to and shall apply suppletorily and serve as the governing guidelines of this 2017 University Students' Handbook.

Section 24. **Refund of Fees.** – The following guidelines shall be strictly implemented:

24.1. *For Tertiary Students Who Availed of the Free Tuition Fee and Other Charges under Republic Act No. 10931 and its IRR.* – No refund of the tuition fees, entrance and examination/testing fees and other charges for those students who availed of the free tuition fee and other charges under R.A. No. 10931 and its IRR, regardless of the period by which the students had attended or not attended his or her classes.

24.2. *For Tertiary Students Opt to Pay for the Tuition Fee and Other Charges and Students of the Graduate Programs and Secondary Laboratory Department Who Are Not Covered of Republic Act No. 10931 and its IRR:*

24.2.1. No refund shall be made on entrance examination/testing fees.

24.2.2. The following may request for refund of tuition even after the fourth from the opening of classes (or more than 6 days from the opening of Summer classes):

1. Students who withdraw on account of illness duly certified by the physician concerned;
2. Students who withdraw on account of employment duly certified by the employer concerned; and
3. Students who have to take a prolonged leave of absence from the University in compliance with a lawful order or for other reasonable causes. Such as unforeseen acts of nature (e.g. typhoon or earthquakes)

24.2.3. Subject to the provisions of the approved University Academic Calendar of Activities, a student who transfers or

⁴⁴ "Directing and Authorizing All Heads of Departments, Bureaus, Commissions, Agencies, Offices and Instrumentalities of the National Government, Including Government-Owned and/or –Controlled Corporations (GOCCs), To Rationalize the Rates of their Fees and Charges, Increase Their Existing Rates and Impose New Fees and Charges."

⁴⁵ DOF-DBM-NEDA Joint Circular Ni. 1-2013 dated January 30, 2013 entitled, "Implementing Rules and Regulations of Administrative Order No. 31, Series of 2012, On the Rationalization of Rates of Fees and Charges, Increase in Existing Rates, and Imposition of New Fees and Charges."

⁴⁶ G.R. No. 100127, April 23, 1993.

⁴⁷ G.R. No. 155609 dated January 17, 2005.

otherwise withdraws, in writing, within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one (1) month may be charged twenty percent (20%) of the total amount due for the semester if he or she withdraws within the first week of classes, regardless of whether or not he or she has actually attended classes. A student may be charged all the school fees in full if he or she withdraws not later than two (2) weeks before the mid-term examinations subject to the approval by the University President.

Provided, that the University President shall create a Committee on Refund of Fees (CRF) composed of the Vice President for Administration and Finance, as Chairperson, President of the FSG or his or her representative, as Vice Chairperson, Director for Finance Services, and Director for SASO, as Members. The Committee shall recommend to the University President or Campus Director the grant of any student request for refund taking into consideration the unique circumstances or grounds the student concerned may stipulate in the prescribed form on request for refund.

24.2.4. All payments of fees shall be made with the University Cashier.

24.2.5. The Accounting Unit shall publish in strategic places the updated rate of fees to be paid by the students and clients of the University.

Section 25. ***Free Tuition and Other Charges, and Financial Assistance.***

– Subject to the provisions of R.A. No. 10931 and its IRR and such applicable laws, rules and regulations as well as availability of funds, the EVSU BOR shall, upon the recommendation of the University President, adopt such mechanism to fully implement the free tuition and others charges as well as financial assistance by the government. *Provided*, that the forms and types of the assistance shall be those provided under R.A. No. 10931 and its IRR, 2017 Revised University Students' Handbook, 2017 Revised University Code, and such policies promulgated by the CHED and other government agencies and/or by the EVSU Board of Regents.

Article 8

Subject Load and Attendance

Section 26. ***Normal Load During Regular Term.*** – The following shall strictly be observed:

26.1. *For Degree and Non-Degree Courses.* – One (1) unit of credit shall be eighteen (18) full hours of lecture per semester. For laboratory, one

(1) unit of credit is equivalent to fifty-four (54) full hours per semester.

Provided, that for summer term, the normal load of the student shall be nine (9) units, but in justifiable cases, the College Dean may allow an undergraduate student a higher load not exceeding twelve (12) units. Except as may be determined by the University President upon the recommendation by the Vice President for Academic Affairs in consultation with the College Dean concerned, summer classes are for petitioned subjects only subject to the provisions of this 2017 Revised University Students' Handbook and applicable policies approved by the EVSU Board of Regents.

- 26.2. **For Graduate School Students.** – Students enrolled in the Graduate School are allowed to carry a load of not more than nine (9) units (for part-time) and fifteen (15) units (for full time) for each regular semester. During summer term, a maximum of nine (9) units load shall be allowed.

Section 27. **Subject Load for Employed Students.** – The College Dean may limit the academic load of students who are employed, whether full- time or part-time.

Section 28. **Taking Subjects Beyond the Number of Units in the Curriculum.** – No student shall be allowed to take more that the number of units specified in the curriculum in which he/she is enrolled in each semester, except for graduating students and/or students who attain an average grade of "1.75" or higher during the immediate preceding semester upon recommendation of the Head of the Academic Department concerned and approval by the College Dean.

Provided, however, that in the case of graduating students, overload twenty eight (28) units shall be allowed only during or within the academic year he or she is about to finish his or her course; *provided*, that the overload or additional subjects shall not be more than nine (9) units per semester but in no case that the total subjects shall be more than twenty eight (28) units for such semester. In the exercise of the University President of his/her discretion to grant overload or additional subjects, the provision of Section 16 hereof shall also be taken into consideration on a case-to-case basis, with the end view of meeting the actual needs of the student/s concerned.

Provided, further, that in the case of non-graduating students referred to in the preceding provision, he/she must have carried the regular load during the immediate preceding semester.

Provided, moreover, that students who will be undergoing on-the Job-Training (OJT) or Apprenticeship or its equivalent on the succeeding school year/semester may be allowed an overload of three (3) subjects only.

Section 29. **Dropping, Adding and Changing of Subjects.** – The following rules shall be observed:

- 29.1. With the consent of the College Dean concerned, a student may drop a subject by accomplishing the prescribed form with the University Registrar's Office before the Midterm Examinations. For failure to observe the said requirement, the student may be given a grade of "5.0". He/she likewise shall be required to pay the full term's fee.
- 29.2. A student may be allowed to add and/or change subjects until the second week of regular classes, by accomplishing the prescribed form at the Office of the College Dean and submitting the same to the Office of the University Registrar for recording and safekeeping purposes.

Section 30. **Validation and Substitution of Subjects.** – The University shall adopt the following system of accrediting, validating, and/or substituting the equivalency of subjects of transferees and/or shiftees:

- 30.1. Upon the evaluation of the Head of the Academic Department and approval by the Dean of College, the subject/s previously taken in the previous curricula may be credited, and that said subjects satisfy the course contents, number of hours and credit units as prescribed in the curriculum program of the University. The College Dean or any proper official of the school where the subjects/courses were taken must have submitted the appropriate certification stating, among others, the course description, course outline, units, mode of instruction, medium of instruction, and syllabus of the subject/s.

Provided, that credits earned by transferee-students of graduate programs from other Graduate Schools may be accepted or credited but not more than one third (1/3) of the academic units required for the degree, excluding thesis/dissertation.

- 30.2. Student concerned shall be subjected to validation process by requiring him or her to take and pass the validation examination developed by the faculty member/s teaching the subject upon submission of an approved request and payment of the corresponding fee in the amount of Five Hundred Pesos (Php500.00) per subject.
- 30.3. For transferees and/or shiftees who have previously taken a curriculum that is not related to the curriculum he/she intends to enroll in, only the minor subjects/courses shall be credited.
- 30.4. Subjects which may have different descriptive title but have similar course contents as that prescribed in the curriculum may be credited in favor of its similar course, upon the approval of the College Dean. *Provided,* that an authenticated course description of the school from where the subjects were taken will be presented for evaluation purposes as provided in sub-Section 30.1 above.

- 30.5. In case the subjects previously enrolled and taken satisfy the course contents but are lesser in number of hours and/or credit units, the student shall be required to re-enroll in the said subject.
- 30.6. Substitution of courses may be allowed when the curriculum where the student is enrolled in has been superseded by a new curriculum; *Provided*, that the above rules for accrediting and validating the equivalency of courses shall be applied. *Provided, further*, that the substitution of courses shall have prior approval of the College Dean.

Article 9 **Petitions of Subjects**

Section 31. **Conditions for Petition of Subjects.** – Student/s may petition a subject/s upon accomplishment of the prescribed “Petition and Agreement to Offer a Subject” (PAOS) Form and approval of authorized University officials subject to any of the following conditions:

- 31.1. Student/s taking the subjects is/are from a phased-out curriculum;
- 31.2. Student/s who is/are graduating;
- 31.3. Regular subject/s not offered within the semester; or
- 31.4. Irregular student/s or repeater/s and those with subject deficiencies.

Provided, that petition of subjects shall be allowed upon the recommendation of the Head of the Academic Department concerned, the College Dean and the Vice President for Academic Affairs, subject to the approval of the University President.

Provided, further, that faculty member/s who taught the subject/s under petition shall be prohibited from teaching the said subject/s and the College Dean shall resort to other qualified faculty members, whether regular or part-time, to teach the petitioned subject/s. *Provided, furthermore*, that the College Dean and Department Head concerned shall select from the pool of faculty members or experts, within the College or Colleges of the University Campuses, to teach any petitioned subject/s, in so far as expressly authorized by the University President.

Section 32. **Payment for the Petitioned Subjects.** – Notwithstanding as may be provided under pertinent provisions of R.A. No. 10931⁴⁸ and its IRR, student/s shall be required to pay for the petitioned subject/s based on the following formula:

Subject/s	Formula
Lecture Subjects	Teacher's rate x no. of units x no. of weeks in a semester x 1.15
Laboratory Subjects	Teacher's rate x no. of units x no. of weeks in a semester x 1.20

⁴⁸ “Universal Access to Quality Tertiary Education Act.”

Shop Subjects	Teacher's rate x no. of units x no. of weeks in a semester x 1.25
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Provided, that the amount paid by the student/s shall be deposited in a Trust Fund of the University to be used in paying for the honoraria of faculty members teaching the petitioned subject/s. Any excess thereof shall form part of the income of the University.

Article 10

Attendance, Residency, Leave of Absence and Transfer of Students

Section 33. **Required Attendance.** – Regular and punctual attendance in all classes is required of all students. A student is responsible for all assignments/requirements given during his/her absence. In case of absence due to sickness, the student is required to present an original copy of the medical certificate from his/her attending physician stating the nature of his/her sickness. In other cases, the student is required to present a written certificate from his/her parents or guardian stating the nature of his or her absence.

Provided, that the attendance of the students would not affect or has no weight in their grades and therefor, checking of attendance shall only be used for monitoring of the students.

Provided, that the CHED requirement for attendance of at least twenty percent (20%) of the required number of hours of the program or course must be observed.

Section 34. **Basis of Offsetting Absences and Dropping a Student.** – The following rules shall strictly be observed:

- 34.1. If the absences of a student reaches at least twenty percent (20%) but not more than fifty percent (50%) of the total prescribed of hours for lecture, recitation, laboratory or shop work and formative/summative tests⁴⁹ in one semester, he/she must be notified thereof and that additional academic requirements shall be complied with to offset the lessons and academic activities missed during his or her absences. *Provided*, that the additional academic requirements must be related to the student's subject.
- 34.2. A student shall be dropped from the class roll when the number of hours of his/her absences and/or late enrolment reaches at least fifty percent (50%) of the total prescribed number of hours of recitation, lecture, laboratory or shop work or summative tests in one semester.
- 34.3. If a student drops all the subjects or files the leave of absence shall secure appropriate certification from the Admission and Guidance Office subject to approval by the Vice President for Academic Affairs

⁴⁹ Composed of unit test or chapter test prescribed under the approved course syllabus. Quiz is excluded since this doesn't partake the essential feature of a summative test.

upon the recommendation by the Director for SASO and College Dean concerned.

Provided, that pertinent provisions of Article 18 hereof shall be applied accordingly based on the actual circumstance/s of the students.

Section 35. ***Waiting Time in Case of Failure of the Faculty Member to Arrive on Time.*** – The student shall have the right to leave the classroom and shall not be considered absent if the faculty member does not arrive within one-fourth ($\frac{1}{4}$) of the allotted class time.

Section 36. ***Special Make-up Classes for Students Who Represented the University.*** – Students who participate in any University- sponsored activity or represent the University in an official capacity shall be granted approved absence upon the recommendation of the SASO Director with the approval of the Dean of the College concerned. They shall be entitled to special summative tests, lecture or laboratory or shop work and/or make-up work for missed class requirements.

Article 11 Medium of Instruction

Section 37. ***General Policy.*** – English is generally used as a medium of instruction in the University. In consonance with the Bilingual Education Policy, a language course, whether Filipino or English should be taught in the target language. Literature, Humanities and Social Science courses may be taught in Filipino, English or any other language, as long as there are enough instructional materials and both students and teachers⁵⁰ or faculty members are competent in that language.

Section 38. ***Inclusion of the Medium of Instruction in the Course Syllabus.*** – Faculty members shall indicate in the course syllabus the medium of instruction to be used in their respective subjects.

Article 12 Curricular Residency of the Students

Section 39. ***Minimum Residency.*** – A minimum residence shall be one (1) year for a four (4) year course. No student shall be allowed to transfer unless, upon the evaluation of the College Dean, he/she could satisfy the minimum residency requirement.

⁵⁰ Defined pursuant to Section 2 of R.A. No. 4670 otherwise known as the "*Magna Carta* for Public School Teachers", as reproduced hereunder:

"Sec. 2. Title/Definition. This Act shall be known as and shall apply to all public school teachers except those in the professorial staff of state colleges and universities.

As used in this Act, the term "teacher" shall mean all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges and universities operated by the Government or its political subdivisions; but shall not include school nurses, school physicians, school dentists, and other school employees."

Section 40. **Maximum Residency.** – The maximum residency of the student for a particular course shall be as follows:

- 40.1. For 5-year course = 7 years
- 40.2. For 4-year course = 6 years
- 40.3. Secondary or K to 12 = 6 years
- 40.4. For Master's program = 7 years
- 40.5. For Doctorate program = 9 years

Provided, that any student who fails to finish his/her course within the maximum residency period may be allowed to register further in the College subject to completion of refresher subject/s constituting of least ten (10) percent of the coursework per school year subject to the proper determination by the College Dean concerned and approval by the Vice President for Academic Affairs.

Provided, further, that a student who quits from the University but plans to return must file a leave of absence. The counting of the maximum period shall be interrupted upon the filing and approval of the said leave of absence.

Article 13 **Leave of Absence**

Section 41. **Prolonged Leave of Absence.** – A student shall be required to submit a written petition to the College Dean stating the reasons for the leave and shall specify the period of the leave which shall not exceed one (1) academic year. Such petition shall be filed prior to the leave of absence and be approved within the period prescribed by the College concerned, duly approved by the University President upon the recommendation by the Vice President for Academic Affairs, in accordance with the provisions hereof.

Section 42. **Notification to the Parents/Guardian.** – The College through the Dean/equivalent official or his/her duly authorized representative, shall notify the parent/guardian of the student granted leave of absence and the University Registrar of such leave indicating the reasons for the same, and the amount of money to be refunded or paid, if any.

Section 43. **Withdrawal and Curtailment of Registration Privileges.** – Students who withdrew from the College without formal leave of absence may have their registration privileges curtailed or entirely withdrawn subject to proper notice by the Dean of the College concerned and the University Registrar.

Article 14 **Transfer of Students**

Section 44. **Conditions.** – In addition to the qualifications and requirements provided under Section 8, Article 4 hereof, transfer of students into the University shall be allowed under the following conditions:

- 44.1. The weighted average grade is "2.5" or higher for undergraduates and "1.75" for graduate students;

- 44.2. Transferee must satisfy the minimum residency requirement for the course; and
- 44.3. Transferee must have complied with the requirements for admission to the College to which he/she seeks transfer.

Section 45. **Crediting of Units.** – The maximum number of units which may be credited upon transfer shall be determined by the College Dean upon the recommendation by the Academic Department Head concerned subject to the provisions of this 2017 Revised University Students' Handbook and/or policies approved by the EVSU Board of Regents upon the recommendation by the University President.

Article 15 **Examination and Grading System Policies**

Section 46. **Major Examinations and the Schedules Thereof.** – There shall be two major examinations, midterm and final, in every semester. The schedule of examinations shall be determined by the Director of Student Affairs and Services Office and shall be included in the University's Academic Calendar or annual program of activity.

Provided, that students who failed to take any of the major examinations shall be allowed to take a special examination upon presenting a written justification approved by the Head of Academic Unit, Dean of the College and Vice President for Academic Affairs.

Provided, further, that no student shall be deprived of admission to take any of the major examinations on the basis of non-payment of school fees or non-release of the government subsidy for his/her tuition fee and other charges. *Provided, however,* that the University shall have the authority to withhold the release of records or credentials until the student has completely settled his or her responsibilities and accountabilities with the University.

Section 47. **Examinations per Subject.** – Examinations are integral components of instruction and shall be administered by the faculty member subject to University policies, rules and regulations for the purpose of formative and/or summative evaluation of student performance.

Provided, that electronic devices such as cellphones, tablets, smart watches are generally not allowed during the examination, unless specified otherwise by the teacher or faculty member.

Section 48. **Determination of Grades.** – Faculty members have the authority to determine and give grades to their students, *provided,* that in case a student is dissatisfied with the grade given to him/her the latter may request for re-computation which may be allowed prior to the submission of grade sheets to the Office of the University President subject to the approval of the Head of the Academic Department concerned.

Section 49. **Mandatory Submission of Grades.** – The following provisions shall strictly be observed:

- 49.1. *Deadline of Submission.* – Every faculty member shall submit his/her report of grades at the end of each term not later than the deadline prescribed under the approved University Academic Calendar. The University shall jointly with its faculty members be liable for their negligent act/s of failing or refusing to submit promptly the students' grades or the grading sheets as elucidated in **EU v. Jader**⁵¹ of which the Supreme Court unequivocally declared:

"The negligent act of a professor who fails to observe the rules of the school, for instance by not promptly submitting a student's grade, is not only imputable to the professor but is an act of the school, being his employer."

- 49.2. *Penalties for Delay of Submission of Grade Sheets.* – Should a faculty member fails to submit the grading sheet/s within the prescribed period; the following actions shall be taken:

a. *For Regular Faculty Members:*

1. Deduction from his or her salary equivalent to One Hundred Pesos (Php100.00) per subject or class or section, as the case may be, for every day of non- submission until actual receipt by the Office of the University Registrar;
2. Disqualification from teaching of the same subject in the subsequent semester/s subject to the determination by the Department Head concerned duly approved by the College Dean; and
3. Disapproval of the clearance for the semester until actual receipt by the Office of the University President.

b. *For Part-time Faculty Members:*

1. All penalties under Section 49.2 of this Students' Handbook, and Section 190.2, Article 39 2017 Revised University Code shall be applied;
2. Blacklisting from any of the University Campuses to teach equivalent to one semester for every subject.

- 49.3. *Exemptions.* – A Faculty Member may be exempted from submitting his or her grade sheets within the prescribed period duly approved by the University President on any of the following ground/s:

- a. Execution or completion of travel on official business duly authorized by the University President; or

⁵¹ **University of the East v. Romeo A. Jader**, G.R. No. 132344, February 17, 2000.

- b. Execution or completion of medical leave subject to submission of medical certificate issued by a government physician; or
- c. Performance of urgent task/s related to the functions and mandates of the University; or
- d. Such ground/s or justification/s as the faculty member concerned may stipulate duly approved by the University President upon the recommendation by the College Dean concerned and Vice President for Academic Affairs.

Section 50. **Limitations on the Submission of Grades.** – No faculty member shall be required to submit grades in any of his/her classes more than once during the semester or term.

Section 51. **Prohibition Against Change of Grades.** – The following provisions shall govern in the change of grades:

- 51.1. No faculty member shall change any grades of his or her subject/s taught after the report of record or grade sheet has been submitted to the University Registrar, except in exceptional cases as when an error has been committed, the faculty member may request for authority from the Head of the Department and the College Dean, indicating the reason for the change, but in no case shall the change operate to the prejudice of the student, subject to the approval by the University President.
- 51.2. In case a faculty member becomes incapacitated, dies, transfers, or resigns, or under preventive suspension, or dismissed from the service, or fails to submit the grading sheets within the prescribed period, or if majority of the students got failing grades without justifiable reasons, the University President shall convene a Committee to determine the circumstances of the students and the determination of the grades therein shall be made of such Committee composed of the concerned Dean as Chairperson, Department Head as Vice Chairperson, and faculty member whose profession or expertise is related to the subject, as Member. The University Registrar shall immediately expunge the previous grades and replace with the grades determined by the Committee.
- 51.3. Unauthorized change/s of grades duly submitted to the University Registrar shall constitute an administrative offense based on the doctrine laid down in **TIPTEO v. CA**⁵² of the Supreme Court instructively held:

“b. Grade Tampering

⁵² **Technological Institute of the Philippines Teachers and Employees Organization (TIPTEO) and Magdalena T. Salon v. The Hon. Court of Appeals and Technological Institute of the Philippines**, G.R. No. 158703, June 26, 2009.

xxxxxxxxxx, the present violation involves elements of falsification and dishonesty. Xxxxxxxxxx In the process, she changed in short, falsified her own records by changing the submitted record and the supporting documents. Viewed in any light, this is Serious Misconduct under Article 282(a) of the Labor Code, and a just cause for termination of employment."

Section 52. Prohibitions of Students to Influence in Giving of Grades.

– No student shall directly influence his/her Professor/Instructor/Teacher to give him/her a certain grade or ask another person to influence his/her Professor/Instructor/Teacher similarly. Any student violating this rule shall lose credit in the subject/s concerned and shall be subjected to disciplinary action as provided under this 2017 Revised University Students' Handbook and applicable policies approved by the EVSU Board of Regents upon the recommendation by the University President.

Further, officials, faculty members or employees of the University shall be prohibited from directly or indirectly influencing any Professor/Instructor/Teacher of the University to give a grade/s to any student/s. Violation of this provision shall subject the official, faculty member or employee concerned to disciplinary action as enunciated in **TIPTEO v. CA**⁵³ of which the Supreme Court unambiguously ruled:

"b. Grade Tampering

Be that as it may, the mother of Manalo, being a teacher herself, should have been questioned or investigated for urging Salon to give her son a passing grade. What Mrs. Manalo did was in itself highly irregular and should have been subjected to disciplinary action, in the interest of fairness."

Section 53. Grading System. – The University shall have a uniform grading system using number grades from "1" to "5" where "1" is the highest, "3" is passing, "4" is conditional and "5" is failure. Specifically, the work of the student shall be graded with the following rating with their respective percentage and qualitative equivalent:

53.1. *For Graduate School Courses/Programs.* – The grading for the Graduate School courses/programs of the University Campuses shall be as follows:

Rating	Percentage Equivalent	Qualitative Equivalent
1.0	95	Excellent
1.1	94	Excellent
1.2	93	Excellent
1.3	92	Very Good

⁵³ **Technological Institute of the Philippines Teachers and Employees Organization (TIPTEO) and Magdalena T. Salon v. The Hon. Court of Appeals and Technological Institute of the Philippines**, G.R. No. 158703, June 26, 2009.

1.4	91	Very Good
1.5	90	Very Good
1.6	89	Good
1.7	88	Good
1.8	87	Good
1.9	86	Good
2.0	85	Fair and Pass
2.5	80	Low Pass
3.0	75	Lowest Pass
Below 3.0	70	Failure

53.2. *For Undergraduate Courses/Post Baccalaureate.* – The grading for the undergraduate courses/post baccalaureate of the University Campuses shall be as follows:

Rating	Percentage Equivalent	Qualitative Equivalent
1.0 – 1.4	95–91%	Excellent
1.5 – 1.9	90–86%	Superior
2.0 – 2.4	85–81%	Very Good
2.5 – 2.9	80–76%	Good
3.0	75%	Passed
3.1 – 4.0	74–70%	Conditional Failure
4.1 – 5.0	69–65%	Failure
INC	N/A	Incomplete
DRP	N/A	Dropped

The following rules shall also be strictly observed:

- a. A student who has received a passing grade in a subject shall not be allowed to take another examination for the purpose of improving his or her grade.
- b. A grade of "3.1" to "4.0" is Conditional and shall be given to any student if he or she obtained an overall failing grade of "3.1"–"4.0" in any or both of the major exams (mid-term and finals), summative test, and project.

Provided, that the concerned student shall take and pass a removal exam within thirty (30) working days after proper notice by the faculty concerned. *Provided further*, that a Removal Examination Committee constituted by the College Dean to be composed of the Head as Chairperson, a faculty handling the subject and a faculty whose experience or specialization in line of the subject, as Members.

- c. Incomplete (INC) grade is temporarily given to a student who may qualify but has not complied with certain requirements for any of the following grounds:
 1. If he/she failed to take in any or both of the major examinations (mid-term exam and final-term exam);

2. If he/she failed to subject project/s provided in the approved course syllabus;
3. If he/she failed to take the formative/summative test;
4. If he/she failed to participate in the duly authorized educational tour or trip or off-campus activities or failed to submit requirement/s as substitute or lieu of the tour/trip or off-campus activities specifically indicated in the approved course syllabus, *provided*, that the student shall have been given options in lieu of the said tour/trip or off-campus activities.

Provided, that such requirement(s) must be satisfied within one year form end of the term; otherwise, the grade/s automatically become a "5.0".

Provided, further, that the student should show proof that his failure is due to reasons beyond his/her control and certified by the College Dean concerned.

- e. "Dropped" is given if the student voluntarily drops a subject and corresponding files a dropping from at any times less than two weeks before the midterm examination. After this period the faculty member may only give a passing or failing grade. Dropped is also given when the faculty member drops the student from his/her roll having exceeded the allowable number of absences.
- f. A student who drops/withdraws/transfers from the University must surrender his/her ID card to the Office of the University Registrar as a requirement to the issuance by the University Registrar of a Certificate of Graduation or transfer credentials. *Provided*, that ID's must be turned over to the SASO by the University Registrar within fifteen (15) days upon surrender by the student concerned.
- g. In the implementation of the foregoing guidelines on the use of ID/COR, utmost courtesy is expected at all times.
- h. A student proven to have violated the foregoing rule shall be subjected to disciplinary measures as provided under 2017 Revised University Students' Handbook and/or such policies approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 54. **Conditions of Incurring an Incomplete Grade.** – A grade of Incomplete or "INC" is given if the student, who failed to comply with majority of the requirements of the course as provided under this 2017 Revised University Students' Handbook. The student should show proof that this failure is due to reasons beyond his/her control and certified by the College Dean concerned.

Provided, that completion of grades for "INC" must be interrelated to the curriculum and must be in accordance to the subject's requirements.

Section 55. **Removal of Conditional Failure and Completion of Incomplete Grades.** – The following guidelines shall be strictly observed in the removal of Conditional Failure (CF) or in the completion of Incomplete (INC) grades:

- 55.1. A grade of "INC" must be removed by completing the requirements within one school year (two semesters). If the student fails to complete the requirements within the prescribed period, the grade will automatically be recorded as "5.0".
- 55.2. A student is relieved of a Conditional Failure in any subject upon passing a reexamination. If he/she fails in the re-examination, he/she has to repeat the subject. Re-examination must be taken after the last day of the semester subject to the provisions of this 2017 Revised University Students' Handbook.
- 55.3. A grade of "5.0" is given to a student with a very poor academic performance which is equivalent to a failure.
- 55.4. A temporary grade of "INC" may be incurred if the student fails to submit and complies with the necessary requirements of the subject he/she is enrolled in. A grade of "Incomplete" shall not be included in the computation of the GPA. When it is replaced by a final grade, the latter is to be included in the grade, the latter is to be included during the semester when the removal is made.
- 55.5. The students must pay Fifty Pesos (Php50.00) completion fee per unit or such amount as may be prescribed by the EVSU Board of Regents at the Cashier's Office. The student must secure a Completion Form from the College concerned upon presentation of the official receipt.
- 55.6. If the grading sheet has not yet been submitted to the Academic Head Department within the submission period prescribed under the approved University Academic Calendar of Activities, the students may approach the faculty concerned to take the examination or comply all his/her lacking requirements.
- 55.7. Upon getting a grade, the students must submit the duly accomplished Completion Form to the Office of the University Registrar.
- 55.8. In no case shall be the period for the removal of grades of incomplete extends beyond one year from the end of the subject was taken.
- 55.9. A student is relieved of a Conditional Failure any subject upon passing a re-examination. If he/she fails in the re-examination, he/she has to repeat the subject.

- 55.10. Removal examinations may be taken at any time before the following semester upon the approval of the College Dean/Campus Director concerned and after payment of the corresponding fee.
- 55.11. Pay a removal fee of Fifty Pesos (Php150.00) per subject or such amount as may be prescribed by the EVSU BOR at the Cashier's Office.
- 55.12. Secure a Removal Form from the College concerned upon presenting a receipt.
- 55.13. Students should submit the duly accomplished removal form to the University Registrar's Office.

Section 56. **Committee on Conditional and Incomplete Grades Completion.** – There shall be a Committee on Conditional and Incomplete Grades Completion (CCIGC) which shall be constituted by the University President and composed of the Dean or Campus Director concerned as Chairperson, Department Head concerned as Vice Chair, and a faculty member concerned and a faculty member with relevant educational preparation designated by the College Dean, as Members. The Committee shall determine the performance and conditional or completion grade of the student based on the deficiencies and submissions thereof. The grade obtained by the student shall be submitted to the University Registrar for proper recording and safekeeping.

Section 57. **Change of Grade.** – The following guidelines shall strictly be observed on the change of grade/s:

- 57.1. No faculty member shall be allowed to change the grade of students unless an accidental or honest mistake had been committed in the entry on his/her grade sheet.
- 57.2. Any faculty member who intends to change the entry on his/her grade sheet shall communicate in writing to the Vice President for Academic Affairs indicating his/her justification for such an alteration.
- 57.3. No change of grade shall be made without the recommendation of the Head of the Academic Program and Dean of the College with the final approval of the Vice President for Academic Affairs.
- 57.4. Change of grades on grounds of incurring "INC" grades shall strictly be governed by the provisions Section 55 and Section 56 above of this 2017 Revised University Students' Handbook.

Article 16

Academic Freedom and Academic Duty and Integrity

Section 58. **Academic Freedom.** – Consistent with pertinent laws, rules, regulations, and jurisprudence, the University, faculty members and students shall enjoy academic freedom as defined in Section 5.1, Article 2, Chapter I of the 2017 Revised University Code.

Provided, that in the exercise of the academic freedom of the University, the duly constituted Academic Council shall, among others, have the power to recommend curricular offerings and rules of the discipline; fix the requirements for admission as well as for graduation and the conferment of degrees; exercise disciplinary power over the students; and formulate academic policies, rules and regulations on discipline, subject to the approval of the EVSU Board of Regents upon the recommendation by the University President in accordance with existing laws, rules and regulations.

Section 59. **Academic Duty and Integrity.** – Academic freedom is not absolute⁵⁴ neither for the University, faculty members or students. It is the duty⁵⁵ of the University, faculty members and students to discharge their respective rights in accordance with existing laws, rules and regulations.

Academic integrity⁵⁶ imposes upon the entire academic community to strictly conform to the essential values of integrity, honesty, originality, decency, hard work, respect and great responsibility. Students must aim for continuing improvement and aggressively achieve the highest standards of academic excellence and norms acceptable by the society.

⁵⁴ In **Alcuaz v. Philippine School of Business Administration**, G.R. No.76353 September 29,1989, the Supreme Court held:

"In conclusion, We wish to reiterate that while We value the right of students to complete their education in the school or university of their choice, and while We fully respect their right to resort to rallies and demonstrations for the redress of their grievances and as a part of their freedom of speech and their right to assemble, still such rallies, demonstrations, and assemblies must always be conducted peacefully, and without resort to intimidation, coercion, or violence. Academic freedom in all its forms, demands the full display of discipline. To hold otherwise would be to subvert freedom into degenerate license."

⁵⁵ In **Cudia v. The Superintendent of the Philippine Military Academy**, G.R. No. 211362, February 24, 2015 citing *Isabelo, Jr. v. Perpetual Help College of Rizal, Inc.*, supra note 67, at 595-596, *University of the Phils. Board of Regents v. Court of Appeals*, supra note 115, at 306-308 (Citations omitted), *De La Salle University, Inc. v. Court of Appeals*, supra note 116, at 362, citing *Ateneo de Manila University v. Capulong*, supra note 110, at 664, *Ateneo de Manila University v. Capulong*, supra note 110, at 664, and CONSTITUTION (1987), Art. XIV Sec. 5 (3), the High Court ruled:

"Indeed, "academic freedom has never been meant to be an unabridged license. It is a privilege that assumes a correlative duty to exercise it responsibly. An equally telling precept is a long recognized mandate, so well expressed in Article 19 of the Civil Code, that every 'person must, in the exercise of his rights and in the performance of his duties, act with justice, give everyone his due, and observe honesty and good faith.

x x x

While it is true that the students are entitled to the right to pursue their education, the USC as an educational institution is also entitled to pursue its academic freedom and in the process has the concomitant right to see to it that this freedom is not jeopardized.

It must be borne in mind that schools are established, not merely to develop the intellect and skills of the studentry, but to inculcate lofty values, ideals and attitudes; nay, the development, or flowering if you will, of the total man. Essentially, education must ultimately be religious, i.e., one which inculcates duty and reverence. Under the rubric of "right to education," students have a concomitant duty to learn under the rules laid down by the school. Every citizen has a right to select a profession or, course of study, subject to fair, reasonable, and equitable admission and academic requirements.¹³² The PMA is not different. As the primary training and educational institution of the AFP, it certainly has the right to invoke academic freedom in the enforcement of its internal rules and regulations, which are the Honor Code and the Honor System in particular."

⁵⁶ **University of the Philippines Board of Regents v. Hon. Court of Appeals**, G.R. No. 134625, August 31, 1999, the Supreme Court declared:

"The pursuit of academic excellence is the university's concern. It should be empowered, as an act of self-defense, to take measures to protect itself from serious threats to its integrity."

Section 60. **Prohibition Against Plagiarism.** – To fully observe academic integrity in the University, students, faculty members and researchers are prohibited from committing any form of plagiarism as defined in relevant jurisprudence such as, but not limited to, "***In the Matter of the Charges of Plagiarism, etc., Against Associate Justice Mariano C. Del Castillo***"⁵⁷.

Article 17

Scholarship, Assistance and Subsidy Programs of the University

Section 61. **Scholarship Programs of the University.** – The scholarship programs of the University shall be classified with the requirements and entitlements as described below:

61.1. **Entrance Scholarship.** – An entrance scholarship consisting of the free tuition fee and other charges and assistance as provided under Section 62 of this 2017 Revised University Students' Handbook shall be granted to the following students:

- a. Graduates of EVSU who were conferred any baccalaureate degree with honors, cum laude or better, and who wish to pursue graduate studies; and
- b. Valedictorians and salutatorians from public and private high schools.

61.2. **Academic Scholarships.** – Academic scholarships are granted by the University to students who earn a grade of "1.0"-"1.45" in the preceding semester shall be granted 100% free tuition and other charges in the subsequent semester he/she is enrolled, and such financial assistance as provided under Section 62 of this 2017 Revised University Students' Handbook to be determined by the

⁵⁷ ***In the Matter of the Charges of Plagiarism, etc., Against Associate Justice Mariano C. Del Castillo*** (A.M. No. 10-7-17-SC, February 8, 2011) citing Black's Law Dictionary (8th Edition, 2004), <http://www.admu.edu.ph/index.php?p=120&type=2&sec=25&aid=9149>, Webster's Third New International Dictionary, p. 2374, the Supreme Court sustained:

"Plagiarism, a term not defined by statute, has a popular or common definition. To plagiarize, says Webster, is to steal and pass off as one's own the ideas or words of another. Stealing implies malicious taking. Black's Law Dictionary, the world's leading English law dictionary quoted by the Court in its decision, defines plagiarism as the deliberate and knowing presentation of another person's original ideas or creative expressions as one's own. The presentation of another person's ideas as one's own must be deliberate or premeditated taking with ill intent.

There is no commonly-used dictionary in the world that embraces in the meaning of plagiarism errors in attribution by mere accident or in good faith.

Certain educational institutions of course assume different norms in its application. For instance, the Loyola Schools Code of Academic Integrity ordains that plagiarism is identified not through intent but through the act itself. The objective act of falsely attributing to one's self what is not one's work, whether intentional or out of neglect, is sufficient to conclude that plagiarism has occurred. Students who plead ignorance or appeal to lack of malice are not excused.

Original scholarship is highly valued in the academe and rightly so. A college thesis, for instance, should contain dissertations embodying results of original research, substantiating a specific view. This must be so since the writing is intended to earn for the student an academic degree, honor, or distinction. He earns no credit nor deserves it who takes the research of others, copies their dissertations, and proclaims these as his own. There should be no question that a cheat deserves neither reward nor sympathy."

University President upon the recommendation by the Students' Scholarship and Financial Assistance Committee.

- a. *Additional Requirements for Academic Scholarship.* – Aside from the general weighted grade prescribed in the preceding provision, academic scholars must comply with the following in order to be eligible for full or partial scholarship:
 1. Must have taken not less than the regular number of units of academic credit prescribed in the curriculum during the previous semester; and
 2. Must have no grade lower than "2.5" nor have incurred an incomplete (INC) grade or dropped in any academic subjects in the preceding semester.
 - b. *Entitlements of Academic Scholars.* – An academic scholarship is for one (1) semester but is renewable if the students meet the requirements prescribed by the University as stated above per recommendation of the College Dean and subject to the terms and conditions of the duly signed Students' Scholarship and Assistance Contract. Academic scholarships include free tuition fee and other charges and financial assistance as provided under Section 62 of this 2017 Revised University Students' Handbook.
- 61.3. *Athletic Scholarships.* – Athletic scholarships of the University with entitlements of 100% free tuition and other charges, and such financial assistance or subsidy provided under Section 62 of this 2017 Revised University Students' Handbook are granted to student-athletes upon enrollment, qualification and compliance of the standards and requirements during the selection process or try out sessions, good performance and with the recommendation from coaches and Head of the Sports Development Office and by the Students' Scholarship and Assistance Committee. Winners in National and Regional SCUAA, Provincial and City Meet including international competitions shall be given preference.

Provided, that athletes who complied with the qualifications and requirements by the Leyte Sports Academy by virtue of the Memorandum of Agreement signed between the University and Provincial Government of Leyte and/or such agreements entered into by the University with any training provider/s on sports development shall be given priority in the grant of the athletic scholarship, assistance or subsidy and benefits as provided for under Section 62 of this 2017 Revised University Students' Handbook and/or as under Section 5 of Republic Act No. 10676⁵⁸ and its IRR as reproduced hereunder:

⁵⁸ "An Act Protecting the Amateur Nature of Student-Athletes in the Philippines by Regulating the Residency Requirement and Prohibiting the Commercialization of Student-Athletes."

"SEC. 5. *Benefits and Incentives.* – Schools may grant a deserving student-athlete the following benefits and incentives:

- (a) Tuition and miscellaneous school fees including books and other learning materials;
- (b) Full board and lodging;
- (c) School and athletic uniforms including supplies, equipment and paraphernalia;
- (d) A reasonable regular monthly living allowance, the amount of which shall be set and standardized by the athletic association to which the school is affiliated with;
- (e) Medical examinations and consultations, emergency medical services, life and medical insurance and other reasonable and similar benefits that would further enhance the academic and athletic performance of the student-athlete; and
- (f) Other reasonable and similar benefits that would further enhance the student-athlete's academic and athletic performance."

Provided, that athletes should not have a grade below "3.0" and they must comply with the documents required to be submitted to the Sports Development Office.

- 61.4. *Culture and the Arts Scholarship.* – Culture and the Arts scholarships of the University with entitlement of 100% free tuition and other charges and such financial assistance provided under Section 62 of this Students' Handbook are granted to students who are members of the choir, dance company, or title holder of Mr. and Ms. SCUAA, and Mr. and Ms. PASUC in regional level/national, other culture and art groups recognized by the University. For choir, dance, art and other culture groups scholars, students have been active members thereof for at least three (3) months on probationary and upon recommendation of the choreographers, trainers and Head of Culture and the Arts.

Provided, that cultural and arts scholars should not have a grade below "3.0" and they must comply with the documents required to be submitted to the Culture and the Arts Office.

- 61.5. *Institutional Scholarships.* – Institutional Scholarships may also be granted to students upon the approval of the EVSU Board of Regents.

A 100% free tuition is granted to the Supreme Student Government officers regardless of the number of officials' provided under its Constitution and By-laws (CBL). *Provided*, that the officials submits the requirements provided in the CBL for acquiring such grant. The University also grants the same scholarships to other officers of the SPO.

- 61.6. *Government and Private Sponsored Scholarships.* – The University accepts government and private sponsored scholarships upon execution of a Memorandum of Agreement (MOA) with sponsoring agency/individual subject to existing laws, rules and regulations in so far as expressly authorized by the EVSU Board of Regents upon the recommendation of the University President.

Section 62. ***Financial Assistance and Subsidy of the University.*** – The University may grant such other incentives or assistance and subsidy to further improve the capabilities, conditions or welfare and performance of the scholars in academic, athletic, cultural, students' publication and campus journalism, students' leadership (*elected and appointed officers of the Student Governments/Council of Campuses and EVSU-FSG*), and research and intellectual property rights development, such as, but not limited to:

- 62.1. Board and lodging;
- 62.2. OJT, Apprenticeship, Practice Teaching, Internship or Off-campus Activity Assistance;
- 62.3. Comprehensive insurance and health care program;
- 62.4. Monthly stipend;
- 62.5. Relocation or training allowance;
- 62.6. Cash prize or reward/award to top three (3) winners in competitions related to sports or athletic, cultural, academic, technical skills, research and development, students publications and campus journalism, intellectual property rights conducted in local, regional, national and international levels; and
- 62.7. Such other assistance as may be deemed necessary subject to availability of funds and usual accounting and auditing rules and regulations.

Provided, that the amount of the foregoing financial assistance shall be determined by the EVSU Board of Regents upon the recommendation by the University President and the duly constituted Committee on Students' Scholarship and Assistance Program (CSSAP) taking into considerations pertinent provisions of R.A. No. 10931 and its IRR and subject to the availability of funds, and usual accounting and auditing rules and regulations.

Section 63. ***Grounds on the Suspension, Revocation, Nullification or Termination, and Adjustments of the Scholarship Grants and Assistance.*** – The following guidelines shall strictly be observed:

63.1. ***Grounds on the Suspension, Revocation, Nullification or Termination of the Scholarship Grants and Assistance or Subsidy.*** – The entitlement of the scholarship grant/assistance or subsidy of the grantee shall be effective upon signing of the Scholarship Grant/Assistance Contract until the last regular curriculum year of the program or degree or course to which the grantee is enrolled in and/or until sooner suspended, revoked, terminated or nullified by the University President and/or EVSU Board of Regents based any of the following grounds, subject to the issuance of a thirty-day (30) notice to the Grantee concerned:

- 63.1.1. Conviction of the Grantee on any of the offense/s or tort/s or such act/s involving moral turpitude⁵⁹ subject to disciplinary action as provided under in this 2017 Revised University Students' Handbook and applicable laws, rules and regulations;
- 63.1.2. Scholastic deficiency and/or failure of the Grantee to maintain the grades requirements of the scholarship grant/assistance;
- 63.1.3. Failure to submit the required reports as provided under the Scholarship Grant/Assistance Contract and/or under in this 2017 Revised University Students' Handbook and applicable laws, rules and regulations;
- 63.1.4. Lack of fund/s or financial resources that would incapacitate the University to sustain its financial obligations under this Contract; and
- 63.1.5. Such grounds analogous to the foregoing.

Provided, that any student who availed of any scholarship grant or assistance from other benefactors, sponsors or sources shall be disqualified from availing of the University's Scholarship Grants and Assistance Program provided herein.

63.2. ***Adjustments of the Scholarship Grants and Assistance.*** – Scholarship grants and assistance are subject to changes as may be determined from time to time by the EVSU Board of Regents upon the recommendation by the University President. *Provided*, that in case of full implementation of the free tuition and other charges

⁵⁹ *Crime Involving Moral Turpitude* – refers to everything which is done contrary to justice, modesty, or good morals; an act of baseness, vileness or depravity in the private and social duties which a man owes his fellowmen, or to society in general, contrary to the accepted and customary rule of right and duty between man and woman, or conduct contrary to justice, honesty, modesty, or good morals. Not every criminal act, however, involves moral turpitude.

policy of the national government, as much as practicable, all tuition grants will be changed or converted to miscellaneous, laboratories and other fees in addition to the financial assistance provided in Section 63 above as incentive for the students.

Section 64. ***Students' Scholarship and Assistance Contract and Issuance of the Certificate of Scholarship.*** - Each grantee of scholarship program or assistance provided under this 2017 Revised University Students' Handbook or 2017 Revised University Code and such applicable laws, rules and regulations shall execute an scholarship or assistance contract with the University represented by the University President using the prescribed template or format in **Annex C** hereof.

Provided, that the said contract shall be immediately be suspended or terminated or revoked or withdrawn by the University President if the grantee fails to comply any and/or all of the terms and conditions set forth therein and/or on grounds provided under the 2017 Revised University Students' Handbook duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Provided, further, that the University President shall issue a Certificate of Scholarship which shall be validated every semester by the Director of SASO after proper consultations with the scholarship in-charge. The validated certificate shall be presented by the grantee together with the assessment slip during settlement of fees or accounts.

Section 65. ***Committee on Students' Scholarship and Assistance of the University.*** - There shall be a Committee on Students' Scholarship and Assistance Program (CSSAP) subject to the following rules:

65.1. ***Composition.*** - The Committee on Students' Scholarship and Assistance Program (CSSAP) shall be composed of the Vice President for Academic Affairs as Chairperson, Vice President for Administration and Finance as Vice Chairperson, Director of SASO, Director of Finance Services, concerned Campus Directors and College Deans, President of the Federation of Student Councils/Governments or his or her authorized representatives, Heads or Coordinators of Scholarship and Assistance Programs, as Members. The Head of OSA shall serve as the Secretary of the Committee.

65.2. ***Duties and Functions.*** - The duly constituted CSSAP shall discharge the following duties and functions:

- a. Review all applicants for scholarship and assistance programs of the University and submit its recommendation to the University President for appropriate action;
- b. Formulate and recommend such guidelines as may be necessary to ensure effective and efficient implementation of the Scholarship and Assistance Program of the University; and

- c. Discharge such duties as may be expressly provided under this 2017 University Students' Handbook, 2017 Revised University Code and such applicable laws, rules and regulations in so far duly approved by the EVSU Board of Regents upon the recommendation by the University President.
- 65.3. *Meetings and Quorum.* – The duly constituted CSSAP shall meet at least once every quarter or as often as its Chairperson may call or upon petition of at least three (3) of its members. The venue and time of every meeting shall be determined by the Committee and/or by its Chairperson.
- 65.4. *Term of Office and Hold Over Capacity.* – The Chairperson, Vice Chairperson and Members shall serve for two (2) years renewable for another term at the discretion of the University President. *Provided*, that the President or his/her authorized representative of the Federation of Student Councils/Governments serve in the CSSAP co-terminus of his/her term in such capacity as provided under its Constitution and By-Laws. *Provided, further*, that in the interest of the service, they shall be authorized to hold over, with all the duties, rights and privileges, until their respective successors or replacements are designated.

Article 18

Scholastic Delinquency and Retention Policies

Section 66. **General Policies.** – The University shall strictly implement the following policies:

- 66.1. *Promulgation of Rules.* – Notwithstanding as may be provided under R.A. No. 10931 and its IRR, this 2017 Revised University Students' Handbook, 2017 Revised University Code, Academic Manual and such relevant laws, rules and regulations, each college shall promulgate suitable and effective provisions governing undergraduate delinquent students, subject to approval of the EVSU Board of Regents upon recommendation by the University President.
- 66.2. *Precedence of Courses.* – The required courses in which a student has failed shall take precedence over other courses in succeeding enrolment.
- 66.3. *Issuance of Honorable Dismissal.* – The issuance of the Honorable dismissal shall be governed by the following:
 - a. Honorable dismissal is granted to a student who voluntarily withdraws from the University, which may be issued after submission of an approved Students' Clearance.
 - b. An Honorable Dismissal is issued by the University Registrar to a student who voluntarily withdraws from the University for purposes of transferring to another school.

- c. Any student applying for an Honorable Dismissal shall be cleared of all accountabilities before a certificate is issued to him or her.
- d. Any student who leaves the University for reasons of expulsion, dropping due to disciplinary action or suspension shall not be entitled to an Honorable Dismissal.
- e. Any student who was issued Honorable Dismissal cannot be readmitted in our University.

Section 67. **Rules on Scholastic Delinquency.** – The University shall adopt corrective and positive measures rather than punitive action on scholastic delinquency of students for them to cope with the standards and requirements of their respective degrees or programs. Towards this end, the following rules shall be applied in the different curricular programs or courses of the University Campuses:

67.1. *General Rules.* – The following rules shall govern the scholastic delinquency of students of the University Campuses:

- a. For Undergraduate Courses, SLD or K to 12 Programs, Post Baccalaureate and Other Courses:
 - 1. Warning- Issuance of warning shall be based on the following grounds:
 - a. A "First Warning" shall be issued to the student concerned if he/she incurs any of the following:
 - 1. A grade of "3.1"- "4.0" or lower during mid-term examinations or majority of his/her summative tests or in the project prescribed under the course syllabus; or
 - 2. Failure to take the major examinations (mid-term exam and final-term exam) or majority of the summative tests or project prescribed under the syllabus.
 - b. A student who, at the end of the semester, obtains a final grade of "5.0" in one (1) of the major subjects for which he or she has registered will receive a "Second Warning" from the Dean through the recommendation of the Head, to improve his or her academic performance. *Provided*, that a "Second Warning" may be removed by the passing with grades of "3.0" or better in all of the subjects he or she is registered in during the succeeding semester.
 - c. A student will receive a "Final Warning" and be given a Probationary Status from the Dean through the recommendation of the Academic Department Head if:

1. At the end of the semester, he or she obtains a failing grade of "5.0" in two (2) of the subjects in which he has final grades; and
 2. He or she failed two (2) times successively in the same subject. A student who receives a "Final Warning" shall have his or her load for the succeeding semester limited to the extent which shall be determined by the Dean through the recommendation of the Head;
 - d. He/she shall be advised to see the guidance counselor and write a letter of reconsideration or recommitment for the enrollment next semester.
2. Probation- A student may be declared under probation on any of the following grounds:
- a. If he/she has received two (2) successive warnings shall be placed on probation;
 - b. If he/she failed in one (1) major subject; or
 - c. If he/she failed in two (2) minor subjects;
- Provided, that probation may be lifted on the ensuing semester if the student passes all his or her subjects.*
3. Incomplete ("INC") Grade and Conditional Grade- Subject to the conditions provided under sub-Section 53 hereof, an "INC" grade may be removed subject to the following rules:
- a. A grade of "INC" must be made up by passing an examination or by completing all the lacking requirements for the course, after which the student shall be given a final grade based on the student's over-all performance by the duly constituted Committee on Completion of Incomplete Grades.
 - b. If the student submitted the completion requirements within fifteen (15) days from the last day of classes of the semester, and the Committee on Completion of Incomplete Grades fail to convene and evaluate his/her submission/s, the "INC" grade shall automatically be removed and changed to "2.0" subject to the payment of fee as provided under this 2017 Revised University Students' Handbook.
 - c. The grade of "INC" shall be made up for during the next two (2) semesters/terms that immediately follows the semester/term when the "INC" was received. If the student fails to complete the lacking requirements during the said period, the grade automatically becomes "5.0."

- d. The Academic Department Head concerned where the course or program is taken shall notify the students concerned within thirty (30) days prior to the lapse of the reglementary period provided in items a and c above.
 - e. A grade of "Conditional Failure" shall be removed by taking the removal examination or test within five (5) days from the receipt of the proper notice from the Academic Head concerned. *Provided*, that the student concerned shall have a maximum of thirty (30) days within which to take and pass the removal examinations or tests to be administered by the Committee composed of the Academic Department Head as Chairperson, faculty member with specialization in line of the subject and the faculty member teaching the subject of the student. *Provided, further*, that the "Conditional Failure" shall not be indicated in the TOR of the student's concerned.
 - f. A student shall not be allowed to enroll in the subjects with "INC" grade or "Conditional Failure" if the subject has pre-requisite.
 - g. He/she shall be advised to see the guidance counselor and write a letter of reconsideration or recommitment for the enrollment next semester.
4. Failed Grade- The following rules shall be observed in giving failed grade/s:
- a. If the student's total average of the subject's academic requirements is at least a grade of "4.1"- "5.0".
 - b. If the student obtains a failing grade before mid-term or final-term within the semester.
 - c. If the student fails to apply and submit to the University Registrar the dropping form in case.
 - d. Students shall be allowed to re-take or repeat the subject/s to which they earned failing grades but in no case be more than three (3) times whether consecutive or not. *Provided*, that the student concerned shall be given preference in taking the subject under regular schedule or petition in accordance with relevant policies of the University.
 - e. He/she shall be advised to see the guidance counselor and write a letter of reconsideration or recommitment for the enrollment next semester.
5. Elimination from the Program or College and Shifting to or Re-admission to Another College of the University- Dismissal of

students from the program or College shall be governed by the following rules:

- a. At the end of the semester, he or she failed in three (3) or more or equivalent to nine (9) units of major subjects; or he/she failed three (3) times successively in the same subjects;
 - b. Failed to earn grade of "3.0" or better in all of the subjects he or she is registered in while he or she is on Probationary Status. However, he/she may be readmitted to another College of the University to which he/she qualifies.
 - c. If at the end of the next semester, he or she obtains failing grades in the last three (3) more subjects, he/she shall be advised to shift to another course or transfer to another school.
- b. For Graduate (Doctoral and Masters) Courses:
1. Warning- Issuance of warning shall be based on the following grounds:
 - a. A "First Warning" shall be issued to the student concerned if he/she incurs any of the following:
 1. A grade of "2.5" during mid-term examinations or majority of his/her summative tests⁶⁰ or in the project prescribed under the course syllabus; or
 2. Failure to take the major examinations (mid-term exam and final-term exam) or majority of the summative tests or project prescribed under the syllabus.
 - b. A student who, at the end of the semester, obtains a final grade of "2.5" or lower in more than two (2) of the subjects for which he or she has registered will receive a "Second Warning" from the Dean through the recommendation of the Head, to improve his or her academic performance. *Provided*, that a "Second Warning" may be removed by the passing with grades of "2.0" or better in all of the subjects he or she is registered in during the succeeding semester.
 - c. A student will receive a "Final Warning" and be given a Probationary Status from the Dean through the recommendation of the Academic Department Head if:
 1. At the end of the semester, he or she obtains a failing grade of "3.0" or below in two (2) of the subjects in which he has final grades; and

⁶⁰ Composed of unit test or chapter test prescribed under the approved course syllabus. Quiz is excluded since this doesn't partake the essential feature of a summative test.

2. He or she failed two (2) times successively in the same subject. A student who receives a "Final Warning" shall have his or her load for the succeeding semester limited to the extent which shall be determined by the Dean through the recommendation of the Head;
 - d. He/she shall be advised to see the guidance counselor and write a letter of reconsideration or recommitment for the enrollment next semester.
 2. Probation- The same rules for the undergraduate courses shall apply to graduate courses.
 - a. Any student who has received two (2) successive warnings shall be placed on probation; or
 - b. If he/she failed in one (1) major or minor subject.

Provided, that probation may be lifted on the ensuing semester if the student passes all his or her subjects.
 3. Incomplete ("INC") Grade and Conditional Grade- Subject to the conditions provided under sub-Section 53 hereof, an INC grade may be removed subject to the following rules:
 - a. A grade of "INC" must be made up by passing an examination or by completing all the lacking requirements for the course, after which the student shall be given a final grade based on the student's over-all performance by the duly constituted Committee on Completion of Incomplete Grades.
 - b. If the student submitted the completion requirements within fifteen (15) days from the last day of classes of the semester, and the Committee on Completion of Incomplete Grades fail to convene and evaluate his/her submission/s, the INC grade shall automatically be removed and changed to "1.9" subject to the payment of the fee as provided under this 2017 Revised University Students' Handbook.
 - c. The grade of "INC" shall be made up for during the next two (2) semesters/terms that immediately follows the semester/term when the INC was received. If the student fails to complete the lacking requirements during the said period, the grade automatically becomes "3.0."
 - d. The Department Head concerned where the course or program is taken shall notify the students concerned within thirty (30) days prior to the lapse of the reglementary period provided in items a and c above.

- a. A grade of "Conditional Failure" shall be removed by taking the removal examination or test within five (5) days from the receipt of the proper notice from the Academic Head concerned. *Provided*, that the student concerned shall have a maximum of thirty (30) days within which to take and pass the removal examinations or tests to be administered by the Committee composed of the Academic Department Head as Chairperson, faculty member with specialization in line of the subject and the faculty member teaching the subject of the student. *Provided, further*, that the "Conditional Failure" shall not be indicated in the TOR of the student's concerned.
 - b. A student shall not be allowed to enroll in the subjects with "INC" grade or "Conditional Failure" if the subject has pre-requisite.
 - c. He/she shall be advised to see the guidance counselor and write a letter of reconsideration or recommitment for the enrollment next semester.
4. Failed Grade- The following rules shall be observed in giving failed grade/s:
- a. If the student's total average of the subject's academic requirements is at least a grade of "3.1".
 - b. If the student obtains a failing grade before mid-term or final-term within the semester.
 - c. If the student fails to apply and submit to the University Registrar the dropping form in case.
 - d. Students shall be allowed to re-take or repeat the subject/s to which they earned failing grades but in no case be more than three (3) times whether consecutive or not. *Provided*, that the student concerned shall be given preference in taking the subject under regular schedule or petition in accordance with relevant policies of the University.
 - e. He/she shall be advised to see the guidance counselor and write a letter of reconsideration or recommitment for the enrollment next semester.
5. Requirements for Comprehensive Examination- To qualify for the comprehensive examination, the student should have a general weighted average of "2.0" for Master's degree and "1.80" for candidates for a Doctorate degree. *Provided*, that the following shall be observed:
- a. Qualified candidates shall be given two (2) chances to take the comprehensive examination. *Provided*, that on the

second chance, only on the major or foundation courses on which the examinee failed/flunked.

- b. Examinees who failed in the two instances/takes may be given a last chance for re-examination provided they:
 - 1. With the approval of the Dean, have audited the subjects they have failed in for at least one (1) semester;
 - 2. Have presented proof of auditing to the Dean from whom they will secure a re-examination permit; or
 - 3. Will be a chance to enroll in additional three (3) subjects or equivalent to nine (9) units to improve his or her grades.

6. Elimination from the Program or Graduate School and Shifting to or Re-admission to Another College of the University-Elimination of students from the program or College shall be governed by the following rules:

- a. At the end of the semester, he or she failed two (2) or more or equivalent to six (6) units of major subjects; or he/she failed two (2) times successively in the same subjects;

Provided, that if at the end of the next semester, he or she obtains failing grades in least two (2) subjects, he/she shall be advised to shift to another course or transfer to another school.

- b. Failed to earn a grade of "2.0" or better in all of the subjects he or she is registered in while he or she is on Probationary Status. However, he/she may be re-admitted to another program or course of the University to which he/she qualifies.
- c. Disqualified at a third try in the comprehensive examination.
- d. Failure at a third try in the comprehensive examination;
- e. For those taking the Engineering Programs, failure at second try in defending his/her Engineering Report.

67.2. *Specific Rules per College or Program.* – College Deans, in consultation with the students and Academic Department Heads concerned and other stakeholders may prescribe such specific scholastic rules governing the different curricular programs or courses subject to the provisions of the Policies, Standards and Guidelines promulgated by CHED in so far as duly approved by the EVSU Board of Regents upon the recommendation by the University President.

- 67.3. *Notification to Parents or Guardian.* – The parent or guardian of a student with a failed/dropped subject shall be formally informed by the subject teacher or faculty member using the Notice Form of the College concerned.
- 67.4. *Appeal Mechanism.* – The following appeal mechanism shall be strictly be enforced:
- a. A student may appeal in writing to any decision by the faculty member or teacher on scholastic performance which shall be submitted to the Academic Head concerned and the latter shall have three (3) working days to resolve the same upon receipt of such appeal.
 - b. An adverse decision by the Academic Head and/or in case the latter's failure to dispose the appeal within the three (3)-working day period, the same shall be automatically be appealed from the College Dean concerned who shall have seven (7) working days to resolve the same. All decision/s by the College Dean shall be appealable before the Vice President for Academic Affairs.
 - c. The decision by the Vice President for Academic Affairs shall be automatically reviewed by the University President whose decision shall be final and executory unless an appropriate appeal, is filed within fifteen (15) days from the issuance of such decision, before the EVSU Board of Regents or restrained by competent court.
- Provided,* that any decision by the Vice President for Academic Affairs shall become final and executory in the event the University President fails to review and render a decision within fifteen (15) days from receipt thereof unless appealed from the EVSU Board of Regents or restrained by competent court.
- 67.5. *Suspension.* – Any student may be suspended from the Program or College or entire University upon conviction of any offense provided under this 2017 Revised University Students' Handbook and/or upon order by competent authority/ies. *Provided,* that any student under investigation, upon the determination by the committee concerned, may be put under preventive suspension on such period duly approved by the University President upon the recommendation by the Vice President for Academic Affairs.
- 67.6. *Dismissal, Blacklisting or Exclusion.* – A student may be dismissed, blacklisted or excluded from the University upon conviction of such offense punishable by dismissal, blacklisting or exclusion provided under this 2017 Revised University Students' Handbook and/or under applicable laws, rules and regulations or jurisprudence or upon order by competent authority/ies.

Provided, that dismissal, blacklisting or exclusion does not apply to cases where, upon the recommendation of the faculty

concerned, he or she certifies that the grade of "5.0" for undergraduate or baccalaureate programs' students and "3.1" and below for graduate programs' students were due to the students unauthorized dropping of the subjects and not to poor scholastic standing. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his or her grade of "5.0" shall be counted against him or her for the purpose of the scholarship rule. The Dean shall deal with these cases, on their individual merits, *provided*, that in no case of readmission to the same College shall the action be lighter than "Final Warning."

Provided, further, that a student dismissed or excluded from the University shall be given transfer credentials after settlement of his or her financial obligations and accountabilities with the University evidenced by submission of duly approved Students' Clearance.

- 67.7. *Expulsion.* – A student may be expelled from the University upon conviction of such offense punishable by expulsion provided under this 2017 Revised University Students' Handbook and/or under applicable laws, rules and regulations or jurisprudence or upon order by competent authority/ies.

Section 68. ***Uniformity of Retention and Academic Standards Policies.***
– The retention and academic standards policy set forth under the 2017 Revised University Code, this 2017 Revised University Students' Handbook, University Academic Services Manual and such applicable rules shall be applied uniformly to all Colleges and Campuses of the University subject to the Policies on Standards and Guidelines (PSGs) promulgated by the CHED in so far as expressly authorized by the EVSU Board of Regents. *Provided*, that the academic performance of the students shall be evaluated in accordance with the prescribed grading system and grades as prescribed under this 2017 Revised University Students' Handbook.

Article 19
**Policies on
Requirements of Research or Culminating Project
Required of the Different Programs or Course
(Thesis and Dissertation or Publishable Technical or Scientific Article
for Circular Programs Requiring Thesis or Dissertation or Project
Proposal or Study for Non-Thesis Programs)**

Section 69. ***Policies.*** – The conduct of a research or culminating project required of the different programs or course hereinafter referred to as, thesis or dissertation or publishable technical or scientific article for undergraduate or master's or doctoral requiring thesis or dissertation, as the case may be, or project proposal or study for non-thesis programs shall further enhance the technical and professional capabilities of qualified students as prescribed in their respective curricula. The conduct of these requirements shall be in accordance with quality and standards prescribed under their respective curricula and based

on the guidelines provided herein and/or as may be prescribed in such policies duly promulgated by CHED and/or by the EVSU Board of Regents.

Section 70. **Guidelines.** – The following policies shall strictly be observed in the submission, defense and evaluation of the thesis for undergraduate and master's programs and dissertation for doctoral programs, or publishable technical or scientific papers, to wit:

- 70.1. *Inclusion in the Curriculum, Subject Checklist and Course Syllabus.* – The requirement for thesis or dissertations shall be expressly provided under curriculum and subject checklist and consistent with the Policies, Standards and Guidelines (PSGs) issued by the CHED duly approved by the EVSU Board of Regents and specifically indicated in the course syllabus prepared by the faculty member and approved by the College Dean upon the recommendation by the concerned Academic Department Head.
- 70.2. *Criteria.* – Taking into considerations the essential elements of research and/or technical or scientific study, the thesis or dissertation or publishable technical or scientific article shall be evaluated as follows:

Criteria and Brief Description	Weight Allocation
Acceptability. The proposal should be adequate and suited to the needs and interests of the stakeholders of the University and/or identified sector.	10%
Contribution of the output to the body of knowledge. The proposal should contribute to the development of knowledge.	40%
Relevancy. The output should be appropriate for the attainment of the University's mission, goals and objectives and/or identified sector.	30%
Usability. The proposal should be useful and beneficial to the clientele of the University and/or identified sector.	10%
Viability. The educational output is practical and workable to serve as instrument for development.	10%
Total	100%

- 70.3. *Rating Equivalency.* – The equivalency of the overall rating obtained on the proposal and final outputs of the student-proponent/authors shall be as follows:

Requirements	Overall Rating Obtained		
	Passing Rating	For Major Revision	For Overall Change
Undergraduate Thesis	70%	65-69%	64% and below
Master's Thesis	85%	80-84%	79% and below

Dissertation	90%	85-89%	84% and below
Publishable technical or scientific article/s	80%	75-79%	74% and below

An overall passing rating shall mean that the student-author/s or proponent/s shall proceed or push through the conduct of the research or study or article with or without minor comments or revision.

An overall rating of "major revision" shall require the student-author/s or proponent/s to undertake revision of the majority of the parts of the research or study as the Panel of Examiners may determine.

An overall rating of "for overall change" shall mean that the student-author/s or proponent/s shall mean change of title and other parts of the research or study or article.

- 70.4. *Deficiency Compliance.* – The student-author/s or proponent/s shall be given adequate time to comply or cure the findings and deficiency determined by the Panel of Examiners.
- 70.5. *Allowable Number of Proponent or Author.* – Undergraduate thesis may be undertaken by not more than five (5) qualified candidates for graduation while the master's thesis and doctoral dissertation shall be undertaken individually by the qualified candidates for graduation.
- 70.6. *Panel of Examiners.* – The following rules and mechanism shall strictly be observed:
- 70.6.1. *Constitution and Composition of the Panel of Examiners for Every Thesis or Dissertation or Publishable or Technical or Scientific Articles.* – The Panel of Examiners for every thesis or dissertation or publishable technical or scientific articles shall be constituted by the College Dean subject to the approval by the University President upon the recommendation by the Vice President for Academic Affairs with the following composition:

Position	Types of Requirements and Maximum Number of Membership	
	Thesis	Dissertation
	Masters= Four (4) Undergraduate= Three (3)	Doctoral= Five (5)
Chairperson	Holder of a doctoral degree (<i>for master's thesis</i>) or master's (<i>for undergraduate thesis</i>) or a public or private practitioner whose field of	A holder of a doctoral degree holder or public or private practitioner whose field of specialization is

	specialization is related to the research or article.	related to the research or article.
Vice Chairperson	Holder of a masteral degree (<i>for master's thesis</i>) and at least bachelor's (<i>with at least 15 units in masteral program for undergraduate thesis</i>) whose field of specialization or teaching experience related to the research or article.	A holder of a doctoral degree holder whose field of specialization or teaching experience related to the research or article.
Members (<i>Depends on the maximum membership including the Chair and Vice Chair as provided hereof</i>).	Adviser who shall be at least a holder of a master's degree chosen by the author/s from the faculty members or non-teaching personnel or from other higher education institutions or government or private entities.	Adviser who shall be at least a holder of a doctoral degree chosen by the author from the faculty members or non-teaching personnel or from other higher education institutions or government or private entities.
	Director or Head for Research Services	Vice President for Planning, Research and Extension Services or the Director for Research Services
	Representative from a concerned government agency.	Representative from a concerned government agency.
	Representative from the private sector.	Representative from the private sector.

70.6.2. *Selection, Substitution or Replacement, and Maximum Number of Advisees and Membership in the Panel of Examiners.* – The Chairperson, Vice Chairperson or any Member of the Panel of Examiners shall be selected from among the duly accredited Panel of Examiners subject to the provisions hereof. *Provided*, that in case the Chairperson, Vice Chairperson or any Member is not available on such valid grounds, the College Dean shall select from the faculty members of the University to compose the Panel of Examiners, *provided, however*, that the government and private sector representatives shall be coming from allied industry or sector of the research, study or article under evaluation.

Provided, that a faculty member of the University or expert from external agencies/institution duly accredited as Panel Members can have a maximum of six (6) active doctoral and master's advisees within the academic year.

Provided, further, that a faculty member of the University or expert from external agencies/institution may have more than six (6) advisees if all others in the area have been assigned the maximum; and if no other faculty is willing to accept the additional advisee.

Provided, further, that faculty member of the University or expert from external agencies/institution who refuses to accept additional advisees must communicate such in a letter addressed to the Dean.

70.6.3. *Composition of the Accreditation for Panel of Examiners Committee or APEC.* – The Panel of Examiners shall undergo an accreditation process by an Accreditation for Panel of Examiners Committee (APEC) to be composed of the following:

- (a) Vice President for Academic Affairs, *Chairperson*;
- (b) Vice President for Planning, Research and Extension Services, *Vice Chairperson*;
- (c) College Dean or Campus Director concerned, *Member*;
- (d) Director for Quality Assurance and Accreditation, *Member*; and
- (e) Private Sector Representative, *Member*.

The Executive Assistant to the University President shall serve as the Secretary of the APEC.

The Chairperson, Vice Chairperson and Members of the APEC shall serve co-terminus of their respective terms of office in such capacity and shall be authorized to hold over, with all the rights and obligations, until their respective successors are duly designated by the University President.

70.6.4. *Criteria in the Accreditation of the Panel of Examiners.* – The criteria for the accreditation of the Panel of Examiners and the matrix of evaluation thereof formulated by the APEC shall be as follows:

Criteria and Brief Description	Weight Allocation
Research Outputs and Experience. This shall include completed researches, technical or scientific studies duly presented and published in local or national or international refereed journal publications.	70%

An applicant who has at least three (3) articles in an international referred publication or has been awarded with at least one (1) patent by the Intellectual Property Office (IPO) shall automatically be given the maximum rating.					
Educational Attainment. Refers to the highest educational attainment of the applicant, to wit:					20%
Educational Attainment	Program or Institutional Accreditation Classification (Institutional Leveling, etc.)				
	Level and Points (IV or its equivalent as the highest)				
	IV	III	II	I	
	Doctoral	20%	15%	10%	5%
	Masters	15%	10%	5%	2%
	Undergraduate	10%	5%	2%	1%
<i>Provided, that the APEC may adjust the foregoing weight distribution based on the conditions obtaining in the actual accreditation process subject to the approval by the University President.</i>					
Interview. This includes alertness, essence and objectivity in judgment of issues and conditions that the Committee may profound.					10%
Total					100%

Provided, that an applicant as Chairperson, Vice Chairperson or Member of the Panel of Examiners shall submit the following, which shall be properly kept at the Office of the College Dean:

- (a) Updated Personal Data Sheet prescribed under Civil Service Commission (CSC) Resolution No. 1700656 promulgated on March 21, 2017 entitled, "Adoption of the Personal Date Sheet (CS Form No 212, Revised 2017) and/or its subsequent issuances;
- (b) Certified true copy of the latest transcript of the records (TOR); and
- (c) List of Completed, Presented, and Published Researches, Studies or Articles. Research Outputs duly commercialized and patents issued by the Intellectual Property Office may also be submitted, if there is any.

Provided, further, that an applicant shall obtain an overall rating equal to or higher as hereunder provided:

Requirements	Overall Rating		
	Chairperson	Vice Chairperson	Member
Undergraduate Thesis	80%	75%	70%
Master's Thesis	85%	80%	75%
Dissertation	90%	85%	80%

- 70.6.5. *Issuance, Renewal and Validity of the Certificate of Accreditation.* – Each qualified applicant shall be issued with the appropriate Certificate of Accreditation with period of validity based on the overall rating obtained above as provided below:

Overall Rating Obtained	Period of Validity	Conditions for Renewal of the Accreditation
Greater than the overall rating	5 years (<i>max.</i>)	Submission of an LOI to warrant automatic renewal duly approved the University President upon recommendation by the APEC. Renewal shall be based on the compliance of deficiency/ies duly approved the University President upon recommendation by the APEC.
Equal to the overall rating	3 years	
Less than the overall rating	1 year	

The Certificate of Accreditation shall be signed by the APEC Chairperson and University President duly attested to by the Committee Secretary using the form or design as the APEC may determine duly approved by the University President.

Provided, furthermore, that interested faculty members and non-teaching personnel of the University shall be prioritized in the accreditation process over applicants from other higher education institutions, government agencies or private entities.

- 70.6.6. *Implementing Mechanism.* – The University President shall, upon the recommendation by the duly constituted Accreditation for Panel of Examiners Committee (APEC), after proper consultations with the student officers and faculty members concerned, promulgate mechanism to govern the transitional and gradual accreditation process such that full implementation of the accreditation of the Panel of Examiners be completed within the period of five (5) years from the effectivity of this 2017 Revised

University Students Handbook and be continually be implemented thereafter subject to the following schedule:

Year from the Effectivity of the 2017 Revised University Students Handbook	Percentage of Accredited Panel of Examiners
Within First (1 st) Year	10%
Within Second (2 nd) Year	20%
Within Third (3 rd) Year	40%
Within Fourth (4 th) Year	60%
Within Fifth (5 th) Year	80%
Within Sixth (6 th) Year and Thereafter	100%

Provided, that any adjustments and extension on the implementation shall be submitted to the EVSU BOR for review and further action. Moreover, the Dean shall submit periodic report/s containing, among others, the status, issues and constraints and strategies to ensure proper and effective accreditation process to the EVSU-BOR through the University President for proper action.

70.6.7. *Transition Panel of Examiners.* – The existing panel of examiners of the different programs or courses of Colleges prior to the effectivity of the 2017 University Students' Handbook shall serve as transition Panel of Examiners and the list of which shall be submitted by the Dean/Campus Director concerned to the University President for approval. *Provided, further*, that the Transition Panel of Examiners shall serve in such capacity for a maximum period of one (1) year from the effectivity of this 2017 University Students' Handbook. *Provided, further*, that they shall automatically be considered applicants and submit the necessary requirements for their accreditation as Panel of Examiners as provided for herein. *Provided, furthermore*, that the maximum number of advisees and membership to the Panel of Examiners provided under sub-Section 70.6.2 hereof shall strictly be observed within the transition period.

70.6.8. *Duties of the Chairperson, Vice Chairperson and Members of the Panel of Examiners.* – The Chairperson, Vice Chairperson and Members of the Panel of Examiners.

1. To raise substantial questions which assess the student's research competence and depth of knowledge;
2. To evaluate and provide rate the outputs of the proponent/s in using the criteria and instrument provided herein; and

3. To suggest ways of improving the thesis/dissertation or culminating project.

70.6.9. *Selection of the Thesis or Dissertation Adviser/s.* – The qualified students shall choose from among the list of at least three (3) names provided by the College Dean/Campus Director from the duly accredited Panel of Examiners or faculty members qualified and expressed willingness to serve as adviser.

70.6.10. *Signing of a Commitment to Perform Duties and Observe Strict Confidentiality.* – Advisers and the Chairpersons, Vice Chairpersons and Members of the Panel of Examiners shall be required to sign a Commitment to Perform Duties and Observe Strict Confidentiality within five (5) working days upon receipt and acceptance of the proper notice.

70.6.11. *Honorarium of the Panel of Examiners.* – The duly accredited Panel of Examiners shall be entitled to a reasonable honorarium per research, study or article and per during the Final Oral Defense thereof as prescribed below:

Requirements	Amount of the Honorarium (in Php)		
	Chairperson	Vice Chairperson	Member
Undergraduate Thesis	500.00	350.00	200.00 per member
Master's Thesis	2,500.00	1,700.00	950.00 per member
Dissertation	3,000.00	2,000.00	1,100.00 per member

Provided, that the honorarium for the undergraduate thesis shall be integrated in the fees as authorized under R.A. No. 10931 and its IRR.

Provided, however, that should the integration as provided in the immediate preceding provision is deferred or held in abeyance for whatever reason/s, the duly constituted Board Committee on Draft Writing and Review of Policies and Rules or PWRPR (*formerly the Board Committee on Review of Policies, Fees and Incentives and Financial Assistance of the University*) conduct consultations with the students and stakeholders on the adjustments of the rates and the result of which shall be submitted to the EVSU BOR for approval upon the recommendation by the University President.

Provided, further, that proponent/s of Master's Thesis and Dissertation for graduate programs shall pay the amount for proposal defense at the rate as follows:

Requirements	Amount of the Honorarium (in Php)		
	Chairperson	Vice Chairperson	Member
Master's Thesis	1,900.00	1,200.00	800.00 per member
Dissertation	2,400.00	1,800.00	900.00 per member

70.6.12. *Collection of the Honorarium.* – The amount necessary for the pre-oral and oral defense and subsequent presentations thereof before the Panel of Examiners shall be paid to and collected by the Cashier's Office of the University during the enrollment period and/or upon proper approval by the College Dean and recommendation by the Academic Department Head concerned.

The official receipt (OR) shall be presented to the concerned College Dean at least one (1) prior to the submission of the draft for pre-oral defense.

70.6.13. *Waiver of the Honorarium.* – A Chairperson, Vice Chairperson or Member of the Panel of Examiners may waive his/her honorarium which the same shall automatically be returned to the student-author/s or proponent/s within seven (7) days from the final oral defense.

70.6.14. *Disbursement and Release of the Honorarium.* – The honorarium shall be disbursed and released in accordance with the usual accounting and auditing rules and regulations.

70.6.15. *Honorarium of the Thesis or Dissertation or Project Adviser.* – The thesis or dissertation adviser shall be entitled to a monthly honorarium from the signing of the contract until successful final oral defense, to wit:

Provided, that the same amount shall apply to publishable technical or scientific article or such program culminating project required by the program or course.

Program and Advisee/s	Amount of the Honorarium
Doctoral Advisee	Php 1,000.00
Masters Advisee	Php 700.00
Undergraduate Advisee	Php 500.00

Provided, further, that the said amount shall be paid directly to the Cashier's Office and the release to the adviser/s shall be subject to the usual accounting and auditing rules and regulations.

70.6.16. *Adjustment of the Honorarium.* – The rate of the honorarium prescribed in sub-Section 70.6.11 and sub-Section 70.6.15 above may be adjusted by the duly constituted Board Committee on Draft Writing and Review of Policies and Rules (PWRPR) formerly the Board Committee on Review of Policies, Fees and Incentives and Financial Assistance of the University, by a majority vote, there being a quorum, subject to the approval by the University President and EVSU BOR.

70.7. *Proceedings and Minutes of Oral Defense.* – The minutes of oral defense (pre-oral and final oral defense) and/or subsequent presentations thereof before the Panel of Examiners shall be properly recorded and the minutes thereof shall be submitted to the student-author/s or proponent/s within seven (7) days from the defense or presentation.

The minutes shall be prepared by the Secretary of the Panel of Examiners duly designated by the Chairperson and duly attested to by at least majority of the Panel of Examiners.

The student-author/s or proponent/s shall strictly observe the comments and recommendations provided by the Panel of Examiners and the same shall be the basis in the further evaluation and grading for the final oral defense and/or presentation. Any deviation thereof shall properly be communicated to and concurred in by at least majority of the Panel of Examiners.

The Chairperson, Vice Chairperson and Member shall be prohibited in eliciting or submitting comments or suggestions to draft after the pre-oral defense that may cause further delay and additional cost to the student-author/s or proponent/s.

70.8. *Proof Reading.* – To ensure quality of the final output/s, the student-author/s or proponent/s may engage any faculty member/s who has the expertise on proof reading of researches or studies. The faculty member concerned may charge the student-author/proponent's based on the rate of a member provided under sub-Section 70.6.4 per thesis or dissertation or article. The proof reading shall include, among others, checking of grammar, typo error recognition, proper indentation, and attribution or citation of references based on the approved format.

70.9. *Statistician.* – To ensure quality of the final output/s, the student-author/s or proponent/s may engage any faculty member/s who has the expertise on statistics. The faculty member concerned may

charge the student-author/proponent's based on the rate of a member provided under sub-Section 70.6.4 per thesis or dissertation or article. The Statistician shall guide the student-author/s or proponent on the appropriate statistical tools and treatment including the presentation and analysis of data. As much as practicable, the Statistician may attend the pre-oral defense and final oral defense as the Panel of Examiners may determine.

70.10. *Contract.* – The student-author/s or proponent/s shall enter into a contract with the Adviser with the following specific duties and responsibilities:

70.10.1. The student-author/s or proponent/s shall:

- b. Prepare the draft in accordance with the prescribed format, contents and quality of a thesis or dissertation or publishable technical or scientific article prescribed in relevant policies of the University;
- c. Conduct the required data gathering and other processes based on the approved schedule of activities;
- d. Prepare at least seven (7) copies of the draft for pre-oral defense and oral defense;
- e. Report to the Adviser on the schedule mutually agreed;
- f. Avoid committing plagiarism and violations of the intellectual property right;
- g. Complete the thesis or dissertation or publishable technical or scientific article based on the schedule of activities approved by the Panel of Examiners;
- h. From the signing of the contract until successful final oral defense, provide the Adviser with a monthly Honorarium of _____ (Php _____ .00) as provided for under Section 70, Article 1 of the 2017 Revised University Student's Hand book; and
- i. Discharge such other duties as the Panel of Examiners or Adviser may provide from time to time.

70.10.2. The Adviser shall:

- a. To guide the advisee in conceptualizing or designing the research in accordance with the prescribed format, contents and quality of a thesis or dissertation or publishable technical or scientific article prescribed in relevant policies of the University;

- b. To refer the advisee to or suggest experts whom/whose works the advisee might consult;
- c. To suggest to the advisee available literature on the research topic;
- d. To review the logic and coherence of the research report/interpretation of results as well as the relevance to the conceptualization of the problem;
- e. To closely monitor the progress of the advisees work;
- f. To ensure that the recommendations during the proposal and final defense are implemented by the advisee;
- g. To remind/guide advisee about procedures and deadlines;
- h. To ensure that the thesis/dissertation is ready for final defense; and
- i. To inform the Dean of any advisee who have been inactive for the last two (2) years; and
- j. Discharge advisee/s may request from time to time.

Provided, that any party may terminate the contract on such ground he/she may deemed proper the same be effective upon receipt of the proper notice.

Provided, further, that the parties shall be liable for breach of contract for any violation/s of the foregoing duties and responsibilities and be subject to disciplinary action prescribed under existing policies of the University.

- 70.11. *Appeal Mechanism.* – In the event that a student-author/proponent obtained a failing grade in the final oral defense, he/she may appeal before the Office of the University President who shall render a decision within fifteen (15) days from receipt thereof.

Provided, that the University President may constitute a separate Panel of Examiners subject to the provision hereof which shall complete its evaluation within fifteen (15) days from date of constitution.

Provided, further, that the new Panel of Examiners shall strictly observed the evaluation process and requirements provided hereof.

Provided, furthermore, that all decisions by the Panel of Examiners and/or University President shall be appealable before the EVSU Board of Regents whose decision shall be final and executory.

- 70.12. *Prohibitions.* – University Officials, faculty members and employees are prohibited from collecting any amount or honorarium from any student/s or parent/s except as prescribed in the foregoing provisions. Further, all acts prohibitive under the 2017 Revised University Code, this 2017 Revised University Students' Handbook and such policies duly approved by the EVSU of Regents are hereby adopted hereof and be enforce accordingly.
- 70.13. *Application to Non-Thesis Programs.* – The requirements and processes provided above shall be applied accordingly to the requirements of project proposal or study for the non-thesis programs.
- 70.14. *Credit Equivalency of the Panel of Examiners.* – The services rendered by the Panel of Examiners shall have a credit equivalency under National Budget Circular No. 461 and such applicable policies duly approved by the EVSU Board of Regents.
- 70.15. *Internal Rules of Procedures.* – The duly constituted Accreditation on the Panel of Examiners Committee (APEC) may prescribe such internal rules and procedures necessary for the evaluation process of the thesis or dissertation or publishable technical or scientific article subject to the approval by the University President upon the recommendation by the University Research Advisory Committee (URAC).

Article 20 **Academic Calendar**

Section 71. ***Preparation of the Academic Calendar.*** – The Director of Student Affairs and Services Office (SASO) in coordination with the different Colleges and departments, and after proper consultations with the officers of the Federation of Student Governments (FSG) and Supreme Student Government/Council (SSG/C) of the different Campuses, shall prepare the general framework of the University Academic Calendar of Activities (UACA) in reference to the applicable Commission on Higher Education (CHED) issuance/s subject to the approval of the University President

Faculty members shall strictly follow the class schedule stipulated in their official teaching load. No changing of schedule of classes shall be made by any faculty member, except for make-up classes, without an expressed approval in writing by the Dean of the College.

Section 72. ***Mandatory Period Per Semester.*** – Each semester shall consist of at least eighteen (18) weeks. Class work in the summer session shall be equivalent to class work in one semester.

Section 73. ***Make-up Classes Due to Fortuitous Events.*** – All class hours lost due to disasters or fortuitous events such as typhoons and earthquakes shall be made up for, subject to the rules and procedures prescribed under this 2017

Revised University Students' Handbook or University Academic Services Manual, and/or as the University President may determine upon the recommendation by the Vice President for Academic Affairs.

Article 21 **Schedule and Size of Classes**

Section 74. ***Schedule of Classes.*** – The schedule of classes shall be prepared by the College Deans in consultation with the Academic Heads subject to the provisions of this 2017 Revised University Students' Handbook or University Academic Services Manual, and/or as the University President may determine upon the recommendation by the Vice President for Academic Affairs.

Provided, that the scheduling of classes may start at 7:00A.M. in order to maximize room utilization. *Provided, further*, that there must be no class schedule beyond 6:00P.M. for Secondary Laboratory Department and 8:30P.M. for tertiary level except if special night classes will be offered.

Section 75. ***Class Size and its Deviation.*** – The size of the class depends on the available University facilities and the nature of the subject matter. Unless otherwise authorized by the University President, the ideal standard class size is forty (40) students.

Provided, that deviation from the forty (40) students per class ratio standards shall be subject to the approval of the University President upon the recommendations of the concerned Head of the Academic Department, Dean of College and Vice President for Academic Affairs.

Section 76. ***Prohibitions on the Utilization of Computer, Speech, Laboratory Rooms, Clinics and Libraries for Lecture Activities.*** – In order to maximize usage, computer, speech, clinics, libraries and other laboratory rooms must not be utilized for lecture purposes except if the nature of the subject requires that the same be conducted in a laboratory room. *Provided*, that an area in the library suitable for classroom instructions may be used specifically for Library Science subjects.

Section 77. ***Subjects Loading.*** – In loading of subjects, specialization and training of faculty members should be considered, except if necessity so requires as when there is no other qualified faculty member who will handle the same.

Article 22 **Suspension and Postponement of Classes and Faculty Substitution**

Section 78. ***Authority to Suspend Classes.*** – The local government unit (LGU), University President, and in his/her absence, his/her duly authorized representative, has the authority to suspend or postpone classes.

Provided, that the following guidelines shall be observed in the suspension of classes due to inclement weather:

- 78.1. The guidelines should be in accordance with certain policies of the Commission on Higher Education and such concerned government agencies in accordance with the provisions of CHED Memorandum Order No. 34, s. 2010 dated October 22, 2010⁶¹, CHED Memorandum Order No. 15, s. 2012 dated June 1, 2012⁶², Executive Order No. 66, s. 2012 dated January 9, 2012⁶³, and subsequent issuances thereof and such applicable laws, rules and regulations.
- 78.2. Media announcements from the Office of the President of the Republic of the Philippines, the Commission on Higher Education or any other government agency responsible for such are considered official and shall be implemented in the University without the need of official declaration by the University President.

Section 79. **Re-scheduling of Classes.** – No faculty member shall reschedule the holding of his/her class to any other hour nor shall he/she meet his/her students for class in any unassigned room or place, except when expressly permitted in writing by the Dean of College.

Section 80. **Faculty Substitution.** – In case of the absence of the assigned faculty member, the Academic Department Head shall designate another faculty member to substitute him/her. Priority is given to a faculty member who is competent to teach the course and whose schedule does not conflict with any of his/her existing teaching load.

Article 23 Graduation Requirements

Section 81. **Mandatory Completion of Academic and Other Requirements.** – No student shall be recommended for graduation unless all academic and other requirements prescribed under their respective curricula and for graduation are satisfied or complied with.

Section 82. **Application of the Old Curriculum.** – Candidates for graduation who belong to the old curriculum that was phased out shall be governed by the following rules:

- 82.1. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted corresponding degree or title, shall have their graduation approved as of the date that they would have originally graduated; and
- 82.2. Those who have to take three (3) subjects or less may follow the old curriculum.

⁶¹ "Clarificatory Guidelines for the Suspension of Classes in Higher Education Institutions (HEIS) Due to Typhoons/Storms, Flooding and Other Weather Disturbances."

⁶² "Amendment to CMO 34, Series of 2010 Titled "Clarificatory Guidelines for the Suspension of Classes in Higher Education Institutions (HEIS) Due to Typhoons/Storms, Flooding and Other Weather Disturbances."

⁶³ "Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities."

Section 83. **Minimum Subject Load of Candidates for Graduation with Honors.** – Students who are candidates for graduation with honors must have taken during each semester not less than fifteen (15) units of credit, or the normal load prescribed in the curriculum in cases where such normal is less than fifteen (15) units, unless the taking of lighter load was due to justifiable causes duly certified by the proper authority at the time the under load was incurred.

Section 84. **Filing of Application for Graduation.** –The filing of Application for Graduation shall be within the first six (6) weeks of classes in every semester upon the recommendation of the Head of the Department, College Dean/Campus Director, and the University Registrar, *provided*, that the academic requirements have been satisfied or complied with.

Section 85. **Completion of Deficiencies.** – All candidates for graduation shall have their deficiencies cleared and their records completed not later than two (2) weeks before graduation.

Section 86. **Requirements and Process in the Recommendation of Students for Graduation.** – The following shall strictly be observed:

- 86.1. *Requirements* – A student may be recommended for graduation if he/she has satisfactorily completed the following requirements to be submitted to the University Registrar, to wit:
 - a. For Baccalaureate/Undergraduate Courses, Secondary or K to 12 and Technical-Vocational Programs:
 1. A photocopy of his/her Certificate of Live Birth certified by the Philippine Statistics Authority (PSA);
 2. Completed the number of units specified in the curriculum;
 3. Filed and duly approved Application for Graduation subject to the provisions of this 2017 Revised University Students' Handbook and/or University Academic Services Manual;
 4. All candidates for graduation shall have their deficiencies cleared and their records completed no later than two (2) weeks before graduation;
 5. Candidates for graduation in the undergraduate, secondary or k to 12 and technical-vocational programs or levels are required to plant at least ten (10) trees from first curriculum year until last curriculum year or on the semester of graduation as one of the clearance requirements. *Provided*, that a student may be substituted by his/her parents, relatives, friends, classmates or any person in planting the trees, subject to the submission of an approved Application for Substitution, due to any of the following grounds:

- a. If the student is pregnant or a Person with Disability (PWD) or a Senior Citizen upon submission of appropriate certification by a government physician and/or identification, as the case may be;
- b. If the student is suffering from any illness as certified by a government physician;
- c. If the student is undergoing On-the-Job-Training, Apprenticeship, Educational Field Trip, internship, internship or Off-campus activities on the day of the tree planting schedule;
- d. If the identified area pose potential danger to the life of the student; and
- e. Such ground analogous to the foregoing.

Provided, that a Certificate of Tree Planning shall be issued by the Head/Coordinator of the National Greening Program (NGP) subject to applicable laws, rules and regulations; and

6. Payment of an Alumni Fee in the amount of Three Hundred Pesos (Php300.00) or such amount duly approved by the EVSU Board of Regents shall also be paid by candidates both in the undergraduate and graduate levels.
- b. For Graduate (Masters and Doctoral) Degrees:
1. Passed and complied with all the requirements prescribed for a given program of study;
 2. Submitted the list of courses taken with corresponding ratings duly certified by the University Registrar;
 3. Submitted the required number of bound copies of Thesis/Dissertation to the Graduate School at least fifteen (15) days before the graduation ceremonies;
 4. Candidates for graduation in the post graduate and graduate programs or levels are required to plant at least ten (10) trees from first curriculum year until last curriculum year or on the semester of graduation as one of the clearance requirements.
Provided, that a student may be substituted by his parents, relative, friend or any person in planting the trees, subject to the submission of an approved Application for Substitution, due to any of the following grounds:
 - a. If the student is pregnant or a Person with Disability (PWD) or a Senior Citizen upon submission of appropriate certification by a government physician and/or identification, as the case may be;

- b. If the student is suffering from any illness as certified by a government physician;
- c. If the student is undergoing On-the-Job-Training, Apprenticeship, Educational Field Trip, internship or Off-campus activities on the day of the tree planting schedule;
- d. If the identified area pose potential danger to the life of the student; and
- e. Such ground analogous to the foregoing.

Provided, that a Certificate of Tree Planning shall be issued by the Head/Coordinator of the National Greening Program (NGP) subject to applicable laws, rules and regulations;

- 5. Payment of an Alumni Fee in the amount of Three Hundred Pesos (Php300.00) or such amount duly approved by the EVSU Board of Regents shall also be paid by candidates both in the undergraduate and graduate levels.
- 6. Submitted to the graduate school office a certification and/or clearance that the student has settled all monetary obligations to the university; and
- 7. Attended the graduation ceremonies in the prescribed attire (for candidates in programs/degrees with thesis/dissertation).

Provided, that all graduating students shall undergo mandatory drug testing as requirement for graduation subject to the provisions of this 2017 University Students' Handbook and/or Drug Testing for the Officials, Employees and Students of the University Manual duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Provided, further, that the alumni fee above shall be collected by the Treasurer and/or any officers of the recognized Alumni Association of the Campus which shall be a member-association of the duly recognized Federation of Alumni Associations of the University.

86.2. *Process.* – The following process shall be observed:

- 1. *Constitution and Duties of the Department Graduation Committee (DGC).* – Each curricular program shall have its Department Graduation Committee hereinafter referred to as the DGC to be composed of the Academic Department Head concerned as Chairperson and all regular faculty members of the Academic Department, as Members. The DGC shall be convened by its Chairperson at least sixty (60) days before the end of every semester to evaluate the qualifications of graduating students. The duly constituted Committee shall present its findings to the faculty of the Department and to further generate comments to

the qualifications of each candidate for graduation. *Provided*, that Part-time Faculty Members shall be allowed to participate without the right to vote on any matter for discussion and proper action by the DGC.

2. *Constitution and Duties of the College or Campus Graduation Committee (CGC).* – Each College or Campus shall have its College or Campus Graduation Committee hereinafter referred to as the CGC to be composed of the Dean of the College or Campus Director, as Chairperson and all Academic Department Heads and regular faculty members, as Members. The CGC shall be convened by its Chairperson at least forty five (45) days before the end of every semester to evaluate the qualifications of graduating students. The duly constituted Committee shall present its findings to the faculty of the College or Campus and to further generate comments to the qualifications of each candidate for graduation.

In this stage, a candidate for graduation shall be given opportunity to appeal any finding/s adverse to his or her application for graduation.

3. *Recommendation by the College through its Dean.* – The recommendation by the Academic Department through its DGC after confirmation by the faculty of the College or Campus concerned shall be the basis of the College Dean concerned to endorse the list of the candidates for graduation to the University President through the Vice President for Academic Affairs for inclusion in the agenda of the EVSU-Academic Council for deliberation and endorsement to the EVSU Board of Regents through the University President.
4. *Deliberation and Recommendation by the EVSU-Academic Council.* – All candidates for graduation shall be deliberated and recommended by the EVSU- Academic Council to the EVSU Board of Regents for final action.

In this stage, a candidate for graduation shall be given opportunity to appeal any finding/s adverse to his or her application for graduation. Should the disposition of appeal/s require further study, the University President, acting as Chairperson of the EVSU-Academic Council and/or by a majority of its Members, there being a quorum, may create an *Ad Hoc* Committee to be composed of the Vice President for Academic Affairs as Chairperson, Dean or Campus concerned as Vice Chairperson, and the Academic Department Head concerned, as Member. In the interest of time and to protect the welfare of the student concerned, the action by the *Ad Hoc* Committee may be approved by the EVSU-Academic Council *via* referendum upon submission of the required report.

5. *Action by the EVSU Board of Regents.* – All candidates for graduation shall be submitted by the University President to the EVSU Board of Regents for further deliberation and final action. All appeals of any candidate for graduation shall also be taken up by the Board whose decision shall be final and executory unless otherwise a judicial pronouncement by competent court is secured.

In the interest of time and to protect the welfare of the student concerned, the action by the EVSU Board of Regents resorted to *via* referendum upon the recommendation by the EVSU-Academic Council and University President *provided*, that all requirements are satisfied.

6. *Publication of the List of Candidates for Graduation.* – Subject to the provisions of the University People's Freedom of Information (UPFOI) Manual⁶⁴, the duly constituted DGC and CGC may publish or post or display the list of candidates for graduation in their respective websites, Freedom of Information and Transparency Bulletin Boards and such other conspicuous places within fifteen (15) days after their respective deliberations and proper action.

Section 87. ***Commencement and Baccalaureate Ceremonies.*** – An annual or periodic commencement and baccalaureate ceremonies shall be held by the University as a public tribute in the recognition to their achievements and to signify the conclusion of contractual obligations of the University and students. Further, as enunciated under ***EU v. Jader***⁶⁵, the Supreme Court clearly held:

"Although commencement exercises are but a formal ceremony, it nonetheless is not an ordinary occasion, since such ceremony is the educational institution's way of announcing to the whole world that the students included in the list of those who will be conferred a degree during the baccalaureate ceremony have satisfied all the requirements for such degree. Prior or subsequent to the ceremony, the school has the obligation to promptly inform the student of any problem involving the latter's grades and performance and also most importantly, of the procedures for remedying the same."

Towards the said end, the following rules shall strictly be observed:

- 87.1. All candidates for graduation may attend the commencement exercises unless the Student Affairs and Services Office (SASO) recommends the graduation of a student in *absentia* on grounds of specified in Section 87.3 hereof, *provided*, that the student has met all the requirements and paid the graduation fee.

⁶⁴ Approved per Board Resolution No. 118, s. 2018 on April 19, 2017.

⁶⁵ ***University of the East v. Romeo A. Jader***, G.R. No. 132344, February 17, 2000.

- 87.2. A candidate for graduation shall not be allowed to attend the commencement ceremonies if he or she not has been favorably endorsed by the Department Graduation Committee (DGC), College or Campus Graduation Committee (CGC), and the EVSU-Academic Council and duly approved by the EVSU Board of Regents upon recommendation by the University President.
- 87.3. Any candidate for graduation may secure exceptions from attending the graduation or commencement ceremonies for any of following grounds and upon submission of strong evidences or requirements;

Grounds	Evidences/Requirements
a. Sickness	Original copy or certified copy from the original of the Medical Certificate issued under oath by a licensed physician.
b. Work	Certificate of Employment issued by the Human Resource/Administrative Officer of the employer for the last three (3) months or such employment period.
c. Travel	Certified copy of the travel authority issued by the University President and/or Executive Official.
d. Accident	Original copy or certified copy from the original of the Certificate from the insurance company, police blotter and medical certificate issued under oath by the proper authority/ies.
e. Pregnancy	Original copy or certified copy from the original of the Medical Certificate issued under oath by a licensed physician.
f. Disaster/ Crisis	Certified copy or certified copy from the original of the Presidential Proclamation by the LGU concerned or Order and/or Resolution/Ordinance declaring the state of calamity.
g. Such reasons analogous to the foregoing.	To be determined by the Student Affairs and Services Office with supporting documents duly approved by the University President upon the recommendation by the Vice President for Academic Affairs.

- 87.4. No graduating student shall be denied issuance of his or her diploma, TOR or credentials solely on the ground of his or her failure to attend the commencement exercises after having paid the graduation fee and settled all responsibilities and accountabilities, *provided, however*, that he or she shall be allowed to attend in the subsequent regular or special commencement exercises to be determined by the University President upon the recommendation by the College Dean, SASO Director and Vice President for Academic Affairs.

Section 88. ***Issuance of School Records.*** – A student shall be issued diploma, certificate, special order and transcript of records (TOR) once cleared from all financial and other accountabilities as provided under this 2017 Revised University Students' Handbook and/or University Academic Services Manual and such policies duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Article 24 **Conferment of Degrees**

Section 89. ***General Policy on the Conferment of Degrees.*** – The University shall confer the appropriate degree to those students who have completed all the requirements prescribed under respective curriculum and have paid all the fees and charges imposed by the University subject to applicable laws, rules and regulations.

Section 90. ***Conferment of Honors and Entitlements.*** – The conferment of honors of students of the University and their entitlements to appropriate civil service eligibilities shall be in accordance with the academic freedom of the University and governed by the provisions of Presidential Decree (P.D.) No. 907 dated March 11, 1976⁶⁶, as amended, CSC Resolution No. 1201763 dated October 2012⁶⁷, and such applicable jurisprudence, rules and regulations duly adopted by the EVSU Board of Regents with the following specific guidelines which shall strictly be observed in order to uphold, preserve, and safeguard the integrity, credibility, and intent of the conferment of degrees with honors and the honor graduate eligibility, as a Civil Service Eligibility, to wit:

90.1. Conferment of Honors Who Completed a Bachelor's/College Degree:

90.1.1. ***Submission of Application and Requirements for Conferment of Honors.*** – Any student may submit an application for conferment of honors with the following requirements:

1. Letter of Intent (LOI);
2. Certified copy of the certificates of grade and/or transcript of records issued by the University Registrar;
3. Updated Personal Data Sheet/Resume;
4. Four (4) copies each of 1x1 and 2x2 ID pictures taken within fifteen (15) days prior to submission of the application; and
5. Drug Test. – The applicant for conferment with honors shall submit a drug test with negative results/findings taken within fifteen (15) days prior to the receipt of the application subject to the provisions of applicable laws

⁶⁶ "Granting Civil Service Eligibility to College Honor Graduates."

⁶⁷ "Revised Policies on the Grant of Honor Graduate Eligibility."

and policies. *Provided*, that disqualifications for conferment or revocation of the honors received by the subject to the following conditions:

- a. Any candidate or applicant for graduation with honors who is tested positive shall automatically be disqualified or striped of from the conferment thereof;
- b. Revocation proceedings of the honors received shall be undertaken by the duly constituted Committee on Conferment with Honors (CCH) against any graduate with honors who is found of committing any act, e.g. use, trade, peddle or, manufacture or produce any dangerous drugs or substances. The result/s of the revocation proceedings shall be submitted to the EVSU-Academic Council for further deliberation and endorsements to the EVSU BOR for proper action upon the recommendation by the University President. The decision by the EVSU BOR on the revocation of the conferment of honors received shall immediately be submitted to the CSC for the revocation of the appropriate civil service eligibility granted to the person/s concerned without prejudice to the filing of any administrative, civil or criminal case at the proper authority/ies or court subject to applicable laws, rules and regulations.

90.1.2. *Grade Requirements for Conferment of Honors who Completed a Bachelor's/College Program/Degree.* – Students who completed any Bachelor'/College program or degree with the following average rating, computed to the second decimal point, shall be conferred graduate with honors and appropriate Civil Service Eligibilities, to wit:

Types of Honors	Weighted Average Grade/Rating (WAG/T)
a. Summa Cum Laude	1.00 to 1.20
b. Magna Cum Laude	1.21 to 1.50
c. Cum Laude	1.51 to 1.75

Provided, however, that the student has obtained passing grades in all his/her academic subjects since first year, to exclude Physical Education and National Service Training Program (CWTS, MTS & LTS). *Provided, further*, that the student has complied incomplete ("INC") or conditional grade in any subject prescribed in the curriculum, and the student finishes the course within the residency period provided under Section 40 hereof, and is not a shiftee from any course/s.

- 90.1.3. *Validation Process on the Conferment with Honors.* – Students who pre-qualify for conferment with honors shall undertake a validation process through written examination and interview to be administered by the Committee on Conferment with Honors (CCH) composed of the Vice President for Academic Affairs, as Chairperson, College Dean or Campus Director concerned, as Vice Chairperson, Academic Department Head concerned, representative of the President of the Federation of Alumni Associations and/or his or her authorized representative and a Private Sector Representative designated by the University President, as Members. The performance or achievement of the candidates for conferment with honors shall be determined using the following criteria:

Indicators	Percentage
Interview [to be conducted by the Committee on Conferment with Honors (CCH)].	10%
Written Examination	10%
Grade (<i>General Weighted Average excluding P.E. and NSTP grades</i>)	80%
Total	100%

Provided, a candidate must have an average grade of Eighty Five percent (85%) during the validation process to be conferred with honors and the types thereof shall be based on his or her General Weighted Average (GWA) grades duly certified by the University Registrar and duly attested to by the Vice President for Academic Affairs and University President as provided for under sub-Section 90.1.2 hereof.

- 90.1.4. *Endorsement by the EVSU-Academic Council.* – The candidates for graduation with honors shall be deliberated and favorably endorsed by the EVSU-Academic Council to the EVSU Board of Regents through the University President.
- 90.1.5. *Financial Action by EVSU Board of Regents.* – The conferment of graduates with honors shall be submitted to the EVSU Board of Regents for approval and/or confirmation upon the recommendation by the University President.
- 90.1.6. *Entitlements.* – Qualified graduates with honors shall be conferred with the appropriate civil service eligibilities by the CSC subject to the provisions of P.D. No. 907, as amended, CSC Resolution No. 1201763 dated October 2012 and such applicable laws, rules and regulations. As much as possible, the awarding or conferment of eligibilities shall be done during the graduation rites or exercises or in separate special ceremonies for the purpose.

- 90.1.7. *Exclusion.* – Pursuant to last paragraph of item A of CSC Resolution No. 1201763 dated October 2012, “the grant of eligibility pursuant to P.D. No. 907, as amended, is discontinued for honor graduates of master’s and doctorate degrees, and graduates of bachelor’s degrees with honors/distinction other than the Latin honors of *cum laude*, *magna cum laude* and *summa cum laude*.”
- 90.1.8. *Revocation or Nullification of the Honors and Eligibilities Received.* – After due process, the EVSU Board of Regents may revoke or nullify such honors and by the CSC on the corresponding eligibilities received by any graduates on any of the following grounds:

1. Falsification or tempering of grades, drug test results and other documents; or
2. Act/s or violations of the grantee involving moral turpitude; or
3. Tested positive of drug testing subject to the provisions R.A. No. 9165 and its IRR, policies promulgated by CHED, CSC, and DDB, and the Drug Testing for the Officials, Employees and Students of the University Manual approved by the EVSU Board of Regents.
4. Such grounds analogous to the foregoing.

Provided, that the appropriate provisions of this 2017 Revised University Students' Handbook, University Academic Services Manual, CSC rules and regulations and jurisprudence, as the case may be, shall be strictly enforced on the revocation or nullification of honors and eligibilities received by any graduate of the University.

- 90.1.9. *Appeal Mechanism.* – Any aggrieved party may appeal to the EVSU Board of Regents whose decision shall be final and executory. The EVSU Board of Regents may, upon the recommendation by the University President, EVSU-Academic Council and the duly constituted Committee on Conferment with Honors (CCH), promulgate rules necessary to implement this provision.
- 90.2. *Grading System and Conferment of Honors who Completed Secondary Programs.* – The DepEd issuances shall be observed on the grading and conferment of honors to secondary students of the University. *Provided*, that the candidates for graduation with honors shall be submitted to the EVSU Board of Regents for approval and/or confirmation upon the recommendation by the University President.

Section 91. ***Adoption and Suppletory Application of Presidential Decree No. 907 dated March 11, 1976, CSC Resolution No. 1201763 dated***

October 2012, Relevant CSC Policies, and Such Applicable Jurisprudence, Rules and Regulations. – The provisions of Presidential Decree No. 907 dated March 11, 1976, as amended, CSC Resolution No. 1201763 dated October 2012, relevant CSC policies, and such applicable jurisprudence, rules and regulations are hereby adopted and shall apply suppletorily to and serve as the governing guidelines of this 2017 Revised University Students' Handbook.

Section 92. **Loyalty Award.** – Loyalty Award is given to any college graduating student who has enrolled for at least eight (8) or nine (9) consecutive years in the University, depending on the course/degree taken:

92.1. Four (4) years in the Secondary

92.2. Four or five (4 or 5) years in College (Undergraduate)

Provided, that the University Registrar makes the certification and recommendation to the University President for such award.

Section 93. **Conferment of Honorary Degrees.** – The conferment of honorary degrees of the University shall be governed by the provisions of CHED Memorandum Order No. 19, s. 2014⁶⁸, Section 212, Article 44 of the 2017 Revised University Code, and such policies adopted by the EVSU BOR in the exercise of its powers and duties under R.A. No. 9311 and R.A. No. 8292 and its IRR.

Chapter III **THE STUDENTS OF THE UNIVERSITY**

Article 25 **Classification of Students**

Section 94. **Classification of Students.** – Students of the University are classified according to the academic load they take, to wit:

94.1. *Regular Student* – is one who is officially registered and taking all the prescribed subjects in a course at a given semester for the curriculum year.

94.2. *Irregular Student* – is one who does not take all the subjects in a course at a given semester prescribed in the curriculum year.

94.3. *Working Student* – is one who is officially enrolled for a given semester and is employed on a full-time or part-time basis.

94.4. *Transfer Student* – is one who comes from another institution and who is officially enrolled after qualifying for admission in the University.

94.5. *Foreign Student* – is one who is officially enrolled in the University and is a citizen/subject or resident of another country.

⁶⁸ "Enhanced Policies and Guidelines on the Conferment of Honorary Doctorate Degrees by Higher Education Institutions (HEIs)".

- 94.6. *Returnee* – is one who temporarily stop from studying within the allowable period and is allowed to enroll in the course of study he/she had previously taken in the University.
- 94.7. *Shiftee* – is one who is allowed to enroll in another course after taking subjects or earning unit credits for a certain course.

Article 26 **Rights, Duties and Responsibilities**

Section 95. ***Student's Rights.*** – Subject to the limitations as may be provided under existing laws and jurisprudence, the University shall guarantee and protect all students in the performance of their rights as hereunder provided:

- 95.1. *Right to Admission Without Undue Discrimination.* – No student shall be denied admission to the University on account of his/her physical handicap, socio-economic status, political and religious beliefs, sexual orientation or membership of student organizations, nor shall pregnant students and certified reformed drug abusers and those suffering from immune deficiency syndrome be discriminated against.
- 95.2. *Right to Competent Instruction and Relevant Quality Education.* – Every student shall have the right to competent instruction and quality education relevant to his/her personal and cultural development and that of the nation.

Students shall have the right to make a written evaluation of the performance of their faculty members or teachers towards the end of the school term.

- 95.3. *Right to Adequate Welfare Services and Academic Facilities.* – It shall be the responsibility of the University administration to provide the students with adequate welfare services and academic facilities relative to the financial capacity of the University.

The University shall endeavor to provide free annual physical check-up to the students. It shall be the responsibility of the University's authorities to provide students with adequate laboratory, library, research, recreation and physical education facilities.

It shall be the responsibility of the University administration to promptly notify student concerned of letters and other communications it receives on behalf of the students.

- 95.4. *Right to Organize Student Organizations.* – Unity and collective effort being fundamental in realization of common goals and the promotion and protection of common interest, the State recognizes the rights of the students to organize among themselves.

The rights of the students to form, assist, or join other organization, alliance or federation for their physical, intellectual, moral, cultural, civic, spiritual, and political interest shall not be abridged. Pursuant thereto, the practice of making students sign waiver document which states that they are not members of and will not join a specified organization before being allowed to enroll is hereby prohibited.

- 95.5. *Right to be Accredited and Granted of Privileges to Student Organizations.* – No unreasonable requirements shall be imposed on any student organization seeking for recognition.

Accreditation shall be granted upon the submission by the organization concerned of its concept paper, Constitution and By-laws (CBL) and a formal letter addressed to the Office of Student Affairs stating the organizations intent to be accredited.⁶⁹

The student council/government, in coordination of the Student Affairs Office, shall take charge of the accreditation and re-accreditation of student organizations. The student council and the council of leaders composed of heads of different student organizations shall formulate the guidelines concerning accreditation subject to the approval by the University President upon the recommendation by the Vice President for Academic Affairs and SASO Director. The student council shall oversee the implementation of these guidelines and mediate in instances of conflicts.

There shall be no discrimination in the assignment of University facilities and granting of other privileges to student organizations. The University administration shall endeavor to provide, free of charge, a hall of or building to house the offices of the different student organizations within the premises of the University.

Excessive charges for the use of University facilities shall be prohibited. Whenever possible, the University administration shall allow student organizations to use University facilities free of charge.

All on and off campus activities of student organizations shall be coordinated by the student council/government.

- 95.6. *Right to Organize a Student Council/Government.* – The University shall ensure the existence of democratic, autonomous student councils/governments. Pursuant thereto, there shall be one University student council/government for each University Campus that shall be given recognition by the University. It shall have its own set of officers elected in annual popular elections. Every student council/government shall have the right to determine its policies and programs on student activities subject to its duly ratified charter or

⁶⁹ Official Weblog of Student Council Alliance of the Philippines.

Constitution and By-laws (CBL) and University's rules and regulations provided the same do not infringe on the basic human rights.

- 95.7. *Student Council/Government Charter or Constitutions and By-Laws (CBL).* – The Student Council/Government charter or Constitution and By-laws (CBL) shall be formed by the representatives of all student organizations and shall be ratified by the student body or bonafide members.

- 95.8. *Formation of the Student Commission on Elections.* – There is hereby created a Commission on Elections (COMELEC) that shall conduct and oversee the election of officers of the student council/government. The Student Affairs Office shall choose the members of the Commission from among the list of the nominees recommended by the student council/government subject to the approval by the University President upon recommendation of the Vice President for Academic Affairs.

Once constituted, the COMELEC shall be independent and autonomous from any sector of the University and shall ensure the conduct of clean, honest and peaceful elections. The University must provide the COMELEC sufficient funds to ensure the success of its goals and objectives which shall be charged against its funds subject to the usual accounting and auditing rules and regulations.

- 95.9. *Prohibition in the Use of Force and Exaction of Excessive Fees.* – All campus organizations shall be prohibited using force in the initiation of and exacting excessive fees from their members as well as their other student activities.

- 95.10. *Representation in Policy-making Body.* – Pursuant to R.A. No. 9311 and R.A. No. 8292 and its IRR, as far as practicable and consistent with University rules and regulations, there shall be a student representative in the EVSU Board of Regents and such bodies or committees of the University. The duly elected President of the recognized Federation of Student Councils/Governments/ of the University or the duly elected student representative from the selection process of the Student Council/Government shall represent the student body in the EVSU Board of Regents and such bodies or committees of the University. H/She shall have the same rights as that of the regular member, but his/her privileges shall be limited to reimbursement for actual expenses, per diems and assistance or subsidy in attending meetings and relevant trainings and official functions.

- 95.11. *Right to be Informed.* – The rights of the students to information on matters directly or indirectly affecting their welfare shall be recognized. Access to official records and other pertinent documents and papers pertaining to official act, transactions or decisions shall

be afforded by the students subject only to reasonable regulations that maybe imposed such as time for examining the documents and other papers to prevent loss or damage of the same.

- 95.12. *Freedom of Expression.* – Subject to existing laws, jurisprudence and policies, students shall have the right to freely express their views and opinions. They shall have the right to peaceably assemble and petition the government and University authorities for the redress of their grievances. Pursuant thereto, no University regulation shall be imposed violating or abridging the student's right to assembly.

Student shall have access to print and broadcast media in their information activities. They shall also have the right to print, circulate and/or mount leaflets, newsletters, posters, wall news, petitions and such other materials. Pursuant thereto, the University authorities shall ensure the provision of facilities such as bulletin boards for the mounting of the aforementioned materials.

University authorities may designate a certain area on every campus as a freedom park where students, can freely discuss issues directly and indirectly affecting them.

- 95.13. *Student Publication.* – Students shall have the right to publish student newspaper and other similar publications, print in their pages materials that they deem in pursuance of their academic freedom and freedom of expression in accordance with Republic Act NO. 7079, otherwise known as the "Campus Journalism Act of 1991." Pursuant thereto, no individual who is not a staff member of the publication shall determine or influence its content. The role of the faculty adviser in the student newspaper shall be limited to technical guidance.

The selection of the student editor-in-chief and his/her staff shall be made by annual fair and competitive examinations to be administered by an impartial Board of Judges.

The editorial staff shall observe the ethics of professional journalism. It shall be the responsibility of the editorial staff to ensure that the student paper is not used for purposes contrary to law.

The editor/editorial staff shall, unless sooner removed for cause and with due process, be assured of security of tenure for the duration of his/her its prescribed term.

- 95.14. *Academic Freedom.* – Students' academic freedom shall consist of, but not limited to, the following rights:
- a. To conduct researches in connection with academic work, and to freely discuss and publish their findings and recommendations;

- b. To conduct inquiry within the campus in curricular and extra-curricular activities;
 - c. To choose a field of study and to pursue the quest for truth; to express their opinion on any subject or public or general concern which directly or indirectly affects the students of the educational system;
 - d. To invite off-campus speakers or resource persons to student-sponsored assemblies, *fora*, symposia, and other similar activities;
 - e. To express contrary interpretations or dissenting opinions inside and outside the classroom;
 - f. To participate in the drafting of a new curriculum and in the review or revision of the old;
 - g. To participate in the drafting and/or revising of the student handbook which shall include the University rules and regulations, a copy of which shall be furnished the students upon admission to the school; and
 - h. To be free from any form of indoctrination leading to imposed ideological hegemony.
- 95.15. *Right to Due Process.* – A student subject to disciplinary proceedings shall have the right to defend himself/herself, to be heard and to present evidence on his/her behalf before an impartial body. The blacklisting, suspension, dismissal, exclusion, expulsion and other such disciplinary sanctions that may be taken against a student shall not be valid unless the following rights have been observed and accorded the student:
- a. The right to be informed in writing of the nature and cause of the accusation against him/her;
 - b. The right to confront witness against him/her and to full access to the evidence in the case;
 - c. The right to a hearing before the Student Disciplinary Tribunal or Committee;
 - d. The right to defend himself/herself and to be defended by a representative or counsel of his/her choice, adequate time being given to him/her for the preparation of his/her defense;
 - e. The right against self-incrimination; and
 - f. The right to appeal adverse decision of the Student Disciplinary Tribunal or Committee to the EVSU Board of Regents and ultimately to the CHED and/or competent court.

The decision in any disciplinary proceeding must be rendered on the basis of relevant and substantial evidence presented at the hearing, or at the least contained in the record and disclosed to the student affected. The Student Disciplinary Tribunal or Committee or deciding body should, in all controversial questions, render its decision in such a manner that the issues involved, and the reasons for any decision rendered are made clear to the student. Disciplinary sanction shall be corrective rather than punitive or penal in nature. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed. The Office of the Guidance Services in consultation with the Student Disciplinary Tribunal/Committee shall publish on a periodic basis acts that are deemed violative of the University rules and regulations and the corresponding disciplinary sanctions. *Provided*, that such rules and regulations do not violate the rights guaranteed under the Constitution.

95.16. *Right Against Unreasonable Searches and Seizures.* – Every student shall be free from any form of unreasonable search and seizure. Except for the following instances no search or seizure of a student shall be deemed valid:

- a. Searches made at the point of ingress and egress by authorized personnel of the University;
- b. Searches and seizure of illegal articles or articles falling in the plain view of duly authorized personnel of the University;
- c. Searches and seizures of articles that are illegal, discovered inadvertently by duly authorized personnel of the University;
- d. Searches made when the student is about to commit, is committing or has just committed a crime or a serious infraction of the University's rules and regulations; and
- e. Searches made with a valid search warrant.

Provided, that the articles seized in violation of the hereinabove provided rights shall not be used as evidence against the student in any disciplinary action that may be brought against him/her.

95.17. *Access to School Records and Issuance of Official Certificates.* – Subject to the provisions hereof, every student shall have access to his/her own school records, the confidentiality of which the University shall maintain. He/She shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements.

- 95.18. *Security of Tenure.* – It shall be the right of students to finish their entire courses of study in the University, except in cases of academic deficiency or violation of disciplinary regulations as provided under this 2017 Revised University Students' Handbook and/or University Academic Services Manual or such policies approved by the ESU Board of Regents. In cases wherein the University authorities refuse to allow a student to enroll for the subsequent semester or year due to the causes hereinabove stated, the student may appeal such ruling to the appropriate to the ESU Board of Regents and/or CHED.
- 95.19. *Prohibition against Involuntary Contributions.* – Except those approved by their own student organizations, all involuntary contributions shall be prohibited. *Provided,* that official receipt shall be issued to student for every contribution or payment made to the student organization. *Provided, further,* that officers of the student organizations shall be responsible of proper safekeeping of the funds in the authorized depository bank and submission of the periodic financial statements subject to the provisions of this 2017 Revised University Students' Handbook and such policies approved by the ESU BOR.
- 95.20. *Collection of Student Paper/Publication, Campus Student Council and Federation of Student Councils/Governments (FSC/G) Fees.* – The University administration shall assist the student paper/publication staff and the student council/government, in their financial needs through the collection of student paper/publication and student council and FSC/G fees from the students. The student paper fees shall be held in trust for their unhampered use in the publication of student paper. The full amount of student council and FSC/G fees shall be turned over to the student council or FSC/G within fifteen (15) days from the assumption of office of the Officers of the Campus Student Council and Federation of Student Councils/Governments, as the case may be.
- 95.21. *Privacy of Communication.* – The privacy of communication and correspondence among students shall remain inviolable.
- 95.22. *Scholarship Grants, Privilege and Assistance or Subsidy.* – Opposition to University policies and such acts inimical to students' interest shall not be a ground for denying or withdrawing scholarships grants, privileges or assistance or subsidy to deserving students.
- 95.23. *Right to Adequate and Safe Housing/Dormitory Facilities.* – The University shall endeavor to provide the students with adequate, safe and clean housing facilities.
- 95.24. *Prohibition Against Militarization of the University Campus.* – The pursuit of academic excellence and exercise of academic freedom

can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed in the University Campus. Military elements and/or policeman in uniform or in plain clothes and University Security Forces shall not interfere with student activities, particularly peaceful mass actions, inside the University Campus subject to applicable laws and jurisprudence.

- 95.25. *Firearms Ban.* – Students shall not be allowed to carry firearms inside the University campus. They shall be required to deposit such firearms with the University Security and Safety Unit or Force prior to their entry to the University premises subject to appropriate policies as the University President may promulgate.
- 95.26. *Student's Initiative and Referendum.* – The student council/government through a majority vote of all its members shall have the right to initiate the formulation, modification or revision of University's policy affecting the students. The proposition for the formulation, modification or revision of a University's policy affecting the students shall be submitted to and approved by a majority of the votes cast by all the *bona fide* students of the University in the referendum called for the purpose. *Provided*, that this shall be subject to the proper review and final action by the EVSU Board of Regents pursuant to its powers and duties under R.A. No. 9311 and R.A. No. 8292 and its IRR and applicable jurisprudence.
- 95.27. *Right to File an Appeal.* – The student council or government through a majority vote of all its members shall have the right to file an appeal on a decision of any policy-making body subordinate to the EVSU Board of Regents. Such appeal shall be filed with the EVSU Board of Regents subject to applicable policies.

The student council or government with the same requisite number of votes referred to in the previous paragraph may file a motion for reconsideration on any decision of the EVSU Board of Regents. In case of any decision unfavorable to the students, the student council may file an appeal with the Commission on Higher Education.

All appeals and motions for reconsideration referred to in the previous paragraph must be filed within thirty- (30) calendar days from the date of notice of decision.

- 95.28. *Independence of Student Journalists and Freedom from Threat.* – Members of the University Student Publication Office shall not be suspended, excluded, dismissed, expelled or punished with any administrative sanctions solely on the basis of the articles he/she has written except when such articles constitute a violation of the law. A student-journalist's academic performance as a student shall not be used as basis for his or her dismissal from the student

publication subject to the provisions of this 2017 Revised University Students' Handbook.

- 95.29. *Right to Hold Activities.* – Student organizations and associations shall have the right to conduct activities inside and outside the University Campus. Any student activity for purposes not contrary to law shall not be abridged. The University administration shall not discriminate in the assignment of University facilities and the granting of other privileges to student organizations. The University administration shall provide, free of charge, a space, hall or building to house the offices of the different student organizations within the University Campus. Excessive fees or unreasonable charges for the use of University facilities such as function rooms shall be prohibited. Whenever possible, the University administration shall allow organizations to use University facilities free of charge.
- 95.30. *Student Council Faculty Adviser.* – The designation of a faculty adviser shall not be a requisite to the establishment and recognition of a student council or FSC/G. Should the students, through the student council or FSC/G's charter or CBL, decide to have a faculty adviser, the student council or FSC/G shall have the right to choose the person to hold such position from among the University faculty or employee, whose functions shall be limited to technical assistance. The approval of the faculty adviser shall not be a pre-condition to the execution of any activity, programs and projects of student council/FSC/G.
- 95.31. *Right to Join Student Council Alliances and Similar Formations.* – No policy restricting the right of student councils or governments and/or FSC/G to join federations or alliances of student councils or government shall be imposed by the University administration.
- 95.32. *Right of Entry.* – In case of violations of "No ID, No Entry" or policies on prescribed uniform, the student concerned shall not be denied entry to the University Campus included its facilities, *provided*, that he/she sufficiently provides proof that he/she is a *bona fide* student of the University such as, but to limited to, Certificate of Registration, approved enrollment form, official receipt (OR) issued within the semester, etc. *Provided however*, that repetitive violations of University regulation on "No ID, No Entry" shall be subject to disciplinary actions as provided under this 2017 Revised University Students' Handbook and/or appropriate policies approved by the EVSU Board of Regents.
- 95.33. *Unpaid Tuition Fees and Examinations.* – Subject to the provisions of R.A. No. 10931 and its IRR, student with delinquent fees shall have the right to take an examination. No student shall be prohibited from taking a periodic or final examination because of unpaid tuition and other school fees or charges. Nevertheless, such students shall be subject to the right of the University to withhold the release or

issuance of their school credentials and pertinent documents prior to the end of the academic year.

Section 96. ***Duties and Responsibilities of Students.*** – Through official enrolment in the Eastern Visayas State University, every student regardless of the circumstances of birth, sex, religion and socio-economic status, voluntarily puts himself/herself under the authority, care, and protection of the University.

Provided, that even as the student enjoys rights and privileges, he/she commits himself/herself to abide by the policies, rules and regulations formulated by the authorities of the University aimed at mutual benefits of all concerned. In fulfillment of this aim, it shall be the duty and/or responsibility of every student to:

- 96.1. Strive to know, understand, uphold, and help attain the vision, mission, and goals of the University; to know the history and philosophy of the University and to uphold its good name.
- 96.2. Attend the flag raising ceremony every Monday morning and actively participate in the singing of the Philippine National Anthem, EVSU Hymn and EVSU March.
- 96.3. Be involved in all other activities which require attendance and participation such as, convocations and programs, which enrich life in the University.
- 96.4. Wear the prescribed uniform at all times except during wash day and special activities; be decently attired and adhere to what is generally accepted as sartorial decorum and etiquette.
- 96.5. For male students, sporting long hair, wearing knee-torn pants, earrings and other fashion amulets are strictly prohibited. For female students, wearing of sandals, knee-torn pants, hanging, haltered, spaghetti tube blouses and miniskirts are likewise prohibited.
- 96.6. Be regular and punctual in class attendance, and participate diligently and conscientiously in all University functions, whenever required.
- 96.7. Strive for academic excellence and attain the highest standards of excellence in every activity he/she engages in as a student of the University.
- 96.8. Wear the University ID within the Campus at all times.
- 96.9. Voluntarily join campus organizations and participate in competitions which would further develop his/her talents, skills and intellectual abilities.
- 96.10. Speak English or Filipino in communicating with friends, teachers or faculty members, superiors and visitors in the campus. *Provided*,

that policies on the use of bilingual or multi-lingual in the University prescribed under applicable rules and regulations promulgated by appropriate government agencies shall apply suppletorily hereof.

- 96.11. Help promote and maintain a clean and environment-friendly campus. Smoking inside the campus is strictly prohibited.
- 96.12. Help promote and maintain a drug-free workplace or environment subject to the provisions of applicable laws, jurisprudence, rules and regulations promulgated by competent authorities.
- 96.13. Observe honesty, courtesy, obedience, decency in thoughts, words and deeds, and show respect towards University authorities and fellow students.

Chapter IV

STUDENT AFFAIRS AND SERVICES OF THE UNIVERSITY

Article 27

Statement of Policies and Components of Student Affairs and Services

Section 97. **Statement of Policies.** – The University must conform to the declared policies under CHED Memorandum No. 09, s. 2013⁷⁰, and its subsequent issuances are hereby adopted and the same shall be applied suppletorily and serve as governing guidelines under this Article and related policies of the University in so far as expressly authorized by the EVSU Board Regents upon the recommendation by the University President, to wit:

- 97.1. The University seeks to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of job skills, but also to the acquisition of life skills and values. The individuals produced by the University should be able to contribute positively to the progress of his/her country, and to the upliftment of the human conditions. Student Affairs and Services, therefore, must systematically and deliberately address this end objective of producing citizens suited to the aims of the country and of humanity. The University must provide a set of student centered activities and services in support of academic instruction intended to facilitate holistic and well-rounded student development for active involvement as future responsible citizens and leaders. These shall be collectively known as the Student Affairs and Services.
- 97.2. The students' enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is for every right enjoyed, there is a corresponding duty and accountability.

⁷⁰ "Enhanced Policies and Guidelines on Student Affairs and Services."

- 97.3. The rights of students to "self-management" with the exercise of right to self-organize on matters that will advance their welfare and maximize their potentials shall be invaluable.
- 97.4. The University shall ensure full implementation of policies promulgated by CHED and provide mechanism for its monitoring and evaluation duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 98. ***Components of Student Affairs and Services of the University***. – Student Affairs and Services are the services and programs in the University that are with academic support experiences of students to attain holistic student development⁷¹. The academic support services of the University are composed of the following:

- 98.1. *Student Welfare Services*. – These are basic services and programs needed to ensure and promote the well-being of students.
- 98.2. *Student Development Services*. – These include the services and programs designed for the exploration, enhancement and development of student's full potential for personal development, leadership, and social responsibility through various institutional and/or student –initiated activities.
- 98.3. *Institutional Student Programs and Services*. – These are the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the University.

Section 99. ***Student Welfare Services of the University***⁷². – These include the basic services that are necessary to serve the well-being of students such as, but not limited to, (1) Information, Orientation and Awareness, (2) Guidance and Counseling, (3) Career and Placement, (4) Economic Enterprise Development, (5) and University Students' Handbook Development.

Section 100. ***Institutional Student Programs and Services of the University***⁷³. – These are the programs and activities offered by the University to facilitate the delivery of essential services to the students, such as, but not limited to, (1) Admission, (2) Scholarship and Financial Assistancess, (3) Food, (4) Health, (5) Security and Safety, (6) Housing and Residential Services, (7) Multi-Faith, (8) Foreign/International Students, (9) Services for Students with Special Needs, and (10) Other programs such as: (a) culture and arts, (b) sports, and (c) social and community involvement.

Article 28 **Guidance and Counseling Services**⁷⁴

⁷¹ Section 10, Article V of CHED Memorandum Order No 09, s. 2013.

⁷² Article VII of CHED Memorandum Order No 09, s. 2013.

⁷³ Article IX of CHED Memorandum Order No 09, s. 2013.

⁷⁴ Section 14, Article VII of CHED Memorandum Order No. 09, s. 2013 dated April 19, 2013.

Section 101. **General Policy.** – The EVSU Office of the Guidance Services in its implementation of a comprehensive Guidance and Counseling Program facilitates the clientele's holistic development and empower them to become productive, values-laden and socially responsible members of the school community and the society which it serves.

The Office of the Guidance Services is an integral unit of the student Services Department that operates as a service arm of the educational system in Eastern Visayas State University, committed to deliver professional standards in Guidance and Counseling Services to its clientele, in their quest for academic excellence, personality integration, values formation and professional advancement in their chosen fields of specialization.

Section 102. **Counseling.** – This is the core of the guidance program around which revolves other services. Through counseling the student is assisted in learning to understand his/ her problem, relate it to the situation of the bigger community and find ways of solving it. This may be done individually or in a group (individual counseling/ group counseling). Counseling program aims at bringing about greater awareness for the solution of personal and emotional problems. It makes it possible for students to seek help without fear of being identified with a particular problem because he is protected with the "*Confidentiality Clause of Counseling*".

Section 103. **Admission and Placement.** – In coordination with other offices and departments of the university, the Admission Services of the Office of the Guidance Services contributes to the efficient screening of freshmen applicants through the administration of the University Entrance Examination (UEE). This service provides assistance to students in placing themselves in their proper scholastic track, co-curricular activities and getting job after graduation. For the undergraduate level, educational placement is done through assistance in the choice of curricular, co-curricular and extra-curricular activities.

Section 104. **Testing Services.** – The office utilizes both academic and standardized and non-standardized tests which embedded to all the services provided and extended to the student-clients to ensure meeting their needs and problems. Learning styles, social adjustment, decision-making, leadership skills and career-planning are assessed through the use of these standardized and projective tests.

Section 105. **Routine Interview.** – Information about educational and familial background, psychological test results, and academic performance are updated through yearly interviews designed to help monitor the student's progress vis-à-vis their developmental needs.

Section 106. **Information and Enrichment Services.** – refers to the purposive delivery of information to students; the primary purpose of which is to enable students to use said information to reasonably guide their choices and actions inside and outside of the University. A menu of seminar-workshops and group dynamics are made available and organize to address the common issues

and concerns of the students. These topics varies from Time Management, Maintaining Healthy Relationships, Career Plotting, stress Management, and School Success.

Section 107. **Career Guidance Services.** – Students are assisted in developing proper values, attitudes and aspirations regarding work which is geared for self-development. This refers to the set of services specifically designed to assist students in their career planning, choices and placement. The office conducts mock interview, exit interview, employability skills, career placement and training so as Job Fair to help every graduate in their transition to the actual world of work. Also, the office coordinates with PESO and DOLE particular in organizing job fair and graduates' skills registration system to keep them posted on available jobs both in government and private agencies.

Section 108. **Consultation and Referral.** – This service helps students by identifying cooperating agencies in the community where professional help could be obtained for particular problems. This service helps the students avail of all assistance needed from a person like university faculty/staff or institution that has the knowledge, competence and skills in helping resolve the problem presented.

Section 109. **Group Guidance.** – This is an extension of the counseling assistance to large groups concerning *common* problems in personal, social, academic and vocational areas. This service includes homeroom guidance through *Youth Development Sessions, Coffee and Conversations* and *iStudy Smart Seminar Series*. It makes it possible for students to seek help without fear of being identified with particular problem to maintain the individual's wholesome relationship with his/her peers.

Section 110. **Research and Evaluation.** – These services aim to determine how effectively the guidance program is meeting the need, interests and abilities of the students and discover what aspect of the program has contributed to the development of the total educational program of the school. Every year, the Guidance and Counseling Services conducts evaluation on the different programs and services it offers to enhance its making of the CGP for the succeeding school year.

Section 111. **Office of Guidance Services (OGS) Student Volunteers Program.** – This service helps develop capable and responsible students acquire knowledge and skills in order to help the Guidance Staff reach out to more students. Every College has a Peer of Counselors who are trained to provide counselor-supervised counseling. They serve as the service arm of the Counseling Services and provide supportive and non-judgmental listening, facilitating skills, conflict management, decision-making assistance, informative materials and referrals. They also serve as college adjustment mentors to freshmen, co-facilitators for group activities.

Section 112. **Special Programs and Services.** – It includes Program for Persons with Disability (PWD), Program for Anti-Drugs, Alcoholism and Anti -

Smoking Campaign, School Child Protection Policy, ESGPPA⁷⁵ Program; services like debriefing services, psychological first aid, OJT work values training, community outreach activities, recollections and other values formation services.

Article 29 **Health Services**

Section 113. **Medical Services.** – The Medical Section provides the following services:

- 113.1. Health assessment of all first year students during enrolment period as well as University employees and dependents;
- 113.2. Physical examination by auscultation, palpitation, inspection and vital signs (Blood Pressures, Heart Rate, Respiratory Rate and Temperature);
- 113.3. Screening procedures such as CBC, urinalysis, stool exam and chest X-ray;
- 113.4. Consultations (taking history and counseling);
- 113.5. Treatment (three-day medication is provided);
- 113.6. First Aid treatment for emergency cases;
- 113.7. Referrals to hospitals;
- 113.8. Issuance of medical certificates to students, employees and dependents for employment purposes without payment for first issuance. Re-issuance of the certification fee shall be made only after payment of Fifty Pesos (Php50.00) at the Cashier's office;
- 113.9. Disease/illness prevention, through personal hygiene, environmental cleanliness and dissemination of health education through lectures, posters and flyers; and
- 113.10. Community outreach programs through medical missions in identified barangays.

Section 114. **Dental Services.** – The Dental Section provides the following:

- 114.1. Dental/Oral health education – lectures, orientation, training, chair side instruction, group counseling on oral health care, nutrition and other health related problems;
- 114.2. Clinical Oral Examination/ Dental/Oral Health Condition Appraisal;
- 114.3. Oral prophylaxis;
- 114.4. Dental restoration/dental filling;

⁷⁵ ESGPPA- refers to

- 114.5. Dental extraction;
- 114.6. Consultation and referrals of complicated dental cases;
- 114.7. Dispensing of medicines;
- 114.8. Medical and Dental emergency cases;
- 114.9. Issuance of Dental Certificate for employment without payment for first issuance. Re-issuance of the certification shall be made only after payment of Fifty Pesos (Php 50.00) at the Cashier's office;
- 114.10. School Dental Health Living;
- 114.11. Community Outreach Program; and
- 114.12. Studies and Researches on Dental/Oral health issues and other health-related topics

Article 30 **Sports Development**

Section 115. **General Policy.** – Sports activities of the University are under the auspices of the Office of the Sports Development. In collaboration with the sports coordinators, athletic managers and officials from various colleges, the implementation of intramurals, EVS Olympics, SCUAA games and other extramural sports program are made possible.

Provided, that the sports development programs of the University, as an HEI, shall be consistent to, among others, pertinent provisions of this 2017 Revised University Students' Handbook and Section 34, Article IX of Commission *En Banc* Resolution No. 321-2013 promulgated on April 8, 2013 and CHED Memorandum Order No. 09, series of 2013 dated April 19, 2013⁷⁶, as reproduced hereunder:

"Section 34. **Sports Development Programs-** are programs designed for physical fitness and wellness of students.

- 34.1. The HEI shall provide opportunities for physical fitness and well-being of students.
- 34.2. There shall be mechanisms to promote national, sectoral and cultural sports activities and development in coordination with other agencies.
- 34.3. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry."

Section 116. **Entitlements of Varsity Athletes.** – Varsity athletes shall enjoy scholarship and financial assistance from the University subject to the provisions of this 2017 Revised University Students' Handbook specifically Section

⁷⁶ "Enhanced Policies and Guidelines on Student Affairs and Services."
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61 and Section 62, Article 17 thereof, 2017 Revised University Code, Sports Development Manual, and such service manuals or policies duly approved by the EVSU Board of Regents and applicable laws, rules and regulations.

Article 31 **Cultural and Arts Programs⁷⁷ and Affairs**

Section 117. **General Policy.** – The University Cultural and Arts activities and programs are handled by the Office of the Cultural Affairs. Its major thrust is to develop and improve students' talents and skills and instill among them the pride of our cultural and arts heritage by increasing their exposure and participation in various educational, cultural and arts presentations (institutional, regional, national and international).

Provided, that the cultural and arts programs of the University, as an HEI, shall be consistent to, among others, pertinent provisions of this 2017 Revised University Students' Handbook and Section 33, Article IX of Commission *En Banc* Resolution No. 321-2013 promulgated on April 8, 2013 and CHED Memorandum Order No. 09, series of 2013 dated April 19, 2013⁷⁸, as reproduced hereunder:

"Section 34. **Cultural and Arts Programs**- refer to the set of activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation.

33.1. The HEI shall provide opportunities for appreciation of cultural and the arts.

33.2. There shall be mechanisms to promote Philippine Culture and the Arts in coordination with other government agencies.

33.3. The HEIs shall provide Office for Culture and Arts."

Section 118. **Types of Cultural and Arts Group and Involvements.** – Students with artistic and musical talents and abilities are encouraged to join in various performing groups such as the EVSU Chorale (Koro Waraynon), SAMLEYAW Performing Artists, HABAYNON Dance Corps, EVSU Drum and Bugle Corp and theater groups. Auditions are conducted during the first few weeks of the school year. Qualified students enjoy scholarship from the university.

Performing arts groups from various colleges are also recognized. They render intermission numbers during college programs and cultural shows in the University and upon invitation by various sectors in the community.

Article 32 **Support Services**

Section 119. **Library Services.** – Notwithstanding as may be provided under the 2017 Revised University Code and the Library Services of the University

⁷⁷ Section 33, Article IX of CHED Memorandum Order No. 09, s. 2013 dated April 19, 2013.

Manual approved by the EVSU Board of Regents upon the recommendation by the University President, the following guidelines shall strictly be observed:

- 119.1. *Organization of the Learning Resource Centers of the University.* – (a) EVSU-Main Campus- There are three learning resource centers in the University, viz: the EVSU Main Library, the Graduate School (GS) Library and the Secondary Laboratory School (SLS) Library, and (b) EVSU-External Campuses- shall be organized in accordance with the capability and needs of the Campus concerned.

Provided, that each professional or academic department of the different Collages and Campuses shall establish and maintain their respective library subject to the capability of the University.

Provided, further, that the learning resource centers shall comply with the standards and requirements set forth under existing laws, rules and regulations duly approved by the EVSU Board of Regents upon the recommendation by the University President.

- 119.2. *Classification of Books.* – The University Main Library houses the following classification of books: *general reference books* which includes encyclopedias, dictionaries, almanacs, atlases, and directories; *circulation books* which may be taken out for home reading or outside of the library premises; *reserve books* which include collections recommended by or generally used by faculty members; *periodicals, clippings and vertical files* to include newspaper, magazines, etc. which are for room use only. Aside from the aforesaid classification of books, the GS Library also has complete holdings of its theses and dissertations which maybe borrowed for room use only. Photocopying is strictly prohibited.

- 119.3. *Library Services.* – The library provides the following services:
- a. Loan of library materials;
 - b. Assistance in the use of the library catalogue and the Online Public Access Catalogue (OPAC) system;
 - c. Facilitation in the use of library collection and facilities;
 - d. Readers' advisory services;
 - e. Orientation Program for freshmen and new enrollees;
 - f. Referral to other institutions;
 - g. Library Tour; and
 - h. Such other services as may be provided under existing laws and policies of the University.

- 119.4. *Guidelines on the Use of the Library.* – The following shall be observed by library users:

⁷⁸ "Enhanced Policies and Guidelines on Student Affairs and Services."

- a. All registered and *bona fide* students of EVSU are required to have their borrower's card.
- b. Students must present their borrower's card when availing of library services.
- c. Students will be held accountable for all the books they signed for. They must return the books borrowed right after use.
- d. Users shall be allowed to take out 3 book titles for the same subject for three days from the General Circulation Section. However, if the said book is the only copy, it shall be allowed for overnight use only.
- e. The return of library materials loaned out are as follows:
 1. Photocopying ----- after 30 minutes
 2. Overnight Loans --- before 9:00 AM of the following day
 3. Three Days Loan --- before 9:00 AM on due date
- f. Any borrower who misses or fails to return a book within seven days after the date due or recall shall either replace it within thirty (30) days or pay its current market value, plus processing fee of Twenty Pesos (Php20.00).
- g. Anyone caught tearing or mutilating pages from books as well as caught taking out books without proper recording at the circulation front desk shall be subjected to disciplinary action or punishment ranging from suspension and expulsion.

Section 120. **Administrative Support Services.** – The University shall ensure effective and efficient provision of administrative support services to make the University conducive for learning and interaction among students subject to the policies, standards and requirements prescribed under existing laws, rules and regulations.

Chapter V

CAMPUS SAFETY AND SECURITY, AND DISASTER RISK REDUCTION AND CRISIS MANAGEMENT OF THE UNIVERSITY

Article 33

Campus Safety and Security

Section 121. **General Policy.** – In consonance with Section 4, Article 59, Chapter 13 of the 2017 Revised University Code, and Safety and Security Services of the University Manual, the Security and Safety Unit of the University is mandated to provide protection to all constituents of the University including institutional and other properties within the campus premises.

As such, one of its inherent functions is to secure the ingress and egress of the University. Among its security measures is the issuance of identification (ID) card to all students.

Provided, that the safety and security services of the University shall be consistent to, among others, pertinent provisions of this 2017 Revised University Students' Handbook and Section 28, Article IX of Commission *En Banc* Resolution No. 321-2013 promulgated on April 8, 2013 and CHED Memorandum Order No. 09, series of 2013 dated April 19, 2013⁷⁹, as reproduced hereunder:

"Section 28. **Safety and Security Services**- refer to the provision of a safe and secure environment and that of the members of the academic community.

- 28.1. There is safe, accessible (for persons with disabilities) and secure environment, buildings and facilities shall comply with government standards. Licenses and competent security personnel shall ensure the safety and security of students and their belongings.
- 28.2. There shall be mechanisms to address disaster risk reduction and management concerns to include persons with disabilities' needs in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010".
- 28.3. There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.
- 28.4. There should be a contingency plan for each campus of each HEI in compliance with R.A. 10121.
- 28.3. There shall be an established mechanism for the students to help in crime prevention, safety and security of the concerned HEI."

Section 122. **Student Identification (ID) Card.** – The Student Identification (ID) cards are issued upon payment thereof based on the procedures provided below:

122.1. Issuance of Student Identification Cards:

a. *For New students:*

Step 1: Upon presentation of the Certificate of Registration (COR), the EVSU Printing Press Office will give him/her the Student ID Data Form.

⁷⁹ "Enhanced Policies and Guidelines on Student Affairs and Services."

⁷⁸ "Enhanced Policies and Guidelines on Student Affairs and Services."
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Step 2: The student will fill-up the Student ID Data Form and pay the corresponding ID Fee of Seventy Five Pesos (Php75.00) at the EVSU Cashier's Office.

Step 3: Submit the duly filled-up Student ID Data Form at the EVSU Printing Press Office and present the Official Receipt for ID fee payment.

Step 4: Picture taking of the student at the EVSU Printing Press Office.

Step 5: Receive the Student ID after waiting for 5-10 minutes for processing and printing.

b. For Old and Continuing Students and with Issued ID Cards:

1. *Validation of Student ID Cards.* All students who are officially enrolled for the semester are required to have their student ID cards validated for the current semester at the Student Services Department (SSD). No student will be allowed entry to the University premises without a duly validated student ID. The student ID card issued is valid until the student graduates from his/her course.

2. *Replacement of Lost or Dilapidated Student ID Card.* In case of loss of the student ID card or if the same is already dilapidated or unreadable, the student may request for replacement of his/her student ID card following the procedures provided below:

Step 1: Upon presentation of the Certificate of Registration (COR), the EVSU Printing Press Office will give him/her the Request for ID Replacement Form.

Step 2: Fill-up the Request for ID Replacement Form.

Step 3: Pay the required ID fee at the EVSU Cashier's Office and present the Official Receipt at the EVSU Printing Press Office.

Step 4: Picture taking of the student at the EVSU Printing Press Office.

Step 5: Receive the Student ID after waiting for 5-10 minutes for processing and printing.

120.1. Rules on the Use of Student ID Card:

a. All students are obliged to display their identification cards at all times.

- b. No student is allowed to enter the University premises without the identification card properly signed by the SASO Director and validated for the current semester.
- c. Rules and regulation pertaining to the proper use of the student ID card is set forth by the University and student offenders are to be treated accordingly as per the Students' Code of Conduct as provided under this 2017 Revised University Students' Handbook and such policies duly approved by the EVSU Board of Regents.

Section 123. **Security Measure.** – The following security measures shall strictly be enforced by all concerned:

- 123.1. All assets found within the campus are presumed to be the properties of the University unless appropriate documents are presented to controvert such presumption.
- 123.2. All personal items (laptops, computers, printers, among others) that will be brought inside the University premises must be reported to the EVSU Security and Safety Unit for recording purposes in order to avoid problems that may arise in taking said items outside the University.
- 123.3. Personal properties such as jewelries, watches, cash, cellphones, camera, laptops, and others will be the sole responsibility of the student who owned the same. The Security and Safety Unit will not be held accountable in case of loss of such belongings unless the same were duly deposited and recorded in their unit.
- 123.4. Equipment and other assets owned by the University that will be used outside the campus, borrowed or rented by students' organizations will not be allowed to pass through the gates except when authorized by the University President or his/her authorized representative, however, the same should be duly recorded in the Security and Safety Unit logbook upon presentation of a gate pass.
- 123.5. Students who want to play basketball, volleyball, lawn tennis and do other activities are not allowed to enter the campus premises during Saturdays, Sundays and Holidays except upon prior authority from the University President and/or his authorized representative.
- 123.6. Curfew pegged at nine o'clock in the evening (9:00PM) shall be observed by the EVSU community. Gates will be padlocked and no students will be allowed to enter the University premises beyond said time except during activities authorized by the University Present or his/her authorized representative such as Acquaintance Party, Junior and Seniors Prom, Seniors Ball, Students' Night, among others.

- 123.7. The Secondary Laboratory Department (SLD) and/or K to 12 programs students will observe the curfew of six o'clock in the evening.
- 123.8. Carrying of firearms and deadly weapons are strictly prohibited inside the campus. Liquors, flammable substances, cigarettes and prohibited drugs are not allowed inside the campus. The University is strictly a no smoking area.

Section 124. **Visitors' Identification (ID) Card.** – Anyone who wants to transact business with the University maybe allowed to enter its premises, however, he/she is required to present a valid identification (ID) card at the EVSU Security and Safety Unit and be required to record his/her ingress and egress at the Security and Safety logbook. The visitor will be required to wear a visitor's ID while within the University premises.

Section 125. **Traffic Rules and Regulations.** – The following rules shall strictly be observed:

- 125.1. Specific parking areas are designated for motor vehicles owned by EVSU, its personnel, students and visitors. Motor vehicles are not permitted to enter beyond the designated area and that the same are not allowed to be parked near classrooms and laboratory rooms.
- 125.2. All motorcycles and bicycles are prohibited from traveling along the covered walk to avoid vehicular accident and traffic congestion.
- 125.3. Students riding motorcycles are required to remove their helmets upon their entry of the University premises for identification and security purposes.
- 125.4. The speed limit on the University streets is strictly 20 kilometers per hour (20 kph).
- 125.5. The speed limit within the University parking zones (driveways) is strictly 10 kilometers per hour (10 kph).
- 125.6. Students with vehicles who wish to enter and park inside the campus is required to obtain a Vehicle Gate Pass following the procedures provided below:
 - Step 1: The student, who has a vehicle, will get an Application for Vehicle Gate Pass from the Office of Director for Administrative Services Division.
 - Step 2: The students will fill-out the above-mentioned form indicating therein his/her name, course and year, address, the type of vehicle, plate number, registration number and the purpose for getting the gate pass.

Step 3: Pay the required annual fee for gate pass at the EVSU Cashier's Office based on the following rates:

Two-wheel vehicle	-	Php 200.00
Three-wheel vehicle	-	Php 300.00
Four-wheel vehicle	-	Php 400.00

Step 4: Submit the Application for Gate Pass for approval of the Director of the Administrative Services Division.

Step 5: Once approved, a gate pass sticker will be issued to the student by the office.

125.7. The issuance of the Vehicle Gate Pass is subject to the following terms and conditions:

- a. That the Vehicle Gate Pass is valid for one (1) year;
- b. That the vehicles must be driven by a duly authorized licensed driver issued for the duration of the Vehicle Gate Pass and in perfect condition with silencer (nuisance law is strictly enforced inside the campus) with the gate pass sticker prominently displayed on the right side of the windshield;
- c. That the driver/owner must strictly observe speed limits and other traffic rules and regulations and park only in designated parking areas, as well as, obey University rules and regulations;
- d. That the vehicle is subject to inspection at the discretion of the Security Guards; and
- e. That the Vehicle Gate Pass is a privilege that can be withdrawn anytime.

Section 126. **Loss of University Properties.** – In case of loss of properties owned by the University, a thorough investigation shall be conducted by the *Ad Hoc* Committee created for the purpose of the composed of the Director for Chief Administrative Services as Chairperson, IGP Director, SASO Director, President of Faculty Association, President of Non-teaching Personnel Association, and the President of Supreme Student Government, as Members.

Provided, that persons found to be at fault for such loss shall be required to restitute to EVSU the actual cost of the properties lost without prejudice to the filing of appropriate administrative and/or criminal charges, if warranted under the circumstances.

126.1. *Procedures:*

- a. The *Ad Hoc* Committee upon receipt of a duly signed formal complaint and/or written report by the Security and Safety Unit shall immediately convene within twenty four (24) hours upon receipt of said complaint and/or report;

- b. The *Ad Hoc* Committee shall conduct a marathon hearing involving the said complaint and/or report and submit an investigation report with corresponding recommendation to the EVSU BOR through the University President within thirty (30) days from receipt of such complaint and/or report; and
 - c. The EVSU Board of Regents shall decide on the recommendation made by the *Ad Hoc* Committee within thirty (30) days from receipt thereof. The decision of the EVSU Board of Regents shall be considered as final and executory unless appealed from competent court.
- 126.2. *Loss of Personal Properties within the Campus Premises.* – In case of loss of personal properties within the campus premises, the student may report the loss of his/her personal properties at the EVSU Security and Safety Unit for assistance and record purposes, and assistance to retrieve or recover thereof. The student concerned shall submit a duly accomplished form and shall be kept with utmost confidentiality by the Security and Safety Unit of the University.
- 126.3. *Loss and Found Bulletin Boards and Safety Keeping of Properties Surrendered or Recovered.* – The University shall install and maintain bulletin boards in conspicuous places where posting of loss and founds properties can be disseminated. In addition, it shall purchase, install and maintain vaults and other safe keeping devices where the properties surrendered and recovered shall be kept until properly secured and retrieved by the owner/s thereof.
- 126.4. *Procurement, Installation and Maintenance of Closed Circuit Television (CCTV) and Other Gadgets.* – Subject to pertinent laws, rules and regulations, the University shall procure, install and maintain CCTVs and other gadgets to further enhance its capabilities of ensuring the security and safety as well as real time recording of any events or circumstances of the University's properties and assets, officials, employees and students while they are in the University premises.

Article 34

Disaster Risk Reduction and Crisis Management Council of the University (DRRCMCU)

Section 127. ***Declaration of Policies.*** – The University shall adhere to the declared policies of the State under Section 3 of Republic Act No. 10121⁸⁰, among others, to wit:

⁸⁰ An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds therefor and for Other Purposes."

- 127.1. Uphold the people's constitutional rights to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country's institutional capacity for disaster risk reduction and management, and building the resilience of local communities to disasters including climate change impacts.
- 127.2. Adhere to and adopt the universal norms, principles, and standards of humanitarian assistance and the global effort on risk reduction as concrete expression of the country's commitment to overcome human sufferings due to recurring disasters;
- 127.3. Adopt and implement a coherent, comprehensive, integrated, efficient and responsive disaster risk reduction program incorporated in the development plan at various levels of government adhering to the principles of good governance such as transparency and accountability within the context of poverty alleviation and environmental protection;
- 127.4. Engage the participation of civil society organizations (CSOs), the private sector and volunteers in the government's disaster risk reduction programs towards complementation of resources and effective delivery of services to the citizenry; and
- 127.5. Provide maximum care, assistance and services to individuals and families affected by disaster, implement emergency rehabilitation projects to lessen the impact of disaster, and facilitate resumption of normal social and economic activities.

Section 128. ***Composition of the Disaster Risk Reduction and Crisis Management Council of the University (DRRCMCU).*** – There shall be a Disaster Risk Reduction and Crisis Management Council of the University hereinafter referred to as the DRRCMCU to be composed of the University President as Chairperson, Vice President for Administration and Finance as Vice Chairperson, and Other Vice Presidents, Campus Directors, College Deans, Directors, President of the Federation of Faculty Associations, President of the Federation of Non-teaching Personnel, President of the Federation of Alumni Associations, and President of the Federation of Students Councils, as Members.

Provided, that the University may create DRRCMC in the different Campuses to be known as the EVSU-Campus DRRCMC to be composed of the Campus Director as Chairperson, Head for Administrative Services as Vice Chairperson, all department and section heads as, President of Faculty Association, President of the Non-teaching Personnel, President of Alumni Association, and President of Student Council, as Members.

Section 129. ***Duties and Functions of the Disaster Risk Reduction Management Council of the University (DRRCMCU).*** – The DRRCMCU shall perform the following duties and functions:

- 129.1. Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
- 129.2. Facilitate and support risk assessments and contingency planning activities at the University;
- 129.3. Consolidate the Campuses disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- 129.4. Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the University;
- 129.5. Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advise to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
- 129.6. Formulate and implement a comprehensive and integrated University Disaster Risk Reduction Management Plan (UDRRMP) in accordance with national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);
- 129.7. Prepare and submit to the EVSU Board of Regents the Annual UDRRMP and budget, the proposed programing of the UDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support from the national government and other sources;
- 129.8. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- 129.9. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the University;
- 129.10. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- 129.11. Identify and implement cost-effective risk reduction measures/strategies;

- 129.12. Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
- 129.13. Take all necessary steps on a continuing basis to maintain, provide or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in the University and nearby localities;
- 129.14. Develop, strengthen and operationalize mechanisms for partnership or networking with private sector, CSOs, and volunteer groups;
- 129.15. Organize, train, equip and supervise and the University's emergency response teams and the ACDVs, ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 129.16. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, enduring that there is an efficient mechanism, for immediate delivery of food, shelter, and medical supplies for women and children, endeavor to create a special place where displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- 129.17. Coordinate other disaster risk reduction and management activities;
- 129.18. Within the University, promote and raise public awareness of and compliance with this R.A. No. 10121 and its IRR;
- 129.19. Establish linkage/network with other Universities and LGUs for disaster risk reduction and emergency response purposes;
- 129.20. Recommend to the EVSU Board of Regents policies consistent with the requirements of R.A. No. 10121 and its IRR;
- 129.21. Implement policies, approved plans and programs of the EVSU-DRRCMC consistent with the policies and guidelines laid down in Republic Act No. 10121 and its IRR;
- 129.22. Prepare and submit, the report on the utilization of the DDRMF of the University and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA) copy furnished relevant agencies; and
- 129.23. Act on other matters that be authorized by the NDRRMC, RDRRMC, LDRRMC and/or competent authorities.

Section 130. ***The University Disaster and Crisis Volunteers.*** – The following rules shall strictly be observed:

- 130.1. *Accreditation, Mobilization and Protection of Disaster Volunteers and National Service Reserve Corps of the University*⁸¹. – The University may mobilize officials or officers, faculty members, non-teaching personnel and students or organized volunteers to augment University's and government's personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities. The University shall take full responsibility for the enhancement, welfare and protection of volunteers, and shall submit the list of volunteers to the OCD, through the LDRRMOs, for accreditation and inclusion in the database of community disaster volunteers.
- 130.2. *Youth Organization for Disaster Risk Reduction and Crisis Management (YODRRCM)*⁸². – As part of the University's efforts to engage students in its Disaster Risk Reduction Management System, EVSU in partnership with Save the Children, hereby institutionalizes a student body tasked to promote the policies and objectives of R.A. No. 10121 and its IRR. In this regard, the Youth Organization for Disaster Risk Reduction Management (YODRRCM) composed of all students of the University Campuses, is the student arm of the University in assisting the Student Emergency Response Team in conducting activities related to DRRCM which shall be under the direct supervision by the Director of Student Affairs and Services Office.

YODRRM, to be organized by University Campus, focuses on five core responsibilities encompassing health, safety, evacuation, rehabilitation, and information dissemination.

The University shall establish and ensure continuing partnership with the Save the Children International, Inc., an International Non-Government Organization (INGO) which dedicates its programs and services to post-Yolanda recovery efforts and such entities with the primary objectives aligned with R.A. No. 10121.

Section 131. ***Benefits and Insurance of the University's ACDVs.*** – The University shall be responsible for providing the insurance and necessary benefits for the Accredited Community Disasters Volunteers of the Eastern Visayas State University or the University's ACDVs⁸³.

Provided, that the University ACDVs shall enjoy benefits which include such as, but not limited to, transportation cost and allowances, board and lodging and such incidental expenses necessary in the performance of their respective duties and functions in calamity or disaster hit areas regardless of the locations. *Provided, further*, that the funds necessary to provide the benefits of the ACDVs

⁸¹ Section 13 of Republic Act No. 10121 otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010."

⁸² Launched on July 15, 2016.

⁸³ Section 5, Rule IX of the Implementing Rules and Regulations of Republic Act No. 10121.

shall be charged from the appropriate and/or income of the University including chargeable against the trust funds of the participant/s concerned.

Provided, furthermore, that subject to the qualifications and requirements, an official or officer, faculty member and non-teaching personnel of the University who has exhibited and perform heroic deeds shall be entitled to the incentives provided under the PRAISE System of the University.

Section 132. ***Integration Into the University Curricular and Mandatory Training for the University Officials or Officers, Faculty Members, Non-teaching Personnel or Employees⁸⁴, and Types of Mandatory Trainings and Drills and Financial Requirements.*** – Subject to appropriate policies and standards promulgated by CHED and competent government agencies, the University shall integrate disaster risk reduction and management education in the University's curricular offerings, including the National Service Training Program (NSTP).

Provided, that the University shall participate in disaster risk reduction management activities, such as organizing quick response groups, particularly in identified disaster-prone areas. *Provided, further,* that all officials or officers, faculty members, and nonteaching-personnel of the University shall be trained in emergency response and preparedness. The training is mandatory for such employees to comply with the provisions of R.A. No. 10121.

Provided, further, that the following trainings shall be conducted at least once semester or as periodic as may be necessary and that the attendance and participation by all students of the University and employees thereof shall be mandatory subject to the specific schedules and venues to be determined by the DRRCMCU and/or official concerned duly authorized by the University President:

- 132.1. ***Disaster Preparedness.*** – Students shall be trained to do the “duck, cover and hold” procedure by way of conduct of earthquake and fire drills regularly. Also, they are required to observe the “buddy” system, which is a cooperative arrangement whereby individuals are paired or teamed up and assume responsibility for one another's instruction, productivity, welfare, or safety.

Persons with disability (PWD) who are enrolled in the University are required to register at the Office of Student Affairs (OSA) in order to facilitate special arrangements for them in case of disaster.

Students who are residing in the City or Municipality where the University Campus is located and wish to evacuate to EVSU during typhoons are advised to register at the Office of the Director for Administrative Services Division to determine the number of evacuees and for disaster preparedness purposes.

⁸⁴ Section 14 of Republic Act No. 10121 otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010.”

- 132.2. *Disaster Rehabilitation and Recovery.* – Students are mandated to report back to their department/college for head count in order to determine the number of casualties, missing, injured and survivors. They are likewise required to record in a logbook their names, addresses, contact number and where they intend to go after the calamity and who are their companions. This is to facilitate giving of information to parents and guardians who would be looking for their children.
- 132.3. *Disaster and Crisis Drills.* – The University shall design and implement disaster and crisis drills at least once every semester or as often as may be deemed necessary in coordination with the appropriate government agencies and private entities.
- 132.4. *Financial Requirements.* – All amounts necessary to finance the conduct of disaster and crisis trainings and drills as well the procurement of equipment and materials shall be charged from the income and/or appropriate fund/s of the University subject to the usual accounting and auditing rules and regulations

Chapter VI
**EDUCATIONAL TOURS OR TRIPS, APPRENTICESHIP, ON-THE-JOB-
TRAINING (OJT), PRACTICE TEACHING, INTERNSHIP OR
OFF-CAMPUS ENGAGEMENTS/ACTIVITIES**

Article 35
General Policies

Section 133. **General Policies.** – The following policies shall be observed:

- 133.1. *General Conditions.* – The University shall support the conduct of educational tours, field trips, apprenticeship, on-the-job-training (OJT), internship, and off-campus engagements of students that are duly required in the approved curriculum to be conducted either in the Philippines or abroad, which strictly be consistent with the provisions of CHED Memorandum No. 17, s. 2012 dated July 6, 2012⁸⁵, CHED Memorandum Order No. 26, s. 2015 dated August 4, 2015⁸⁶ and CHED Memorandum Order No. 63, s. 2017 dated July 25, 2017⁸⁷, CHED Memorandum Order No. 104, s. 2017 dated December 28, 2017⁸⁸, and subsequent issuances thereof, and such applicable laws, rules and regulations in so far as expressly adopted

⁸⁵ "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students" promulgated pursuant to CHED Commission *En Banc* Resolution No. 122-2012 dated June 11, 2012.

⁸⁶ "Policies, Guidelines and Procedures on International Educational Trips (IELT) of Undergraduate and Graduate Students" promulgated pursuant to CHED Commission *En Banc* Resolution No. 775-2014 dated December 17-18, 2014.

⁸⁷ "Policies and Guidelines on Local Off-Campus Activities" promulgated pursuant to CHED Commission *En Banc* Resolution No. 540-2017 dated July 18, 2017.

⁸⁸ "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs" promulgated pursuant to CHED Commission *En Banc* Resolution No. 849-2017 dated November 7, 2017.

⁸⁹ CHED Memorandum dated February 27, 2017 and its subsequent issuances.

Provided, further, that the format of the said Joint Affidavit of Shared or Several Responsibility shall be determined by the Director of SASO duly approved by the University President upon the recommendation by the Vice President for Academic Affairs.

Section 134. ***Liabilities or Responsibilities of the University Officials, Students, Parents or Guardians and Organizers.*** – The liabilities of the University Officials, Students, Parents or Guardians and Organizers of the Educational Tours or Trips, Apprenticeship, On-The-Job-Training (OJT), Practice Teaching, Internship or Off-Campus Engagements/Activities hereinafter referred to as "Activity", *for brevity*, shall be recognized and observed as shared and several among themselves.

Provided, that the liabilities of the EVSU Officials concerned to any "Activity", *for brevity*, and to Student/s or "Student-Participant" shall be limited to negligence and proximate cause for any injury or damage as enunciated in ***St. Mary's Academy v. Carpitanos et al.***⁹⁰, the Supreme Court declared, among others, to wit:

"Under Article 218 of the Family Code, the following shall have special parental authority over a minor child while under their supervision, instruction or custody: (1) the school, its administrators and teachers; or (2) the individual, entity or institution engaged in child care. This special parental authority and responsibility applies to all authorized activities, whether inside or outside the premises of the school, entity or institution. Thus, such authority and responsibility applies to field trips, excursions and other affairs of the pupils and students outside the school premises whenever authorized by the school or its teachers.

Under Article 219 of the Family Code, if the person under custody is a minor, those exercising special parental authority are principally and solidarily liable for damages caused by the acts or omissions of the unemancipated minor while under their supervision, instruction, or custody.

However, for petitioner to be liable, there must be a finding that the act or omission considered as negligent was the proximate cause of the injury caused because the negligence must have a causal connection to the accident.

"In order that there may be a recovery for an injury, however, it must be shown that the injury for which recovery is sought must be the legitimate consequence of the wrong done; the connection between the negligence and the injury must be a direct and natural sequence of

⁹⁰ ***St. Mary's Academy v. Carpitanos et al.***, G.R. No. 143363, February 6, 2002, citing Handbook On the Family Code Of the Philippines, Alicia V. Sempio-Diy (1997), p. 344; The Family Code of the Philippines Annotated, Rufus B. Rodriguez (1990), p. 505; *Sanitary Steam Laundry, Inc. v. Court of Appeals*, 360 Phil. 199, 208 [1998]; *Cruz v. Court of Appeals*, 346 Phil. 872, 886 [1997]; *Ford Philippines v. Citibank*, G.R. No. 128604, January 29, 2001; *Bank of the Philippine Islands v. Court of Appeals*, 326 SCRA 641, 659 [2000]; and *Bataclan v. Medina*, 102 Phil. 181, 186 [1957].

events, unbroken by intervening efficient causes.' In other words, the negligence must be the proximate cause of the injury. For, 'negligence, no matter in what it consists, cannot create a right of action unless it is the proximate cause of the injury complained of.' And 'the proximate cause of an injury is that cause, which, in natural and continuous sequence, unbroken by any efficient intervening cause, produces the injury, and without which the result would not have occurred.'"

Section 135. **Tort/s Committed by the Student.** – Any tort/s⁹¹ committed by any student outside the schedules and unconnected with or distinct from the desired outcomes or legitimate purpose⁹² of any "Activity" shall solely be his/her liability.

Section 136. **Adoption and Suppletory Application of Relevant Provision of the Family Code of the Philippines, Civil Code of the Philippines and Promulgated by the Commission on Higher Education (CHED), EVSU Board of Regents and Competent Authorities.** – The pertinent provisions of the Family Code of the Philippines⁹³, Civil Code of the Philippines⁹⁴, HED Memorandum No. 17, s. 2012 dated July 6, 2012⁹⁵, Memorandum Order No. 26, s. 2015 dated August 4, 2015⁹⁶, C, CHED and CHED Memorandum Order No. 63, s. 2017 dated July 25, 2017⁹⁷, CHED Memorandum Order No. 104, s. 2017 dated December 28, 2017⁹⁸, 2017 Revised University Code⁹⁹, applicable laws, jurisprudence and such services manuals, rules and regulations approved by the

⁹¹ According to Black's Law Dictionary, **tort** is a "Wrong; injury; the opposite of right So called, according to Lord Coke, because it is wrested, or crooked, being contrary to that which is right and straight. In modern practice, tort is constantly used as an English word to denote a wrong or wrongful act, for which an action will lie, as distinguished from a contract. A tort is a legal wrong committed upon the person or property independent of contract. xxxxxxxx." In addition, in *Dr. Filoteo A. Alano, v. Zenaida Magud-Logmao*, G.R. No. 175540, April 7, 2014 citing *Gashem Shookat Baksh v. Hon. Court of Appeals*, G.R. No. 97336, February 19, 1993 SCRA 115, the Supreme Court held:

Xxxxxx

Baksh v. Court of Appeals elaborates on the distinctions:

x x x. **Torts** is much broader than culpa aquiliana because it includes not only negligence, but international criminal acts as well such as assault and battery, false imprisonment and deceit. In the general scheme of the Philippine legal system xxxxx, intentional and malicious acts, with certain exceptions, are to be governed by the Revised Penal Code while negligent acts or omissions are to be covered by Article 2176 of the Civil Code. xxxxx. It is even postulated that together with Articles 19 and 20 of the Civil Code, Article 21 has greatly broadened the scope of the law on civil wrongs; it has become much more supple and adaptable than the Anglo-American law on torts. (Emphasis supplied)."

⁹² **Amadora, et al. v. Court of Appeals, et al.**, G.R. No. L-47745, April 15, 1988.

⁹³ Executive Order No. 209 issued on July 6, 1987, as amended.

⁹⁴ Republic Act No. 386 approved on June 18, 1949, as amended.

⁹⁵ "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students" promulgated pursuant to CHED Commission *En Banc* Resolution No. 122-2012 dated June 11, 2012 and subsequent issuances thereof.

⁹⁶ "Policies, Guidelines and Procedures on International Educational Trips (IELT) of Undergraduate and Graduate Students" promulgated pursuant to CHED Commission *En Banc* Resolution No. 775-2014 dated December 17-18, 2014 and subsequent issuances thereof.

⁹⁷ "Policies and Guidelines on Local Off-Campus Activities" promulgated pursuant to CHED Commission *En Banc* Resolution No. 540-2017 dated July 18, 2017 and subsequent issuances thereof.

⁹⁸ "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs" promulgated pursuant to CHED Commission *En Banc* Resolution No. 849-2017 dated November 7, 2017.

⁹⁹ Approved per Board Resolution No. 115, s. 2017 adopted by the EVSU Board of Regents on April 19, 2017 and its subsequent issuances and subsequent issuances thereof.

EVSU Board of Regents and competent authorities shall be integral parts of this 2017 Revised University Students' Handbook and shall serve as part of the governing guidelines of the University.

Chapter VII
**IDENTIFICATION CARD, UNIFORM, CURRICULAR CONSULTATION
SERVICES, AND ASSISTANTSHIP**

Article 36
Student's Identification Card

Section 137. ***Issuance of Identification Card.*** – Each student enrolled in EVSU is entitled to official student identification (ID) card which shall be issued upon payment thereof.

Henceforth, to attain the said objective, each University Campus shall procure and maintain adequate ID machines, supplies and materials to be used exclusively in the production and distribution of student ID cards, and if resources permits, including those of the officials, faculty and non-teaching personnel of the University.

Section 138. ***Validation and Replacement of Identification Card.*** – The ID Card shall be submitted to the Director for Student Affairs and Services Office for validation every semester. *Provided*, that the loss, defacement or damage of an ID card should be reported immediately for replacement upon payment of the required fees.

Section 139. ***Use of ID Card for Access to and Use of Library Holdings.*** – The school ID shall also serve as Library ID subject to the rules and regulations of the University Library and/or as may be prescribed under the Library Services Manual of the University.

Article 37
Students' Uniform

Section 140. ***Prescribed Uniform.*** – The following rules shall strictly be observed:

- 140.1. For purposes of identification from other students of other institutions, the University shall prescribe the school uniform for male and female students duly approved by the University President upon the recommendation by the Committee on Students' Uniform (CSU).
- 140.2. In no case shall a faculty member require students to wear uniform other than the ones officially prescribe unless there is imprimatur from the University President upon the recommendation of the Committee on Students' Uniform (CSU).

140.3. The Committee on Students' Uniform (CSU) shall be composed of the Vice President for Academic Affairs as Chairperson, Director for SASO as Vice Chairperson, President of Federation of Students' Councils or his/her authorized representative, President of the Federation of Faculty Associations or his/her representatives, and at least two (2) coming from the industry sector, as Members. *Provided*, that the industry sector representative may come from the Private Sector Representatives of the EVSU Board of Regents or any representative from the various industries within the curricular offerings of the University.

140.4. All proposals in prescribing the school uniforms including any change thereof shall be subjected to the students concerned for proper consultations to be undertaken by the Committee on Students' Uniform and the same be submitted to the University President for further review and approval.

Section 141. ***Schedule Wearing the Uniform.*** – Students shall wear the prescribed uniform from Monday to Friday except during Wednesdays which shall be considered wash day.

Section 142. ***Grace or Preparatory Period in the Procurement and Wearing of the Prescribed Uniform.*** – First year students including transferees and shiftees shall be given a grace or preparatory period of one (1) semester within which they can wear white shirts with collar from Monday to Friday except during Wednesdays while they are in the process of procuring the prescribed uniform.

Provided, further, that the t-shirt shall be printed with the University logo to be determined by the duly constituted Committee on Students' Uniform.

Provided, furthermore, that they shall wear their respective identification (ID) cards as provided under this 2017 Revised University Students' Handbook and the 2017 Revised University Code and such policies duly adopted by the EVSU BOR upon the recommendation by the University President.

Section 143. ***Procurement of Students' Uniform from the Garments Industry and Tailoring Services of the University.*** – Subject to its financial capability and pertinent provisions of the IGP, Production and Auxiliary Services Manual of the University approved by the EVSU Board of Regents, the University shall establish a Garment's Industry and Tailoring Services in various EVSU Campuses as one of its major Income Generating Projects (IGPs) where the students shall procure their respective uniforms.

Article 38 **Curricular Consultation Services**

Section 144. ***Curricular Consultation and Guidance Counseling.*** – There shall be a regular consultation and guidance to be provided by the faculty to students in connection with their registration, assignments, progress in the

academic work, and problems encountered in their subject courses. The anecdotal note or journal generated from these activities shall be held with strict confidentiality and be kept properly at the Guidance Services Office of the University.

Provided, that the time and services provided by the faculty members in curricular consultation and guidance counseling of their respective students shall be included and counted in the workload as provided under this 2017 Revised University Students' Handbook and such relevant policies of the University duly approved by the EVSU BOR upon the recommendation by the University President.

Section 145. ***Continuing Monitoring of Students' Development.*** – As part of their functions prescribed under the 2017 Revised University Code and Human Resource Merit Promotion and Selection for Faculty Members and Academic Non-Teaching Staff (HRMPS-FANTS) of the University, and applicable policies approved by the EVSU Board of Regents, faculty members concerned shall conduct continuing monitoring of students' development based on the findings and suggestions generated during the curricular consultation and guidance counseling to ably assist these students cope with the challenges of their respective stay in the University and such circumstances that potentially or substantially affect their scholastic standing.

Article 39 **Student Assistants**

Section 146. ***Hiring, Work Load and Benefits of Student Assistants.*** – The University may hire deserving students, through the Student Affairs and Services Office (SASO), as student assistants to be assigned to the various units of the University, and grant them full free of tuition and miscellaneous and laboratory fees, hourly compensation pursuant to Board Resolution No. 150, s. 2017 adopted by the EVSU BOR on October 16, 2017¹⁰⁰, and financial assistance or subsidy as provided under Section 62, Article 17 hereof, and that their working hours and academic load shall be accordance with existing laws, rules and regulations.

Provided, that they may be allowed to perform their duties until 7:00PM during working days with corresponding compensation provided in relevant policies of the University.

Provided, further, that they shall have at least passing grades in all subjects taken.

Provided, furthermore, that the University President shall create or constitute the screening committee hereinafter referred to as the Screening Committee for Student Assistantship (SCSA) to evaluate applicants and the performance of the student assistants. The SCSA shall be composed of the Director of SASO, as Chairperson, Director/Head for Financial Services, as Vice

¹⁰⁰ "Resolution Rationalizing and Indexing to Inflation Rates the Fees and Charges, Incentives and Assistance to the Employees and Students of the University Effective Fiscal Year 2017 and Thereafter, Subject to Existing Laws, Rules and Regulations, and For Other Purposes"

Chairperson, and the HRMD Officer, Accountant of the Campus, President of the Student Council/Government and Private Sector Representative, as Members. The SCSA shall convene at least once a month or as often as may be deemed necessary.

Section 147. ***Indexation to Inflation Rate of the Benefits of Student Assistants.*** – The benefits of Student Assistants shall be indexed to the inflation rate subject to Board Resolution No. 150, s. 2017 adopted on October 16, 2017 and/or such mechanisms approved by the EVSU Board of Regents, upon the recommendation by the University President.

Article 40

Comprehensive Insurance of the Students

Section 148. ***Insurance Coverage and Premiums.*** – All students must have comprehensive insurance every year and the insurance fee must be part of the fees being collected by the University. The students must be informed at all times on the entitlements or coverage of the insurance as may be provided by the insurance company.

Section 149. ***Procurement of Comprehensive Insurance for Students.*** – The insurance for the students of the University Campuses shall be procured through competitive bidding subject to the provision of Republic Act No. 9184¹⁰¹ and its IRR.

Chapter VIII

THE UNIVERSITY STUDENTS' CLEARANCE

Article 41

Application, Design and Purposes of Student's Clearance

Section 150. ***Application.*** – This University Students' Clearance shall apply uniformly to all students and officials concerned of the University Campuses.

Section 151. ***Design of the Student's Clearance.*** – The design of the Student's Clearance shall be in such form as hereto attached labeled as **Annex E**.

Section 152. ***Purposes of Student's Clearance.*** – All candidates for graduation, shiftees or transferees in any course or degree as well as grantees of scholarship programs of the University Campuses, shall be required to secure an approved clearance from all property, responsibility, money obligations and other accountabilities from the different offices concerned determined this Resolution for such purposes or uses, whether, issuance of original copies of student's records or credentials such as, but not limited to, Transcript of Records (TOR), certificate of grades or Completed of Academic Requirements (CAR), Certificate of Good Moral, including authentication or re-issuance of copies thereof, as provided hereunder:

¹⁰¹ "Government Procurement Reform Act."

- 152.1. Graduation from the course where the applicant is currently enrolled in;
- 152.2. Certificates of Grades for application of graduation with honors;
- 152.3. Transfer within the University Campuses or from the University to another academic institutions;
- 152.4. Shifting of courses within the University Campuses;
- 152.5. Employment whether local or abroad; and
- 152.6. Other purposes as may be determined by the applicant duly authorized under existing laws, rules and regulations.

Provided, that students securing TORs and school credentials for taking of licensure or eligibility examinations administered by the Professional Regulations Commission (PRC), Civil Service Commission (CSC), and Career Executive Service Board (CESB), and as supporting documents for student's assistantship and scholarship programs of the University, and summer special employment program administered by the DOLE or any government agency, shall be exempted from accomplishing, filing and processing of the student's clearance, *provided, however*, that they shall pay the corresponding processing fee/s of the documents being requested.

Provided, further, that the University Registrar shall indicate the specific purpose for which the record/s or credential/s is/are issued to the applicant.

Article 42 **Processing Mechanisms**

Section 153. ***Processing of the Student's Clearance.*** – The following rules shall strictly be observed in the processing of Student's Clearance:

- 153.1. *Qualifications to Accomplish, File and Process Student's Clearance.* – The Student's Clearance shall be accomplished, filed and processed by the student concerned or in his/her absence, by any representative authorized by him or her, *provided*, that a Special Power of Attorney or SPA (**Annex F**) or duly notarized authorization (**Annex G**) in favor to the representative shall be attached to the clearance form prescribed under Section 151 hereof. *Provided, further*, that the SPA or authorization to be submitted shall be the original copy or certified true copy thereof.
- 153.2. *Maximum Processing Time or Period per Office.* – The clearance shall be processed and acted upon by the offices concerned within twenty four (24) hours upon receipt as indicated in the space provided for in the Student's Clearance form.
- 153.3. *Extension of Processing Time or Period.* – Subject to the approval by the University President upon the recommendation by the Vice

President for Academic Affairs, the processing time or period per office provided in Section 153.2 above may be extended on any of the following grounds:

- a. Technical glitch of automated transactions;
- b. Occurrence of force majeure or fortuitous event as defined under existing laws and jurisprudence;
- c. Attendance of Principal Signing Officers (PSO) or Authorized Countersigning Officer (ACO) or Alternate Signing Officer of the Day (ASOD) during official functions authorized by the University's Executive Officials¹⁰²; and
- d. Relocation of office to the other area.

Provided, that the office/s concerned shall cause wide dissemination to all concerned of such ground/s by posting of the appropriate notices in the University Campuses' website, Transparency and Freedom of Information Bulletin Boards, and other conspicuous places.

- 153.4. *Principal Signing Officers (PSO) and Authorized Countersigning Officers (ACO).* – The Principal Signing Officers (PSO) and their respective Authorized Countersigning Officers (ACO) shall be as follows:

Concerned Offices	EVSU-Main (Tacloban City) Campus		EVSU-External Campuses/Community Satellite Campus	
	PSO	ACO	PSO	ACO
Academic Department	Academic Head	Office Staff-in-Charge	Academic Head	Office Staff-in-Charge
Registrar	University Registrar III	Office Staff-in-Charge	Campus Registrar	Office Staff-in-Charge
Financial Services	Designated Director, FMO	Chief Accountant	Designated Head of Administrative Services	Accountant
Librarian Services	University Librarian or Chief of University Services	Office Staff-in-Charge	Campus Librarian	Office Staff-in-Charge
Student Affairs and Services Office (SASO)	Designated Director of SASO	Office Staff-in-Charge	Designated Head of SASO	Office Staff-in-Charge
University	Vice President	Campus	Campus	College

¹⁰² Section 5.29, Article 2, Chapter 1, Preliminary Title, Book I of the 2017 Revised University Code.

President	for Academic Affairs or official	Director or any official	Director or any official	Dean or any official
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153.5. *Bases or Requirements of Action by the Principal Signing Officers, Authorizing, Authorized Countersigning Officers, and Alternate Signing Officers of the Day.* – The PSOs, ACOs, and ASODs shall be guided with the following requirements for any action to the application for clearance:

Concerned Offices	EVSU-Main (Tacloban City) Campus	
	Requirements	Substitute Documents
Academic Head	<ol style="list-style-type: none"> Undergone pre-qualifications on the following: <ol style="list-style-type: none"> Grades of the academic and P.E. subjects taken; Certificates of Tree Planting issued by the NGP Head of the University Campus concerned and DENR (<i>planted at least 10 trees per year from first year to current curriculum year</i>); and Completion of any of the NSTP components, e.g. MTS/ROTC, CWTS or LTS. Compliance of OJT, Apprenticeship, Practice Teaching or Off-Campus Activities required under the Curriculum. 	<ul style="list-style-type: none"> ✓ Grading sheets or class cards. ✓ Certificates of Tree Planting issued by other organizers, e.g. LGUs, government agencies and other associations duly validated by the DENR and the NGP Head of the University Campus concerned. ✓ Grading sheets or class cards or Certificate of Completion signed by the Program Coordinator and NSTP Director (Annex H). ✓ Certificate of Completion issued by the company's concerned or certification by the Activity Coordinator.
Financial Services	Official Receipts (ORs) for full payment of fees authorized by the EVSU Board of Regents.	<ul style="list-style-type: none"> ➤ For scholars- Certificate of Scholarship duly validated by SASO. ➤ For non-scholar- official receipts (ORs).
Librarian Services	No unreturned books and other library materials.	➤ Borrower's card validated by the Librarian.
Student Affairs and Services Office (SASO)	<ol style="list-style-type: none"> Certificate of No Pending Case from the Student Disciplinary Tribunal. Certificate of Submission issued by the Head of Student Affairs Office on the Accomplishment Reports and Final Statements (for the officers of the Federation of SSC/SSG, University Campuses SSC/SSG and campus student organizations. 	<ul style="list-style-type: none"> ✓ Good Moral Certificate issued by the Office of Student Affairs (Annex I). ✓ Financial Reports received or validated by the Securities and Exchange Commission.

Registrar	<ol style="list-style-type: none"> 1. Passing grades in all subjects as prescribed under the duly approved curriculum. 2. Submission of updated documents, e.g. live birth certificate, marriage contract, etc., if necessary. 3. Official Receipts (ORs) for the payment of graduation fee and alumni fee. 	None
University President	Cleared by all offices above.	None

153.6. *Automatic Assumption of Duties of Office Personnel as Alternate Signing Officers of the Day (ASOD).* – In case no Alternate Signing Officer of the Day (ASOD) has been designated by the University President, the next-in rank office personnel shall automatically assume and discharge the duties of the ASOD. *Provided,* that job orders (JOs) and casuals are prohibited from assuming and performing the duties of the ASOD.

153.7. *Designation and Mandatory Display of the Names and Pictures of the PSOs, ACOs and ASODs.* – Within fifteen (15) days upon the approval of this 2017 Revised University Students' Handbook, all PSOs are hereby directed to recommend at least five (5) ASODs in their respective offices to the University President for issuance of the appropriate authority or order. They shall perform their duties upon issuance of such order or authority until sooner modified or revoked by the University President.

Further, within fifteen (15) days upon the issuance of the said authority or order, the names and pictures taken within six (6) months of the PSOs, ACOs and ASODs in recognizable size and form shall be displayed conspicuously in the office by the PSOs concerned following the format as the University President may determine upon recommendation by the Vice President for Academic Affairs.

153.8. *Grounds of Approval and Disapproval/Denial.* – The approval or disapproval/denial of the application for clearance shall solely be based on the requirements and processes provided under this sub-Section 153.5 hereof.

The University President or the Campus Director or their respective authorized representative/s as provided under sub-Sections 153.4 and 153.5 hereof may deny clearance of any applicant for such deficiency/ies generated from the different offices or signatories or such ground/s he/she may deems proper and necessary.

- 153.9. *Re-filing.* – An applicant shall re-file his/her application for clearance until favorable approval is achieved. *Provided*, that the applicant shall only be required to process the re-filed application from the office/s where disapproval of the previous application/s has been obtained. *Provided, further*, that the previous disapproved clearance shall be attached to the re-filed application as basis for the final approval by the proper authority/ies otherwise he/she shall be required to secure action from other offices concerned.

Section 154. ***Compliance and Curing Period of Deficiencies.*** – The following rules shall strictly be observed in the compliance and curing period of deficiency/ies by an applicant:

- 154.1. *Immediate Compliance or Curing of Deficiencies.* – If at the sound judgment of the PSO or ASOD taking into account the findings or verification results by their respective ACOs, the applicant may be advised immediately to comply or cure the deficiency/ies without necessarily resorting to disapproval or denial of his/her application for clearance. This act shall be sufficient proof compliance to the twenty hours (24) mandatory requirement provided under this 2017 Revised University Students' Handbook.
- 154.2. *Curing Period.* – The curing period shall be based on the capability and pace of the applicant to submit the necessary requirement/s to warrant favorable action to the adverse finding/s or verification result/s by the office/s concerned.

Section 155. ***Queuing Mechanism.*** – The following mechanism shall strictly be implemented:

- 155.1. *Basis of Applications' Prioritization.* – A "first-come-first-serve" or "first-in-first-out" basis in the processing of the application of clearance by the students shall strictly be observed.

Provided, that applicants whose application for clearance is under compliance or curing period of deficiency/ies shall be given priority in the queue as soon as they have secured and submitted the requirements thereof.

- 155.2. *Priority System.* – Each office shall install electronic queuing gadget or create priority number system to ensure orderly and peaceful queuing of applicants.
- 155.3. *Queuing Lanes.* – Each office concerned shall create and maintain at least three (3) queuing lanes: one (1) each by gender (male and female), and one (1) lane for the group of Persons with Disabilities (PWDs), pregnant, senior citizens and applicants whose applications under compliance or curing period of deficiency/ies. *Provided*, that any lane without applicant/s may accommodate applicants from other lanes to promote efficiency and reduce waiting time period.

Section 156. **Exemption.** – A graduate of any degree in the University Campuses, who has previous approved clearance as certified by the Office of the University Registrar duly approved by the University President or in his or her absence, by the Vice President for Academic Affairs or Campus Director concerned, shall no longer be required to accomplish, file and process the clearance for any request of subsequent issuance or re-issuance or authentication of his/her records of the degree to which he/she has been issued clearance and henceforth, he/she shall immediately be issued with a permit to pay and be allowed to pay the corresponding processing fee/s of the documents being sought for relevant to such degree only.

Students who will drop from any subject shall not be required from filing or accomplishing a clearance. *Provided*, that dropping from the course shall require the concerned student to accomplish, file and process the students' clearance.

Section 157. **Due Diligence in the Appreciation of Supporting Documents and Liability Due to Omissions or Inadvertence.** – The PSOs, ACOs and ACODs shall conduct the necessary due diligence as accurate as possible to the documents submitted by the applicant. *Provided*, that in the event of approval of the application for clearance is belatedly established due to omissions or inadvertence, the PSOs, ACOs and ACODs shall be severally liable with the applicant equivalent to the obligation or accountability.

Section 158. **Reproduction, Distribution, Custodian and Safekeeping of the Student's Clearance.** – The Student's Clearance shall be reproduced to the number of copies as the Vice President for Academic Affairs may determine. All expenses necessary for the reproduction of the student's clearance form shall be charged from the appropriate fund/s of the University Campus concerned subject to the usual accounting and auditing rules and regulations.

The Student's Clearance form shall be distributed to and secured from the Academic Department Heads where the student is enrolled in and the same be released to the applicant with dispatch which in no case be more than twenty four (24) hours upon verbal request thereof and after the initial evaluation of student's standing as provided under for sub-Section 153.5 hereof. *Provided*, that those applicants who have graduated from the degree of the University with approved clearance shall immediately approach the Office of the University Registrar for the issuance of the appropriate certification.

The Office of the University Registrar concerned shall be the official custodian of the approved Student's Clearance which shall be integrated with the official records or portfolio folder of the student concerned.

Section 159. **Effectivity of Decisions and Appeal Process.** – The decisions of the PSOs and/or their respective ASODs shall become effective unless appealed by the applicant. Henceforth, the following provisions shall strictly be observed in the processing of requests of appeal by an applicant:

159.1. **Original Jurisdiction.** – The Principal Signing Officers shall have original jurisdiction of any appeal on the adverse action taken by

their respective offices. The PSO shall decide the appeal, whether verbal or in writing, within three (3) days from manifestation or submission or receipt thereof.

- 159.2. *Review/Appeal of the Decision.* – The decisions of the PSOs or ASODs, *motu proprio* or upon filing of an appeal, whether verbal or in writing, may be reviewed by or appealed from the University President who shall render his/her decision within three (3) days from assumption of jurisdiction thereof or upon receipt of the appeal by the applicant. Unless appealed within five (5) days from issuance, the decision of the University President shall be final and executory.

Provided, that any decision by the University President may be reviewed by or appealed from the EVSU Board of Regents and the disposition thereof subject to its appropriate rules and regulations. The decision of the EVSU Board of Regents shall be final and executory upon issuance thereof.

- 159.3. *Rectification of Adverse Action/s Taken by the Offices Concerned.* – Should the applicant achieves a favorable appeal, the PSO or ASOD concerned shall rectify its adverse action/s on the clearance, within twenty hours (24) from receipt of such decision rendered by the University President or EVSU Board of Regents, without necessarily requiring the applicant concerned to re-file a clearance.

Section 160. ***Prohibitions.*** – The following acts are hereby declared prohibited during the processing of Student's Clearance:

- 160.1. Using the Student's Clearance for the collections of contributions by students' organizations, Parents and Teacher Associations (PTA), and such other associations, debts, solicitations, purchase of tickets for whatever purpose/s, and submission of requirements other than those provided under Section 153.5 hereof, except as may be expressly authorized by the EVSU Board of Regents;
- 160.2. Demand for and giving of token, service, favor, or in kind, presents, monetary or non-monetary, indirectly or directly;
- 160.3. Tampering on any entry/ies of the duly filed and processed Student's Clearance and/or act/s amounting to falsification of supporting documents thereof;
- 160.4. Requiring any student to enroll and take review classes as pre-requisite for the signing of the clearance; and
- 160.5. Act/s amounting to misrepresentation.

Section 161. ***Complaint Resolution Mechanism.*** – Any person may file a verified complaint on such grounds, as provided under Section 160 hereof and/or

prescribed under applicable laws or policies approved by the EVSU BOR, before the Office of the University President subject to the following mechanism:

- 161.1. *Constitution, Composition and Duties of the Investigation Committee.* – Within three (3) days upon receipt of the complaint/s, the University President shall constitute an Investigation Committee composed of the Vice President for Academic Affairs, as Chairperson, Vice President for Administration and Finance, as Vice Chairperson, and the Director of Student Affairs and Services Office (SASO), President of the Federation of Student Councils/Government, and Executive Assistant to the University President, as Members.

The duly constituted Investigation Committee shall hear complaints related to processing of student's clearance.

- 161.2. *Committee Report and Decision by the University President.* – Within fifteen (15) days from the official referral of the complaint, the duly constituted Investigation Committee shall, by at least majority vote of its members, submit a report to the University President containing among others, the background, facts, findings and recommendations. The decision of the University President on the complaint/s shall be final and executory unless appealed before the EVSU Board of Regents.

Section 162. ***Penal Clause.*** – Violation/s of any of the provisions of this Chapter shall constitute administrative offense or criminal offense or both and appropriate penalty/ies shall be imposed against any individual/s upon conviction subject to the provisions of CSC Resolution No. 1701077 promulgated on July 3, 2017¹⁰³, 2017 Revised University Code, Administrative Services Manual of the University, Faculty Manual of the University, Code of Conduct and Rules on Administrative and Disciplinary Cases of the Officials and Employees of the University, or such policies approved by the EVSU Board of Regents, and applicable laws, rules and regulations.

Section 163. ***Updating and Review of the Student's Clearance.*** – The design of the Student's Clearance may be updated or reviewed as often as may be necessary as the University President may determine subject to the provisions of this 2017 Revised University Students' Handbook and applicable policies approved by the EVSU Board of Regents.

Section 164. ***Replacement and Repealing Clause.*** – The existing forms or designs of student's clearance of the University Campuses are hereby repealed and consequently be replaced with the new design or form as provided under Section 151 hereof. Further, Section 694, Article 166, Chapter LVXI, Title XXII, Book VIII of the 2017 Revised University Code, all Board Resolutions, orders, issuances, rules and regulations and policies of the University, or parts thereof,

¹⁰³ "2017 Rules on Administrative Cases in the Civil Services (2017 RACCS)."

inconsistent with the provisions of this Chapter are hereby amended or repealed accordingly.

Section 165. ***Transitory Period.*** – Applications for student's clearance using the old designs or forms which had been acted upon by a majority of the offices concerned prescribed under this 2017 Revised University Student's Handbook before the approval hereof shall be continued until final processing stage. *Provided*, that those signatories in the old student's clearance forms not identified under this 2017 Revised University Students' Handbook, and/or 2017 Revised University Code shall immediately cease and desist from signing therein. *Provided, further*, that all applications for student's clearance using the old forms whose processing are underway shall be acted upon based on the requirements as provided Section 153 hereof.

Chapter IX **RESIDENCE HALLS AND REVIEW CENTER OF THE UNIVERSITY**

Article 43 **Residence Halls**

Section 166. ***Establishment of the Residence Halls.*** – The University shall establish and maintain residence halls for students subject to the requirements standards prescribed under applicable laws, rules and regulations.

Section 167. ***Prioritization of Occupants.*** – Scholarship grantees and poor by deserving students shall be given priority in the accommodation in the residence halls subject to pertinent policies as the University President may promulgate subject to the approval by the EVSU Board of Regents.

Section 168. ***Administration of the Residence Halls.*** – The residence halls shall be administered in accordance with the following rules:

- 168.1. Each residence shall have a full time Resident Manager who shall be under the supervision of the Vice President for Administration and Finance.
- 168.2. The Resident Manager shall have full authority and responsibility in the management and operation of the residence hall subject to the policies of the University duly promulgated by the EVSU Board of Regents upon the recommendation by the University President.

Article 44 **Review Center of the University**

Section 169. ***Declaration of Policy and Unlawful Acts.*** – The University shall adhere to the declared State policies under Section of Republic Act No. 10609¹⁰⁴ and its Implementing Rules and Regulations (IRR), as follows:

¹⁰⁴ "An Act Protecting the Right of Students Enrolled in Courses Requiring Professional Licensing Examinations to Enroll in Review Centers of Their Choice and Providing Penalties for Violations Thereof."

169.1. *Declaration of Policy.* – The University adheres to the declared policy under Section 2 of R.A. No. 10609, to wit:

"It is declared policy of the State to promote and protect the right to education as enshrined in the Philippine Constitution. While the State recognizes the complementary roles of public and private institutions in the enhancement and strengthening of the educational system it is also the responsibility the State to ensure the protection of students against possible abuses by Higher Education Institutions (HEIs) in relation to the right of students to choose their review centers.

169.2. *Unlawful Acts*¹⁰⁵. – In recognition of the student's freedom to choose his/her review center, the following acts by the University shall be considered unlawful:

- a. Compelling students enrolled in courses requiring professional examinations to take review classes, which are not part of the curriculum, in a review center of the University's and/or its official's or faculty member's choice;
- b. Making such review classes a prerequisite for graduation or completion of the course;
- c. Forcing students to enroll in a review center of the University's and/or its official's or faculty member's choice, and to pay the corresponding fees that include transportation and board and lodging; and
- d. Withholding the transcript of scholastic records, diploma, certification or any essential document of the student to be used in support of application for professional licensure examinations so as to compel the students to attend in a review center of the University's and/or its official's or faculty member's choice.

Section 170. ***Review Center/s of the University.*** – Each Campus of the University may establish and operate a review center subject to the resources and capabilities of the campus concerned. The Review Center/s of the University shall be under the direct supervision by the Vice President for Academic Affairs subject to the following conditions:

170.1. *General Guidelines.* – The general guidelines shall be observed:

- a. The Review Center shall conform with the standards and requirements set forth under CHED Memorandum Order No. 30, s. 2007 dated May 7, 2007¹⁰⁶ and subsequent issuances thereof.

¹⁰⁵ Section 4 of Republic Act No. 10609 otherwise known as the Protection of Students' Right to Enroll in Review Centers Act of 2013."

¹⁰⁶ "Revised Implementing Rules and Regulations Governing the Establishment and Operation of Review Centers and Similar Entities in the Philippines Pursuant to Executive Order No. 566."

- b. The Review Center shall offer review courses which are set of non-degree instructional program of study and/or instructional materials/module, offered by the University with a recognized course/program requiring licensure examination, that are intended to merely refresh and enhance the knowledge or competencies and skills of reviewees¹⁰⁷.
 - c. The University enjoys academic freedom and nothing in the said rules shall prohibit it from including or integrating in the appropriate curriculum review subjects with the corresponding credits as requirement for graduation¹⁰⁸.
 - d. The Review Center shall primarily cater to the needs of the reviewees of the University hence, they shall be given priority in the availment of the services thereof.
- 170.2. *Fees and Charges.* – Reasonable fees and charges may be imposed to the reviewees to be used for the expenses necessary such as, but not limited to, personal services, procurement of learning materials, MOOE and capital outlay of the Review Centers. *Provided*, that any fee or charge shall be approved by the EVSU Board of Regents upon the recommendation by the University President.
- 170.3. *Exemption from Payment of Fees and Charges.* – The Review Center shall exempt reviewees of the University who belong to poor and less privileged family or sector of the society as may be determined by the Committee created for the purposes by the University President.
- 170.4. *Sources of Funds.* – The funds necessary for the management and operations of the Review Center/s shall be charged against the fees and charges, and/or income or appropriate funds of the University subject to usual accounting and auditing rules and regulations.

Chapter X **CO-CURRICULAR ACTIVITIES**

Article 45

Federation of Student Governments/Councils of the University and Supreme Student Government of University Campuses

Section 171. **General Provision.** – EVSU recognizes the importance of developing leaders who will eventually assume the mantle of leadership in their chosen fields of endeavor. For this purpose, the University seeks to encourage the formation of student groups that pursue clearly established common objectives

¹⁰⁷ Section 3, Rule II of CHED Memorandum Order No. 30, s. 2007.

¹⁰⁸ Section 3, Rule VI of CHED Memorandum Order No. 30, s. 2007.

and the initiation of student-directed endeavors set up along social, cultural, intellectual, educational, or recreational lines.

Section 172. ***The Supreme Student Governments of Campuses and the Federation of Supreme Student Governments of the University.*** – The following guidelines shall strictly be observed:

172.1. *The Supreme Student Governments/Councils (SSG/C) of Campuses.*
– There shall be an autonomous Supreme Student Government/Council of each University Campus, which shall be governed by its duly approved Constitution and By-Laws (CBL). It shall be under the direct supervision of the Student Affairs and Services Office. Its duties and functions include the following:

- a. Develop school spirit among the ranks of students and promote their genuine welfare;
- b. Consult the University President on student matters, affairs and activities of distinctly inter collegiate concern;
- c. Organize and direct student activities as authorized by the University;
- d. Adopt its own by-laws for its own internal and general governance; and
- e. Exercise such powers and perform other duties as the University authorities may delegate from time to time.

172.2. *Federation of the Supreme Student Governments/Councils (FSG/C) of the University.* – Pursuant to Section 6, Rule IV of IRR of R.A. No. 8292, the Students Councils/Governments/Bodies of the different campuses shall be federated to be known as the Federation of Student Councils/Governments of EVSU. *Provided*, that its membership shall be composed of *bonafide* students of the tertiary programs offered in the different University Campuses.

172.3. *EVSU-FSG/C Trust Fund.* – The following shall strictly be observed:

- a. There shall be a trust fund for the EVSU-Federation of Student Governments/Councils to be known as the EVSU-FSG/C Trust Fund in the amount of One Hundred Pesos (Php100.00) per student per semester to be charged from the Students' Development Fund (SDF) and/or considered as a separate collection in the school fees or charges of the University.
- b. The EVSU-FSG/C Trust Fund shall be utilized to support the expenses or subsidy for the formulation, implementation and evaluation of the various programs, projects and activities subject to the submission of the Annual Expenditure Program or Budget to be approved by the University President upon the recommendation by the Vice President for Academic Affairs,

Director of SASO, Campus Directors concerned. The said fund may also be used to finance expenses in the grant of reasonable honorarium for the EVSU-FSC/G elected and appointive officers during meetings and assistance as provided under Section 63 hereof, the rates of which shall be determined by the duly constituted Committee on Students Scholarship and Assistance Program (CSSAP) subject to the approval by the University President.

- c. The Annual Expenditure Program or Budget including Supplemental Budgets thereof shall be approved by a majority of the officers of the EVSU-FSG/C in accordance with its Constitution and By-Laws.
 - d. The disbursement of the EVSU-FSG/C Trust Fund shall be subject to usual accounting and auditing rules and regulations.
- 172.4. *Government of the Federation of Student Governments or Councils.*
– The Federation shall promulgate its Constitution and By-laws that provide its government.

Article 46

Students' Leadership Scholarships and Entitlements

Section 173. ***Students' Leadership Scholarships (SLS).*** – All officers of the SSG/C of Campuses, FSG/C of the University and Presidents of recognized campus organizations of the University shall be entitled to scholarship provided under its duly approved Constitution and By-Laws and/or under this 2017 University Students' Handbook. *Provided*, that the grantees shall comply with the performance requirements by the SASO as provided under this 2017 Revised University Students' Handbook and as provided under the duly signed Students' Scholarship and Assistance Contract.

Section 174. ***Entitlements and Requirements.*** – Students and their respective advisers duly designated by the University President who are authorized to travel or attend trainings, seminars, conferences, meetings, or competitions on official business by the University President shall be entitled to subsidy for per diem and transportation allowances, and registration fee/s, whenever applicable, subject to existing laws, rules and regulations. They may also be entitled to financial assistance or subsidy as provided for under the 2017 Revised University Students' Handbook and/or University Financial Services Manual and/or such policies approved by the EVSU BOR subject to the availability funds and usual accounting and auditing rules and regulations.

Provided, that all expenses necessary for the implementation of this Article shall be charged against the appropriate trust fund/s and/or income of the University subject to the provisions of CHED Memorandum Order No. 20, s. 2011 duly approved per Board Resolution No. 93, s. 2016, relevant University policies, and usual accounting and auditing rules and regulations.

Provided, further, that each grantee shall execute an Students' Scholarship and Assistance Contract and be issued with the Certificate of Scholarship and Assistance as provided under Section 64 hereof and Section 198-199, Article 41 of the 2017 Revised University Code and/or such policies duly approved by the EVSU BOR upon the recommendation by the University President.

Article 47
Campus Students' Organizations and Activities

Section 175. ***General Principles.*** – The following shall be observed:

- 175.1. Student group, society, club, fraternity, sorority, or any similar kind of student organization shall not be permitted to operate directly or indirectly and allowed the use of the name of the University unless the same has been duly recognized and approved by the Director of Student Affairs and Services Office (SASO).

Provided, that student organizations shall be accredited by the Committee on Students' Organizations (CSO) composed of the SASO Director as Chairperson, Head of Student Affairs, as Vice Chairperson, President of the Federation of Student Governments or his/her authorized representative, as Members. The CSO shall convene as frequent as may be deemed necessary.

- 175.2. Student organizations or groups must abide by their respective Constitution and by-laws duly registered at the SASO consistent with the provisions of this 2017 Revised University Students' Handbook, 2017 Revised University Code and such policies as the EVSU BOR may promulgate upon the recommendation by the University President.

Article 48
Athletics of the University

Section 176. ***Membership to the Athletic Association and Supervision of the Athletics Activities of the University.*** – Every student duly registered in any of the colleges of the University, shall upon payment of the athletic fee, be a member of the EVSU Athletic Association.

Athletics shall be directly under the Director/Head of Sports Development subject to applicable laws, and Sports Development of the University Manual or such rules and regulations duly adopted by the EVSU Board of Regents

Section 177. ***Establishing and Maintaining Partnerships with Government Agencies and Training Service Providers on Sports Both Public and Private*** – The University shall establish and maintain prolific partnerships with government agencies and training service providers on sports development both public and private to ensure continuing improvements of its sports developing training programs and performance in sports competition in local, national and international levels.

For this purpose, that University President shall negotiate and execute such agreements or contracts as may be deemed necessary subject to the review, confirmation or approval by the EVSU BOR.

Provided, that all financial obligations of the University shall be charged from the athletic fees, income and such appropriate funds subject to usual accounting and auditing rules and regulations.

Article 49 **Convocations**

Section 178. **Holding of Convocation.** – University convocations shall be held under the auspices of the different colleges and units of the EVSU or college organizations, upon approval of the University President duly recommended by the officials concerned.

Section 179. **Religious Activities.** – Any priest, preacher, or minister of the gospel or any religious denomination may speak before student groups or organizations. *Provided*, that the sponsoring organization or group shall seek clearance from the Office of the University President.

Article 50 **Campus Journalism and Students' Publication Office (SPO)**

Section 180. **Declaration of Policy.** – Pursuant to Section 2 of Republic Act No. 7079¹⁰⁹, the University shall adhere to the following policy:

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

Section 181. **Establishment of the Student Publications Office (SPO).**
– In the realization of the foregoing provision, there is an established Student Publications Office (SPO) in the various University Campuses which shall primarily be concerned on publishing the official newspaper/magazine of the students of the University. It shall be devoted primarily to the publication of news that are of general interest to the students, and shall not in any way be used as a medium for promoting personal or sectoral interest/s subject to the provisions of applicable laws, rules and regulations.

Section 182. **General Guidelines.** – The following general guidelines shall be observed:

¹⁰⁹ "Campus Journalism Act of 1991".

- 182.1. *Governing Laws, Rules and Regulations.* – The publication of the newspaper/magazine for students shall be governed by the rules and regulation governing student activities or such rules approved by the EVSU Board of Regents and in accordance with R.A. No. 7079 and its IRR¹¹⁰ and subsequent issuances thereof.

Notwithstanding the provisions of the preceding paragraph, whenever the University President determines that the Editorial Staff of the Student Publication Office has not been producing a fair, sober and dignified newspaper/magazine, he/she may direct the faculty adviser to confine his/her work to post-publication review. But the University President may restore the powers of the faculty adviser as provided in the next preceding paragraphs if he/she determines that the condition for limiting the adviser's power have ceased to exist.

- 182.2. *Services of the Students Publications Office.* – Its services include the following: training for interested students in the application of communication arts, critical and creative thinking as well as technical skills in journalism; mechanism to pave rapport between and among the members of the EVSU community thus to serve as a channel for unification towards desirable educational and cultural development; machinery in promoting the rights and general welfare of responsible studentry; and as media arm of the university to publish news and information that are of general interest to the students .
- 182.3. *Official Student Publications of the University Campuses.* – Unless otherwise provided by law and/or, modified by the Editorial Board duly approved by the University President, the official student publications of the University Campuses shall be as follows:
- a. EVSU-Main (Tacloban City) Campus – “The Industrial Wheel”;
 - b. EVSU- Burauen Campus – “An Sulog”;
 - c. EVSU-Carigara Campus – “Talutang”;
 - d. EVSU-Ormoc City Campus – “The Observer”; and
 - e. EVSU-Tanauan Campus – “Batingaw”.

These shall be financed out of the publication fee paid by all students every semester by their respective Campuses.

The foregoing publications welcome contributions from non-members of the publication and reserve the right to reject, edit and publish the same. Interested students of EVSU may contribute news, literary articles, personal and formal essays, original photos, and illustrations and shall be given due credit once published.

¹¹⁰ Department Order No. 94, s. 1992 issued by the DECS Secretary and subsequent issuances thereof.

Aside from subscriptions to printed publications, EVSU students can access The Industrial Wheel's online updates in its official website www.theindustrialwheel.evsu.edu.ph and can follow the publications on Facebook and twitter.

- 182.4. *Selection Process and Member of the Editorial Board and Staff.* – Any interested and qualified applicants may visit the office of the head of the Student Publications for an interview. He/she shall submit a sample of his/her journalistic or literary outputs, 2x2 ID picture, certificate of registration for the current semester, letter of recommendation from the course department head or college dean, and fill out an application form for this purpose.

Any *bona fide* student whose GPA is "2.5" or better and has no grade of "5.0" or "INC" can be a member of the publication staff provided that s/he passes the qualifying examination conducted by a committee which composition is appointed by the University President upon the recommendation of the SASO Director. Such committee shall be chaired by the Student Publication Adviser.

There shall be two sets of examinations: a qualifying examination for beginners which is scheduled on the first Friday of July and competitive or placement examination for the old staff which is scheduled five (5) days after the official start of classes for the first semester upon evaluation failed to deliver efficient performance and service to the publication and to the University, there shall be another placement examination that will be conducted during the second semester so as to have a new set of editorial board and section editors who shall be capable and efficient in the performance of their duties and responsibilities.

Any incumbent member of the editorial board receiving the highest general rating in the competitive examination shall *ipso facto* qualify as editor-in-chief of Students' Publication. In case of tie, the journalistic training and experience of the candidates shall be considered as an added criterion for the said position. The rest of the incumbent members of the editorial board who qualify for the editorial board, hence, all beginners who passed the competitive examination shall be assigned as staff writers.

The Editor-in-Chief and other staff members of the Student Publication's Office shall be chosen solely through an examination to be given during the first ten (10) days of the academic semester by a Committee to be appointed by the University President, on the recommendation of the Director of Student Affairs and Services Office in accordance with the provisions of Republic Act No. 7079 and its IRR. Only regular, bona fide students having a general weighted average of "2.5" or better or without any grade of "5" or have not dropped in any course during the previous semester, are qualified to take the examinations. Candidates for the position of

Editor-in-Chief shall present a certification from the College Dean that they have not been subjected to disciplinary action for misconduct of any kind and that they are responsible persons and are of good moral character.

The student receiving the highest general average rating in the examination shall *ipso facto* qualify as Editor-in-Chief of the student publication. In case of tie, the journalistic training and experience of the candidate shall be taken into consideration to break the tie.

- 182.5. *Entitlements of the Editorial Board and Staff.* – All *bona fide* members of the editorial board and the publication staff, as duly certified to by the Director of Student Affairs and Services Office, shall avail of a free tuition fee and other charges as well as assistance or subsidy as provided under Section 62, Article 17 hereof in semestral basis and for as long as they are incumbent members/staff of the said publication; *provided*, that anyone who *Provided, further*, that any editorial staff and publication member including the contributors of articles shall cease from performing their respective duties and entitlements upon graduation from the University.

already enjoys tuition privilege under the scholarship programs/study grants from the University shall automatically forfeit the herein assistance.

- 182.6. *Editorial Policies.* – There shall be editorial policies which is a set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the University administration's policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters¹¹¹.
- 182.7. *Adviser.* – The University President shall appoint a faculty adviser on the administrative and editorial work of the student publication on the recommendation of the SPO Editorial Board and Director of Student Affairs and Services Office.
- 182.8. *Term of Office and Hold Over.* – The term of office of the Editor-in-Chief and other staff members of the student publication and his/her staff shall be one (1) semester subject to the provision of the of R.A. No. 7079. The adviser shall have a term of two (2) years renewable at the discretion by the University President.

Provided, that they shall be allowed to hold over, with all the duties, rights and entitlements, until their respective successors are duly selected and qualified to assume the position.

¹¹¹ Section 1(e), Rule III of the Implementing Rules and Regulations of Republic Act No. 7079.

Section 183. ***Security of Tenure***¹¹². – A member of the publication staff of the University must maintain his or her status as student in order to retain membership in the publication staff. Student shall not be expelled, or excluded, or blacklisted, or dismissed or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 184. ***Funding of Student Publication***¹¹³. – Funding for the student publication may include the savings of the University's appropriations, student subscriptions, donations and other sources of funds.

Provided, that each student shall be charged a student publication fee to be collected during enrollment by the University Campuses' administration which shall be deposited in special trust fund and utilized solely for the programs, projects and activities of student publication of the University Campus concerned.

Provided, further, that in no instance that the University Campus administration concerned withholds the release of funds sourced from the savings of the appropriations of the University or Campus and other sources intended for student publication. Subscriptions fees collected by the University Campus administration concerned shall be released automatically to the student publication.

Section 185. ***Suppletory Application of Republic Act No. 7079 and its Implementing Rules and Regulations (IRR) and Subsequent Issuances Thereof, and Other Applicable Laws, Rules and Regulations.*** – The provisions of R.A. No. 7079 and its IRR and subsequent issuances thereof, and other applicable laws, rules and regulations shall be applied suppletorily and serve as the governing guidelines of this Chapter and subsequent policies of the University in so far expressly authorized by the EVSU Board of Regents upon the recommendation of the University President.

Article 51 **Press Articles by Students**

Section 186. ***Attribution to College or Department to Which the Author is Enrolled.*** – Any student of the University who publishes an article, or writes a letter to the press and who desires to be known as a student of EVSU shall prefix the name of the College or Department where he/she is enrolled.

Chapter XI **STUDENTS' INVOLVEMENT IN CONTROVERSIAL ISSUES/ACTIVITIES AND REGULATING ANTI-HAZING IN THE UNIVERSITY**

Article 52 **Students' Involvement in Controversial Issue/Activities**

¹¹² Section 7 of Republic Act No. 7079.

¹¹³ Section 5 of Republic Act No. 7079.

Section 187. **General Policies.** – The University has for one of its aims the training of leaders of thoughts and action. For this purpose, the students of the University are encouraged to take intellectual involvement in public issues. Therefore, students are free to express their views and sympathizes on any public issues, subject however, to certain self-evident and well-established limitations, among which, are:

- 187.1. The participation of students in parades, demonstrations, mass-meetings, programs, rallies and the like, organized or promoted by parties or interests not expressly authorized by the University shall not interfere with the classes and other activities of the University;
- 187.2. Students who take part in any of the aforementioned activities shall not exhibit any sign that they represent University; their participation is to be strictly indicated that it is on their own free will and individual responsibility;
- 187.3. Students shall at all times observe pertinent laws, rules and regulations and shall act always in fairness, tolerance, moderation, and respect for the opinion and feelings of others, bearing in mind that education stands for broadness of view and the appreciation of understanding of principles; and
- 187.4. Students are expected to be courteous and considerate on all occasions, befitting men, and women of refinement and good breeding.

Article 53 **Regulating Hazing in the University**

Section 188. **General Guidelines.** – The University shall strictly implement the provisions under Republic Act No. 8049¹¹⁴ and its IRR and their subsequent issuances. Specifically, hazing shall be regulated, if not prohibited, in all areas of the University with the following guidelines:

- 188.1. Hazing, as used in R.A. No. 8049 and in this 2017 Revised University Students' Handbook, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury. In **Villareal**¹¹⁵, the Supreme Court ruled that, hazing, as commonly understood, involves an initiation rite or ritual that

¹¹⁴ "An Act Regulating Hazing and other Forms of Initiation Rites in Fraternities, Sororities, and other Organizations and Providing Penalties Therefor."

¹¹⁵ **Villareal v. People of the Philippines**, G.R. No. 151258, February 1, 2012, citing *Ex parte Barran*, 730 So.2d 203 (Ala. 1998) (U.S.), *In re Khalil H.*, supra note 137, citing WEBSTER'S THIRD INTERNATIONAL DICTIONARY, 1041 (1986); and *People v. Lenti*, 44 Misc.2d 118, 253 N.Y.S.2d 9 (N.Y. Nassau County Ct. 1964) (U.S.), and Susan Lipkins, *Hazing: Defining and Understanding Psychological Damages*, 2 ANN.2007 AAJ-CLE 2481 (2007).

serves as prerequisite for admission to an organization. In hazing, the recruit, pledge, neophyte, initiate, applicant or any other term by which the organization may refer to such a person is generally placed in embarrassing or humiliating situations, like being forced to do menial, silly, foolish, or other similar tasks or activities. It encompasses different forms of conduct that humiliate, degrade, abuse, or physically endanger those who desire membership in the organization. These acts usually involve physical or psychological suffering or injury.

- 188.2. The term "organization"¹¹⁶ shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of Republic Act No. 8049 and this 2017 Revised University Students' Handbook and the 2017 Revised University Code.
- 188.3. 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 University authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites¹¹⁷.
- 188.4. The University President and the concerned organization or their representatives must assign at least two (2) representatives of the University or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant¹¹⁸.

Section 189. **Consequence of Conducting Hazing.** – Hazing, as a ground for disciplining students, to the extent of dismissal or expulsion, finds its *raison d'être* in the increasing frequency of injury, even death, inflicted upon the neophytes by their insensate "masters." Assuredly, it passes the test of

¹¹⁶ Section 1, para. 2 of Republic Act No. 8049 otherwise known as the "Anti-Hazing Law."

¹¹⁷ Section 2 of Republic Act No. 8049 otherwise known as the "Anti-Hazing Law."

¹¹⁸ Section 3 of Republic Act No. 8049 otherwise known as the "Anti-Hazing Law."

reasonableness and absence of malice on the part of the school authorities. Far from fostering comradeship and *esprit d' corps*, it has merely fed upon the cruel and baser instincts of those who aspire to eventual leadership in our country¹¹⁹.

Chapter XII **GENDER AND DEVELOPMENT**

Article 54 **Declaration of Policy**

Section 190. **Declaration of Policy and Application of Republic Act No. 9710 and Its Implementing Rules and Regulations (IRR).** – The University shall adhere to the declared policy of the State under Republic Act No. 9710¹²⁰, among others, to wit:

"Recognizing that the economic, political, and sociocultural realities affect women's current condition, the State affirms the role of women in nation building and ensures the substantive equality of women and men. It shall promote empowerment of women and pursue equal opportunities for women and men and ensure equal access to resources and to development results and outcome. Further, the State realizes that equality of men and women entails the abolition of the unequal structures and practices that perpetuate discrimination and inequality. To realize this, the State shall endeavor to develop plans, policies, programs, and mechanisms to address discrimination and inequality in the economic, political, social, and cultural life of women and men."

Towards said end, the University shall, among others, support and implement gender and development programs that will promote the understanding and awareness on the gender issues among University stakeholders.

Further, the EVSU recognizes the fundamental equality before the law of women and men. The University shall give due emphasis and recognition to the economic, political, and sociocultural realities affect women, men and even the LGBT¹²¹ community's current condition. The University shall affirm the role of women in nation building and ensures the substantive equality of women and men. It shall promote empowerment of women and pursue equal opportunities for women and men and ensure equal access to resources and to development results and outcome. The overall purpose of this policy is for empowering women, men and LGBT students with skills for self-confidence, assertiveness, speaking out, decision making and negotiation in order for them to overcome gender-based constraints to their education.

Section 191. **Gender Responsive Curriculum for Students.** – The University shall ensure that the curricula in all Campuses shall promote complementary roles between women and men and provide gender-sensitive

¹¹⁹ *Ateneo de Manila University v. Hon. Ignacio M. Capulong*, G.R. No. 99327, May 27, 1993.

¹²⁰ "An Act Providing for the Magna Carta for Women."

¹²¹ Lesbian, Gay, Bisexual, and Transgender.

materials and gender sensitivity orientation to every class. This will highlight the efforts of the University to mainstream the Gender and Development concepts to the curriculum and instruction across all academic programs offered in the University. The main concern of this policy is to minimize and/or possibly eliminate all forms of gender-biased discrimination in instruction through the use of the gender fair language in all forms and means of communication.

Article 55

Gender and Development (GAD) Implementing Mechanism

Section 192. ***Equal Access and Elimination of Discrimination in Education, Scholarships, and Training***¹²². – The University shall strictly observe the following:

- 192.1. The University shall ensure that gender stereotypes and images in the educational materials and curricular are adequately and appropriately revised. Gender-sensitive language shall be used at all times. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnership between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.
- 192.2. Enrollment of women in nontraditional skills training in vocational and tertiary levels in the University shall be encouraged.
- 192.3. Expulsion and non-readmission of women faculty due to pregnancy outside of marriage shall be outlawed.

In addition, women faculty who become pregnant outside of marriage shall not be discriminated by reason thereof. They shall not be dismissed, separated from work, forced to go on leave, re-assigned or transferred. They shall have access to work already held with no diminution in rank, pay or status and shall be entitled to all benefits accorded by law and by University¹²³.

- 192.4. No female student shall be turn out or refuse admission to the University solely on the account of her having contracted pregnancy outside of marriage during her term in the University.

Further, no female student shall be expelled, dismissed, suspended, refused or denied of admission, or forced to take a leave of absence in the University solely on grounds of pregnancy outside marriage during her school term. When needed, students who are pregnant shall be accorded with a special leave of absence from school upon advised of the attending physician, and be given

¹²² Section 13, Chapter IV of Republic Act No. 9710 otherwise known as the "Magna Carta for Women."

¹²³ Section 16 (C-1), Rule IV of Board Resolution No. 1, Series of 2010 entitled, "Approving and Adopting the Implementing Rules and Regulations of Republic Act No. 9710 otherwise known as the "Magna Carta for Women."

an opportunity to make up for missed classes and examinations. The same leave benefits shall likewise be accorded to pregnant University faculty members, and personnel and staff¹²⁴.

- 192.5. No female student shall be denied access to and participate off-campus activities such as, practice teaching, on-the-job-training (OJT) or educational tours solely on the account of her having contracted pregnancy outside of marriage during her term in the University. *Provided*, that the student concerned shall present a medical certificate issued by a government physician that she is fit to undergo the said activities and she shall submit periodic medical reports to the immediate supervisor/s of the activity/ies for their proper guidance and coordination. These arrangements shall be subject to the provisions of this 2017 Revised University Students' Handbook of the University and such relevant policies duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 193. **Women in Sports**¹²⁵. – The University shall conform to the State's obligation to develop, establish, and strengthen and noncompetitive sports as a means to achieve excellence, promote physical and social well-being, eliminate gender-role stereotyping, and provide equal access to the full benefits of development for all persons regardless of sex, gender identity, and other similar factors. For this purpose, the University shall take into account its total women student population in granting athletic scholarship. There shall be a pro rate representation of women in the athletic scholarship program based on the percentage of women in the whole student population.

Section 194. **Special Leave Benefits for Women**¹²⁶. – Female students who have undergone gynecological disorders subject to such terms and conditions as provided under this 2017 Revised University Students' Handbook of the University and such relevant policies duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 195. **Gender Responsive Student Projects and Activities**. – All student organization projects and activities should mainstream gender responsive advocacies such as gender equality and empowerment and other analogous endeavors. All of the said activities should be gender sensitive and shall include beneficial impacts to women, men and even the LGBT clienteles. Activities may include the following:

- 195.1. Anti-Bullying Campaign.
- 195.2. Anti-Violence Against Women in the Campus.
- 195.3. Against Human Trafficking.
- 195.4. Sexuality and Health Orientation.

¹²⁴ Section 16 (C-2), Rule IV of Board Resolution No. 1, Series of 2010.

¹²⁵ Section 14, Chapter IV of Republic Act No. 9710 otherwise known as the "Magna Carta for Women."

¹²⁶ Section 18, Chapter IV of Republic Act No. 9710 otherwise known as the "Magna Carta for Women."

- 195.5. GAD Advocacy through Theater and Arts.
- 195.6. Economic Empowerment Program for Marginalized Students.
- 195.7. Other activities analogous to gender and development.

Section 196. **Gender Responsive Student Governance.** – All students especially the women and the LGBT community shall be given equal chances of participation and representations during elections of the SSG/C and FSC/G officers and shall be given equal opportunity in leading any bona-fide student body organization in the University.

Section 197. **GAD Celebrations.** – In recognition to the contribution of Women in Nation Building, the University will conduct series of activities for the Women's Month celebration every month of March. One of the highlight of the said celebration is the search for "Katangi-Tanging Babae Ng EVSU". This institutional activity recognizes the achievements of female faculty member, students and administrative personnel in their chosen profession, family and community. Other celebrations where GAD is enjoined, subject to applicable laws, rules and regulations, among others:

- 197.1. Breast Cancer Awareness Month (October);
- 197.2. World Anti-Trafficking Campaign (December 12);
- 197.3. National Human Rights Consciousness Week per Republic Act No. 9201 of 2003;
- 197.4. 18-Day Campaign to End Violence against Women per Proclamation No. 1172, s. 2006;
- 197.5. Women's Role in History Month per Proclamation No. 227, s. 1988;
- 197.6. Women's Rights and International Peace Day per Proclamation No. 224, s. 1988; and
- 197.7. Other celebrations wherein gender and development can be mainstreamed.

Section 198. **Gender Responsive Training Activities.** – The University through the GAD office shall conduct regular GAD Orientation and Sensitivity Training to all freshmen students. This is to inform the students about the programs and services offered by the GAD office and to inculcate into their minds the importance of showing respect and upholding the dignity of others regardless of their preferred gender. Subject to applicable laws, rules and regulations, other trainings shall also include:

- 198.1. Training on Good Governance and Gender Responsive Leadership;
- 198.2. Self Defense Training for Female Students;
- 198.3. Theater Arts and Puppetry Training for GAD Advocacy Promotion; and

198.4. Other relevant trainings on gender and development.

Section 199. **Gender Segregation.** – The University shall adopt segregation of students and clients by gender in its major transactions or activities, such as, but not limited to:

199.1. Enrollment;

199.2. Payment of fees;

199.3. Grade sheets;

199.4. Entry and exit of participants during public functions;

199.5. Comfort rooms;

199.6. Drug Testing; and

199.7. Reportorial requirements of agencies concerned.

Provided, that a dedicated lane shall be provided to the Persons with Disabilities (PWD), pregnant, and senior citizens.

Section 200. **Application of Republic Act No. 9710 and Its Implementing Rules and Regulations (IRR)**¹²⁷. – The provisions of Republic Act No. 9710 and its IRR and relevant issuances thereof duly adopted by the EVSU Board of Regents shall apply suppletorily and serve as the governing guidelines of this Article.

Chapter XIII **MAGNA CARTA FOR DISABLED PERSONS OR PERSONS WITH DISABILITIES (PWD)**

Article 56 **Declaration of Policy**

Section 201. **Declaration of Policy.** – The University shall adhere to the policy policies of the State declared under Republic Act No. 7277¹²⁸, to wit:

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

¹²⁷ Board Resolution No. 1, Series of 2010 entitled, “Approving and Adopting the Implementing Rules and Regulations of Republic Act No. 9710 otherwise known as the “Magna Carta for Women.”

¹²⁸ “An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and Their Integration into the Mainstream on Society and for Other Purposes.”

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

Section 202. ***Equal Opportunity to Persons with Disabilities (PWDs).*** – Pursuant to R.A. 7277 or the "Magna Carta for Disabled Persons" vis-à-vis CHED Memorandum Order (CMO) No. 23 s. 2000¹²⁹, the requirement and procedures for admission or enrolment of students with special needs or the PWDs shall be applied, *provided however*, that they after passing the admission requirements of the University they shall be given reasonable accommodations. The University shall have a mechanism and program that will provide services, facilities and equipment for these groups of students to ensure that they have adequate access to quality education and ample opportunities to develop their skills.

Article 57

Application and Implementation of Batas Pambansa No. 344 and Its Implementing Rules and Regulations

Section 203. ***Application and Implementation of Batas Pambansa No. 344 and Its Implementing Rules and Regulations.*** – The University shall fully implement the provisions of Batas Pambansa No. 344¹³⁰ and its IRR and subsequent issuances thereof. Towards this end, the University shall strictly observe, among others, the following:

- 203.1. ***Basic Physical Planning Requirements***¹³¹. – No group of people shall be deprived of full participation and enjoyment of the environment or be made unequal with the rest due to any disability. In order to achieve this goal adopted by the United Nations, certain basic principles shall be applied:
- a. ***Accessibility.*** The built environment shall be designed so that it shall be accessible to all people. This means that no criteria shall impede the use of facilities by either the handicapped or nondisabled citizens.
 - b. ***Reachability.*** Provisions shall be adapted and introduced to the physical environment so that as many places or buildings as possible can be reached by all.
 - c. ***Usability.*** The built environment shall be designed so that all persons, whether they be disabled or not, may use and enjoy it.

¹²⁹ "Quality Education for Learners with Special Needs."

¹³⁰ "An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to install Facilities and Other Devices."

¹³¹ Item 1.3, Rule II of IRR of Batas Pambansa No. 344.

- d. *Orientation*. Finding a person's way inside and outside of a building or open space shall be made easy for everyone.
- e. *Safety*. Designing for safety insures that people shall be able to move about with less hazards to life and health.
- f. *Work Ability and Efficiency*. The built environment shall be designed to allow the disabled citizens to participate and contribute to developmental goals.

203.2. *Application of Barrier-Free Facilities and Features*¹³². – The University shall strictly implement the following:

- a. Graphic signs shall be bold and conspicuously installed in every access from point of entry to connecting destination.
- b. Walkways shall be provided with adequate passageway in accordance with provision.
- c. Width of corridors and circulation system integrating both and vertical access to ingress/egress level of the building shall be provided.
- d. Doors and entrances provided herein used as entry points at entrance lobbies as local points of congregation shall be designed to open easily or accessible from floor or to any point of destination.
- e. Washroom and toilets shall be accessible and provided with adequate turning space.
- f. Whenever elevator/s is required it should meet the requirements provided.
- g. Ramps shall be provided as means of access to level of change going to entry points and entrances, lobbies influenced by condition of location or use.
- h. Parking areas shall be provided with sufficient space for the disabled persons to allow easy transfer from car park to ingress/egress levels.
- i. Height above the floor or switches and controls shall be in accordance with the provisions.
- j. Handrails shall be provided at both sides of ramps.
- k. Floors provided for every route of the wheelchair shall be made of nonskid material.
- l. Water fountains shall be installed as required.

¹³² Item 9, Rule III of IRR of Batas Pambansa No. 344.

Section 204. ***Suppletory Application of Republic Act No. 7277 and Its Implementing Rules and Regulations (IRR).*** – The provisions of Republic Act No. 7277 and its IRR and relevant policies duly adopted by the EVSU Board of Regents shall be applied suppletorily and serve as the governing guidelines of this Article.

Chapter XIV ANTI-SEXUAL HARASSMENT

Article 58 Declaration of Policy and Coverage

Section 205. ***Declaration of Policy and Application of Republic Act No. 7877 and Its Implementing Rules and Regulations.*** – The University shall adhere to the declared State policy under R.A. No. 7877¹³³ and its IRR¹³⁴, as follows:

- 205.1. *Declaration of Policy.* - The State shall value the dignity of every individual, enhance the development of each human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.
- 205.2. *Application of Republic Act No. 7877 and Its Implementing Rules and Regulations (IRR).* – The provisions of R.A. No. 7877 and its IRR, 2017, 2017 Revised Administrative Disciplinary Rules on Sexual Harassment in Eastern Visayas State University Manual and such applicable policies approved by the EVSU Board of Regents shall apply suppletorily to this 2017 Revised University Students' Handbook and serve as the governing guidelines hereof.

Section 206. ***Coverage of Administrative Offense of Sexual Harassment.*** – For the purpose of these rules, the administrative offense of sexual harassment is an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by a government employee or official in a work-related, training or education related environment of the person complained of.

Article 59 Forms or Types of Sexual Harassment

¹³³ "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes."

¹³⁴ CSC Resolution No. 01-0940 entitled Implementing Rules and Regulations of Republic Act No. 7877 otherwise known as "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes."

Section 207. ***Work-related Sexual Harassment.*** – Work-related sexual harassment is committed under the following circumstances:

- 207.1. Submission to or rejection of the act or series of acts is used as a basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the applicant/employee; or
- 207.2. The act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
- 207.3. The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or ward of the person complained of.

Section 208. ***Education or Training-Related Sexual Harassment.*** – Education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

- 208.1. Submission to or rejection of the act or series of acts is used as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration;
- 208.2. The act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant; or
- 208.3. The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

Section 209. ***Forms of Sexual Harassment and Prohibited Acts.*** – The University and/or its Committee duly authorized to hear and resolve in the disposition of sexual harassment cases shall adhere to the following:

- 209.1. *Forms of sexual harassment.* – The following are illustrative forms of sexual harassment:
 - a. Physical;
 - b. Malicious Touching;
 - c. Overt sexual advances;

- d. Gestures with lewd insinuation;
- e. Verbal such as but not limited to, requests or demands for sexual favors, and lurid remarks;
- f. Use of objects, pictures or graphics, letters or written notes with sexual underpinnings;
- g. Request/s for sexual favors in exchange for a good or passing grade;
- h. Persistent telling of offensive jokes or other analogous statements despite having been previously requested to refrain from doing so;
- i. Taunting a person with constant talk about sex and sexual innuendoes;
- j. Displaying offensive or loud pictures and publications;
- k. Interrogating someone about their sexual activities or private life except on physical or examination purposes;
- l. Making offensive hand or body gestures at someone;
- m. Repeatedly asking for dates despite verbal rejection;
- n. Staring or leering maliciously;
- o. Touching, pinching or brushing up against someone's body unnecessarily or deliberately;
- p. Kissing or embracing someone against her will;
- q. Sending messages and lewd pictures through cellular phones, Facebook and other online media;
- r. Cursing, whistling, or calling a woman in public with words having dirty connotations or implications which ridicules humiliates or embarrasses the woman, such as "puta", "peste", "puñita", etc.; and
- s. Other forms analogous to the foregoing.

209.2. *Other Prohibited Acts.* – The following acts are hereby declared prohibited:

- a. Pornographic Pictures and Publication. Printing, publication, display in anyplace openly accessible to students or distribution of visual materials where women appears scantily clad or otherwise depicting women as sex objects;

- b. Indecent Shows. Public staging of indecent shows or shows offensive to the sensibilities of the public or tends to corrupt the morality of the youth; and
- c. Other acts analogous to the foregoing.

Section 210. *Committee on Decorum and Investigation of the University and Sustained Implementation of the Anti-Sexual Harassment.*

– The University shall create a Committee on Decorum and investigation pursuant to Civil Service rules and regulations, who shall perform the following functions:

- 210.1. Receive complaints of sexual harassment;
- 210.2. Investigate sexual harassment complaints in accordance with the prescribed procedures;
- 210.3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
- 210.4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

Provided, that the University shall sustain its implementation of the law on Anti-Sexual Harassment and shall adhere to the Administrative Disciplinary Rules on Sexual Harassment Cases prescribed by the CSC and such pertinent policies approved by the EVSU BOR in investigating and disposing complaints of this nature.

Chapter XV
ANTI-BULLYING POLICY

Article 60
**Adoption and Application of Republic Act No. 10627
and Its IRR in the University**

Section 211. *Adoption and Application of Republic Act No. 10627¹³⁵ and it's Implementing Rules and Regulations (IRR) in the University at All Levels.* – The provisions of Republic Act No. 10627 and its IRR are hereby adopted, made part of the policies and applied in the University at all levels subject to the provisions of the 2017 Revised University Code, this 2017 Revised University Students' Handbook and such guidelines as the EVSU Board of Regents may determine upon the recommendation by the University President.

Article 61
**Acts of Bullying and Prohibited Acts,
and the Committee on Anti-Bullying**

¹³⁵ An Act Requiring All Elementary and Secondary Schools to Adopt Policies to Prevent and Address the Acts of Bullying in their Institutions.”

Section 212. **Acts of Bullying**¹³⁶. – Notwithstanding as may be provided in applicable laws, rules and regulations, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gestures, or a combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at the University for the other student; infringing on the rights of the other student at the University; or materially and substantially disrupting the education process or the orderly operation of the University, such as, but not limited to, the following:

- 212.1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- 212.2. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- 212.3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- 212.4. Cyber-bullying or any bullying done through the use of technology or any electronic means.

Section 213. **Prohibited Acts**¹³⁷. - Consistent with Section 3 of Republic Act No. 10627, the anti-bullying policy of the University shall prohibit:

- 213.1. Bullying at the following:
 - a. University grounds;
 - b. Property immediately adjacent to University grounds;
 - c. University-sponsored or school-related activities, functions or programs whether on or off University grounds;
 - d. University bus stops;
 - e. University buses or other vehicles owned, leased or used by a University;
 - f. University buses or University services privately-owned but accredited by the University;
- 213.2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a University.

¹³⁶ Section 2 of Republic Act No. 10627 otherwise known as the “Anti-Bullying Act of 2013.”

¹³⁷ Section 5, Rule IV of the Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the “Anti-Bullying Act of 2013.”

- 213.3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a University; and
- 213.4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

Section 214. ***Composition and Duties and Functions of the Anti-bullying Committee of the University.*** – The following guidelines shall be strictly implemented:

- 214.1. *Composition of the Anti-bullying Committee.* – A University-wide Anti-Bullying Committee shall be created by the University President composed of the Vice President for Administration and Finance as Chairperson, Vice President for Academic Affairs as Vice Chairperson, and other Vice Presidents, Deans, Directors and Presidents of Federation of Student Councils, Federation of Faculty Associations and Federation of Non-Teaching Personnel Associations, as Members.

Provided, that each Campus shall have an Anti-bullying Committee to be constituted by the University President which shall be composed of the Campus Director as Chairperson, Director or Head of Student Affairs and Services Office and Human Resource Management Officers as Vice Chairpersons, one representative each from the student sector, faculty sector and the non-teaching personnel duly recommended by their respective duly recognized associations.

- 214.2. *Committee Secretary.* - The Head or Coordinator of the Office of Student Affairs shall serve as the Secretary of the foregoing Committees, as the case may be. *Provided,* that this shall not preclude the authority of the University President to designate any officer or employee of the University Campuses to serve as Committee Secretary.
- 214.3. *Duties and Functions.* – Notwithstanding as may be provided under existing laws, rules and regulations, the duly constituted Anti-bullying Committee shall perform the following duties and functions:
 - a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
 - b. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned in the IRR of Republic Act No. 10627;

- c. Ensure that the provisions of this Article and such anti-bullying policies adopted by the University is implemented; and
 - d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.
- 214.4. *Role of the Students Affairs and Services Office.* – Pursuant to R.A. 10627, otherwise known as the Anti-Bullying Act of 2013, the Commission on Higher Education (CHED) has issued implementing guidelines for the creation of the student crime prevention councils in all HEIs. Cognizant of the significance of this law, the University through the Student Affairs and Services office (SASO) must establish clear policies and strategies to address this concern. It may include, but not limited to:
- a. Responds to reports on acts of Bullying in a timely manner and investigate reports of bullying;
 - b. Ensure victim's safety and assess if they need additional protection;
 - c. Provide counseling and other necessary services for the victims, perpetrators and family members;
 - d. Allow students to anonymously report bullying provided, that no disciplinary administrative action will be taken against the reported student based solely on the anonymous report;
 - e. Provide sanction to a student who makes false accusation of bullying;
 - f. Educate students on the anti-bullying policies and dynamics of bullying;
 - g. Educate parents, guardians and teachers about the anti-bullying policies, dynamics of bullying and how parents and guardians can provide support and reinforce policies at home; and
 - h. Keep a public record of statistics and relevant information on acts of bullying. However, the names of the students who were reported to have committed the acts of bullying must be treated with confidentiality and will only be made available to the teachers and school administration that are directly responsible for the said students and parents or guardians of the victims of bullying.

Chapter XVI **ANTI-ILLEGAL DRUGS**

Article 62 **Declaration of Policy**

Section 215. **Declaration of Policy.** – The University shall adhere to the policies declared by the State under Section 2 of Republic Act No. 9165¹³⁸ and its IRR, to wit:

“It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today’s more serious social ills.”

Article 63 **Implementing Mechanism**

Section 216. **Mandatory Drug Testing**¹³⁹. – Students of secondary and tertiary programs¹⁴⁰ of the University shall, pursuant to related rules and regulations as contained in this 2017 Revised University’s Students’ Handbook and/or Drug Testing for the Officials, Employees and Students of the University Manual approved by the EVSU Board of Regents, and with notice to the parents, undergo a random or mandatory drug testing: *Provided*, that all drug testing expenses will be borne by the government.

Provided, further, that the guidelines under Dangerous Drugs Board (DDB) Resolution No. 6, s. 2003¹⁴¹ and CHED Memorandum Order No. 64, s. 2017¹⁴² shall strictly be observed subject to proper coordination with the officials of the University.

Provided, furthermore, that the drug testing and its results shall be subject to the following conditions:

1. Random sampling must be employed with full knowledge as to the purpose, however, the identified samples and victims of drug abuse must be treated with highest confidentiality;

¹³⁸ “The Comprehensive Dangerous Drugs Act of 2002.”

¹³⁹ Section 36 (C), Article III of the IRR of Republic Act No. 9165.

¹⁴⁰ Pursuant to Section 5, Article I of the Manual of Regulations for the Private Higher Education of 2008 promulgated pursuant to CHED Commission *En Banc* Resolution No. 398-2008 dated July 28, 2008 and circularized per CHED Memo. Order No. 40, s. 2008 dated July 31, 2008 which was made applicable to State Universities and Colleges pursuant to CHED Commission *En Banc* Resolution No. 347-2009 promulgated on September 9, 2009 and circularized pursuant to CHED Memo. Order No. 30, s. 2009 dated September 9, 2009, among others, provides:

“Section 5. Definition of Terms. Except as otherwise provided, the terms below shall be construed as follows:

15) “Higher Education Degree Program” refers to the specific courses of study in the higher level of the education system leading to a bachelor’s degree, master’s or doctoral degree.

Xxxxxxxxxx

27) “Tertiary Education” – refers to post secondary technical/vocational education and training, as well as higher education programs.”

¹⁴¹ “Providing for the General Guidelines for the Implementation of Random Drug Testing for Secondary and Tertiary Students.”

¹⁴² “Policies, Guidelines and Procedures for Higher Education Institutions (HEIs) Requiring Drug Testing of Students.”

2. Processing of test samples shall be administered by accredited personnel and facilities in accordance with pertinent standards and procedures under pertinent laws, rules and regulations;
3. Test results shall not be used or be exposed or revealed to any party/ies that may directly or indirectly constitute discrimination or oppression to the rights and welfare of the students concerned who are victims of drug abuse;
4. Drug testing shall be conducted for health intervention and assistance for students who are victims of drug abuse. For this purpose, the University shall formulate and implement comprehensive and positive initiatives, intervention and rehabilitation programs that would promote reintegration to mainstream society; and
5. The University shall ensure the conduct of regular anti-drug abuse programs.

Section 217. ***Drug-Free Workplace.*** – The University shall be a drug-free workplace and shall be governed with the provisions of Dangerous Drugs Board Regulation No. 2, s. 2004¹⁴³, CSC Memorandum Circular No. 13, s. 2010¹⁴⁴, and CHED Memorandum Order No. 64, s. 2017 and such issuances by the President of the Philippines or laws enacted by the Congress of the Philippines, and policies as the EVSU Board of Regents may promulgate upon the recommendation by the University President.

Section 218. ***Integration of Illegal Drugs Prevention.*** – The University shall integrate lessons on the prevention of illegal drugs in the different curricular offerings subject to the contents and standards developed by competent authority/ies and/or promulgated by the CHED in so far expressly authorized by the EVSU Board of Regents upon the recommendation by the University President.

Section 219. ***Creation of the Drug-Free Workplace Review Committee.*** – The Drug-Free Workplace Review Committee (DFWRC) is hereby established which shall formulate and put in place the University's Drug-Free Workplace Program and such policies which shall be in accordance with the pertinent provisions of R.A. No. 9165 and its IRR, CSC Memorandum Circular No. 13, s. 2010, and CHED Memorandum Order No. 64, s. 2017, in so far as authorized by the EVSU Board of Regents upon the recommendation by the University President.

Drug-Free Workplace Review Committee (DFWRC) of the University shall be composed of the following:

- 219.1. ***University-wide DFWRC.*** – The University-wide DFWRC shall be composed as follows:

Chairperson: University President
Co-Chair: Vice President for Academic Affairs

¹⁴³ "Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program."

¹⁴⁴ "Guidelines for a Drug-Free Workplace in the Bureaucracy."

Vice-Chairs: University Drug Testing Coordinator
Vice President for Administration and Finance
Members: Director for Student Affairs and Services Office
Director for Administrative Services
Two (2) representatives from the rank-and-file employees chosen through a general assembly or by the officers or board of the association's concerned or designated by the union in the absence of an accredited union (one from the first level and one from the second level).
President of the Federation of Students' Councils
President of the Federation of Non-Teaching Personnel
Representative of the Philippine Drugs Enforcement Agency (PDEA)

219.2. *University Campus DFWRC.* – Each Campus of the University shall have a DFWRC composed of the following:

Chairperson: Campus Head or Campus Director or his/her authorized representative who shall hold at least a Department Head position
Vice-Chair: Chairperson of the Drug Testing of the Campus
Members: Head of Academic Department
Administrative Officer or Head for Administrative Services
Two (2) representatives from the rank-and-file employees chosen through a general assembly or by the officers or board of the association's concerned or designated by the union in the absence of an accredited union (one from the first level and one from the second level).
President of the Student Councils
President of the Non-Teaching Personnel
Representative of the Philippine Drugs Enforcement Agency (PDEA)

Section 220. ***Adoption and Suppletory Application of CHED Memorandum Order No. 64, s. 2017, CSC Memorandum Circular No. 13, s. 2010, Republic Act No. 9165 and its Implementing Rules and Regulations, and Dangerous Drugs Board (DDB) Board Regulation No. 6, s. 2003 and No. 3, s. 2009 and such Applicable Laws and Jurisprudence.*** – The provisions of CHED Memorandum Order No. 64, s. 2017¹⁴⁵, CSC Memorandum Circular No. 13, s. 2010, Section 32 of R.A. No. 9165¹⁴⁶ and its IRR, Dangerous Drugs Board (DDB) Board Regulation No. 6, s. 2003¹⁴⁷ and No. 3, s. 2009¹⁴⁸ and

¹⁴⁵ "Policies, Guidelines and Procedures for Higher Education Institutions (HEIs) Requiring Drug Testing of Students."

¹⁴⁶ "Comprehensive Dangerous Drugs Act of 2002."

¹⁴⁷ "General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student."

such applicable laws and jurisprudence are hereby adopted and shall be applied suppletorily and serve as governing guidelines in the implementation of this Chapter and such applicable provisions of this 2017 Revised University Students' Handbook and the 2017 Revised University Code.

Chapter XVII
NO SMOKING POLICY OF THE UNIVERSITY

Article 64
Smoke-Free Environment

Section 221. ***EVSU Campuses as Smoke-Free Environments.*** – Pursuant to Executive Order No. 26¹⁴⁹ and Republic Act No. 9211¹⁵⁰, the University Campuses are hereby declared as Smoke-Free Environments. Towards this end, the University is committed to facilitate a healthy working, learning and living environment.

To promote a Smoke-Free environment where everyone is protected from the hazards of second smoke and promote a healthy lifestyle, smoking and use of tobacco products are strictly not allowed inside the university campus. Students caught smoking inside the University premises will be subject to counseling and disciplinary administrative action.

Article 65
**Application of Executive Order No. 26 and Republic Act No. 9211
and Other Applicable Laws and Regulations**

Section 222. ***Application and Full Implementation of Executive Order No. 26 and Republic Act No. 9211 and Other Applicable Laws and Regulations.*** – The provisions of Executive Order (E.O.) No. 26 and R.A. No. 9211 and their subsequent issuances shall apply suppletorily to this Article and that the University officials or committees concerned and/or may be authorized by the University President shall make full implementation thereof.

Chapter XVIII
THE NATIONAL GREENING PROGRAM OF THE UNIVERSITY

Article 66
National Greening Program

Section 223. ***Declaration of Policy, Institutionalization and General Guidelines of the National Greening Program.*** – The University shall conform

¹⁴⁸ "General Guidelines for the Conduct of Random Drug Testing for Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003."

¹⁴⁹ "Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places" issued on May 16, 2017.

¹⁵⁰ "Tobacco Regulation Act of 2003."

to and contribute in the realization of the declared state policy under E.O. No. 26, s. 2011¹⁵¹ as amended by Executive Order No. 193 s. 2015¹⁵², to wit:

- 223.1. *Declaration of Policy.* – It is the policy of the State to pursue sustainable development for poverty reduction, food security, biodiversity conservation, and climate change mitigation and adaptation.
- 223.2. *Institutionalization of the National Greening Program (NGP) in the University.* – The National Greening Program is hereby institutionalized and the University President shall designate from among the employees the National Greening Program (NGP) Head/Coordinator.
- 223.3. *General Guidelines.* – The following shall strictly be complied with by the University officials or officers, faculty members, non-teaching personnel or employees and students in various levels:
 - a. *Mandatory to Plant Trees.* - All officials or officers, faculty members, non-teaching personnel or employees and students in various levels of the University shall be individually required to plant a minimum of ten (10) seedlings per year in areas determined by the Convergence Initiative¹⁵³ and/or as may identified by the DENR.

The University shall undertake the following:

1. Student mobilization;
 2. Nursery establishment, seedling production and tree planting;
 3. Information, Education and Communication;
 4. Provision of extension services by the officials, faculty members and non-teaching personnel; and
 5. Monitoring and evaluation.
- b. *Inclusion of Tree Planting as a Major Requirement in the Clearances.* – The tree planting shall be included as a major requirement in the clearances of officials or officers, faculty member and non-teaching personnel or employees and students of the University. Henceforth, the National Greening Program Head/Coordinator shall not affix his/her signature in the clearance unless the concerned applicant shall have planted at least ten (10) trees and submission of the appropriate certificate issued by the NGP Coordinator, University President and the DENR official or personnel concerned.

¹⁵¹ "National Greening Program."

¹⁵² "Expanding the Coverage of the National Greening Program."

¹⁵³ Section 3.1 of Executive Order No. 26, s. 2011.

- c. *Substitution and Exemptions.* – Current students in the undergraduate, secondary or k to 12 and technical-vocational programs or levels are required to plant at least ten (10) trees from first curriculum year until last curriculum year or on the semester of graduation as one of the clearance requirements. *Provided*, that a student may be substituted by his/her parents, relatives, friends, classmates or any person in planting the trees, subject to the submission of an approved Application for Substitution, due to any of the following grounds:
 - d. If the student is pregnant or a Person with Disability (PWD) or a Senior Citizen upon submission of appropriate certification by a government physician and/or identification, as the case may be;
 - 6. If the student is suffering from any illness as certified by a government physician;
 - 2. If the student is undergoing On-the-Job-Training, Apprenticeship, Educational Field Trip or Off-campus activities on the day of the tree planting schedule;
 - 3. If the identified area pose potential danger to the life of the student; and
 - 4. Such ground analogous to the foregoing.

Provided, that a Certificate of Tree Planning shall be issued by the Head/Coordinator of the National Greening Program (NGP) subject to applicable laws, rules and regulations.

- e. *Coordination with Other Government Agencies and Stakeholders.*
 - The NGP Coordinator shall ensure proper coordination with other government agencies and stakeholders in the conduct of NGP programs, projects and activities.

Section 224. ***Credit Equivalency and Recognition for the Participation of the University in the Observance of Arbor Day.*** – The University shall participate in the Observance of Arbor Day as mandated under Republic Act No. 10176¹⁵⁴ and its IRR.

Provided, that University officials or officers, faculty members, non-teaching personnel or employees and students of the University who participated during the tree planting in the observance of the Arbor Day shall be entitled with credit equivalent to and be recognized as compliance to the requirement under Executive Order No. 26. *Provided, further*, that they shall plant at least ten (10) trees each.

¹⁵⁴ "An Act Reviving the Observance of Arbor Day by Authorizing the Local Government Units the Responsibilities for Celebrating the Day for Tree Planting as an Annual Event," otherwise known as the "Arbor Day Act of 2012."

Chapter XIX
**RECOGNITION/AWARDS FOR STUDENTS, AND
STUDENTS' CAMPUS ORGANIZATIONS**

Article 67
Classification of Recognition and Awards

Section 225. **Recognition and Awards.** – Subject to pertinent provisions of the 2017 Revised University Code, Student Affairs and Services Office (SASO) Manual and Board Resolution No. 150, s. 2017¹⁵⁵ approved on October 16, 2017 by the EVSU Board of Regents, recognition and awards are given to the students or organizations that have contributed an outstanding performance to the University as provided hereunder:

- 225.1. Academic Awards. – Any student may be granted academic awards for having obtained the required grade and passed the validation process as provided under Article 24 of this 2017 Revised University Student's Handbook and Section 210, Article 44 of the 2017 Revised University Code classified as follows:
 - a. Summa Cum Laude
 - b. Magna Cum Laude
 - c. Cum Laude
 - d. Academic Achiever
- 225.2. Service Awards
 - a. Outstanding Journalist of the Year
 - b. Outstanding Peer Counselor
 - c. Peer Counselor Service Award
 - d. Gender and Development Exemplary Service Award
 - e. GAD Youth Coordinator Exemplary Service Award
- 225.3. Cultural Awards
 - a. SAMLEYAW Performing Arts
 - b. HABAYNON Dance Corps
 - c. EVSU Koro Waraynon
- 225.4. Sports and Development Awards

¹⁵⁵ "Resolution Rationalizing and Indexing to Inflation Rates the Fees and Charges, Incentives and Assistance to the Employees and Students of the University Effective Fiscal Year 2017 and Thereafter, Subject to Existing Laws, Rules and Regulations, and For Other Purposes."

- a. Lawn Tennis, Table Tennis, and Chess.
 - b. Basketball, Softball, Soccer, Baseball, Volleyball, and Taekwondo Events
 - c. Field and Track Event.
- 225.5. Loyalty Award
- 225.6. Leadership Award
- 225.7. Students' Organization Awards
- a. EVSU Most Outstanding Student
 - b. EVSU Most Outstanding Organization- Course Oriented & Service Oriented
 - c. EVSU Most Outstanding Organization Leader-Course Oriented & Service Oriented
- 225.8. Non-Academic Awardees
- 225.9. Recognition for Students' Participation in Regional/National/International Competitions

Section 226. ***Suspension and Disqualification.*** – An applicant or nominee may be suspended or disqualified for any of the foregoing awards or recognition on any of the following grounds:

- 226.1. Inactive (for at least one year or 2 semesters);
- 226.2. Tested positive during drug test as provided under the provisions of the Drug Testing for the Officials, Employees and Students of the University Manual, and/or relevant policies promulgated by the CHED, DDB and such policies adopted by the EVSU Board of Regents; and
- 226.3. Violation of any of the following:
 - a. Anti-hazing;
 - b. Recruitment of Freshmen (for fraternities/sororities);
 - c. Anti-sexual harassment and other sexual offenses; or
 - d. Violation of the provisions of the 2017 Revised University Code, this 2017 Revised University Students' Handbook and such University policies duly approved by the EVSU Board of Regents.

Article 68
**Establishment and Accreditation Processes, Supervision
and Control of Campus Student Organizations**

Section 227. ***Establishment of Campus Student Organizations.*** – Student organizations may be established in the University Campuses which shall be composed of members who shall elect officers that has the power to control the organization subject to the requirements as provided hereunder:

227.1. *Requirements* – The following requirements shall be submitted to the Office of Student Affairs on or before the deadline for the registration of campus organizations on last Friday of July of the first semester of every school year.

- a. Duly accomplished application form for recognition (to be secured at OSA);
- b. Name of the organization, vision and mission, objectives and Constitution and By-Laws (CBL);
- c. List of prospective officers and members with their respective consent of membership;
- d. Names of at least two prospective advisers (teaching or non-teaching personnel preferably on permanent status) with a letter of commitment;
- e. One (1) piece of most recent 2x2 colored ID picture of the organizer or president of the organization;
- f. Police clearance of the organizer/president from the current/actual residence;
- g. Program of activities for the school year to include the following:
 1. Proposed date of activity;
 2. Name/nature of activity;
 3. Objectives; and
 4. Proposed venue and time
- h. Financial Statement; and
- i. An annual registration fee of One Hundred Pesos (PhpP100.00) to be paid at the Cashiering Section.

227.2. *Membership Requirement* – Any *bona fide* student of the Eastern Visayas State University may apply and join the different recognized/accredited student organizations on a voluntary basis.

227.3. *Officers and Leaders:*

- a. Must have an average grade of at least "2.5" and without any failing grades.
- b. Must not hold major positions in more than one organization.

- c. Must exercise vigilance in the conduct of their affairs. They must be held accountable for the violations committed by their members.

227.4. Advisers:

- a. Must be regular members of the EVSU faculty and staff, preferably on permanent work status.
- b. Must be willing to take the responsibility for the proper conduct of the activities of the organization and must accomplish a commitment letter.
- c. Must be present in the undertaking of any activity duly approved by the President of the University.
- d. Must be elected by the officers & members of the organization and approved by the President of the University.

Section 228. **Accreditation Process.** – All new applicant-organizations shall undergo an accreditation process prior to the issuance of the appropriate Certificate of Registration by the Director of SASO duly attested to the Vice President for Academic Affairs and/or any Executive Official designated by the University President as provided under this 2017 Revised University Students' Handbook and such policies promulgated by the EVSU Board of Regents.

Provided, that recognized student organizations shall renew their certificate of recognition every school year.

Provided, further, that each student organization must accomplish at least fifteen (15) activities a year including community/extension services.

Section 229. **Supervision and Control, and Issuance of Activity Permit.** – Campus organization should start their activities only after they have been officially recognized by the SASO and approved by the University President.

Provided, that Campus activities shall be held only with the approved activity permit issued by the Student Affairs and Services Office (SASO).

Provided, further, that if possible, campus activities shall be done during weekends or on a Friday.

Provided, furthermore, that the Security Officer should be provided with the permit of any activity undertaken.

Section 230. **Initiation Rites.** – The following rules shall strictly be observed:

- 230.1. Must be conducted only after the activity permit is duly approved by the University President and noted beforehand by the Head of OSA and Director of SASO and recommended by the Vice President for Academic Affairs;

- 230.2. Must be accompanied with the description of activity;
- 230.3. Off-campus activities are strictly prohibited without a written permit from the President of the University;
- 230.4. Must be done in the presence of at least one adviser;
- 230.5. Permit must be accompanied by the list of neophytes;
- 230.6. Must not fall within one week prior to Midterm or Final Examination days;
- 230.7. Neophytes must not be required to spend certain amount for accomplishment of missions; and
- 230.8. Initiations that inflict bodily harm/injury or that which cause extreme humiliation are strictly prohibited. Respondents shall be held responsible and dealt with accordingly for any complaints or grievances.

Section 231. ***Prohibited Activities.*** – Engaging in insurgency or subversive acts, or other unlawful activities as defined by The Revised Penal Code of the Philippines¹⁵⁶ and other existing laws relative thereto.

Section 232. ***Posters and Information Drives.*** – The following guidelines shall be enforced on posters and information drives to be undertaken by any Students' Campus Organizations or the Federation thereof:

- 232.1. Must be noted and approved by the Head of OSA for editing and imprinting or affixing of the signature of the Director for SASO with accompanying statement "APPROVED FOR POSTING" before actual posting thereof, otherwise they shall be removed by security personnel or any authorized persons without prior notice to the organization concerned.
- 232.2. Must be posted on authorized places like Freedom of Information and Transparency Bulletin Boards of the following units:
 - a. Office of Student Affairs (OSA);
 - b. College or Department; and
 - c. Security.
- 232.3. The size of the posters or information materials must be regulated by the Director of SASO before issuance of permit or approval thereof.
- 232.4. All posters or information materials that intend to or may contain statements, thoughts or messages that shall violate human rights, public policy, morals, norms or ethical standards shall be prohibited,

¹⁵⁶ Republic Act No. 10951 entitled, "An Act Adjusting the Amount or the Value of Property and Damage on Which Penalty is Based, and the Fines Imposed under the Revised Penal Code, Amending for the Purpose Act No. 3815, Otherwise Known as "The Revised Penal Code", as Amended."

confiscated and the author or officers of the organizations thereof shall be subject to disciplinary action in accordance with the provisions of this 2017 Revised University Students' Handbook.

Chapter XX **NORMS AND CODE OF CONDUCT AND DISCIPLINARY PROCESS**

Article 69 **Norms of Conduct**

Section 233. **Norms of Conduct.** – A student is imbued with moral character if among other qualities, he/she:

- 233.1. Learns to act, live and think as a person whose values, attitudes and convictions are in accord with the universal ethical norms;
- 233.2. Is receptive to change accepting and overcoming his/her shortcomings;
- 233.3. Is fair and just in dealing with his/her fellow brethren;
- 233.4. Lives by precepts of love, justice, compassion and concern for others; and
- 233.5. Respect the rights of others.

Section 234. **Code of Conduct.** – The following Code of Conduct shall be observed by all students inside the University Campuses:

- 234.1. In their dealings with peers and other members of the community, students are expected to practice acceptable norms of civility, etiquette and decorum, courtesy, sensitivity to the needs and welfare of others, helpfulness and other positive values and virtues which create harmony in human relations must be observed. Administrators and faculty members, in their obligation to exercise the judgment of good parents based on the principle of "*in loco parentis*" as provided under for Article 349¹⁵⁷ and Article 362¹⁵⁸ of the Civil Code of the Philippines¹⁵⁹, shall call the attention of students whose behavior infringes on the rights and welfare of others;

¹⁵⁷ "ARTICLE 349. The following persons shall exercise substitute parental authority:

- (1) Guardians;
- (2) Teachers and professors;
- (3) Heads of children's homes, orphanages, and similar institutions;
- (4) Directors of trade establishments, with regard to apprentices;
- (5) Grandparents;
- (6) The oldest brother or sister."

¹⁵⁸ "ARTICLE 362. Whenever a child is found delinquent by any court, the father, mother, or guardian may in a proper case be judicially admonished."

¹⁵⁹ Republic Act No. 386, "An Act to Ordain and Institute the Civil Code of the Philippines."

- 234.2. Students should strictly observe University policies, rules and regulations concerning use and maintenance of properties and in the observance of peace and order within its premises;
- 234.3. Students should follow standard classroom policies and procedures as well as those pre-set and agreed upon by their peers and faculty members. Infraction on such policies and procedures may be a reason for sending out a student from the class. A student in such a circumstance must secure from the Dean of the College concerned or the Director of the Student Affairs and Services Office a temporary permit to enter the class for the next meeting, subject to final judgment of the violation committed in accordance with the provisions in this 2017 Revised University Students' Handbook and 2017 Revised University Code, or such policies promulgated by the EVSU Board of Regents upon the recommendation by the University President;
- 234.4. Unseemly and boisterous conduct (e.g., loud whistling, howling, shouting, jumping and other delinquent acts) which disturb or disrupt classroom/laboratory and other academic activities should be avoided;
- 234.5. Vandalism in any form inside the campus is strictly prohibited;
- 234.6. Destruction of University properties and assets is strictly forbidden;
- 234.7. Particularly in interaction with the opposite sex, students must be gender-sensitive;
- 234.8. Observe honesty and decency in thoughts, words and deeds and conduct himself/herself in a manner befitting the University's vision. Students are exhorted to be respectful, obedient, polite, friendly and cooperative with fellow students as well as faculty members, office personnel and school authorities in order to promote peace and harmony in the University;
- 234.9. Public display of affection inside the campus is strictly prohibited.
- 234.10. Curfew in campus starts at 9:00 P.M. for College and Graduate students and 6:00 P.M. for Secondary Laboratory Department (SLD) students. No student is allowed to stay or roam around the University Campus beyond this period unless there is permission from the University President or authorized representative. Whoever violates this provision shall be required to leave the premises;
- 234.11. Any report regarding misconduct and other violations of prescribed rules on proper behavior automatically brings about an inquiry by the Dean of Students. Such action may render a student liable for investigation by the Students' Disciplinary Tribunal (SDT); and

- 234.12. In theory and in practice, the underlying principle behind this Code of Conduct lies in the ancient maxim known as the Golden Rule: *"Do not do unto others what you do not want others do unto you."*

Section 235. ***Personal Discipline.*** – A student is imbued with personal discipline, if among others qualities, he/she:

- 235.1. Devotes himself/herself to the fulfillment of his/her obligations and considers rights as means to or rewards for the same;
- 235.2. Seeks the enjoyment for certain rights and privileges that may also benefits others;
- 235.3. Resolves his/her problem and conflicts without prejudicing others;
- 235.4. Is tolerant of others, and humble to accept his/her weaknesses and limitations;
- 235.5. Develops temperance and observes propriety in words and in actions; and
- 235.6. Uses right reasons to guide and control his/her actions and emotions.

Section 236. ***Civic Conscience and Patriotism.*** – A student is imbued with civic conscience and patriotism, among others, qualifies if he/she;

- 236.1. Devotes himself/herself to the growth and development of the society;
- 236.2. Puts the general welfare above his/her personal and family interest;
- 236.3. Respects and obeys all duly constituted authorities and laws, rules and regulations; and
- 236.4. Settles all disputes, problems, and conflicts through channels provided by the school's internal rules before resorting to external remedies and strives to bring about necessary changes through peaceful means.

Article 70

Dress Code and Hair Cut of Students

Section 237. ***Dress Code.*** – All students must subscribe with the prescribed dress code of the University especially during non-uniform days (wash days).

Section 238. ***Hair Cut for Male Students.*** – Male students shall sport a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

Article 71

Student Class Attendance and Participation in University Activities

Section 239. **Class Attendance.** – Every student shall attend classes promptly and regularly. In all cases of absences, a student may only be re-admitted to his/her classes upon presentation of a letter of excuse signed by the parent /guardian.

Section 240. **Participation in University Activities.** – All students are likewise encouraged to attend and participate in university activities such as University Week/Foundation Day programs, recognition programs and the like. Subject to the provisions of this 2017 Revised University Students' Handbook, graduating students, on the other hand, may attend the Commencement Exercises including the Baccalaureate Mass and other activities.

Article 72 **Disciplinary Standards and Processes**

Section 241. **Declaration of Policies.** – The following policies shall strictly be observed:

241.1. **Compliance of Administrative Exhaustion.** – Students or any party shall comply with the administrative exhaustion in seeking for resolution of their complaint/s or issues as elucidated in **Republic of the Philippines v. Lacap**¹⁶⁰, the Supreme Court unequivocally held:

“The general rule is that before a party may seek the intervention of the court, he should first avail of all the means afforded him by administrative processes. The issues which administrative agencies are authorized to decide should not be summarily taken from them and submitted to a court without first giving such administrative agency the opportunity to dispose of the same after due deliberation.

Corollary to the doctrine of exhaustion of administrative remedies is the doctrine of primary jurisdiction; that is, courts cannot or will not determine a controversy involving a question which is within the jurisdiction of the administrative tribunal prior to the resolution of that question by the administrative tribunal, where the question demands the exercise of sound administrative discretion requiring the special knowledge, experience and services of the administrative tribunal to determine technical and intricate matters of fact.”

Further, in **COA v. CA**¹⁶¹, the Supreme ruled:

¹⁶⁰ **Republic of the Philippines, Represented by the Department of Public Works and Highways, Commission on Audit and the National Treasurer v. Carlito Lacap**, G.R. No. 158253, March 2, 2007 citing *ACWS, Ltd. v. Dumlao*, 440 Phil. 787, 801-802 (2002); *Zabat v. Court of Appeals*, 393 Phil. 195, 206 (2000); *Paloma v. Mora*, G.R. No. 157783, September 23, 2005, 470 SCRA 711, 725; and *Fabia v. Court of Appeals*, 437 Phil. 389, 403 (2002).

¹⁶¹ **The Special Audit Team, Commission on Audit v. Court of Appeals and Government Service Insurance System**, G.R. No. 174788, April 11, 2013 citing *William Golangco Construction Corporation, v. Ray Burton Development Corporation*, G.R. NO. 163582, 9 August 2010, 627 SCRA 74, 82-83; *Dimarucot v.*

"The failure to fulfill the requirements of Rule 65 disallows the CA from taking due course of the Petition; otherwise appeals and motions for reconsideration would be rendered meaningless, as stated time and again by this Court:

If resort to a remedy within the administrative machinery can still be made by giving the administrative officer concerned every opportunity to decide on a matter that comes within his or her jurisdiction, then such remedy should be exhausted first before the court's judicial power can be sought. The premature invocation of the intervention of the court is fatal to one's cause of action. The doctrine of exhaustion of administrative remedies is based on practical and legal reasons. The availment of administrative remedy entails lesser expenses and provides for a speedier disposition of controversies. Furthermore, the courts of justice, for reasons of comity and convenience, will shy away from a dispute until the system of administrative redress has been completed and complied with, so as to give the administrative agency concerned every opportunity to correct its error and dispose of the case. x x x.

Moreover, courts have accorded respect for the specialized ability of other agencies of government to deal with the issues within their respective specializations prior to any court intervention. The Court has reasoned thus:

We have consistently declared that the doctrine of exhaustion of administrative remedies is a cornerstone of our judicial system. The thrust of the rule is that courts must allow administrative agencies to carry out their functions and discharge their responsibilities within the specialized areas of their respective competence. The rationale for this doctrine is obvious. It entails lesser expenses and provides for the speedier resolution of controversies. Comity and convenience also impel courts of justice to shy away from a dispute until the system of administrative redress has been completed.

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Once again, the Court must remind the parties to judicial disputes to adhere to the standards for litigation as set by procedural rules. These rules exist primarily for the

People, G.R. NO. 183975, 20 September 2010, 630 SCRA 659, 668-669; *Domdom v. Third and Fifth Divisions of Sandiganbayan*, G.R. Nos. 182382-83, 24 February 2010, 613 SCRA 528; *Ongsuco v. Malones*, G.R. NO. 182065, 27 October 2009, 604 SCRA 499, 511-512, *Fua, Jr. v. Commission on Audit*, G.R. NO. 175803, 4 December 2009, 607 SCRA 347; *Addition Hills Mandaluyong Civic & Social Organization Inc. v. Megaworld Properties and Holdings Inc.*, G.R. NO. 175039, 18 April 2012, 670 SCRA 83, 89; and *Atty. Sanchez v. Judge Vestil*, 358 Phil. 477, 481 (1998).

benefit of litigants, in order to afford them both speedy and appropriate relief from a body duly authorized by law to dispense the remedy. If a litigant prematurely invokes the jurisdiction of a court, then the potential result might be a deafening silence. Although we recognize that justice delayed is justice denied, we must also bear in mind that justice in haste is justice defiled."

- 241.2. *The Nature and Requirements of Administrative Due Process.* – As enunciated under ***DLSU, Inc., et al. v. The Court of Appeals, et al.***¹⁶² due process shall be consistent with the following doctrine:

"The Due Process Clause in Article III, Section 1 of the Constitution embodies a system of rights based on moral principles so deeply imbedded in the traditions and feelings of our people as to be deemed fundamental to a civilized society as conceived by our entire history. The constitutional behest that no person shall be deprived of life, liberty or property without due process of law is solemn and inflexible.

In administrative cases, such as investigations of students found violating school discipline, [t]here are withal minimum standards which must be met before to satisfy the demands of procedural due process and these are: that (1) the students must be informed in writing of the nature and cause of any accusation against them; (2) they shall have the right to answer the charges against them and with the assistance if counsel, if desired; (3) they shall be informed of the evidence against them; (4) they shall have the right to adduce evidence in their own behalf; and (5) the evidence must be duly considered by the investigating committee or official designated by the school authorities to hear and decide the case.

Where a party was afforded an opportunity to participate in the proceedings but failed to do so, he cannot complain of deprivation of due process. Notice and hearing is the bulwark of administrative due process, the right to which is among the primary rights that must be respected even in administrative proceedings. The essence of due process is simply an opportunity to be heard, or as applied to administrative proceedings, an opportunity to explain ones side or an opportunity to seek reconsideration of the action or ruling complained of. So long as the party is given the opportunity to advocate her cause or defend her

¹⁶² ***De la Salle University, Inc., et al. v. The Court of Appeals, et al.***, G.R. No. 127980, December 19, 2007 citing *Agabon v. National Labor Relations Commission*, G.R. No. 158693, November 17, 2004, 442 SCRA 573, 611-612; *People v. Besonia*, 446 Phil. 822 (2004); *Guzman v. National University*, G.R. No. L-68288, July 11, 1986, 142 SCRA 699, 706-707; *Bautista v. Court of Appeals*, G.R. No. 157219, May 28, 2004, 430 SCRA 353; *Globe Telecom, Inc. v. National Telecommunications Commission*, G.R. No. 143964, July 26, 2004, 435 SCRA 110; *Valiao v. Court of Appeals*, G.R. No. 146621, July 30, 2004, 435 SCRA 543; and *Barza v. Dinglasan, Jr.*, G.R. No. 136350, October 25, 2004, 441 SCRA 277.

interest in due course, it cannot be said that there was denial of due process."

Relatedly, in ***Guzman, et al. v. National University***¹⁶³, the Supreme Court held:

"But, to repeat, the imposition of disciplinary sanctions requires observance of procedural due process. And it bears stressing that due process in disciplinary cases involving students does not entail proceedings and hearings similar to those prescribed for actions and proceedings in courts of justice. The proceedings in student discipline cases may be summary; and cross-examination is not, 'contrary to petitioners' view, an essential part thereof. There are withal minimum standards which must be met to satisfy the demands of procedural due process; and these are, that (1) the students must be informed in writing of the nature and cause of any accusation against them; (2) they shall have the right to answer the charges against them, with the assistance of counsel, if desired; (3) they shall be informed of the evidence against them; (4) they shall have the right to adduce evidence in their own behalf; and (5) the evidence must be duly considered by the investigating committee or official designated by the school authorities to hear and decide the case."

Further, in ***UP BOR, et al. v. CA***¹⁶⁴, the Supreme Court rule:

"Indeed, in administrative proceedings, the essence of due process is simply the opportunity to explain one's side of a controversy or a chance seek reconsideration of the action or ruling complained of. A party who has availed of the opportunity to present his position cannot tenably claim to have been denied due process."

- 241.3. *Formal Trial-type Hearing Is Not, At All Times and In All Instances, Essential to Due Process*¹⁶⁵. – A formal trial-type hearing is not, at all times and in all instances, essential to due process it is enough that the parties are given a fair and reasonable opportunity to explain their respective sides of the controversy and to present supporting evidence on which a fair decision can be based. To be heard does not only mean presentation of testimonial evidence in court one may also be heard through pleadings and where the

¹⁶³ ***Diosdado Guzman, et al. v. National University***, G.R. No. L-68288, July 11, 1986, 142 SCRA 699.

¹⁶⁴ ***University of the Philippines Board of Regents, et al. v. Hon. Court of Appeals and Arokiaswamy William Margaret Celine***, G.R. No. 134625, August 31, 1999 citing *Helpmate, Inc. v. National Labor Relations Commission*, G.R. 112323, July 28, 1997; *M. Ramirez Industries v. The Honorable Secretary of Labor and Employment*, G.R. 89894, January 3, 1997; and *Naguiat v. National Labor Relations Commission*, 269 SCRA 564 (1997).

¹⁶⁵ ***De la Salle University, Inc., et al. v. The Court of Appeals, et al.***, G.R. No. 127980, December 19, 2007 citing *Seastar Marine Services, Inc. v. Bul-an, Jr.*, G.R. No. 142609, November 25, 2004, 444 SCRA 140; and *Batul v. Bayron*, G.R. Nos. 157687 & 158959, February 26, 2004, 424 SCRA 26.

opportunity to be heard through pleadings is accorded, there is no denial of due process.

Further, in ***UP BOR, et al. v. CA***¹⁶⁶, the Supreme elucidated, among others, as follows:

"Due process in an administrative context does not require trial-type proceedings similar to those in the courts of justice."

- 241.4. *Responsibility on the Burden of Proof.* – The complainant has the burden of proof of proving by substantial evidence the allegations in his complaint. The basic rule is that mere allegation is not evidence and is not equivalent to proof. Charges based on a mere suspicion and speculation likewise cannot be given credence. Hence, when the complainant relies on mere conjectures and suppositions, and fails to substantiate his allegations, the administrative complaint must be dismissed for lack of merit¹⁶⁷.

In a "***Letter of Rafael Dimaano Requesting Investigation of the Alleged Illegal Activities Purportedly Perpetrated by Associate Justice Jane Aurora C. Lantion of the Court of Appeals, Cagayan De Oro City and Unsworn Complaint of Rosa Abdulharan Against Associate Justice Jane Aurora C. Lantion Jane of the Court of Appeals, Cagayan De Oro City***

¹⁶⁸, the Supreme Court clearly held:

"In administrative proceedings, the quantum of proof necessary for a finding of guilt is substantial evidence or that amount of relevant evidence that a reasonable mind might accept as adequate to support a conclusion. It must be stressed that the burden of substantiating the charges in an administrative proceeding falls on the complainant, who must be able to prove the allegations in the complaint with substantial evidence. Reliance on mere allegations, conjectures and suppositions will leave an administrative complaint with no leg to stand on."

- 241.5. *Requirement of Substantial Evidence.* – The required proof in administrative cases, such as in student discipline cases, is neither

¹⁶⁶ ***University of the Philippines Board of Regents, et al. v. Hon. Court of Appeals and Arokiaswamy William Margaret Celine***, G.R. No. 134625, August 31, 1999 citing *National Federation of Labor v. NLRC*, 283 SCRA 275 (1997)

¹⁶⁷ ***Dr. Castor C. de Jesus v. Rafael D. Guerero III, et al.***, G.R. No. 171491, September 4, 2009 citing *Manalabe v. Cabie*, A.M. No. P-05-1984, July 6, 2007, SCRA 582, 589; *Adajar v. Develos*, A.M. No. P-05-2056, November 18, 2005, 475 SCRA 361, 376-377; *Ong v. Rosete*, A.M. No. MTJ-04-1538, October 22, 2004, SCRA 150, 160; and *Datuin, Jr. v. Soriano*, A.M. No. TRJ-01-1640, October 15, 2002, 391 SCRA 1, 5.

¹⁶⁸ ***In Letter of Rafael Dimaano Requesting Investigation of the Alleged Illegal Activities Purportedly Perpetrated by Associate Justice Jane Aurora C. Lantion of the Court of Appeals, Cagayan De Oro City***, A.M. No. 17-03-03-CA and ***Unsworn of Complaint Rosa Abdulharan Against Associate Justice Jane Aurora C. Lantion of the Court of Appeals, Cagayan De Oro City***, IPI No. 17-258-CA-J, July 11, 2017 citing *Complaint of Imelda D. Ramil against Stenographer Evelyn Antonio*, 552 Phil. 92, 100 (2007); *Dayag v. Judge Gonzales*, 526 Phil. 48, 57 (2006); and *Alfonso v. Igancio*, 487 Phil. 1,7 (2004).

proof beyond reasonable doubt nor preponderance of evidence but only substantial evidence. According to *Ang Tibay v. Court of Industrial Relations*, it means such reasonable evidence as a reasonable mind might accept as adequate to support a conclusion¹⁶⁹.

Relatedly, as pronounced by the Supreme Court in ***Ombudsman v. Torres***¹⁷⁰, the requirement of administrative culpability of any Official or employee of the University shall be as follows:

"To sustain a finding of administrative culpability only substantial evidence is required, not overwhelming or preponderant, and very much less than proof beyond reasonable doubt as required in criminal cases. Substantial evidence means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion."

In ***Civil Service Commission v. Herminigildo L. Andal***, the Supreme Court held:

"Substantial evidence, which is the quantum of proof required in this administrative case, the amount of relevant evidence that a reasonable mind might accept as adequate to justify a conclusion. This standard is satisfied in the present case so long as there is reasonable ground to believe that respondent is responsible for the misconduct complained of, even if the evidence may not be overwhelming or even preponderant."¹⁷¹

241.6. *Prima facie Case*. – refers to that amount of evidence which would be sufficient to counter-balance the general presumption of innocence, and warrant a conviction, if not encountered and controlled by evidence tending to contradict it, and render it improbable, or to prove other facts inconsistent with it, and the establishment of a prima facie case does not take away the presumption of innocence which may in the opinion of the jury be such as to rebut and control it.¹⁷²

241.7. *Prima facie Evidence*. – refers to evidence good and sufficient on its face. Such evidence as, in the judgment of the law, is sufficient to establish a given fact, or the group or chain of facts constituting the party's claim or defense, and which if not rebutted or contradicted,

¹⁶⁹ ***De la Salle University, Inc., et al. v. The Court of Appeals, et al.***, G.R. No. 127980, December 19, 2007 citing 69 Phil. 635 (1940).

¹⁷⁰ ***Office of the Ombudsman v. Marian D. Torres and Maricar D. Torres***, G.R. No. 168309, January 29, 2008 citing *Apolinario v. Flores*, G.R. No. 152780, January 22, 2007, 512 SCRA 113, 119; *Resngit-Marquez v. Judge Llamas, Jr.*, 434 Phil. 184, 203 (2002), *Mariano v. Roxas*, 434 Phil. 742, 749 (2002), and *Liquid v. Camano, Jr.*, 435 Phil. 695, 706 (2002).

¹⁷¹ ***Civil Service Commission v. Herminigildo L. Andal***, A.M. No. SB-12-19-P (Formerly OCA IPI No. 10-26-SB-P), November 18, 2014 citing *Jallorina v. Taneo-Regner*, A.M. No. P-11-2948, 23 April 2012, 670 SCRA 301.

¹⁷² ***Fe J. Bautista, et al. v. Hon. Malcolm G. Sarmiento***, G.R. No. L-45137 September 23, 1985.

will remain sufficient. Evidence which, if unexplained or uncontradicted, is sufficient to sustain a judgment in favor of the issue it supports, but which may be contradicted by other evidence.¹⁷³

- 241.8. *Withdrawal or Dropping from the Program or Course Is Not a Way Out to Evade Administrative Liability.* – Withdrawal or Dropping from the Program or Course of any respondent is not a way out to evade administrative liability when facing whether academic or non-academic related disciplinary case/s administrative sanction. The withdrawal or dropping from the Program or Course of any respondent does not preclude the finding of any administrative liability to which he or she shall still be answerable.

However, any student under investigation may be allowed to withdraw or drop from the program or course pending decision of his or her case without prejudice to the continuation of the proceedings until finally terminated.

- 241.9. *Effects of Desistance by the Complainant.* – The settled rule is that the filing of an affidavit of desistance by the complainant for lack of interest does not *ipso facto* result in the termination of an administrative case against the respondent¹⁷⁴. In **Pastor C. Pinlac v. Oscar T. Llamas**¹⁷⁵, the Supreme Court ruled:

“We reiterate the settled rule that administrative actions cannot depend on the will or pleasure of the complainant who may, for reasons of his own, accept and condone what is otherwise detestable.”

However, well-established is the rule in administrative proceedings that the burden of proof rests on the complainant, who must be able to support and prove by substantial evidence his accusations against respondent¹⁷⁶.

- 241.10. *Hearsay.* – Evidence is hearsay when its probative force depends in whole or in part on the competency and credibility of some persons other than the witness by whom it is sought to produce. However, while the testimony of a witness regarding a statement made by another person given for the purpose of establishing the truth of the fact asserted in a statement is clearly hearsay evidence, it is otherwise if the purpose of placing the statement on record is merely to establish the fact that the statement, or the tenor of such statement, was made. Regardless of the truth or falsity of a

¹⁷³ **Robert P. Wa-Acon v. People of the Philippines**, G.R. No. 164575, December 6, 2006.

¹⁷⁴ **Leonila S. Raymundo v. Enrique M. Calaguas**, A.M. No. P-01-1496, 28 January 2005, 449 SCRA 437, citing **Teodoro v. Carpio**, A.M. No. MTJ-02-1416, 27 February 2004, 424 SCRA 56.

¹⁷⁵ **Pastor C. Pinlac v. Oscar T. Llamas**, A.M. No. P-10-2781 (Formerly OCA IPI No. 02-1419-P), November 24, 2010.

¹⁷⁶ **Antonino Monticalbo v. Judge Crescente F. Mraya, Jr.**, A.M. No. RTJ-09-2197, 13 April 2011, 648 SCRA 573, citing **Office of the Court of Administrator v. Lopez**, A.M. No. P-10-2788, January 18, 2011.

statement, when what is relevant is the fact that such statement has been made, the hearsay rule does not apply and the statement may be shown. As a matter of fact, evidence as to making of the statement is not secondary but primary, for the statement itself may constitute a fact in issue or is circumstantially relevant as to the existence of such a fact. This is known as the doctrine of independently relevant statements.¹⁷⁷

- 241.11. *Limitations on the Application of Technical Rules Obtaining to Cases in Ordinary Court of Law, and Formal and Trial-Type Hearing is Not Necessary.* – The administrative cases and proceedings against any student of the University shall not be bound by the strict technical rules obtaining cases in ordinary court of law¹⁷⁸. In **Augusto Samalio v. Court of Appeals**¹⁷⁹, the Supreme Court clearly pronounced:

“Further, administrative bodies are not bound by the technical niceties of law and procedure and the rules obtaining in courts of law. Administrative tribunals exercising quasi-judicial powers are unfettered by the rigidity of certain procedural requirements, subject to the observance of fundamental and essential requirements of due process in justiciable cases presented before them. In administrative proceedings, technical rules of procedure and evidence are not strictly applied and administrative due process cannot be fully equated with due process in its strict judicial sense.”

In **Lastimoso v. Asayo**¹⁸⁰, the Supreme Court held:

“It is a settled jurisprudence that in administrative proceedings, technical rules of procedure and evidence are not strictly applied. In *Land Bank of the Philippines v. Celada*, the Court stressed thus:

After all, technical rules of procedure are not ends in themselves but are primarily devised to help in the proper and expedient dispensation of justice. In appropriate cases, therefore, the rules may be construed liberally in order to meet and advance the cause of substantial justice.”

Further, in **Imperial v. GSIS**¹⁸¹, the Supreme Court declared:

¹⁷⁷ **Jose Espineli v. People of the Philippines**, G.R. No. 179535, June 9, 2014, citing *Republic v. Heirs of Felipe Alejaga, Sr.*, Phil. 656, 672 (2002).

¹⁷⁸ CSC Decision No. 150715 dated September 22, 2015.

¹⁷⁹ **Augusto Samalio v. Court of Appeals, et al.**, G.R. No. 140079, March 31, 2005.

¹⁸⁰ **Deputy Director General Roberto Lastimoso v. P/Senior Inspector Jose J. Asayo**, G.R. NO. 154243, December 4, 2007 citing G.R. No. 164876, January 23, 2006, 479 SCRA 495; and *Casimiro v. Tandog*, G.R. No. 146137, June 08, 2005, 459 SCRA 624, 631; *Samalio v. Court of Appeals*, supra note 1, at 471.

¹⁸¹ **Monico K. Imperial, Jr. v. Government Service Insurance System**, G.R. No. 191224, October 4, 2011 citing *Catmon Sales International Corporation v. Yngson, Jr.*, G.R. No. 179761, January 15, 2010, 610 SCRA 236, 244; and *Cuenca v. Atas*, G.R. No. 146214, October 5, 2007, 535 SCRA 48, 72.

"Procedural due process is the constitutional standard demanding that notice and an opportunity to be heard be given before judgment is rendered. As long as a party is given the opportunity to defend his interests in due course, he would have no reason to complain; the essence of due process is in the opportunity to be heard. A formal or trial-type hearing is not always necessary."

Section 242. ***Categorization of Behavior Based on Gravity of Offense Committed.*** – The following shall be the bases in the categorization of behaviors subject to disciplinary action or decision:

242.2. Major offenses include those behaviors which seriously violate the preservation of life and property and the dignity of the University student.

242.3. Minor offenses include all other offensive behaviors not listed under the major offenses.

Provided, that offensive behavior is categorized as either major or minor offenses.

Section 243. ***Categorization of Behavior Based on Locus of Responsibility.*** – For clarification as to the locus of responsibility for disciplinary action, offensive behaviors are classified into: university, academic and personal offenses.

243.1. *University Offenses.* – These offenses are to be handled by the Head of Student Affairs in coordination with the College Dean of the erring student. Any administrative personnel or faculty member or student who has observed a violation of the Student Code of Conduct and Discipline classified as university offenses can report such violation to the Security and Safety Office or directly to the Head of Student Affairs who coordinates with the College Dean in discussing the case of the student with the Students' Discipline Tribunal or Board.

243.2. *Academic Offenses.* – Academic offenses are to be handled by the teacher concerned, the Head of the Academic Department, and the College Dean. Based on preliminary investigation conducted, the student shall be given the corresponding penalty for the violation committed, as discussed by the College Discipline and Grievance Committee.

243.3. *Personal Offenses.* – The eclectic depending on the situation and circumstances is to be used in the discussion of the offense committed by the student against his/her co-student.

Section 244. ***Behavior Subject to Disciplinary Action.*** – The student's right to exercise the freedom to learn involves freedom from disciplinary action except through due process. Disciplinary action against a student should be taken

only for violation of institutional standards of behavior and regulations, which are as clearly defined as possible and which represent a reasonable degree of control over students.

Section 245. ***Fair Procedure in Applying Disciplinary Sanctions.*** – On all occasions, the University official shall exercise fairness in applying disciplinary measures to the erring students. This means that the student has previous knowledge of the standards of student behavior in the academic community, that he/she be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to disprove them and that there be a provision for appeal of a decision.

As such, the University shall adhere to the doctrines enunciated in ***De la Salle University, Inc., et al. v. The Court of Appeals, et al.***,¹⁸² in which the Supreme Court instructively pronounced:

“It is true that schools have the power to instill discipline in their students as subsumed in their academic freedom and that the establishment of rules governing university-student relations, particularly those pertaining to student discipline, may be regarded as vital, not merely to the smooth and efficient operation of the institution, but to its very survival. This power, however, does not give them the untrammelled discretion to impose a penalty which is not commensurate with the gravity of the misdeed. If the concept of proportionality between the offense committed and the sanction imposed is not followed, an element of arbitrariness intrudes. That would give rise to a due process question.”

The Supreme Court further went to say:

“Disciplinary measures especially where they involve suspension, dismissal or expulsion, cut significantly into the future of a student. They attach to him for life and become a mortgage of his future, hardly redeemable in certain cases. Officials of colleges and universities must be anxious to protect it, conscious of the fact that, appropriately construed, a disciplinary action should be treated as an educational tool rather than a punitive measure.”

In addition, *the doctrine in Malabanan, et al. v. Ramento, et al.*¹⁸³ shall be applied wherein the Supreme Court clearly ruled:

“xxxxxxxxxxx. Even if, however, there be violations of its terms, the penalty incurred should not be disproportionate to the offense.”

Relatedly, in ***Non, et al. v. Danes II, et al.***¹⁸⁴, the Supreme Court held:

¹⁸² ***De la Salle University, Inc., et al. v. The Court of Appeals, et al.***, G.R. No. 127980, December 19, 2007 citing *Malabanan v. Ramento*, 214 Phil. 319, 330 (1984).

¹⁸³ ***Crispin alabanan, et al. v. The Honorable Anastacio D. Ramento, et al.***, G.R. No. 62270, May 21, 1984, 129 SCRA 359.

¹⁸⁴ ***Ariel Non, et al. v. Hon. Sancho Danes II, et al.***, G.R. No. 89317 May 20, 1990 citing *Crispin Malabanan, et al. v. The Honorable Anastacio D. Ramento*, G.R. No. 62270, May 21, 1984.

"Moreover, the penalty imposed must be proportionate to the offense committed. As stated in *Malabanan*, "[i]f the concept of proportionality between the offense committed and sanction imposed is not followed, an element of arbitrariness intrudes."

Section 246. ***The Student's Right to Appeal a Decision.*** – When the misconduct of a student may necessitate serious penalties and when the student questions the fairness of disciplinary action against him/her, he/she should be granted, upon request, the right of being heard before a hearing committee duly constituted by the University President and approved by the EVSU Board of Regents.

- 246.1. The Hearing Committee or officer should include the Vice President for Academic Affairs, the SASO Director or OSA Head, the Dean of the College concerned, the student and an adviser of his/her choice. No other person/s who may be interested in the particular case may sit in judgment during the proceeding.
- 246.2. The student shall be informed in writing of the allegations or proposed disciplinary action taken against him/her, with specifically and sufficient time to give the student a chance to prepare for the hearing.
- 246.3. The student has the right to be assisted in his/her defense by an adviser or counsel of his/her choice.
- 246.4. The burden of proof shall rest upon the complainant or University officials bringing the charge.
- 246.5. The student shall be given the opportunity to testify and to present evidence and witnesses. The student has the right to question adverse witnesses and to rebut unfavorable remarks/ judgment made against him/her and to be told of the names of those who made them.
- 246.6. All pertinent information or evidences must be presented before the Hearing Committee or Officer and the decisions shall be properly recorded or taped or documented in verbatim.
- 246.7. The decision of the Hearing Committee or Officer shall be final, subject to the right of the student to appeal to the University President through the Vice President for Academic Affairs or finally to the EVSU Board of Regents.
- 246.8. Offenses committed by the University students outside of the University and against outsiders are considered beyond the locus of responsibility of the University. However, in cases wherein both parties involved are University students, the university shall act on the case provided that a formal complaint will be filed. The case shall then be dealt with in accordance with the usual procedure.

Section 247. ***Locus of Responsibility for Disciplinary Action.*** – Subject to pertinent provisions of the 2017 Revised University Code and this 2017 Revised University Students' Handbook, for purposes of clarifying as to who is responsible for determining disciplinary action to be meted on the erring student, offensive behavior is classified into University, academic and personal with the following guidelines:

- 247.1. *The Teacher or Faculty Member.* – The teacher or faculty member has the sole responsibility to discipline any student judged guilty of the offenses classified as academic (behavior whose locus of occurrence is inside the classroom or University corridors). Should the offensive behavior merit a penalty, a recommendation for disciplinary action is made by the teacher or faculty member concerned in coordination with the Academic Department Head and the College Dean.
- 247.2. *The Academic Department Head.* – The Academic Department Head conducts his/her investigation of the case and recommends re-trial, as the case may be, to the College Dean.
- 247.3. *The College Dean.* – The College Dean is the next higher body who decides on the gravity or seriousness of the offence as reported by the teacher or faculty member and as determined through due process of investigating the case by the Academic Department Head. Offenses within the jurisdiction of the College Dean are those which fall under the category of Academic Offenses. In cases wherein the student has committed a University offense, the Dean of the College, together with the Director of SASO, determines the gravity or seriousness of the offense.
- 247.4. *The Head of the Office of Student Affairs (OSA).* – Subject to the review by the SASO Director, the Head of the Office of Student Affairs has the sole responsibility to determine the violation committed by any organized group of students in connection with activities conducted outside the classroom but within the university campus and outside of it. Likewise, University offenses are also handled by the Head of Student Affairs in coordination with the College Dean.
- 247.5. *The College Discipline and Grievance Committee (CDGC).* – The Discipline and Grievance Committee or CDGC of the respective College conducts a case conference to discuss the case presented by the Academic Department Head or any party.
- 247.6. *The Students' Disciplinary Tribunal.* – The Students' Disciplinary Tribunal (SDT) created pursuant to Article 74 hereof shall have the power to conduct preliminary and formal investigation as the University President may direct subject to the provisions of this 2017 Revised University Students' Handbook and such applicable policies promulgated by the EVSU Board of Regents. The student,

however, has the freedom to appeal for the sanction to the Board of Regents of the University.

Section 248. ***Guidelines for Disciplinary Administration.*** – Unless otherwise provided under this 2017 Revised University Students' Handbook, and applicable laws and jurisprudence, the following guidelines shall be enforced:

- 248.1. The Students' Disciplinary Tribunal/Committee shall have the responsibility of passing ultimate decisions of the case presented by either the College Dean (for academic offenses) and/or the Director of Student Affairs (for University offenses) as provided hereof.
- 248.2. The College Discipline and Grievance Committee, composed of the Dean of the College, the Head of the Academic Department and the concerned faculty advisers, conduct preliminary investigations of the case involved and present its findings to the Students' Disciplinary Tribunal for appropriate action. It shall include in its report the initial finding of the Security and Safety Unit and the committee's endorsement of disciplinary measures on the case.
- 248.3. The Security and Safety Unit (SSU) shall have the primary responsibility to apprehend any person inside the University premises caught violating the Students' Code of Conduct and Discipline of the University and such policies of the University. The SSU shall cause the preliminary investigation of the case as reported and submits its findings to the College Dean (for academic offenses) or the Director of SASO (for University offenses). The report of the SSU shall form part of the documents necessary in the litigation of the case.
- 248.4. The parents shall be involved in the affairs of their children particularly in the cases of misbehavior. They shall be immediately notified about the case by either the Head of the Academic Department, the College Dean or the SASO Director/OSA Head. During the scheduled meetings or case conferences the parents shall be invited to be physically present to show interest in the case of their son/daughter.

Section 249. ***Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organization.*** – The following provisions of the CHED Order No. 4, s. 1995¹⁸⁵ shall be implemented in the University:

- 249.1. Suggested preventive measures;
- 249.2. Monthly meeting of heads of fraternities in a Council of Equals;
- 249.3. Regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross memberships;

¹⁸⁵ "Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations".

- 249.4. Reporting of a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his/her counterpart;
- 249.5. Internal policing by the fraternities themselves; and
- 249.6. Long-term re-orientation of role of the fraternity to move away from much conflicts into a society of brotherhood the stresses studies, productivity, creativity and sense of community and nationhood.

Article 73 **Student Offenses and Sanctions**

Section 250. **General Policy.** – The University shall adhere to the national justice system and international standards on justice in the imposition of sanctions against erring students. *Provided*, that the sanctions shall be commensurate to the gravity of the offense/s committed and that depending on the circumstances, penalties shall be corrective and preventive measures.

Section 251. **Types of Offenses and Sanctions.** – The following are the offenses that a student may commit and the corresponding sanctions:

- 251.1. **Minor Academic Offenses and Sanctions.** – The following minor academic offenses shall be sanctioned by warning for first offense, summon of parents or guardians for second offense, and suspension or exclusion from the programs or course of fifteen (15) days for third and subsequent offenses:
 - a. Loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing annoyance.
 - b. Coming to school not in proper uniform during uniform days or wearing an attire not befitting a college student.
 - c. Leaving the room without permission from the instructor/professor while the class is going on.
 - d. Entering the room without permission from the instructor/professor while the class is going on.
 - e. Intentionally disturbing classes by shouting, chanting, talking aloud or singing in corridors.
 - f. Such act/s or tort/s¹⁸⁶ analogous to the foregoing offenses.

¹⁸⁶ According to Black's Law Dictionary, **tort** is a "Wrong; injury; the opposite of right So called, according to Lord Coke, because it is wrested, or crooked, being contrary to that which is right and straight. In modern practice, tort is constantly used as an English word to denote a wrong or wrongful act, for which an action will lie, as distinguished from a contract. A tort is a legal wrong committed upon the person or property independent of contract. xxxxxxxx." In addition, in **Dr. Filoteo A. Alano, v. Zenaida Magud-Logmao** (G.R. No. 175540, April 7, 2014) citing **Gashem Shookat Baksh v. Hon. Court of Appeals**, G.R. No. 97336, February 19, 1993 SCRA 115, the Supreme Court held:

- 251.2. *Minor University Offenses and Sanctions.* – The following minor academic offenses shall be sanctioned by warning for first offense, summon of parents or guardians for second offense, and suspension or blacklisting or exclusion from the program or course of thirty (30) days for third and subsequent offenses:
- a. Smoking within the university premises.
 - b. Littering in the campus.
 - c. Posting printed materials in the university without the approval of the university officials.
 - d. Viewing, reading objects, pictures or literature that are pornographic in nature.
 - e. Entering the campus without the ID card.
 - f. Misrepresentation of the university.
 - g. Disturbing the peace and order of the school, unless properly classified as major offense.
 - h. Unauthorized use of university facilities.
 - i. Unauthorized assembly of students within the University during class hours.
 - j. Entering the campus not wearing the University prescribed uniform on uniform days.
 - k. Such act/s or tort/s analogous to the foregoing offenses.
- 251.3. *Major Personal Offenses and Sanctions.* – The following minor academic offenses shall be sanctioned by fifteen (15) days suspension for first offense, thirty (30) days suspension for second offense, and suspension or blacklisting or exclusion for the rest of the semester for third and subsequent offenses:
- a. Violence and Physical Assault /Injury.
 - b. Intentionally hitting students.
 - c. Gross misconduct, unruly behavior, etc.

Xxxxxx

Baksh v. Court of Appeals elaborates on the distinctions:

x x x. **Torts** is much broader than culpa aquiliana because it includes not only negligence, but international criminal acts as well such as assault and battery, false imprisonment and deceit. In the general scheme of the Philippine legal system xxxxx, intentional and malicious acts, with certain exceptions, are to be governed by the Revised Penal Code while negligent acts or omissions are to be covered by Article 2176 of the Civil Code. xxxxx. It is even postulated that together with Articles 19 and 20 of the Civil Code, Article 21 has greatly broadened the scope of the law on civil wrongs; it has become much more supple and adaptable than the Anglo-American law on torts. (Emphasis supplied)."

- d. Slander/libel/rumor mongering.
 - e. Uttering defamatory, slanderous and libelous statements/remarks against any student.
 - f. Gossiping or rumor-mongering with the malicious intention of destroying the reputation of another person.
 - g. Stealing of any property of the Officials, Faculty Members, Non-Teaching Personnel and of the University.
 - h. Stealing any property of co-students.
 - i. Such act/s or tort/s analogous to the foregoing offenses.
- 251.4. *Major Academic Offenses and Sanctions.* – The major academic offenses and their respective sanctions as be as follows:
- a. Punishable by suspension for the rest of the semester for first offense, and expulsion for second offense and subsequent offenses:
 - 1. Violence and Physical Assault/Injury, fighting inside the classroom or in the lobby or corridor.
 - b. Punishable by fifteen (15) days suspension for first offense, thirty (30) days suspension for second offense, and suspension for the rest of the semester for third and subsequent offenses:
 - 1. Slander/Libel/Rumor Mongering.
 - 2. Uttering defamatory slanderous and libelous statements/remarks against any faculty member.
 - 3. Disrespect or molesting faculty members by ridiculing, mocking or instigating a quarrel.
 - c. Punishable by community service for a period of at least seven (7) days to clean or repaint walls, windows, etc. for first offense, community service for a period of at least fifteen (15) days to clean or repaint walls, windows, etc. for second offense, community service for a period of at least thirty (30) days to clean or repaint walls, windows, etc. for third offense and subsequent offenses:
 - 1. Committing acts of vandalism, writing, drawing on walls and pieces of furniture, breaking of glass windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools and machines in the shop/laboratory.
 - d. Cheating in examinations and taking exams by proxy shall be punishable by incurring a grade of 5.0 or failed grade.

- e. Plagiarism shall be punishable for first offense by dismissal from the University in case the student hasn't completed any degree yet, or nullification or withdrawal of degree in case for those students who already conferred graduation by the University.

251.5. *University Offenses and Sanctions.* – The University offenses and their respective sanctions as be as follows:

- a. Punishable by fifteen (15) days suspension for first offense, thirty (30) days suspension for second offense, and suspension or backlisting or exclusion for the rest of the semester for third and subsequent offenses:
 - 1. Possession and use of liquor and prohibited drugs.
 - 2. Entering the University in drunken state in whatever dosage.
 - 3. Bringing in liquor in the university premises.
 - 4. Mass Action and Subversive Activities.
 - 5. Joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder.
 - 6. Posting, distributing, disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the university.
 - 7. Slander/Libel/Rumor Mongering.
 - 8. Uttering defamatory, slanderous and libelous statements/ remarks against any University and its official or faculty members or employees.
 - 9. Disrespect or molesting faculty members, employees or officials of the administration by ridiculing, mocking or instigating a quarrel.
 - 10. Forging signatures of authorities.
 - 11. Entering school with fake, tampered or borrowed ID.
 - 12. Any other misbehavior or misconduct which may endanger or threaten the health or safety of an individual in the university premises or which may adversely affect the student's welfare as members of the community.
 - 13. Such act/s or tort/s analogous to the foregoing offenses.
- b. Punishable by fifteen (15) days suspension for first offense, thirty (30) days suspension for second offense, and dismissal or blacklisting or expulsion for the third offense:

1. Organizing and joining any fraternity, sorority and other student organizations which are not authorized, create disorder and disciplinary problems to the University.
2. Such act/s or tort/s analogous to the foregoing offenses.
- c. Punishable by suspension for the rest of the semester for third and dismissal or blacklisting or expulsion for the second offense:
 1. Processing, selling, using or taking prohibited drugs, intoxicating liquor or chemicals in any form within the campus.
 2. Violence and Physical Assault/ Injury.
 3. Restoring to any acts of violence that result to physical bodily harm whether individually done or during student activity/ program.
 4. Malversation of funds of the Organization or of the University with an amount of more than Two Thousand Pesos (Php2,000.00). The convicted person shall be made to return the amount determined by the Committee created for the purpose.
 5. Such act/s or tort/s analogous to the foregoing offenses.
- d. Punishable by suspension for the period equivalent to two (2) semesters for first offense, and dismissal or blacklisting or expulsion for the second offense:
 1. Deadly and Dangerous Weapons.
 2. Carrying deadly and dangerous weapons, including explosive materials within the premises.
 3. Such act/s or torts analogous to the foregoing offenses.
- e. Punishable by thirty (30) days suspension for first offense, suspension for the rest of the semester and payment of the amount for second offense, and dismissal or blacklisting or expulsion for the third offense and payment of the amount:
 1. Committing extortion and/or or forcibly asking money from anybody.
 2. Malversation of funds of the Organization or of the University with an amount of Two Thousand Pesos (Php2,000.00) and below.
- f. Punishable by suspension for the thirty (30) days suspension for first offense, suspension for the rest of the semester for second offense, and dismissal or blacklisting or expulsion for the third offense:

1. Falsification of documents, records and credentials.
 2. Forging, falsifying or tampering University records, documents, or credentials or knowingly furnishing the University with the false information in connection with an official document.
 3. Altering or changing or re-phrasing in writing or verbally the Vision, Mission, Goals and Objectives of the University and its Colleges and Campuses including the academic and administrative branches, office or units, that may sow or have caused confusion among stakeholders, damage or negative implication/s amounting to prejudicial to the institutional integrity, identify, interest and reputation of the University.
 4. Such act/s or tort/s analogous to the foregoing offenses.
- g. Illegal or unauthorized possession of University Property Illegally picking fruits, flowers, and any other produce which are within the premises of the university shall be punishable of replacing tree/plant by planting at least five (5) trees/plants for first offense, replacing tree/plant by planting at least ten (10) trees/plants and fifteen (15) days suspension for second offense, and replacing tree/plant by planting at least fifteen (15) trees/plants and thirty (30) days suspension for third offense and subsequent offenses.
 - h. Commission of a minor offense for the third time shall be punishable by suspension for the rest of the semester or exclusion or dismissal or blacklisting or as the Students' Disciplinary Tribunal or Committee may determine.
 - i. Violation of any rule and regulation promulgated by the Commission on Higher Education (CHED) shall be punishable as expressly stated therein and/or as the EVSU Board of Regents may determine.
 - j. Punishable by forfeiture of the internet services for the rest of the semester:
 1. Changing the setting of the computer system.
 2. Visiting and/or using pornographic sites.
 3. Watching movies and anime strips/playing games.
 5. Willful destruction of properties shall be punishable by forfeiture of the internet services for the rest of the semester and payment of the property that was destroyed.
 6. Vandalism in the internet or computer rooms shall be punishable by forfeiture of the internet services for the rest of the semester and cleaning of the center.

7. Punishable by imposition of extra charge equipment to 2 hours of internet privileges for first offense, extra charge equipment to 5 hours of internet privileges for second offense, and forfeiture of the internet services for the rest of the semester for third offenses and subsequent offenses:
 1. Eating in restricting areas.
 2. Drinking in restricting areas.
 3. Littering.
 4. Loitering.

Article 74

Student's Disciplinary Tribunal (SDT)

Section 252. **Composition.** – There shall be a Student's Disciplinary Tribunal (SDT), hereinafter referred to as the SDT composed of a Chairperson, who shall be a member of the bar or shall have some legal background or relevant experience, and four (4) members to be designated by the University President for a period of one (1) year. *Provided*, that two (2) of the designated members shall come from among the faculty or other staff of the University and the other two (2) shall come from the students.

Section 253. **Jurisdiction.** – The SDT shall have the original jurisdiction over cases involving students or students' organizations accused of violating University's policies, rules and regulations. All cases involving discipline of students under these rules are likewise subject to the jurisdiction of the SDT, except those cases, which shall fall under the jurisdiction of the concerned College as provided under this 2017 Revised University Students' Handbook.

Article 75

Summary Proceedings

Section 254. **Filing of Charges.** – A disciplinary proceeding shall be instituted *motu-proprio* by the appropriate authority upon the filing of a written charge specifying the act or commissions constituting the misconduct and subscribed to by the complainant/s, or upon submission of an official report of any violation of existing rules and regulations. Upon filing the said charge or report with the SDT or the Office of the Director of Students Affairs and Services, as the case may be. An entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant, his/her witness if any, the date of filing, and the substance of the charge.

Section 255. **Preliminary Inquiry.** – Upon receipt of the complaint or report, which should be under oath, the Dean of the College should determine whether such complaint or report is sufficient to warrant formal investigations. Notice to the respondent/s is required but presence of the respondent/s during the preliminary investigation may be waived.

In cases where the complaint or report is found sufficient, formal charge/s shall be filed and served upon each respondent and his or her parents/guardians.

Section 256. **Answer.** – Each respondent shall be required to answer in writing within seven (7) days from the receipt of the charges. Formal investigation shall be held on notice as provided by law.

Section 257. **Notice of Hearing.** – All parties concerned shall be notified of the time/date set for hearing at least three (3) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this provision.

Section 258. **Hearing.** – As scheduled by the Chairperson, hearing shall begin the soonest possible time upon receipt of the respondent's answer.

Section 259. **Duration of Hearing.** – No hearing on any case shall last beyond two (2) calendar months.

Section 260. **Failure to Appear at Hearing.** – In case either complainant or respondents fails to appear at the place set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's right of appearance of the subsequent hearings.

Section 261. **Postponement.** – Application for postponement may be granted for valid cause for such period as the ends of justice and the right of parties to the speedy hearing require. *Provided*, that not more than three (3) postponements per party to the litigation shall be allowed.

Section 262. **Committee Report.** – With each report and recommendations, the college/University investigating committee shall forward to the Dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case. The report must be signed by at least the majority of the members of the committee shall state the findings of fact(s), conclusion(s) and recommendation(s) as well as the recommendation on which the findings is based.

Section 263. **Resolution of the Committee on the Student Discipline.** – The Committee resolves each case within fifteen (15) days after final submission. The resolution shall be in writing and signed by at least the majority of each member, and shall contain a brief statement of the findings of fact(s), conclusion(s) and recommendation(s) as well as the specific regulations on which the resolution is based.

Section 264. **Action of the Dean.** – The College Dean shall, within ten (10) days after receipt of the committee report decide on the matter except for cases, which involve the penalty of expulsion, and suspension for thirty (30) days in which case must be transmitted together with his/her recommendation to the University President for decision.

Section 265. ***Finality of the Decision.*** – The Dean's decision shall become final and executory fifteen (15) days after receipt thereof, unless a motion for reconsideration of the same is filed, in which case, the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

Section 266. ***Appeal with the University President.*** – In all cases in which final decision made is conferred by the Dean, the respondent may file an appeal with the University President within ten (10) days after the receipt of the Dean's decision. In case of expulsion, the University President shall consult the EVSU-Academic Council before rendering a decision.

Provided, that the decision of the University President in all cases specified in the next succeeding section may be appealed with the EVSU Board of Regents within (10) days after respondent receives a copy of such decision.

Section 267. ***Power of the EVSU Board of Regents to Review.*** – The EVSU Board of Regents shall review the decision of the University President, when the penalty imposed is expulsion, or blacklisting or exclusion or suspension for more than one (1) calendar year, or any other penalty of equivalent severity and render final judgment thereof.

Section 268. ***Rights of Respondents.*** – Every respondent shall have the following rights:

- 268.1. To be subjected to any disciplinary penalty only after requirement of the due process shall have been fully complied with;
- 268.2. To be convicted on the basis of substantial evidence(s) the burden of proof being with the person filing the charge;
- 268.3. To be convicted only on the basis of evidence(s) introduced at the proceeding of which the respondents have been properly appraised and given the opportunity to rebut the same;
- 268.4. To enjoy, pending final decision on the charges, all his/her rights and privileges as a student, subject to the power of the College Dean or the SDT or investigation committee to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security; and
- 268.5. To depend himself/herself personally or by counsel, or by representative of his/her choice. If the respondent so desires, but is unable to secure the services of counsel, he/she shall manifest that fact at least two (2) days before the date of hearing, and request the SDT to designate a counsel for him/her from among the faculty members and staff of the University or any lawyer of the University, if there is any.

Section 269. ***Summary Investigation by the College Dean.*** – Notwithstanding with the provision of the foregoing articles, the College Dean may proceed summarily against students of the college for any of these acts:

269.1. Violation of rules and regulations of the College.

269.2. Misconduct committed during class session in the presence of a faculty member in the course of an official function.

The respondent shall be summoned to appear before the Dean of the College and informed of the charge(s) against him/her, and afforded the opportunity to present his/her side.

Every decision rendered in this provision shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decision shall be final and executory immediately after the issuance of the order. The penalty of suspension if imposed shall not exceed provided in this rules: *Provided*, that any final decision involving suspension shall take effect thirty (30) days prior to any final examination otherwise it shall take effect during the immediate subsequent semester. *Provided further*, that when the respondent fifteen (15) days.

Section 270. **Effectivity.** – Decision(s) shall take effect as provided in this rules: *Provided*, that any final decision involving suspension shall take effect thirty (30) days prior to any final examination otherwise it shall take effect during the immediate subsequent semester. *Provided further*, that when the respondent is graduating, the penalty shall take effect immediately.

Section 271. **Records.** – All proceedings before any committee on student discipline shall be taken down in writing. Original records pertaining to the students discipline shall be under the custody of the Director of Student Affairs and Services Office. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he/she is officially involved therein, unless he/she has the legal right which cannot be protected or vindicated without access to or copying such records. Any official or employee of the University who shall violate the confidential nature of such records shall be subjected to disciplinary action.

Section 272. **Cheating and Dishonesty.** – All forms of cheating or dishonesty shall be punishable. The penalty shall be determined by the Director of Student Affairs and Services Office (SASO) according to the circumstance of the case and due process.

Section 273. **Prohibition Against Carrying of Firearms, Dangerous Weapons, or Explosives.** – No person, whether connected with the University or not, shall carry in the University premises any firearms, dangerous weapon, or explosive, unless such is required in the performance of official duties or in his/her course or purpose of study.

Provided, that private persons entering the campus shall deposit prohibited material with the University' Safety and Security Unit. Employees, faculty members, and students violating this rule shall be subjected to disciplinary action.

Section 274. **Prohibition Against Carrying of Firearms, Dangerous Weapons, or Explosives.** – No person, whether connected with the school or

not, shall carry in the school premises any firearms, dangerous weapon, or explosive, unless such is required in the performance of official duties or in his/her course or purpose of study.

Provided, that private persons entering the campus shall deposit prohibited material with the University' Safety and Security Unit. Employees, faculty members, and students violating this rule shall be subjected to disciplinary action.

Section 275. ***Prohibition of Smoking within the University Premises.*** – Subject to the provisions of Executive Order No 26 issued on May 16, 2017 and such applicable laws, rules and regulations, no smoking shall be allowed in classrooms, shops, laboratories, libraries, canteen/cafeteria, hallways or corridors.

Section 276. ***Initiation of an Investigation.*** – Whenever a student, either as an officer or as a member of an organization, has been reported as, or has been suspected as, of having violated the rules and regulations concerning students' extra-curricular and curricular activities and of student organizations, the Director of Student Affairs and Services shall immediately direct an investigation of the case.

Chapter XXI **FOREIGN STUDENTS**

Article 76 **General Policy**

Section 277. ***General Policy.*** – In support to Executive Order No. 285 dated September 04, 2000¹⁸⁷, and to promote the Philippines as a Center for Education in the Asia-Pacific Region. The Philippine government recognizes the importance of openness and vigilance in determining bona-fide foreign students who wish to avail themselves of education and training in the Philippine educational institutions and benefit from an enriched exchange of culture, ideas and goodwill among nations in the region. Studying in the Philippines will also afford foreign students of Filipino descent excellent means and opportunity to appreciate their roots and rich cultural heritage.

As a qualified Higher Education Institution (HEI), the University intends to accept foreign students to help them pursue higher education studies. As such the University will establish a Foreign Student Desk under the supervision of the Office of Students Affairs (OSA). It shall take charge in the overall implementation of the foreign students program of the University. The Desk shall take charge in affiliating and coordinating with authorized agencies such as the Department of Foreign Affairs (DFA), Bureau of Immigration (BI), National Bureau of Investigation (NBI), National Intelligence Coordinating Agency (NICA), Commission of Higher Education – Office of Students Services (CHED-OSS) and other related government agencies.

¹⁸⁷ "Amending the Rules and Regulations Governing the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-Agency Committee on Foreign Students for the Purpose."

Article 77
Supervision Foreign Students

Section 278. ***Supervision of Foreign Students.*** – All enrolled foreign students of the University shall be the duty of the Director for Open Distance Learning and Internationalization Higher Education of the University (ODLIHEU) Center.

The Open Distance Learning and Internationalization Higher Education of the University shall spearhead in applying for accreditation from these partner government agencies to be able to legitimately implement the program and accept foreign students at the main Campus of the University and its satellite campuses. The ODLIHEU will strictly adopt the basic policies and procedures set by EO No. 285, in implementing the program. This will include Coverage, Acceptance of Students, Issuance of Visas, Arrival and Stay in the Philippines.

Section 279. ***Adoption and Formulation of Relevant Policies on Foreign Students.*** – The provisions of Executive Order No. 285 dated September 4, 2000 and Joint Memorandum Order No. 01, s. 2017 dated October 19, 2017¹⁸⁸ are hereby adopted and integrated to this Handbook. Furthermore, the Director for ODLIHEU may, in coordination with the Direct of Student Affairs and Services Office, prepare the necessary policies governing foreign students taking into consideration relevant policies, rules and regulations subject to the approval by the EVSU Board of Regents upon the recommendation by the University President.

Chapter XXII
**LADDERIZED EDUCATION PROGRAM (LEP), OPEN DISTANCE
LEARNING (ODL), AND EXPANDED TERTIARY EDUCATION
EQUIVALENCY AND ACCREDITATION PROGRAM
(EETEAP) OF THE UNIVERSITY**

Article 78
Ladderized Education Program (LEP) of the University

Section 280. ***Declaration of Policies.*** – The University shall conform to the declaration policies of the State pursuant to R.A. No. 10647¹⁸⁹, to wit:

280.1. In line with the constitutional guarantee for the State to promote the right of all citizens to quality and accessible education at all levels and to establish, maintain and support a complete, adequate and integrated system of education relevant to the needs of the people and contributory to national development, it is hereby declared the policy of the State to institutionalize the Ladderized interface between technical-vocational education and training

¹⁸⁸ "Consolidated Implementing Guidelines on the Entry and Stay of Foreign Students in the Philippines Pursuant to Executive Order No. 285, s. 2000," promulgated by the Inter-Agency Committee on Foreign Students (IACFS).

¹⁸⁹ "An Act strengthening the Ladderized Interface between Technical-Vocational and Training and Higher Education."

(TVET) and higher education to open the pathways of opportunities for career and educational progression of students and workers, create a seamless and borderless system of education, empower students and workers to exercise options or to choose when to enter and exit in the educational ladder, and provide job platforms at every exit as well as the opportunity to earn income.

- 280.2. The State likewise recognizes and supports the promotion and protection of the inherent academic freedom enjoyed by all institutions of higher learning. For this purposes, the government shall uphold the academic standards, equity principles, promptness and consistency of the applications/admissions and equivalency policies of higher education institutions (HEIs).

Section 281. ***Essential Features and Management and Operations of the Ladderized Education Program (LEP) of the University and Application of Relevant Laws, Rules and Regulations.*** – It shall encompass the harmonization of all education and training mechanisms that allow students and workers to progress between technical-vocational and the University, or vice-versa. It opens opportunities for career and educational advancement to students and workers. It creates a seamless and borderless education and training system that will allow transfer in terms of flexible entry and exit between technical-vocational and higher education programs in the post-secondary school educational system¹⁹⁰.

The Ladderized Education Program (LEP) of the University shall be headed by a Director duly designated by the University President from among the Faculty Members of the University which shall be under the direct supervision of the Vice President for Internationalization and External Affairs of the University.

Provided, that the specific duties and functions of the Director shall be similar of a College Dean in accordance with the provisions of the 2017 Revised University Code and/or such service manuals and/or pertinent CHED rules and regulations in so far as duly approved by the EVSU Board of Regents upon the recommendation by the University President. *Provided, further*, that the operations of the LEP of the University shall be consistent with the provisions of R.A. No. 10647 and its IRR which shall be applied suppletorily and serve as governing guidelines of this Article in so far as expressly authorized by the EVSU Board of Regents.

Section 282. ***Application of Academic Freedom of the University.*** – Nothing in Republic Act No. 10647 shall be construed as restricting the University in the exercise of its academic freedom. The University shall retain the right to assess the level and standard of previously completed TVET programs by an applicant-student in a manner that is transparent and objective, incorporating therein its own admission requirements. The applicant-student must gain

¹⁹⁰ Section 3(g) of Republic Act No. 10647 otherwise known as the "Ladderized Education Act of 2014".

admission to the University's undergraduate program by meeting the prescribed criteria and program requisite's and such other requirements by the University¹⁹¹.

Article 79

**Open Distance Learning (ODL) and Expanded Tertiary Education
Equivalency and Accreditation Program
(ETEEAP) of the University**

Section 283. ***Declaration of Policies and Guiding Principles.*** – The University shall adhere to the policies of the State under Republic Act No. 10650¹⁹², to wit:

- 283.1. *Policies.* – It is hereby declared the policy of the State to expand and further democratize access to quality tertiary education through the promotion and application of pen learning as a philosophy of access to educational services, and the use of distance education as an appropriate, efficient and effective system of delivering quality higher and technical educational services in the country.
- 283.2. *Guiding Principles for ODL Courses or Subjects*¹⁹³. – Subject to the authority by the EVSU Board of Regents upon the recommendation by the University President, all courses or subjects offered in the ODL mode shall adhere to the following principles:
- a. *Learner Centeredness* – ODL programs shall focus on the needs of the learner and the goal of facilitating independent learning;
 - b. *Quality and Relevant Programs* – ODL programs shall be equivalent in challenges and depth to conventional classroom or traditional programs in nonconventional delivery;
 - c. *Transparency to Guide Informed Choice* – ODL implementers shall make information about their programs, particularly on the curriculum and delivery system, instructional materials development, delivery mode/strategies, student support services, and other relevant information available to accrediting bodies, academic peers, regulators and students. Updated information shall be made accessible through such media as the internet;
 - d. *Peer Review* – A review by experts in ODL to determine the acceptability of the course or subject shall be institutionalized following the criteria set by the CHED and/or the TESDA, as applicable;
 - e. *Public Responsibility and Accountability* – Implementers shall heed the public impact of ODL programs and shall always exercise due diligence in avoiding harm to program stakeholders,

¹⁹¹ Section 10 of Republic Act No. 10647 otherwise known as the "Ladderized Education Act of 2014."

¹⁹² "An Act Expanding Access to Educational Services by Institutionalizing Open Distance Learning in Levels of Tertiary Education and Appropriating Funds Therefor."

¹⁹³ Section 6 of Republic Act No. 10650 otherwise known as the "Open Distance Learning Act."

especially students. Consumer protection, in particular, shall be a priority because of the high value that Filipinos put on education; and

- f. *Quality and Continuous Improvement* – The University shall embed in its program framework the proactive needs assessment of students and stakeholders in terms of the ODL program planning, implementation and evaluation. The interaction of students' needs, interests and perceptions, faculty interests and skills, technology available and Filipino culture should be carefully examined, explored and monitored to continuously improve all aspects of development and delivery.

Section 284. ***Admission and Other Academic Policies and Requirements.*** – Admission and other academic policies and requirements in the University's ODL programs shall conform to the minimum policies, standards and requirements set by the CHED and/or the TESDA, as applicable¹⁹⁴, in so far as expressly authorized by the EVSU Board of Regents upon the recommendation by the University President.

Section 285. ***Program, Curriculum and Course Development Offerings and Requirements.*** – The curricular offerings using the ODL mode shall ensure that the learning outcomes are clearly articulated in terms of competencies, skills and behavioral attributes and conform to the respective policies, standards and guidelines for ODL set by the CHED and/or the TESDA, as applicable,¹⁹⁵ and in so far as expressly authorized by the EVSU Board of Regents upon the recommendation by the University President.

Section 286. ***Mode of Delivery***¹⁹⁶. – The ODL programs may be delivered using information and communications technology and other approaches, such as the following:

- 286.1. *Print* – textbooks, study guides, workbooks, course syllabi, correspondence feedback and other print formats;
- 286.2. *Audio-Visual* – radio, audio cassettes, slides, film, videotapes, television, telephone, fax, audio-conferencing and video-conferencing;
- 286.3. *Electronic/Computer Technology and Virtual Classrooms* – internet, CD-ROM, electronic mail, e-bulletin boards, podcasts, m-learning, i-lectures, e-learning or online learning management systems; and
- 286.4. *Face-to-Face Sessions* – conducted in learning and study centers.

Section 287. ***The Expanded Tertiary Education Equivalency and Accreditation Program (EETEAP) of the University.*** – The Expanded

¹⁹⁴ Section 7 of Republic Act No. 10650 otherwise known as the "Open Distance Learning Act."

¹⁹⁵ Section 8 of Republic Act No. 10650 otherwise known as the "Open Distance Learning Act."

¹⁹⁶ Section 9 of Republic Act No. 10650 otherwise known as the "Open Distance Learning Act."

Tertiary Education Equivalency and Accreditation Program (EETEAP) of the University shall be governed by CHED Memorandum Order No. 28, s. 2013¹⁹⁷ and its subsequent issuances, and EETEAP Manual, in so far as expressly authorized or approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 288. **Management and Operations of the Open Distance Learning and Expanded Tertiary Education Equivalency and Accreditation Program (ODL-EETEAP) of the University and Application of Relevant Laws, Rules and Regulations.** – The Open Distance Learning and Expanded Tertiary Education equivalency and Accreditation Program (ODL-EETEAP) of the University shall headed by a Director duly designated by the University President from among the Faculty Members of the University which shall be under the direct supervision of the Vice President for Academic Affairs.

Provided, that the specific duties and functions of the Director shall be similar of a College Dean in accordance with the provisions of this Code and/or such service manuals and/or pertinent CHED rules and regulations in so far as duly approved by the EVSU-Board of Regents upon the recommendation by the University President. *Provided, further*, that the operations of the ODL of the University shall be consistent with the provisions of R.A. No. 10650 and its IRR which shall be applied suppletorily and serve as governing guidelines of this Article in so far the expressly authorized by the EVSU Board of Regents.

Section 289. **Application of Academic Freedom of the University.** – Nothing in Republic Act No. 10650 shall be construed as restricting the University in the exercise of its academic freedom. The applicant-student must gain admission to the University's undergraduate program by meeting the prescribed criteria and program requisite's and such other requirements by the University.

Article 80

Internationalization of Higher Education of the University

Section 290. **Concept of Internationalization**¹⁹⁸. – The internationalization of higher education of the University shall be consistent with the following:

- 290.1. In its broadest sense, international of higher education involves the integration of international/intercultural dimensions of the University's purpose, functions and/or delivery; it involves a process of interchange of higher education between nations, between national systems of higher education, between institutions of higher education. It is the expansion of higher learning within and beyond national borders and centers of scholarly studies. Internationalization of higher education is a much broader concept than cross-border education.

¹⁹⁷ "Policies, Standards and Guidelines for the Implementation of the Expanded Tertiary Education Equivalency and Accreditation Program (EETEAP)."

¹⁹⁸ Section 1, Article III of CHED Memorandum Order No. 55, s. 2016 dated November 11, 2016 entitled, "Policy Framework and Strategies on the Internationalization of Philippine Higher Education."

¹⁹⁶ Section 9 of Republic Act No. 10650 otherwise known as the "Open Distance Learning Act."

- 290.2. There are two pillars in the internationalization of higher education: internationalization at "home" or home-based internationalization (within national borders) and cross-border internationalization. The two pillars are closely linked and are interdependent.

Section 291. **Purposes of Internationalization of Higher Education of the University**¹⁹⁹. – Taking into considerations the mandates of the University under R.A. No. 9311 and under this Code, the following purposes of international are hereby added as considerations in developing its internationalization programs:

- 291.1. Facilitation of inclusive access, cost-effectiveness and community development orientation;
- 291.2. Use of home-based internationalization activities to allow more students to benefit from internationalization;
- 291.3. Addressing regional and sectoral needs and conditions in the communities within service areas, in cooperation with local government units and other relevant field agencies; and
- 291.4. Incorporation of international dimensions on the delivery of education to enhance student experience, craft multi-cultural, multi-faceted instruction, research and extension programs, and improve faculty credentials.

Section 292. **Establishment and Management of the Internationalization of University Higher Education Office (IUHEO)**. – There is hereby established Internationalization of University Higher Education Office or IUHEO to be headed by a Director and assisted by staff duly designated by the University President and the same shall be under the direct supervision by the Vice President for Internationalization and External Affairs.

Section 293. **Internationalization of University Higher Education Manual**. – The University President shall, upon the recommendation by the Director for IUHEO and Vice President for Internationalization and External Affairs, formulate such policies necessary to ensure proper, effective and efficient implementation of the Internationalization of the University Higher Education taking into considerations applicable laws, rules and regulations subject to the approval by the EVSU Board of Regents.

Section 294. **Policies and Guidelines Promulgated by the Commission on Higher Education (CHED)**. – The provisions of Policies and Guidelines promulgated by the CHED shall be applied suppletorily to and serve as the governing guidelines of this Article and such policies of the University in so far as expressly adopted by the EVSU Board of Regents upon the recommendation by the University President.

¹⁹⁹ Section 9(8), Article IV of CHED Memorandum Order No. 55, s. 2016.

Chapter XXIII
FINAL PROVISIONS

Article 150
Data Privacy and Protection

Section 295. **Declaration of Policy.** – The University shall conform to the declared State policies under Section 2 of Republic Act No. 10173²⁰⁰, to wit:

“It is hereby the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The state recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.”

Section 296. **Scope**²⁰¹. – This Article shall, in conformity with Republic Act No. 10173, apply to the processing of all types of personal information to any natural and juridical person involved in personal information processing including those personal controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines or those who maintain an office, branch or agency in the Philippines subject ,to the immediately succeeding paragraph: *Provided*, that the requirements of Section of R.A. No. 10173 are complied with.

Section 297. **Rights of the Data Subject**²⁰². – The data subject²⁰³ is entitled to:

- 297.1. Be informed whether personal information pertaining to him or her shall be, are being or have been processed;
- 297.2. Be furnished the information indicated hereunder before the entry of his or personal information into the processing system of the personal information controller, or at the next practical opportunity;
 - a. Description of the personal information to be entered into the system;
 - b. Purposes for which they are being or are to be processed;
 - c. Scope and method of the personal information processing;

²⁰⁰ “An Act Protecting Individual Personal Information in Information and Communications Systems in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for Other Purposes.”

²⁰¹ Section 4 of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.”

²⁰² Section 16, Chapter IV of Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012.”

²⁰³ Refers to an individual whose personal information is processed as provided under Section 3(c) of Republic Act No. 10173. In the University, it shall refer to officials, faculty members or non-teaching personnel or employees and students.

- d. The recipients or classes of recipients to whom they are or may be disclosed;
- e. Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
- f. The identity and contact details of the personal information controller or its representative;
- g. The period for which the information will be stored; and
- h. The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission²⁰⁴.

Any information supplied or declaration made to the data subjects on these matters shall not be amended without prior notification of data subject: Provided, that the notification under subsection (b) shall not apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

297.3. Reasonable access to, upon demand, the following:

- a. Contents of his or her personal information that were processed;
- b. Sources from which personal information were obtained;
- c. Names and addresses of recipients of the personal information;
- d. Manner by which such data were processed;
- e. Reasons for the disclosure of the personal information to recipients;
- f. Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
- g. Date when his or her personal information concerning the data subject were last accessed and modified; and
- h. The designation, or name or identity and address of the personal information controller.

²⁰⁴ Refers to the National Privacy Commission created pursuant to Chapter II of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012."

- 297.4. Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof; Provided, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject.
- 297.5. Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information;
- 297.6. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

Section 298. ***Right to Data Portability***²⁰⁵. – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

Section 299. ***Non-Applicability***. – The immediately preceding sections are not applicable if the processed personal information as used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject:

Provided, that the personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable.

Section 300. ***Adoption and Suppletorily Application of Republic Act No. 10173 and Relevant Laws, Rules and Regulations***. – The pertinent provisions of R.A. No. 10173 and such relevant laws, rules and regulations duly approved by the EVSU Board of Regents are hereby adopted and shall apply suppletorily and serve as the governing guidelines of this Article.

²⁰⁵ Section 18 of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.

Article 82

**Reproduction, Distribution and Payment of Copies
of the Student's Handbook, and Formulation
or Design of the Different Forms**

Section 301. ***Reproduction, Distribution and Payment.*** – This 2017 Revised University Students' Handbook shall be reproduced according to the number of students of the University Campuses and/or the demand for copies to be determined by the Director for SASO.

This 2017 Revised University Students' Handbook shall be distribution to all students provided that they shall pay the amount Four Hundred Pesos (Php400.00) per copy or such amount as the University President may prescribe upon the recommendation by the Committee on Fees and Charges composed of the Vice President for Administration and Finance as Chairperson, Vice President for Academic Affairs as Vice Chairperson, Director of SASO, Director of Finance Services, and President of the Federation of Student Councils, as Members.

Provided, that replacement of the copies shall only be made upon payment by the student considered of the amount provided above.

Section 302. ***Formulation of Manuals of the Academic Programs or Courses and/or Colleges of the University Campuses and Consistency to the 2017 Revised University Students' Handbook and Relevant Policies Approved by the EVSU Board of Regents.*** – The manuals of the academic programs or courses and/or Colleges of the University Campuses shall be formulated by the duly constituted Admission Committee and/or University President or Board Committee/s concerned subject to the proper consultations with the stakeholders which shall be consistent with the pertinent provisions 2017 Revised University Students' Handbook Approved by the EVSU Board of Regents and/or relevant policies approved by the EVUS BOR. *Provided*, that all manuals shall be approved by the EVSU BOR after proper review by the Board Committee/s concerned and upon the recommendation by the University President and EVSU BOR.

Section 303. ***Formulation or Design of the Different Forms.*** – Unless as expressly provided under this 2017 Revised University Students' Handbook, a Committee on Students' Prescribed Forms (CSPF) is hereby created composed of the Vice President for Academic Affairs as Chairperson, Director of SASO as Vice Chairperson, College Deans and Campus Directors, University Campuses Registrars, Director of the Finance Services, Director of Administrative Services, Director of Data Privacy Office, and President of the Federation of Student Governments/Councils of the University, as Members.

Provided, that the duly constituted CSPF shall formulate or prescribe the design of the forms necessary in the registration, admission, enrollment and other academic and non-academic transaction of students of the University. Further, the CSPF may also undertake amendment/s to and revision of the

different forms of the University subject to the approval of the University President.

Article 83

Parity Clause and Prohibition Against Diminution and Elimination

Section 304. **Parity Clause.** – All other powers, functions and privileges, responsibilities and limitations to state universities and/or their officials under existing laws shall be deemed granted to or imposed upon the University and/or its officials or officers, faculty members, non-teaching personnel or employees and students whenever appropriate.

Section 305. **Prohibition Against Diminution and/or Elimination.** – Nothing in this 2017 Revised University Students' Handbook shall be construed to eliminate or in any way diminish rights, benefits, privileges, powers, duties and functions, as the case may be, being enjoyed by the officials or officers, faculty members, non-teaching personnel or employees and students of the University at the time of the effectivity of this 2017 Revised University Students' Handbook.

Article 84

Implementing Guidelines

Section 306. **Rule-Making Authority.** – The University President shall, upon recommendation by the Academic Council and Board Committee and/or committee duly constituted for the purpose, and consultations with stakeholders of the University, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation or execution of the provisions of this 2017 Revised University Students' Handbook.

Provided, that the failure of the University President and/or EVSU Board of Regents to promulgate the guidelines shall not prevent or delay the effectivity and implementation of this Students' Handbook in accordance with effectivity date provided under Section 314 hereof.

Section 307. **Review and Ratification of Implementing Guidelines.** – The implementing guidelines of any and/or all of the provisions of this 2017 Revised University Students' Handbook may be submitted to the Board for review and ratification.

Chapter XXIV
FINAL CLAUSES

Article 85

Penal, Amendment and Revision

Section 308. **Penal Provisions.** – Violation/s of any of the provisions of this 2017 University Revised Students' Handbook shall be dealt with and proper penalties be imposed accordingly as provided under existing laws, rules and regulations, and jurisprudence.

Section 309. **Amendment.** – Any provision/s or part/s of this 2017 Revised University Students' Handbook may be amended by the EVSU Board of Regents upon the recommendation of the University President, Academic Council, and the appropriate Board Committee.

Provided, that the Academic Council and stakeholders of the University are properly consulted.

Section 310. **Revision.** – This 2017 Revised University Students' Handbook may be revised by the EVSU Board of Regents upon the recommendation of the University President, Academic Council, and the appropriate Board Committee.

Provided, that the stakeholders of the University are properly consulted.

Section 311. **Updating and Review of the 2017 Revised University Students' Handbook.** – It shall be the responsibility of the University President with the assistance of the Board and University Secretary to ensure periodic updating of this 2017 Revised University Students' Handbook taking into account the subsequent policies approved by the EVSU Board of Regents and such rules and regulations promulgated by competent authorities in so far as expressly adopted or authorized by the Board.

Provided, that any and/or all provisions of this 2107 Revised University Students' Handbook shall be reviewed by the EVSU Board of Regents every three (3) years after its approval based on the rules it may promulgate.

Article 85

Repealing, Separability and Effectivity

Section 312. **Repealing, Supplementary, Clarificatory and Modification Clause.** – Pertinent provisions of this 2017 Revised University Students' Handbook shall supplement to, clarify or amend or modify pertinent provisions of the 2017 Revised University Code approved per Board Resolution No. 115, s. 2017 as the case may be. In case of conflict, the pertinent provisions of this 2017 Revised University Students' Handbook shall prevail over the pertinent provisions of the 2017 Revised University Code as enunciated under **Mecano v. COA**²⁰⁶.

²⁰⁶ **Antonio A. Mecano v. Commission on Audit**, G.R. No. G.R. No. 103982 December 11, 1992 citing *Posadas vs. National City Bank*, 296 U.S. 497, 80 L. Ed. 351 (1935); *Maceda vs. Macaraig*, 197 SCRA 771 (1991); and *Villegas vs. Subido*, 41 SCRA 190 (1971) , the Supreme Court clearly rules:

"Repeal by implication proceeds on the premise that where a statute of later date clearly reveals an intention on the part of the legislature to abrogate a prior act on the subject, that intention must be given effect. Hence, before there can be a repeal, there must be a clear showing on the part of the lawmaker that the intent in enacting the new law was to abrogate the old one. The intention to repeal must be clear and manifest; otherwise, at least, as a general rule, the later act is to be construed as a continuation of, and not a substitute for, the first act and will continue so far as the two acts are the same from the time of the first enactment.

There are two categories of repeal by implication. The first is where provisions in the two acts on the same subject matter are in an irreconcilable conflict, the later act to the extent of the conflict constitutes an implied repeal of the earlier one. The second is if the later act covers the whole subject of the earlier one and is clearly intended as a substitute, it will operate to repeal the earlier law.

Further, the existing Students' Handbook of the University, academic bulletins, and all Board Resolutions, manuals, orders, issuances, rules and regulations and policies of the University, or parts thereof, inconsistent with the provisions of this 2107 Revised University Students' Handbook are hereby amended or repealed accordingly.

Section 313. **Separability Clause.** – The provisions of this 2017 Revised University Students' Handbook are hereby declared separable. In the event that any provision hereof is rendered unconstitutional, those that are not affected shall remain valid and effective.

Section 314. **Effectivity.** – This 2017 Revised University Students' Handbook of the Eastern Visayas State University shall take effect immediately upon approval by the Board of Regents of the Eastern Visayas State University.

Adopted/Approved this ____ day of February 2018 pursuant to Board Resolution No. _____, s. 2018 approved during the 2018 Special (First Quarter) Board Meeting held at the

APPROVED:

PROSPERO E. DE VERA III, D.P.A.
Commissioner
Commission on Higher Education
airperson, EVSU Board of Regents

DOMINADOR O. AGUIRRE, JR., D.M.
University President III
Vice Chair, EVSU Board of Regents

FRANCIS JOSEPH G. ESCUDERO
Chair, Committee on Education
Senate of the Philippines **Member**
resented by:

ANN K. HOFER
Chair, Committee on Higher & Tech. Education
House of Representatives
Member
Represented by:

FRANCES ANN BASILIO PETILLA

FLORENCIO "BEM" GABRIEL NOEL

Implied repeal by irreconcilable inconsistency takes place when the two statutes cover the same subject matter; they are so clearly inconsistent and incompatible with each other that they cannot be reconciled or harmonized; and both cannot be given effect, that is, that one law cannot be enforced without nullifying the other."

EDGARDO M. ESPERANCILLA, CESO II
Regional Director, DOST-Region VIII
Member

BONIFACIO G. UY, CESO IV
Regional Director, NEDA-Region VIII
Member

ROGELIO D. BASAS President,
Federation of EVSU Faculty
Association, Inc.
Member

MICHAEL L. MUZONES
President, Federation of Student
Governments of EVSU
Member

RAUL S. SOLIVA President,
Federation of Alumni
Associations of EVSU, Inc.
Member

PACIENTE A. CORDERO, JR., D.Sc.
Private Sector Representative
Member

DANIEL A. ARIASO SR., CESO II
Private Sector Representative
Member

**I hereby certify to the correctness of the foregoing Resolution No. _____,
s. 2017 as duly adopted by unanimous/affirmative vote by the EVSU
Board of Regents during the 2018 Special (First Quarter) Board Meeting
held on December _____, 2018, as indicated above.**

Certified Correct:

ANALYN C. ESPAÑO, M.A.
Associate Professor III
Board/University Secretary

COMMITMENT

I hereby commit to implement and abide by the provisions of this 2018 Revised Students' Handbook of the Eastern Visayas State University approved per Board Resolution No. _____, s. 2018 and its subsequent issuances thereof.

DOMINADOR O. AGUIRRE, JR., DM
University President III

(Date)

STUDENT-OWNER'S INFORMATION:

(Please accomplish this form/portion within seven (7) days upon receipt and submit a certified copy hereof to the SASO Director)

This 2017 Revised University Students' Handbook belongs to:

Name of the Student

Course/Year/Section

Present Address

Contact Numbers

Email Address

Recent 2x 2 ID Picture
(taken within 3 months
from the date of issuance
of this copy)

Parents/Guardian's Name & Address

X-----X

UNDERTAKING

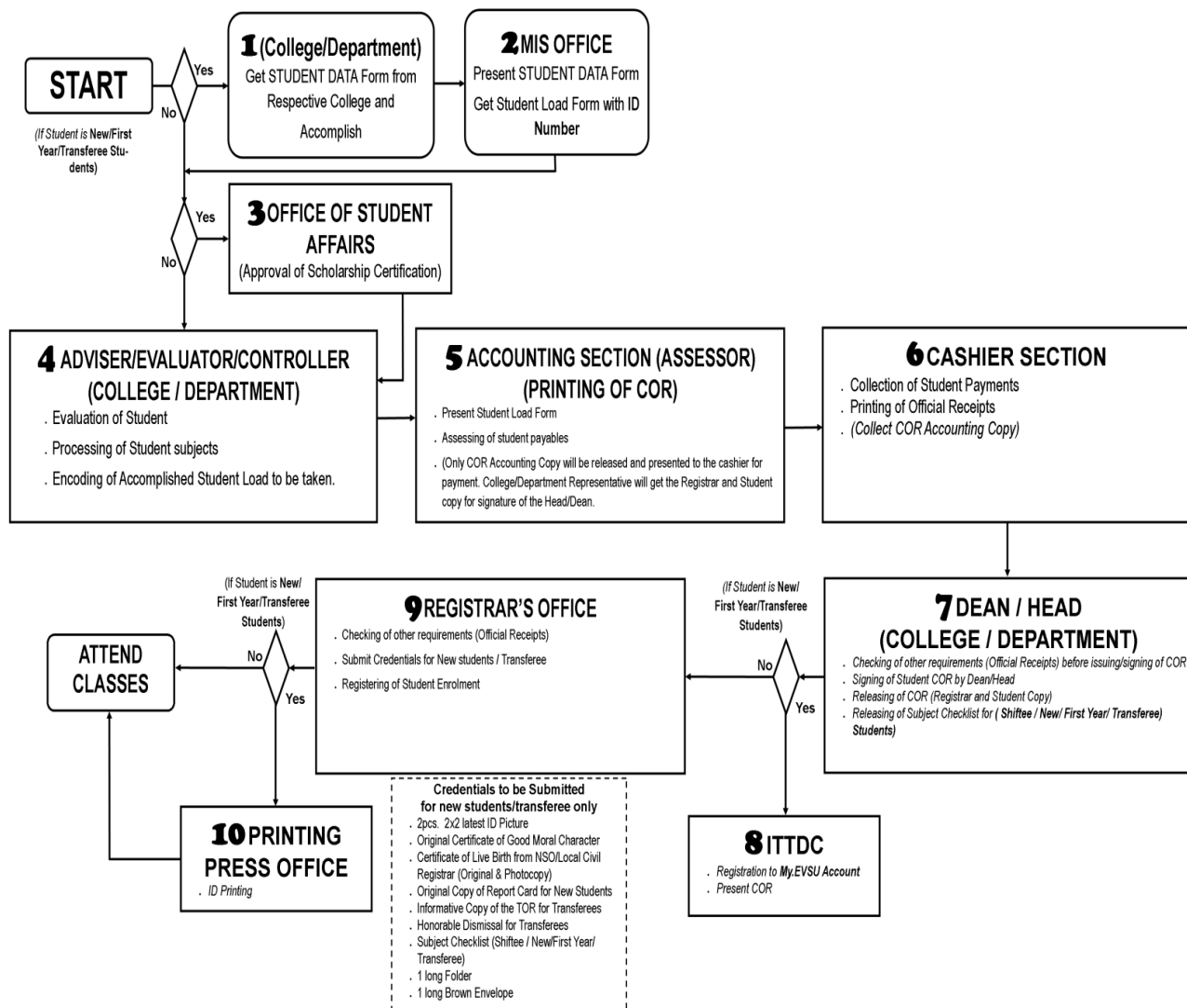
I hereby undertake that I will read, comprehend, internalize and abide by the provisions of this 2017 Revised University Students' Handbook with full understanding that violation/s thereof shall warrant appropriate disciplinary action. Further, I shall exercise my rights and duties to the utmost of my abilities.

Signature over printed name

Date

Annex A

ENROLLMENT PROCEDURES AND PROCESS FLOW (Subject to adjustment when R.A. No. 10931 and its IRR will be implemented)



Note:

- For students who fail to pay and surrender the Certificate of Registration (COR) Registrar's copy, 1 month after the enrollment period, their names will be deleted from the system.
- For students who are taking NSTP, they must attend the scheduled general orientation for them to be guided on what program to enroll (CIWTS, NROTC, and/or AFROTC).
- New/transferee students are required to visit the medical and dental clinic for their physical check-up and submit the necessary requirements within two weeks after the start of classes.

Annex B

FEES AND OTHER CHARGES (as of December 2017)

GRADUATE LEVEL		COLLEGE LEVEL (Undergraduate Program)		SECONDARY LEVEL		OTHER FEES	
Tuition Fee		Tuition Fee		SDF	2,000.00	Entrance Examination	250.00
Doctoral	250.00/unit	College	150.00/unit	Registration Fee	50.00	Removal Exam Fee	50.00/unit
Masteral	200.00/unit	DTS/DTE Courses	150.00/unit	Athletic Fee	150.00	Completion Fee	50.00/unit
Registration Fee	50.00	Laboratory Fee		Medical Fee	50.00	Adding	50.00/unit
Medical Fee	50.00	Computer	200.00/ 3units.	Dental Fee	50.00	Dropping	50.00/unit
Dental Fee	50.00			Student Activities Fee	50.00	Changing Subject	50.00/unit
Library Fee	150.00	Other Laboratory	150.00/unit	Guidance Fee	30.00	Certification Fee	50.00
ID Fee	75.00	Speech Lab Fee (for student taking speech class subject)	210.00	Boy Scout of the Philippines	25.00	Honorable Dismissal Fee	50.00
Insurance Fee	100.00			Girl Scout of the Philippines	25.00	Special Order	50.00
Journal Fee	150.00	Cisco Lab Fee (for CCNA subjects)	600.00	School Organ Fee	100.00	Transcript of Records (TOR)	
Student Activities Fee	50.00	Registration Fee	50.00	Student Council Fee	50.00	First page	100.00
Student Council Fee	50.00	Medical Fee	50.00	Cultural Fee	150.00	Page thereafter	40.00/page
Trust Fund	50.00	Dental Fee	50.00	ID Fee	75.00	School Organization Fee	50.00
Cultural Fee	150.00	Library Fee	150.00	Insurance Fee	100.00	Enrolment Form (COR) (2 nd copy)	50.00
Guidance Fee	30.00	Athletic Fee	150.00				
Internet Fee	100.00	ID Fee	75.00	OTHER FEES		Authentication Fee	10.00/page
Student Development Fee (SDF)	500.00	Insurance Fee	100.00	Gate Pass		Documentary Stamp	15.00/document
Laboratory Fee (for MSIT program only)	500.00	Student Activities Fee	50.00	Two-wheels	200.00	Graduation Fee	
Re-enrollment	100.00	Student Council Fee	50.00	Four-Wheels	400.00	Graduate School	700.00
Comprehensive Exam Fee		School Organ	100.00			Undergraduate	500.00
Doctoral	4,150.00	Trust Fund	50.00	Auditorium Rental		Non-degree Courses	500.00
Masteral	3,000.00	Cultural Fee	150.00	Space with lights	5,000.00	Secondary	300.00
Pre-Oral Defense Fee		Internet Fee	100.00	Space without lights	4,000.00	Residency	100.00
Doctoral	7,860.00	NSTP/CWTS	225.00	Drum and Bugle	1,000.00	Assessment Fee (2 nd copy)	40.00
Masteral	6,350.00	Guidance Fee	30.00	Combo Set	2,000.00	Penalty for Late Enrollment	
Final-Oral Defense Fee		SCUAA Fee	15.00	Lights and Sounds System	5,000.00	1 st Day	20.00
Doctoral	9,000.00	StudentTeachingPracticum Fee(COED)	300.00	Inner Court Rental		Succeeding days	20.00+10.00/day
Masteral	8,010.00	OJT Fee	1,000.00	Space with lights	4,000.00		
Adviser's Fee		COED SDF	500.00	Space without lights	3,000.00	Chairs rental	
Doctoral		CAS SDF	500.00	COE Audio Visual Room	3,000.00	Use within the campus	3.00/pc
Option 1:	700.00/month	COBE SDF	500.00	SLS Audio Visual Room	3,000.00	Use outside the campus	5.00/pc
Option 2:	12,000.00	COE ELDF	500.00	Mist/Evaporative Fan	200.00	Tables rental	50.00/pc
Masteral		COT SDF	500.00	Industrial Fan	150.00	Room	400.00/day
Option 1:	600.00/month	CAAD SDF	250.00	LCD Projector	1,000.00		
Option 2:	10,000.00						

Annex C
STUDENTS' SCHOLARSHIP AND ASSISTANCE CONTRACT



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
_____ Campus

Approved per Board Resolution
No. _____, s. 2017
Approval Date: December __, 2017
Revision No. 1

STUDENT'S SCHOLARSHIP AND ASSISTANCE CONTRACT

This **Student's Scholarship and Assistance Contract**, "**Contract or Agreement**" in brevity, made and entered into this _____th day of _____, 20____ in _____, by and between:

EASTERN VISAYAS STATE UNIVERSITY (EVSU), a State University created under Republic Act No. 9311 and Republic Act No. 8292, with principal office located in Salazar St., Tacloban City, represented by its President and CEO, _____, hereinafter referred to as the "**GRANTOR**";

-and-

_____, officially enrolled in _____ at EVSU- _____ Campus and presently residing at _____ hereinafter referred to as "**GRANTEE**";

WITNESSETH, That:

WHEREAS, the "GRANTOR, is authorized to provide scholarship program and grant or assistance to qualified students pursuant to the provisions of Republic Act No. 10931 and its IRR, Republic Act No. 9311, Republic Act No. 8292 and its IRR, pertinent provisions of the 2017 Revised University Code approved per Board Resolution No. 115, s. 2017 and 2017 Revised University Students' Handbook approved per Board Resolution No. _____, s. 2017;

WHEREAS, the "GRANTEE" has applied and submitted the requirements (**Annex A**) and had been recommended for scholarship grant/assistance per Committee Resolution No. _____, s. 20____ by the Committee Students' Scholarship and Assistance Program (CSSAP) of the University (**Annex B**);

WHEREAS, both parties recognize the need to execute this Contract to determine terms and conditions of the scholarship grant or assistance;

NOW THEREFORE, in view of the foregoing premises, the parties hereto agree as follows:

1. **Conferment of Scholarship Grant/Assistance.** – The GRANTOR hereby confers (Academic/Leadership/Athletic/Cultural/Student Publication or Campus Journalism/Others) Scholarship Grant/Assistance unto the GRANTEE subject to the terms and conditions provided under this Contractor.
2. **Duties and Responsibilities of the GRANTOR.** – The GRANTOR shall:
 - 1.1. Issue the Certificate of Scholarship within fifteen (15) days from the effectivity of this Contract;
 - 1.2. Subject to Section 63 of the 2017 Revised University Students' Handbook and R.A. No. 10931 and its IRR, continually provide the GRANTEE with the following:
 - 1.2.1. Board and lodging in amount of Php _____ per month;
 - 1.2.2. OJT, Apprenticeship, Practice Teaching or Off-campus Activity Assistance in the amount of Php _____ ;
 - 1.2.3. Comprehensive insurance and health care program;
 - 1.2.4. Monthly stipend in the amount of Php _____ ;
 - 1.2.5. Relocation or training allowance in the amount of Php _____ ;
 - 1.2.6. Cash prize or award to top three (3) winners in competitions related to sports or athletic, cultural, academic, technical skills, research and development, students publications and campus journalism, intellectual property rights conducted in local, regional, national and international levels; and
 - 1.2.7. Such other assistance as may be deemed necessary subject to availability of funds and usual accounting and auditing rules and regulations.
 - 1.3. Notify the GRANTEE for whatever violation/s or scholastic delinquency that he/she may have committed and/or potentially committing that would constitute a ground/s for the suspension, termination or revocation of this Contract; and
 - 1.4. Perform such duties and responsibilities as may be provided under the 2017 Revised University Students' Handbook approved per Board Resolution No. _____, s. 2017, 2017 Revised University Code approved per Board Resolution No. 115, s. 2017, Republic Act No. 10931 and its IRR, Republic Act No. 9311, Republic Act No. 8292

and its IRR and such applicable laws, rules and regulations as well as jurisprudence.

3. Duties and Responsibilities of the GRANTEE. – The GRANTEE shall:

- 3.1. Continually maintain the grades requirements and such conditions of the Scholarship Grant/Assistance as provided hereof and/or in the 2017 Revised University Students' Handbook and applicable laws, rules and regulations duly approved by the EVSU Board of Regents;
- 3.2. Perform the duties and responsibilities to the work assignment determined by the Director of the Student Affairs and Services Office;
- 3.3. Submit liquidation reports as the GRANTOR may require from time to time;
- 3.4. Maintain good scholastic standing and good moral character;
- 3.5. Perform such duties and responsibilities as the GRANTOR may prescribe and/or as may be provided under the 2017 Revised University Students' Handbook approved per Board Resolution No. _____, s. 2017, 2017 Revised University Code approved per Board Resolution No. 115, s. 2017, Republic Act No. 10931 and its IRR, Republic Act No. 9311, Republic Act No. 8292 and its IRR and such applicable laws, rules and regulations as well as jurisprudence.

4. Grounds for Suspension, Revocation, Nullification, or Termination or of the Scholarship Grant/Assistance. – Subject to the required notice provided in Clause 6 hereof and Section 64 of the 2017 Revised University Students' Handbook, the GRANTOR may suspension, revoke, termination or nullify this Scholarship Grant/Assistance for any of the following grounds:

- 4.1. Conviction of the GRANTEE on any of the offense/s or tort/s²⁰⁷ or such act/s involving moral turpitude²⁰⁸ subject to disciplinary action

²⁰⁷According to Black's Law Dictionary, **tort** is a "Wrong; injury; the opposite of right So called, according to Lord Coke, because it is wrested, or crooked, being contrary to that which is right and straight. In modern practice, tort is constantly used as an English word to denote a wrong or wrongful act, for which an action will lie, as distinguished from a contract. A tort is a legal wrong committed upon the person or property independent of contract. xxxxxxxx." In addition, in **Dr. Filoteo A. Alano, v. Zenaida Magud-Logmao** (G.R. No. 175540, April 7, 2014) citing **Gashem Shookat Baksh v. Hon. Court of Appeals**, G.R. No. 97336, February 19, 1993 SCRA 115, the Supreme Court held:

Xxxxxx

Baksh v. Court of Appeals elaborates on the distinctions:

x x x. **Torts** is much broader than culpa aquiliana because it includes not only negligence, but international criminal acts as well such as assault and battery, false imprisonment and deceit. In the general scheme of the Philippine legal system xxxxx, intentional and malicious acts, with certain exceptions, are to be governed by the Revised Penal Code while negligent acts or omissions are to be covered by Article 2176 of the Civil Code. xxxxx. It is even postulated that together with Articles 19 and 20 of the Civil Code, Article 21 has greatly broadened the scope of the law on civil wrongs; it has become much more supple and adaptable than the Anglo-American law on torts. (Emphasis supplied)."

²⁰⁸ **Crime Involving Moral Turpitude** – refers to everything which is done contrary to justice, modesty, or good morals; an act of baseness, vileness or depravity in the private and social duties which a man owes his fellowmen, or to society in general, contrary to the accepted and customary rule of right and duty between man and woman, or conduct contrary to justice, honesty, modesty, or good morals. Not every criminal act, however, involves moral turpitude.

as provided under the 2017 Revised University Students' Handbook approved per Board Resolution No. _____, s. 2017 and applicable laws, rules and regulations;

- 4.2. Scholastic deficiency and/or failure of the GRANTEE to maintain the grades requirements of the scholarship grant/assistance;
- 4.3. Failure to submit the required reports as provided under this Contract and/or under the 2017 Revised University Students' Handbook approved per Board Resolution No. _____, s. 2017 and applicable laws, rules and regulations;
- 4.4. Lack of fund/s or financial resources that would incapacitate the GRANTOR to sustain its financial obligations under this Contract; and
- 4.5. Such grounds analogous to the foregoing.

Provided, that the GRANTEE may terminate or revoke this Contract as he or she may deems proper subject to the issuance of notice to the GRANTOR provided under Clause 7 hereof.

5. **Performance Evaluation and Review.** – The GRANTOR shall, through the Student Affairs and Services Office and in coordination with the Office of the University Registrar and Office of Scholarship Programs, conduct periodic review and evaluation of the performance of the GRANTEE. Based on the evaluation/review results, the GRANTOR may undertake appropriate action such as, but not limited to, suspension, revocation or termination, or extension of this Contract.
6. **Supplementary Application of 2017 Revised University Students' Handbook Approved per Board Resolution No. _____, s. 2017, 2017 Revised University Code Approved per Board Resolution No. 115, s. 2017, Republic Act No. 10931 and its IRR, Republic Act No. 9311, Republic Act No. 8292 and its IRR and such Applicable Laws, Rules and Regulations as well as Jurisprudence.** – The pertinent provisions of 2017 Revised University Students' Handbook approved per Board Resolution No. _____, s. 2017, 2017 Revised University Code approved per Board Resolution No. 115, s. 2017, Republic Act No. 10931 and its IRR, Republic Act No. 9311, Republic Act No. 8292 and its IRR and such applicable laws, rules and regulations as well as jurisprudence shall be applied suppletorily and serve as the governing guidelines of this Contract.
7. **Amendment or Revision, Termination and Extension.** – Amendment or revision to any and all of the provisions of this Contract may be made through the signing of the supplemental contract or agreement which mutually agreed upon by the parties. Termination and extension of this Contract shall be mutually agreed by the parties.

SIGNED this _____ day of _____, 20____ at _____

EASTERN VISAYAS STATE UNIVERSITY
(GRANTOR)

By:

University President III and CEO

(GRANTEE)

By:

Grantee

SIGNED IN THE PRESENCE OF:

Vice President for Academic Affairs

Parent/Guardian

Director, Student Affairs & Services Office

Parent/Guardian

Director for Finance Services Office

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in the _____, this
_____ day _____ of _____ 20____ personally appeared:

Name	ID/Passport/CTC Number	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to be the same persons described in the foregoing instrument, who acknowledged before me that their respective signatures on the instrument were voluntarily affixed by them for the purposes stated therein, and who declared to me that they individually executed the instrument as their free and voluntary act and deed as well as the free and voluntary act and deed of the entities represented herein.

Messrs. _____ and _____ likewise acknowledged that they are they duly authorized signatories of the corporations/entities for this Act in whose behalf they respectively sign.

This Scholarship Grant/Assistance Contract consisting of _____ (____) pages, including Annexes "A", and "B", and the page on which this Acknowledgment is written, is signed on each and every page thereof by the Parties and their respective instrumental witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on _____ at _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2017.

NOTARY PUBLIC

Annex D

CERTIFICATE OF SCHOLARSHIP



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
_____ Campus

CERTIFICATE OF SCHOLARSHIP

Approved per Board Resolution
No. _____, s. 2017
Approval Date: December __, 2017
Revision No. 1

To Whom It May Concern:

This is to CERTIFY that _____ enrolled in
_____ at the Eastern Visayas State University
(EVSU)- _____ Campus is an _____ Scholar per
Scholarship Grant and Assistance Contract signing on 20____.

As such, Subject to Section 63 of the 2017 Revised University Students' Handbook and R.A. No. 10931 and its IRR, the University shall continually provide the GRANTEE with the following assistance, effective 20____ until _____ 2017 and/or until sooner suspended, revoked, nullified, or terminated in accordance with the pertinent provisions of the 2017 University Students' Handbook approved per Board Resolution No. _____, s. 2017:

1. Board and lodging in amount of Php _____ per month;
2. OJT, Apprenticeship, Practice Teaching or Off-campus Activity Assistance in the amount of Php _____ ;
3. Comprehensive insurance and health care program;
4. Monthly stipend in the amount of Php _____ ;
5. Relocation or training allowance in the amount of Php _____ ;
6. Cash prize or award to top three (3) winners in competitions related to sports or athletic, cultural, academic, technical skills, research and development, students publications and campus journalism, intellectual property rights conducted in local, regional, national and international levels; and
7. Such other assistance as may be deemed necessary subject to availability of funds and usual accounting and auditing rules and regulations.

ISSUED this _____ day at the Office of the University President, EVSU-Main Campus, Tacloban City for whatever legal purpose it may serve him/her.

University President III

Attested:

Director, Student Affairs and Services Office

Annex E

JOINT AFFIDAVIT OF SHARED/SEVERAL RESPONSIBILITY

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

Approved per Board Resolution
No. _____, s. 2017
Approval Date: December __, 2017
Revision No. 1

JOINT AFFIDAVIT OF SHARED/SEVERAL RESPONSIBILITY

WE, _____, _____ years old, a _____ year student of _____ of EVSU²⁰⁹ _____ Campus hereinafter referred to as "**Student-Participant**"; _____ parent/s or guardian of the "**PARTICIPANT**", of legal age/s, and resident/s of _____, of legal age, organizer or facilitator of the "**ACTIVITY**"; _____, of legal age, Faculty Member of the EVSU and designated Head/Coordinator of "**ACTIVITY**"; _____, of legal age, designated Director of Student Affairs and Services Office of EVSU; _____, of legal age, designated Vice President for Academic Affairs of EVSU; and _____, of legal age, University President of EVSU, after having been duly sworn to accordance with law, hereby depose and state:

1. That we recognized the conduct of the foregoing On-the-Job Training (OJT)/Field or Educational Trip/Apprenticeship/Practice Teaching/Excursion /Off-Campus Activity hereinafter referred to "**ACTIVITY**" as relevant to _____ degree/curriculum to which the "**PARTICIPANT**" is enrolled in, with the approved proposal and schedules "**Annex A**".
2. That, as parents/guardian²¹⁰, hereby stipulate, among others, that we voluntarily give or extend our consent or permission for the attendance of the "**Student-Participant**" and hereby provide his/her **ACTIVITY'S** expenses.
3. That the liabilities of the EVSU Officials concerned to the said "**ACTIVITY**" and to "**Student-Participant**" shall be limited to negligence and proximate cause for any injury or damage as enunciated in *St. Mary's Academy v. Carpitanos et al.*²¹¹, the Supreme Court declared, among others, to wit:

"Under Article 218 of the Family Code, the following shall have special parental authority over a minor child while under their supervision, instruction or custody: (1) the school, its administrators and teachers; or (2) the individual, entity or institution engaged in child

²⁰⁹ Eastern Visayas State University created under R.A. No. 9311.

²¹⁰ **Joycelyn Pablo-Gualberto v. Crisanto Rafaelito Gualberto V**, G.R. No. 154994. June 28, 2005, and *Crisanto Rafaelito G. Gualberto V v. Court of Appeals* (G.R. No. 156254. June 28, 2005).

x x x x x x

"Art. 17. Joint Parental Authority. The father and the mother shall exercise jointly just and reasonable parental authority and responsibility over their legitimate or adopted children."

²¹¹ **St. Mary's Academy v. Carpitanos et al.**, G.R. No. 143363, February 6, 2002 citing Handbook On the Family Code Of the Philippines, *Alicia v. Sempio-Diy* (1997), p. 344; The Family Code of the Philippines Annotated, Rufus B. Rodriguez (1990), p. 505; *Sanitary Steam Laundry, Inc. v. Court of Appeals*, 360 Phil. 199, 208 [1998]; *Cruz v. Court of Appeals*, 346 Phil. 872, 886 [1997]; *Ford Philippines v. Citibank*, G.R. No. 128604, January 29, 2001; *Bank of the Philippine Islands v. Court of Appeals*, 326 SCRA 641, 659 [2000]; and *Bataclan v. Medina*, 102 Phil. 181, 186 [1957].

care. This special parental authority and responsibility applies to all authorized activities, whether inside or outside the premises of the school, entity or institution. Thus, such authority and responsibility applies to field trips, excursions and other affairs of the pupils and students outside the school premises whenever authorized by the school or its teachers.

Under Article 219 of the Family Code, if the person under custody is a minor, those exercising special parental authority are principally and solidarily liable for damages caused by the acts or omissions of the unemancipated minor while under their supervision, instruction, or custody.

However, for petitioner to be liable, there must be a finding that the act or omission considered as negligent was the proximate cause of the injury caused because the negligence must have a causal connection to the accident.

"In order that there may be a recovery for an injury, however, it must be shown that the 'injury for which recovery is sought must be the legitimate consequence of the wrong done; the connection between the negligence and the injury must be a direct and natural sequence of events, unbroken by intervening efficient causes.' In other words, the negligence must be the proximate cause of the injury. For, 'negligence, no matter in what it consists, cannot create a right of action unless it is the proximate cause of the injury complained of.' And 'the proximate cause of an injury is that cause, which, in natural and continuous sequence, unbroken by any efficient intervening cause, produces the injury, and without which the result would not have occurred.'"

4. That any tort/s²¹² committed by the "Student-Participant" outside the schedules and unconnected with or distinct from the desired outcomes or legitimate purpose²¹³ of the said "ACTIVITY" shall solely be his/her liability.
5. That we are executing this JOINT AFFIDAVIT to attest and recognize our duties as shared or severally responsible to the "Student-Participant" as provided for under the Family Code of the Philippines²¹⁴, Civil Code of the Philippines²¹⁵, CHED Memorandum Order No. 09, s. 2013²¹⁶, Article 46,

²¹² According to Black's Law Dictionary, **tort** is a "Wrong; injury; the opposite of right So called, according to Lord Coke, because it is wrested, or crooked, being contrary to that which is right and straight. In modern practice, tort is constantly used as an English word to denote a wrong or wrongful act, for which an action will lie, as distinguished from a contract. A tort is a legal wrong committed upon the person or property independent of contract. xxxxxxxx." In addition, in **Dr. Filoteo A. Alano, v. Zenaida Magud-Logmao**, G.R. No. 175540, April 7, 2014 citing **Gashem Shookat Baksh v. Hon. Court of Appeals**, G.R. No. 97336, February 19, 1993 SCRA 115, the Supreme Court held:

Xxxxxx

Baksh v. Court of Appeals elaborates on the distinctions:

x x x. **Torts** is much broader than culpa aquiliana because it includes not only negligence, but international criminal acts as well such as assault and battery, false imprisonment and deceit. In the general scheme of the Philippine legal system xxxxx, intentional and malicious acts, with certain exceptions, are to be governed by the Revised Penal Code while negligent acts or omissions are to be covered by Article 2176 of the Civil Code. xxxxx. It is even postulated that together with Articles 19 and 20 of the Civil Code, Article 21 has greatly broadened the scope of the law on civil wrongs; it has become much more supple and adaptable than the Anglo-American law on torts. (Emphasis supplied)."

²¹³ **Amadora, et al. v. Court of Appeals, et al.**, G.R. No. L-47745, April 15, 1988.

²¹⁴ Executive Order No. 209 issued on July 6, 1987, as amended.

²¹⁵ Republic Act No. 386 approved on June 18, 1949, as amended.

Chapter XVII, Title IX and pertinent provisions of the 2017 Revised University Code²¹⁷, applicable laws, jurisprudence cited herein, and ensuing issuances thereof.

FURTHER AFFIANTS SAYETH NONE.

IN WITNESS WHEREOF, we have hereunto affixed our respective signatures
this ____ day of _____, 20____ at _____.

Name and Position/Responsibility	Signature	Evidence of Identity/Identification (ID)		
		Number	Date Issued	Place Issued
<u>Student-Participant</u>				
<u>Father/Mother/Guardian</u>				
<u>Organizer</u>				
<u>Head/Coordinator</u>				
<u>Director, SASO</u>				
<u>Vice Pres. for Academic Affairs</u>				
<u>University President III</u>				

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____ at
the _____, Philippines, the affiants exhibiting to me their
Government issued Evidences of Identity/IDs written above.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC

²¹⁶ "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students" and subsequent issuances.

²¹⁷ Approved per Board Resolution No. 115, s. 2017 adopted by the EVSU Board of Regents on April 19, 2017 and its subsequent issuances.

Annex F

STUDENT'S CLEARANCE



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Campus

Approved per Board Resolution
No. _____, s. 2017
Approval Date: December __, 2017
Revision No. 1

STUDENT'S CLEARANCE

THE UNIVERSITY PRESIDENT

*Eastern Visayas State University
Tacloban City*

Attn.: _____
Campus Director

Date Filed: _____

Time: _____

Course/Year/Sec'n.: _____

Filed by: ☐ Personal ☐ Representative

Purpose: ☐ Graduation ☐ Transfer ☐ Shift

☐ Employment:

☐ Licensure Exam: _____

☐ Others, please specify: _____

Type of Application: ☐ Original ☐ Re-file

Sir/Madame:

I have the honor to request clearance of all property, responsibility, money obligations and other accountabilities for the _____ semester of the academic year _____ which had been settled and cleared as signified below by the University's authorities concerned.

Very truly yours,

Signature over printed name

=====

I/WE hereby certify that the application for clearance by the above named applicant has been acted upon by our respective office's as hereunder provided:

Date & Time Received	Offices & Signing Officers Concerned	Action Taken		
		(Signing Officers must act this clearance within 24 hours from receipt)		
		Approved	Disapproved	If disapproved, please state the reason/s:
	Registrar			
	Director/Head of Financial Services			
	Librarian			
	Director/Head for SASO			
	Director/Head of NSTP (except GS student)			
	Head of the NGP			

This **CLEARANCE** is hereby ☐ **Approved**; ☐ **Disapproved**, effective _____.

ACTED AND SIGNED BY THE AUTHORITY OF THE UNIVERSITY PRESIDENT:

Campus Director/Vice President for Academic Affairs

Annex G

SPECIAL POWER OF ATTORNEY (SPA)

REPUBLIC OF THE PHILIPPINES)
_____)S.S

Approved per Board Resolution
No. _____, s. 2017
Approval Date: December __, 2017
Revision No. 1

SPECIAL POWER OF ATTORNEY (SPA)

KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, Filipino citizen, of legal age, and currently enrolled in the _____ program of the Eastern Visayas State University (EVSU) _____ Campus, _____, do hereby name, constitute, and appoint, _____, _____ years old/ of legal age and resident of _____ to my true and lawful Attorney-in-Fact for me, name, place and stead, to do all of the following acts, to wit:

- 1) To request or secure the form of the Student's Clearance from the proper office or authority of the EVSU and to accomplish, sign, file or apply, submit pertinent documents, and process the said Student's Clearance at the different Offices concerned of the EVSU;
- 2) To follow-up and file appropriate appeal on any action taken by the Offices concerned which may be adverse to my interest; and
- 3) To perform such acts analogous to the foregoing.

HEREBY GRANTING AND GIVING unto my said ATTORNEY-IN-FACT full necessary power and authority to do and perform any and every act requisite and necessary to be done in and about the premises as fully to all intents and purposes as I might or could, if personally present and acting in person. **HEREBY RATIFYING AND CONFIRMING** all that my said Attorney-in-Fact may also do our cause to be done under and by virtue of these presents.

In WITNESS WHEREOF, I have hereunto set my/our hands this _____ day of _____ 20____ in _____.

Affiant

ID No. _____

Issued on _____ at _____

ACKNOWLEDGMENT

I, _____, a Notary Public duly authorized in the Municipality/City named above to take acknowledgments, certify that on this _____, _____ personally appeared _____

known to be the same persons described in the foregoing instrument, who acknowledged before me that his/her signature on the instrument was voluntarily affixed by him/her for the purposes stated therein, and who declared to me that he/she executed the instrument as his/her free and voluntary act and deed.

This Special Power of Attorney consisting of two (2) pages, including the page on which this Acknowledgment is written and the photocopy of the identification (ID) card of his/her Attorney-in-Fact is signed by the Affiant and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on _____ at _____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

NOTARY PUBLIC

Annex H

AUTHORIZATION TO SECURE, ACCOMPLISH, FILE, APPLY AND PROCESS STUDENT'S CLEARANCE

Approved per Board Resolution

_____, 2017
Approval Date: December __, 2017
Revision No. 1

(date)

University President
Eastern Visayas State University
Tacloban City

**Subject: AUTHORIZATION TO SECURE, ACCOMPLISH, FILE, APPLY AND
PROCESS STUDENT'S CLEARANCE**

Dear Sir/Madame:

Greetings!

The undersigned, Filipino citizen, of legal age, and currently enrolled in the
program of the Eastern Visayas
State University (EVSU) Campus, _____, do hereby
authorize, _____, _____ years old/ of legal age, resident
of _____ and with is evidence of identification hereto
attached, as my REPRESENTATIVE, to do all of the following acts, to wit:

- 1) To request or secure the form of the Student's Clearance from the proper
office or authority of the EVSU and to accomplish, sign, file or apply, submit
pertinent documents, and process the said Student's Clearance at the
different Offices concerned of the EVSU;
- 4) To follow-up and file appropriate appeal on any action taken by the Offices
concerned which may be adverse to my interest; and
- 2) To perform such acts analogous to the foregoing.

Further, my REPRESENTATIVE shall exercise full necessary power and authority to do
and perform any and every act requisite and necessary to be done in and about the
premises as fully to all intents and purposes as I might or could, if personally present
and acting in person and hereby ratifying and confirming all that my Representative
may also do our cause to be done under and by virtue of this authority.

It is hoped that this will merit your most auspicious consideration.

Most respectfully yours,

Principal

ID No. _____

Issued on _____ at _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ at
the _____, Philippines, the affiants exhibiting to me their
Government issued Evidences of Identity/IDs written above.

WITNESS MY HAND AND SEAL on _____ at

_____.

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of _____.

NOTARY PUBLIC

Annex I



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
_____ Campus

**National Service Training Program
(NSTP)**

Approved per Board Resolution
No. _____, s. 2017
Approval Date: December __, 2017
Revision No. 1

CERTIFICATE OF COMPLETION

To Whom It May Concern:

THIS IS TO CERTIFY that _____, who
was officially enrolled in _____ during School
Year _____ has completed the requirements of the
_____ Component under the National Service
Training Program (NSTP) with the following grades:

School Year	Grade per Semester		Average
	First Semester	Second Semester	
Gen. Average			

This **CERTIFICATION** is issued for whatever legal purpose it may serve.

ISSUED this _____ day of _____, 20____ upon authority of
Board Resolution No. _____, s. 2017 and Republic Act No. 9163 and its
Implementing Rules and Regulations (IRR) and NSTP Manual of the University
approved per Board Resolution No. _____, s. 2017.

NSTP _____ Coordinator

APPROVED:

NSTP Director

Annex J



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY

_____ Campus

Office of Student Affairs

Approved per Board Resolution
No. _____, s. 2017
Approval Date: Sept. ____ 2017
Revision No. 0

CERTIFICATE OF GOOD MORAL CHARACTER

To Whom It May Concern:

THIS IS TO CERTIFY that, as per records on file,
_____, who is officially enrolled in
during School Year _____ has no pending case/s
filed against him/her by any party/ies and that he/she is considered of good moral
character as of the issuance of this Certification.

This **CERTIFICATION** is issued for whatever legal purpose it may serve.

ISSUED this _____ day of _____, 20____ upon authority under
Section _____, Article _____, Chapter _____ of the 2017 Revised University
Students' Handbook approved per Board Resolution No. _____, s. 2017.

Head, Student Affairs Office

Attested:

Director, Student Affairs and Services Office

Annex K

PRESCRIBED UNIFORM

EASTERN VISAYAS STATE UNIVERSITY
MALE UNIFORM



PROPER HAIRCUT

EARRINGS ARE STRICTLY PROHIBITED.

WHITE UNDERSHIRT

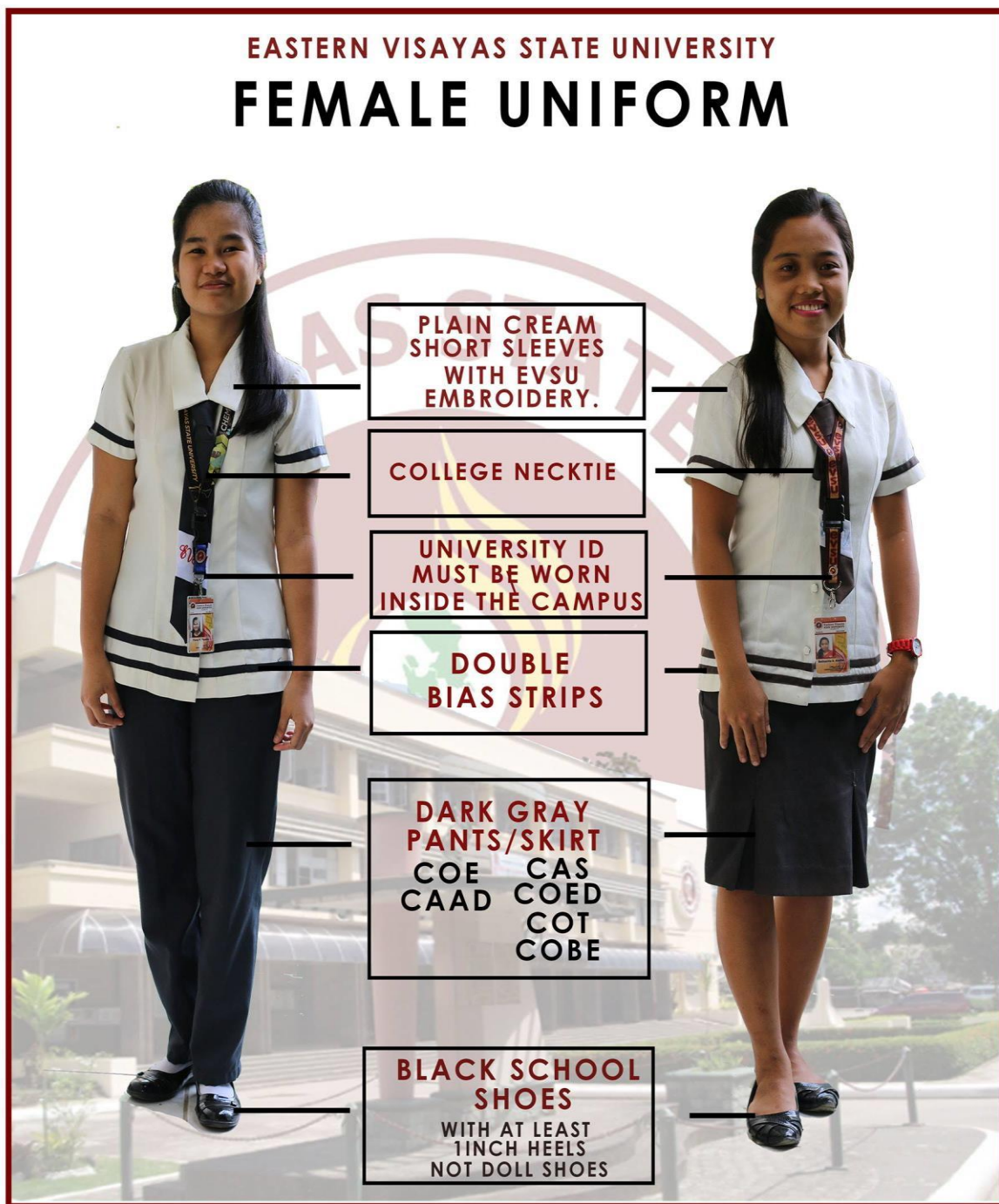
EVSU EMBROIDED UNIFORM

EVSU LOGO PATCH PLACED ON THE LEFT SIDE

UNIVERSITY ID MUST BE WORN INSIDE THE CAMPUS.

DARK GRAY SLACKS

BLACK SCHOOL SHOES



Annex L

TIPS TO ENJOY CAMPUS LIFE



Enroll in elective classes



Join, or start, a club



Join a sport



Take advantages of opportunities



Join a fraternity or sorority



Talk to classmates



Take the initiative



Study



Keep a planner



Get to know your professors



Keep a budget



Avoid alcohol substance and abuse



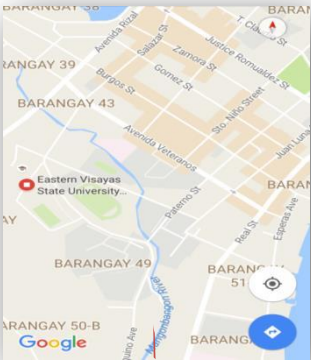
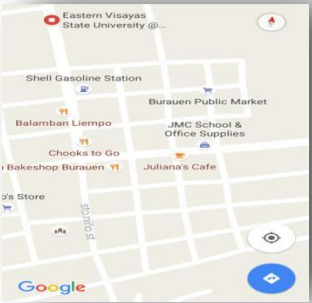

Stay alert



Take care of your mental health

Annex M

LOCATION OF DIFFERENT CAMPUSES

<p>EVSU Main Campus / Tacloban Campus (Salazar St., Quarry District, Tacloban City)</p>	 <p>A Google Map showing the location of Eastern Visayas State University in Tacloban City. The map highlights the university's location in the Quarry District, near Salazar St. and Avenida Veteranos. Surrounding areas include Barangay 39, 43, 49, and 50-B.</p>
<p>EVSU Burauen Campus (San Diego, Burauen)</p>	 <p>A Google Map showing the location of Eastern Visayas State University in San Diego, Burauen. The map shows the university's location near Shell Gasoline Station and Burauen Public Market. Other nearby landmarks include Balamban Liempo, JMC School & Office Supplies, Chooks to Go, Bakeshop Burauen, Juliana's Cafe, and Jo's Store.</p>
<p>EVSU Carigara Campus (Barugohay Norte, Carigara)</p>	 <p>A Google Map showing the location of Eastern Visayas State University in Carigara. The map shows the university's location near the Carigara-Tunga Rd and the Carigara River. Other nearby landmarks include the Rural Bank of Masinao (Western Division) and the Carigara-Tunga Rd.</p>

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Annex N

FIRE ALARM AND PUBLIC ADDRESS SYSTEM

The University has a fire alarm and public address system. It will be used for disaster preparedness and response activities of the University. Each student must be familiar with the alarm signal produced by said system, to wit:

Alarm	Signal Meaning
Long blast	Means there is an earthquake and students are (at 5 seconds interval) mandated to observe/practice the "duck, cover, and hold" procedure.
Long blast	Means there is fire within the University premises and (at 5 seconds interval) there is a need to evacuate.
Long blast	Means evacuation (both earthquake and fire) (at 5 seconds interval) following the evacuation route and protocol.
Long blast	Means fire-out has been declared by the Ground (at 5 seconds interval) Commander or the earthquake is over as declared by the Incident Commander and it is already safe.

Instructions will be given to the EVSU community on what to do using the public address system. Everyone is obliged to follow the evacuation route and protocol.

Students are advised to avoid identified hazardous areas particularly those with big trees, near power lines, laboratory rooms, among others. Likewise, they are advised not to block the main entrance and driveway to facilitate entry of fire trucks, ambulance and rescuers.

Faculty members are required to record the attendance of students before the start of classes which will serve as student registry as to the number of students inside the classroom at the time of occurrence of disaster. This will be used as comparison to the actual head count in order to determine the number of casualties, injured, missing and survivors.