



Philippine Christian University

STUDENT MANUAL

A DISTINCTIVELY STRONG CHRISTIAN UNIVERSITY

Philippine Christian University

Manila Campus – 1648 Taft Avenue, Cor. Pedro Gil St., Manila

Tel. Nos. 5246671 – 76; 5262261 – 64

Cavite Campus – Sampaloc I, Dasmariñas, Cavite

Tel. Nos. (046) 4165523 – 27

PHOTO

PERSONAL INFORMATION SHEET

Name: _____

Provincial Address: _____

Manila Address: _____

Contact Nos.: _____ Student No.: _____

Email Address: _____

Course: _____ Major: _____

Name of Parent/Guardian: _____

Address: _____

Contact Nos.: _____

STUDENT'S AGREEMENT AND UNDERTAKING

I understand that I will comply with the PCU rules for student conduct. I waive and release all claims against the University that may arise or that are caused by my failure to comply with such rules.

I agree that the University reserves the right to enforce the code of conduct described in this Student Manual, in its sole discretion, and that it will impose sanctions, up to and including expulsion from the University, for any violation of these codes or for any conduct harmful to or inharmonious with the interest, unity, and well-being of the University.

Signature of Student

Signature of Parent or Guardian

(REGISTRAR'S COPY)

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Signature of Student

Signature of Parent or Guardian

(OSA'S COPY)

Philippine Christian University

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Signature of Parent or Guardian

(STUDENT'S COPY)

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Preface

This third revision of PCU Student Manual 2016 reflects the efforts of many people, including our predecessors who authored earlier editions of the manual. The Manual was originally prepared by the Office of Student Affairs (OSA) via a number of desk-top publishing.

The 2003 revision was published by the Office of the Student Affairs (OSA) under the Student Services Office (SSO) in an attempt to organize in 12 articles the large amount of information relevant to the policy governance, academic and support services units and legal support needs of students. The next revision, in 2009, was published by a joint effort of both PCU Taft and the PCU Dasmariñas Student Services Offices. The increase in the original articles from 12 to 14 was due mainly to formatting re-sectioning of certain parts that needed to be treated as major codes, including the integration of basic principles of governance of the student bodies.

The third revision (2017) includes important updates that reflect the efforts of the University to continuously adhere to the best practices and policies of management systems as required by ISO as well as ACSCU accreditation agencies. Furthermore, the new edition will provide you with updated practical and easily accessible information regarding university level study in the ever changing world of information education in the 21st century. It aims to increase your effectiveness as a student. It will provide you with ideas, suggestions and guidelines to enable you to achieve academic success by producing quality education outcomes.

We invite you to use this manual as PCU continues to build on its image as an academic community that is dedicated to the nurture of future leaders to meet the challenge of the present and the years to come. A product of collaborative effort among the administrators, faculty and selected students, it is a resource manual designed to help direct your hearts and minds in the development of skills, talents, and proper attitudes toward life as you surf through the vast expense of today's sources of knowledge and information. In other words, this is your reference and guide on the policies, procedures, best practices, service units, academic programs, organization units and campus life as a whole.

Philippine Christian University

1648 Taft Avenue, Cor. Pedro Gil St., Manila

Tel.: (02) 523-2162; (02) 526-5108; (02) 525-5435;
(02) 526-5107; (02) 523-2372

and

Philippine Christian University

Sampaloc I, City of Dasmariñas, Cavite

Tel. Nos.: CASTE – (046) 416-3731
CBT – (046) 416-5146

VISION

A distinctively strong Christian University integrating faith, character and service in building up and enhancing the quality of life.

MISSION STATEMENT

We, at Philippine Christian University, a church-related academic institution, commit ourselves to:

Provide an education that will enhance the development of Christian character;

Promote academic excellence and the highest quality education;

Be responsive to Philippine needs and conditions;

Become responsible stewards of God's creation and resources;

Foster international understanding and goodwill;

Support the ecumenical movement.

PCU HYMN

Fulfillment of our yearning
For Christian higher learning
To thee our eyes are turning PCU.
Thy blue and silver banner
In firm unchanging manner is steadied
By unshaken loyalty.

CHORUS:

Thine is love of man in service tendered
Thine is love of God in worship rendered
Thine is wholesome growth in Christ engendered
Alma mater, PCU

(Repeat Chorus)

Brief History of PCU

In 1945, Bishop Edwin F. Lee of the United Methodist Church (UMC) sought to establish a Christian school in Manila. On October 6, 1946 the laymen of the Evangelical Association of the Philippines founded a college. The members of the Board of Directors of the newly-created school were Atty. Juan Nabong, Sr., Dr. Mateo Occeña, Dr. Emilio Javier, Dr. Mauro Baradi, and Mr. Gerardo Armonio.

On January 11, 1947 the Articles of Incorporation was registered with the Securities and Exchange Commission. The original name of the school was Manila Union College, but this was later changed to Philippine Christian Colleges. In 1967, the Articles of Incorporation was again amended to remove the letter “s” after “Colleges.”

A transition to full corporate governance was established when Dr. Roxy Lefforge (1948-1952), an American missionary, was appointed as the school’s first Executive Dean.

Dr. Emilio Javier (1952-1958), a layman of the UCCP, was elected as its first President. Under Dr. Javier’s leadership, the school expanded its ecumenical efforts in education. The Union High School of Manila and the Union Elementary School founded by the Presbyterian Church in 1919 and 1946 respectively, became part of Philippine Christian College in 1948. In 1953, the Mary Johnston School of Nursing, founded by the Methodists in 1907, affiliated with PCC, thereby starting the offering of a Nursing degree.

Dr. Juan Nabong, Sr. (1958-1969), a Methodist layman, was the second President of PCC. During his term, a four-storey concrete building was constructed in 1960 beside the UTS Building on Taft Avenue. A year later, another two-storey building to house the elementary school was constructed on Vasquez St., Malate. The Ellinwood College of Christian Education merged with Philippine Christian College in 1968 with its curricular efforts were integrated with the programs of the College of Education.

PCC’s third President was Dr. Lino Q. Arquiza (1969-1988), a UCCP educator. In 1976, PCC acquired its university status and became Philippine Christian University. As a result of the cooperative efforts between PCU and the Union Theological Seminary (UTS), a merger was forged to highlight a significant development in the history of the University. Thus, the Philippine Christian Center for Learning (PCCL) was founded. With this partnership, PCU expanded its offerings in the 97-hectare UTS Campus in Dasmariñas, Cavite, 36 kilometers south of Manila. This alliance between Philippine



Christian University PCU) and the Union Theological Seminary (UTS) fostered an ecumenical relationship marked by cooperative influence and development. The efforts of this concerted teamwork were manifested in the consortium undertaking of non-protestant schools with Philippine Christian University. In 1972, PCU and De La Salle University engaged in a resource-sharing program. Later in 1975, the Inter-Institutional Consortium (I-IC) was formed that included De La Salle University, St. Paul's College of Manila, St. Scholastica's College, Philippine Normal University and Philippine Christian University. The I-IC has enjoyed the full support of the United Board of Christian Higher Education in Asia. With the demise of Dr. Lino Q. Arquiza, PCU had a succession of two capable church members who serve as officers-in-charge of the University. They were Justice Crisolito Pascual (1988) and Dr. Betty I. Molina (1989).

In 1990, the Board of Trustees elected Dr. Carlito S. Puno (1990-2000), a Methodist layman, as the 4th President. Dr. Puno provided a new vision and a creative leadership. PCU became an active participant in the globalization of education. Under his leadership, the University pursued an effective expansion program through off-campus projects and overseas institutional articulations.

The year 2000 resulted in significant changes for the University. Dr. Oscar S. Suarez, Princeton-educated UCCP pastor, was elected fifth President. His term was marked with concerns in vision formation, planning, and implementation policies. He organized a number of programs in the areas of curriculum, organization, faculty and student development. As a result of these valuable inputs in educational management, a more responsive PCU Vision-Mission Statement was delineated; the CHED's grant of PCU Autonomy Status realized; and the CHED preferred vertical articulation of the graduate programs implemented.

Pursuant to the Interim Rules of Procedure Governing Intra-Corporate Controversies, the PCU was placed under Receivership on September 23, 2008 that would last until a Management Committee was duly constituted. After three months, the Regional Trial Court "Order", NCJR Branch 24, Manila dated November 21, 2008 created and appointed a three-member Management Committee, namely: Atty. Felix D. Carao, Jr., Chairman; Justice Wenceslao I. Aguir, Jr. (Ret) and Dr. Quintin S. Doromal (deceased) as members respectively. The Management Committee has assumed the responsibility of the PCU Office of the President and the Board of Trustees, specifically to preserve the University's assets and properties.

In November 2013, the Management Committee set the proper timeframe for transition from court administration of PCU affairs to full normalization when it had succeeded to convince the court to terminate the pending case



of Nacpil, et al vs, Suarez, et al paving the way for the reconstitution of the PCU Board of Trustees and the election of the Atty. Felix D. Carao, Jr. as the 6th PCU President for a term of one (1) year and his subsequent investiture on December 16, 2013 at the United Methodist Central Church. However, the governance of PCU was again put to test due to Atty. Carao's death on April 17, 2014. This prompted the BOT's decision to designate Vice Chairman and Corporate Secretary Judge Edwin G. Larida, Jr. as Officer-in-Charge, Office of the President.

In June 2014, the PCU Board of Trustees elected Junifen F. Gauuan, Ph.D., a Methodist Layman, scholar in development management and administration, and former President of Aldersgate College, as the 7th President of Philippine Christian University, culminating in the Investiture Ceremony, held on June 05, 2014 at the Central United Methodist Church, Kalaw St., Manila. This was a very timely corporate decision by the reconstituted PCU Board of Trustees headed by Atty. Perfecto R. Yasay, Jr., Chairman, ending the University's struggle with the effects of the Intra-Corporate Controversy.

In May 2017, PCU was granted Autonomous Status by the Commission of Higher Education (CHED).

BASIC INFORMATION

Philippine Christian University

1648 Taft Avenue Corner Pedro Gil St., Manila

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PCU Dasmariñas, Cavite Campus

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Pala-Pala, City of Dasmariñas, Cavite 4114

Registration: SEC Reg. No. 2452, 25th May 2010.

Article One

ADMISSION AND ENROLLMENT



SECTION 1. ADMISSION REQUIREMENTS

The Philippine Christian University welcomes all students who meet its academic standards and are willing to abide by the rules and regulations of the University. The University sets guidelines and policies to ensure that it accepts only those applicants who are potentially capable of gaining benefit from a Christian institution.

SECTION 2. GENERAL PROVISION

The admission requirements stated in this manual must be met within a period of one (1) month from the official first day of classes. Non-compliance with this rule may result in non-enrollment. The students enrolled at PCU are classified as a) freshmen students, b) transfer students, c) regular and irregular students, d) degree holders, and e) special students.

SECTION 3. COLLEGE ENTRANCE TESTS (CET)

All new enrollees seeking admission to the Philippine Christian University are required to take the College Entrance Tests for admission to their respective programs. The CETs are administered by the Guidance and Counseling Office.

SECTION 4. COLLEGE ENTRANCE TEST PROCEDURES

4.1. Testing Schedule

Schedule of examination in the college level and qualifying examinations for the graduate school as well as the testing schedules will be from Mondays thru Saturdays from 8:00 AM –12:00 NN and 1:00–5:00 PM.

The applicant must accomplish necessary procedures before getting a schedule of entrance exam. He or she must pay the testing fee at the cashier. The official receipt of the testing fee and one (1) 2x2 ID picture are presented at the Guidance & Counseling Office.

4.2. Testing Fee

A testing fee is charged for the college and the graduate school levels. Agencies who request for testing will be charged for an amount that will depend on the kind of service rendered. Testing fee is subject for adjustment.



SECTION 5. GUIDELINES FOR ADMISSION (GENERAL COURSES)

- 5.1. **Recommended** – The applicant passed at least one from the battery of tests.
- 5.2. **For Advisement** – The applicant did not pass the battery of tests. The dean decides the admission.
- 5.3. **For BSN Applicants** – Passed in the Nursing aptitude test, the Interview and High School Academic Requirements.

SECTION 6. ADMISSION POLICIES

6.1. Admission of Incoming Freshmen

A freshman student who wishes to enroll in college for a specific degree program for the first time must meet the following general qualifications: a high school graduate of a secondary school approved by the Department of Education and/or a recipient of a DepEd issued high school equivalency diploma.

- 6.2. All enrolling freshmen must accomplish Student Information Sheet from the Guidance and Counseling Office and must submit the following requirements to the Registrar's Office:
 - A Certificate of Good Moral Character (Principal)
 - Form 138 (High School Card)
 - For foreign students, an admission fee paid to the Accounting Office
 - Form 137 (Official High School Transcript) sent to PCU Registrar's Office upon request.
 - College Entrance Exam results from the Guidance and Counseling Office.
 - Four (4) copies of 2x2 ID picture.
 - Proof of residency, e.g. Barangay Clearance.
- 6.3. Graduates of PCU Union Science High School (for Manila Campus) and PCU Science High School (for Dasmariñas Campus) are exempted from taking the CET except for BS Nursing applicants.

6.4. Admission of Transferees

A transfer applicant should pass the CET, accomplish Student Information Sheet from the Guidance and Counseling Office and submit all the requirements as specified by the Registrar's Office. The requirements for transferees are the following: a.) certificate of transfer credential (honorable dismissal), b.) certificate of good moral character, c.) transcript of records, and d.) four (4) copies of 2x2 ID pictures.



6.5. Admission of Foreign Student

A foreign student must submit the following to qualify for admission:

- ▶ 9(f) student visa. Requirements for securing the visa are: (Photocopied in triplicate except #a)
 - a. Five (5) copies of original personal history statement duly accomplished and signed by the applicant in English and in his national language, with a personal seal, if any, with original photos and original left and right hand thumbprints affixed thereat;
 - b. Transcript of records/scholastic records (original and photocopy), duly authenticated by the Philippine Embassy or Consulate in the country of origin or residence;
 - c. A notarized affidavit of support with a bank statement or any proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses, duly authenticated by the Philippine Embassy or Consulate in the country of origin. Father's certification that he is responsible for his son/daughter's expenses while in the Philippines;
 - d. Photocopy of birth certificate and/or passport, pages where name, photo, birth date, birth place appear;
 - e. Certificate of good moral character from the principal of school or head of the institution last attended;
 - f. Original and photocopy of the notice of acceptance (NOA) from the school containing a clear impression of the school's official dry seal; and
 - g. Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) upon enrollment.

6.6. Cross-Enrollment

Cross-enrollees for academic subjects and/or any of the NSTP components (ROTC, LTC, CWTS) are required to bring their cross-enrollment permit from their home schools duly signed by authorized personnel. Students coming from the SMEC member schools – DLSU, DLSU-CSB, SSC, PNU, UP-Manila, LPU, AdU, SPU-Manila, EAC, Sta. Isabel College and PWU – must present to the PCU Registrar's Office the completed and approved South Manila Educational Consortium (SMEC) Cross-Enrollment Authorization Form from the Registrar's Office of their home schools. Students officially cross-enrolled are subject to the existing rules and regulations of the home school and the host school (Philippine Christian University).

Cross enrollment is only allowed for valid reasons determined by the school policies, rules and regulations. In order to qualify to cross enroll, student must secure a written consent from the Registrar/Institution where he is regularly enrolled in and such permission shall only be granted if the subject loads to be taken in another school is/are not usually offered during the particular term/semester.



At the preference of the university, cross enrollment is allowed in accordance with the school academic policies, retention standard, promotion, transfer and cross-enrollment, based on the following when:

1. The requested subject for cross enrolment is not offered by the school the student is enrolled in, during the semester of the requesting student's enrollment;
2. The subjects are offered, but their schedules conflict with the requesting student's other class schedules; and,
3. The student intends to spend the school semester in his home province or region and enrolls in subjects offered by an institution located therein, on the condition, that such requests is in accordance with the school's policy on cross enrollment.

A student need not secure a clearance from CHED to cross-enroll, provided, that the total subject loads does not exceed the allowable number of units per school term.

6.7. Admission of Graduate Education Enrollees

a. For Master of Arts in Education (MAEd)

Applicants are required to submit original copy of the following: a.) study permit (for currently teaching applicants) or recommendation letter from the employer; b.) transcript of records with S.O. number; c.) four (4) copies of 2x2 ID picture; and d.) completion of the required 18 units of education subjects (for non-education graduates).

b. For Master in Business Administration and Master in Management

Applicants must present original copy of the following: a.) original transcript of records with S.O.; b.) certificate of employment or letter of recommendation from the immediate supervisor; and c.) two (2) copies of 2x2 ID pictures.

c. For Doctor in Education (Ed.D.)

Applicants must present original copy of the following: a.) original transcript of records (Master of Arts) with thesis and S.O.; b.) study permit or letter of recommendation from the employer; and c.) two (2) 2x2 ID pictures.

d. For Ph.D. in Development Administration (Ph.D. DA), Ph.D. in Business Management (DBM) and Ph.D. in Educational Management (Ph.D. EM)

Applicants must present original copy of the following: a.) transcript of records (MBA/MM or any relevant graduate degree); b.) letter of recommendation from the immediate supervisor; and c.) two (2) copies of ID pictures.



e. For Doctor of Philosophy in Religion and Philosophy (Ph.D. Rel)

Applicants must present: a.) completed application form for the Ph.D. program; b.) transcript of records for the M. Div. (GPA of A-) and/ or for the Master of Theology or M.A. in Religion (or equivalent) from a respected and accredited academic institution. Candidates whose highest academic degree is the M. Div. will be on probation during the first year; c.) three academic and two character recommendations; d.) essay on vocational goals of about 1000 words; e.) certification of English proficiency or TOEFL score of 550 or above, all course work will be submitted in English; f.) statement of financial support; g.) medical certification; h.) two (2) ID pictures; i.) personal interview with the Ph.D. Admissions Committee; and j.) proof of residency or official domicile.

f. For Doctor of Missiology (D. Miss)

Applicants must present: a.) completed application form; b.) official transcript of records for the Master of Divinity or Master of Arts from accredited schools and undergraduate work, the GPA of both M. Div. or MA and BA or BTh should be not lower than B+ (1.5); c.) two letters of recommendation from the church and the president or dean of the university or seminary where the applicant studied; d.) three (3) character references; e.) certification of English proficiency or TOEFL score of 550 or above; f.) statement of financial support; g.) medical certification, with chest X-ray and psychological test results; h.) two ID pictures; and i.) interview with the D. Miss. Admissions Committee.

g. For Higher Education Management Course Straight Ed. D. Program

Applicants must present: a.) a completed application or admission form; b.) two (2) letters of recommendation, one of which should be from the applicant's present employer or superior; c.) official transcript of records; d.) permit to study (for government employees only); and e.) evidence of aptitude for graduate studies.

6.8. Admission to the College of Law

The PCU College of Law is open to all applicants whose personal qualifications and credentials can yield high academic performance and who can profit from the intellectual, social and spiritual opportunities offered by the College. Requirements for admission are the following:

- a. Bachelor's degree in Arts and Sciences or any equivalent bachelor's degree as may be authorized by the Commission on Higher Education with 18 units in English, 18 units in Social Sciences and 6 units in Mathematics;
- b. Original copy of the applicant's transcript of records with S.O. number;
- c. Two (2) copies of 2x2 ID pictures; and
- d. Pass the qualifying examination administer by Legal Educational Board (LEB)



SECTION 7. ENROLLMENT PROCEDURES

A student is considered officially enrolled for the semester if he/she has paid his/her tuition fees, either partially or in full, and has filled out all his/her subject classcards and surrendered them to his/her respective instructors. To ensure a systematic enrollment, a year-level based enrollment schedule is being followed. All students are advised to follow the enrollment schedule.

7.1. For New Students

- a. Pay testing fee (Cashier).
- b. Entrance examination at the Guidance & Counseling Office.
- c. Dean's interview. Present the entrance examination results. Route Slip will be issued after the interview. For foreign students, secure first a clearance from the Registrar's Office before the interview.
- d. Down payment at the Cashier. Students will be issued preliminary enrollment form after payment. Fill out all the needed information completely and legibly.
- e. Student Advising. For students under block sections, subjects will be given at the respective Dean's office. For students who are looking for open subjects, please see the Faculty adviser or check class schedules posted on bulletin boards.
- f. NSTP/PE enrollment
- g. Issuance of Registration Card
- h. Dean's Approval of Certificate of Registration
- i. ID application and Picture taking or Validation by the Information Technology Department and the Office of Student Affairs.
- j. School Uniform. Buy or make reservations of the uniform at the Office of Student Affairs.
- k. Assessment. Proceed to the Accounting Office for assessment. For full payment, proceed to the Cashier.

7.2. For Old Students:

- a. Down payment at the Cashier. Students will be issued preliminary enrollment form after payment. Fill out all the needed information completely and legibly.
- b. Student Advising. For students under block sections, subjects will be given at the respective Dean's office. For students who are looking for open subjects, please see your faculty advisers or check schedules posted on bulletin boards.
- c. NSTP/PE Enrollment.
- d. Issuance of Registration Card.
- e. Dean's Approval of Certificate of Registration.
- f. ID Application and picture taking or ID Validation by the Information Technology Department and the Office of Student Affairs.
- g. Assessment. Proceed to the Accounting Office for assessment. For full payment, proceed to the Cashier.



SECTION 8. CLASS REPORTING

Students should present their Certificate of Registration to the professor to be allowed to enter a class. Students whose names are indicated on the enrollment list provided by respective academic department heads are not allowed to transfer from one section to another and students should be discouraged in attending classes they are not enrolled in. Any violations made will be dealt with in accordance with the sanctions defined in the Student Manual on misrepresentation.

SECTION 9. LATE REGISTRATION

- 9.1. A student may enroll and be admitted in accordance with the reasonable rules of the University for late enrollment, but which in no case shall exceed two weeks after the opening of classes. (Sec. 62, para b., DECS MRPS, 1992).
- 9.2. Inter-school transfers after the enrollment period are discouraged especially in the case of students who are expected to graduate from a course of study during the school year at the tertiary level of formal education. (Sec. 62, para c., DECS, MRPS, 1992).
- 9.3. No student will be allowed to enroll two weeks after the opening of regular classes, unless application for enrollment has prior approval of the VPAA.

SECTION 10. SUBJECT LOADING AND OVERLOAD

- 10.1. The regular academic load for a student every semester is indicated in the specific curriculum of the program under which the student has been admitted. Any deviation from this policy requires the approval of the dean and/or the registrar.
- 10.2. A graduating student, both secondary and tertiary level may be permitted upon the discretion of the school an additional subject load of not more than six academic units, in excess of the normal load specified by the school for the school term. (Sec. 69, DECS, MRPS, 1992). Application for overload will be processed on a case-to-case basis only.

SECTION 11. CHANGING AND DROPPING OF SUBJECT

A student who is officially enrolled with a printed Certificate of Registration may add courses provided he or she does not exceed the maximum number of units allowed in the semester course groupings he or she is enrolled in. Only graduating students are allowed additional subjects load of not more than six (6) units over or in excess of the maximum load specified for the semester. Dropping of courses may be done before the preliminary period. After this cut off, a student will receive a grade of 5.0. All transactions of adding, dropping, or changing subjects should be signed by the academic adviser or the faculty member involved. The form to be used for adding,



dropping or changing is the “Application for Change/Drop of Subject”, which must be signed by the registrar, dean and faculty to be valid.

- 11.1. Changing of subjects is allowed only during the registration period and it requires the approval of the student’s instructor, the dean, the registrar, and the treasurer, in that order.
- 11.2. Adjustment of fees will be made by the Accounting Office according to accounting policies and procedures.
- 11.3. When a student drops a subject before the prelims, it shall be reported as Dropped. However, it shall be reported as 5.0 or W/F if he drops after the prelims and was failing in the subject, except when illness caused his withdrawal, which must be established.
- 11.4. Changing of subjects is allowed only when the subject is dissolved within the first two weeks of the registration period. This requires the approval of the instructor, the dean and the registrar. The foregoing rules will apply whether or not the student has attended classes.
- 11.5. A student who drops a subject six (6) weeks from the first day of classes in the semester will be reported as officially dropped.
- 11.6. A student will be charged for every subject changed or dropped.
- 11.7. When the subject is dissolved or the scheduled class is changed, students will not be charged for changing or dropping.
- 11.8. Failure to officially drop a subject within the prescribed period will mean payment of all fees in full for the entire semester.

SECTION 12. CHANGE IN DEGREE PROGRAM / MAJOR

A student who wishes to shift from one program to another program, or from one major area to another must complete the Student Request to Change Program/Major Form, duly approved by the academic department head and the dean and submit the request to the Registrar’s Office one (1) month before the end of the current semester. Changing program or major must also be approved by the dean of the college the student intends to shift to.

SECTION 13. REFUND OF FEES

It is the policy of the University to refund or adjust student account whenever the student seeks to withdraw enrollment from the University. Refund of tuition fees for the semester is based on reduction of credit hours or official withdrawal of the student from the University. The refund may be made provided the student completes the Dropping/Withdrawal Form and submits a written application to the Treasurer’s Office for the refund that may be made in accordance with Accounting Office’s policies and procedures.



- 13.1 A service fee, as may hereinafter be approved and imposed, shall be deducted from the initial deposit when a student is withdrawing before opening of classes or within a week from date of payment or registration.
- 13.2 For those who have enrolled after the start of classes, the date of payment/ registration shall be considered the first day of class according to the school calendar.
- 13.3 For those who drop out after a month from date of payment or registration, the student shall be required to pay the whole unpaid balance for the entire school term/semester/trimester.
- 13.4 Incidental Fees: Fees other than tuition are not refundable.
- 13.5 A refund of the down payment may be made under any of the following conditions;
 - a. When a student voluntarily withdraws enrollment before the opening of classes or within a week from date of payment or registration.
 - b. When a student, due to health reasons, can no longer continue to study or is required to undergo treatment per University physician's recommendation.
 - c. When a student drops all subjects within a month from the date of registration or payment, with the approval of the dean.
- 13.6 Determination of Refundable Amount
 - a. A service fee of One Thousand Pesos (1,000.00) will be imposed as approved by the Board, and shall be deducted from the initial deposit when a student is withdrawing before the opening of classes or within a week from date of payment or registration.
 - b. For those who drop out after a month from the date of payment or registration and after the opening of classes, the students shall be required to pay the whole unpaid balance for the entire semester.

SECTION 14. STUDENT FEES AND PAYMENTS

- 14.1 Information regarding tuition and other fees are available at the Accounting Office before and during the enrollment.
- 14.2 Enrollment always has a deadline and every student is expected to follow this. A penalty fee per day is imposed for late enrollees.
- 14.3 A student has a choice of paying either on-installment or cash basis. A fixed amount, however, is required to be paid in each instance before the issuance of a certificate of registration. Under the installment basis, the student pays before the scheduled examination periods (prelim, midterm, final).
- 14.4 No fees shall be collected for any of the NSTP component except basic tuition fees equivalent to fifty percent (50%) of the charges of the school per academic unit.



14.5 Application of Tuition Fee Rates. Tuition fee rate per unit in the college level applied to students upon entrance to the university will be maintained until the student graduates from his or her course within a maximum of five (5) continuous school years. In case the student returns to enroll after five (5) years to complete his or her course, he or she will be assessed based on the current tuition fee rate per unit as he or she will be considered as a new student. (Sec. 26, Re-admitted Students.)

Exceptions require the approval of the VPAA upon recommendation of the Registrar.

14.6 Enrollment fees inclusive of tuition, matriculation and other miscellaneous fees, having period applicability boundary limit, are considered payment for the “hours attempted” by the student to obtain “credit hours” during a specific term, and therefore, can no longer be applied as payment for the same subject in a subsequent term, in the same manner as grades or marks are to be given at the end of a term and cannot be deferred into another term.

14.7 Discounts on Payments. Discounts may be applied on tuition and miscellaneous fees if the total fees assessed during the enrollment period for summer and school year terms are paid in full. The discount scheme is as follows:

Table of Discount Rate

Term Covered	Payment Period	Tuition Fee	Misc Fees
Summer	June-July	10%	None
1st Semester	August	10%	5%
		5%	5%
		5%	None
2nd Semester	January	10%	5%
		5%	5%
		5%	None

14.8 Students' Accounts Payable

- a) Old students should settle their accounts in full including penalty before re-enrolling for the coming semester of each school year.
- b) Waiver of penalty, if any, will be subject to the approval of the President or the VPAA based on the recommendation of the Treasury Office.
- c) Down payment should be paid in cash. Partial down payment can be accepted, but the Student Accounts Clerk will not assess the student's fees unless the down payment is full paid.
- d) Students with academic scholarships, discounts and those under educational plans will be required to pay 50% of the assessed



Miscellaneous and Other Fees upon enrollment. Their old balances should be fully settled before re-enrollment.

- e) Cash discounts will be applied only to those who will meet the following requirements: a) the student has no outstanding account balance. b) full settlement of the assessed fees for the school year (high school, elementary and kiddie) and during the semester/trimester for college and post-graduate students.
- f) Penalty of 1% per month should be consistently applied on: a) unpaid accounts after March 31, b) unpaid accounts due for the examination period computed from the date due up to the date of settlement of accounts, c) old balances which are more than the period of one school year.
- g) Examination permit will only be released after settlement of accounts during the examination period.
- h) Returning students in all levels will be classified as new student.

SECTION 15. TUTORIALS AND UNDERSIZED CLASSES

15.1 The minimum number of students required for regular classes are as follows:

Doctoral classes	10 students
Law classes	12 students
Master’s classes	15 students
Major (undergraduate)	20 students
Other undergraduate subjects	30 students

15.2 Classes are considered tutorial when the number of students is less than 50 % of the minimum number required for a regular class.

15.3 Classes are considered undersized when the number of students in the class is at most 50% of the minimum number required for a regular class.

SECTION 16. PAYMENT ARRANGEMENT AND OTHER FEES

For guidelines on payments and other fees, the controlling policies are those contained in the document, “Policies and Guidelines on Tutorial and Undersized Classes” approved by the University President and endorsed by the Council of Deans for implementation effective SY 2003-2004.

16.1 A tutorial fee is charged per subject over and above the regular tuition. The students divide the payment of the tutorial fee equally among themselves.

16.2 If all of the students enrolled in are tutorial, the student is also charged the required matriculation fee.

16.3 The students in undersized classes divide equally among themselves the tuition fees of the number of students needed to make the class regular.



16.4 Tuition and other fees for tutorial and undersized classes are paid in full upon enrollment.

SECTION 17. GENERAL POLICY: TUTORIAL AND UNDERSIZED CLASSES

17.1 Filing and approval of a request for tutorial classes should be within two (2) weeks after the start of classes. No “after the fact” approval of tutorial request will be entertained.

17.2 Requesting students shall fill out the “Request for Tutorial/Undersized Class Form” at the Registrar’s Office for the approval of the department head, registrar, dean, treasurer and the VPAA.

17.3 The dean of the concerned college will assign the instructor or professor by letter of appointment (LOA).

17.4 Dropping or withdrawal will be processed approved on a case by case basis. No collusive group dropping or withdrawal is allowed under any circumstances. Violation of this policy will be dealt with the penalty of “zero hours and credit earned”, assignment of a grade of “5”, full payment for the entire term enrolled in, and may be used as a ground for disenrollment. Tutorial and undersized classes are subject to University Loading and Scheduling Policies, CHED approved Academic calendar and must be held at or within the campus of PCU.

17.5 Eligibility. Tutorial classes are allowed on the following conditions:

- i. Graduating students: the subject is needed for graduation during that particular semester; or third year students: the subject is a pre-requisite of a subject needed the next semester.
- ii. The subject is not offered during that semester.
- iii. A graduating student may request a maximum of six (6) units of tutorial classes.

17.6 Undersized classes are allowed if the need for the subject is justifiable.

17.7 Tutorial and undersized classes are approved by the VPAA upon endorsement of the deans concerned. A list of students with approved tutorial/undersized classes should be submitted to the Accounting Office before the preliminary examination together with an approved tutorial request form.

17.8 Tutorial / undersized classes must follow or conform to the approved academic calendar.

17.9 Tutorial / undersized classes are subject to the regular policies on schedules of examination and submission of grades.



17.10 Compensation of Teachers

- The compensation of teachers handling tutorial classes is equivalent to 2/3 of the tutorial fee paid by the students. This is given at the end of the semester upon submission of all requirements for the class (grades, classcards, etc.)
- Undersized classes are considered part of the regular load and are paid accordingly.

SECTION 18. PACE PROGRAM ENROLLMENT

18.1 Introduction

The Program for Accelerated College Education (PACE) is an alternative system of education, a mode of educational delivery that opens opportunities for potential students who, because of their circumstances, cannot attend regular classroom interactions and are prevented from realizing their educational goals. The program attempts to overcome “barriers that result from geographical isolation, personal or work commitments or conventional course structures.” (Article II, Section 6, R.A. 7722 otherwise known as the Higher Education Act of 1994.) Furthermore, the program provides quality educational opportunities for learners in a professional, experiential, scholarly and flexible manner as a regular term normally does. PACE is a special program leading to a bachelor’s degree in a chosen program, such as business administration, 2) management, 3) accountancy, 4) social work, 5) education, 6) hotel and restaurant, 7) tourism, 8) computer education, and 9) arts and sciences. It is designed to be responsive to varying needs, occupational circumstances, experience and learning styles of students.

18.2 Rationale

PACE has been designed primarily to help students achieve their educational goals with due consideration of their conditions in life. PCU believes that work, physical limitations and other circumstances in life need not deter potential learners from obtaining a degree that could further enhance their status in the field that they have chosen.

18.3 Delivery Mode

PACE is a highly individualized program. It adopts a system of blended face to face (F2F) learning and gradually exposes the learner to a flexible online learning environment. Faculty-student dialogue are encouraged, although, in selected cases, the program may be delivered via other learning packages in print and electronic media forms like audio-video, cassette tapes, computer software, E-mail and Facebook. PACE utilizes the modular approach prepared by trained faculty. The module contains structured well-tested appropriate instructional materials for every course and delivered according to the requirements for the learning process. A system of evaluation is designed to gauge the learner’s performance for every course.



18.4 Admission Requirements

- A. New Students seeking admission must satisfy the following requirements:
 - 1. Submission of academic credentials. (Photocopy of transcript of records/evaluation of grades.)
 - 2. Submission of certificate of good moral character/honorable dismissal.
 - 3. Passing the PCU College Admission Test (CAT) for transferees and freshmen.
 - 4. Letter of Intent specifying reason for wanting to enroll under PACE and course to enroll in. Address letter to the Vice President for Academic Affairs, Thru: PACE Program Coordinator.
 - 5. Certificate of Employment
 - 6. Photocopy of company ID
 - 7. SSS, GSIS and TIN IDs
 - 8. Clearance Accounting Office (for old students)
- B. Foreign Students
 - 1. Entrance Examination
 - 2. Certificate of Eligibility for Admission (CEA) from CHED.
 - 3. Study Permit and Alien Certificate of Registration (ACR).
 - 4. Authenticated copy of Transcript of Records
- C. Students who want to enroll in the Program for Accelerated College Education (PACE) will proceed to the PACE Coordinator for Admission.

SECTION 19. NATURE OF ETEEAP

Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is a validation and equivalency framework that is an alternative to formal higher education programs. It acknowledges that learning can take place from INFORMAL and other sources of learning aside from the confines of a formal classroom.

ETEEAP is a VALIDATION, ASSESSMENT and EQUIVALENCY program that may require ENHANCEMENT and SUPPLEMENTAL activities and processes to be able to obtain an honorary degree.

ETEEAP seek to assist APPLICANT who have gained meaningful experiences and industry to obtain a COLLEGE diploma equivalency that will allow them to enjoy full economic benefits of their knowledge, skills and competencies in the local and global workplace.

19.1 Who are Qualified for the Program?

- 1. At least high school graduate;
- 2. Employment at least five (5) years in the industry related to the degree program sought ;
- 3. At least 25 y/o supported with authenticated birth certificate;



For PANEL MEMBER

- a. First, panel member has to browse and read applicant portfolio;
- b. Second, panel member will have Q & A portion based on work experiences to determine if it aligns with the course applied for;
- c. Third, panel member will still have Q & A portion but this time it will be based on the documents submitted to ESTABLISH & VALIDATE applicant's competency;
- d. Afterwhich, the panel member will deliberate together with other member as to whether the applicant is QUALIFIED or NOT.

If NOT, panel members will recommend to the applicant to undertake ENHANCEMENT/ INTERVENTION program

19.2 Relative to ETEEAP requirements, the following are to be submitted.

1. HS FORM 138
2. Certificate of Transfer credentials
3. Official transcript of records
4. Certification of Employment (present and previous employment)
5. Certifications of Job Descriptions
6. Certificates of Seminars attended, certificates of trainings, Certificates of Merit
7. Certificates of Recognition, Certificates of Distinction, Awards, plaques and the like if working in private or GOCCs institutions
8. Industry Certifications

If Techvoc

9. NCs from TESDA
10. Photographs of the candidate in the workplace or work situation

If OFWs

11. Passport entries and visas

If with business operations

12. Business permit and other business documents
13. Licenses and tax payments
14. Other documents in support of claimed competencies/experiences

Visit our website: www.pcu.edu.ph/eteeap. It is our pleasure to serve you.



PHILIPPINE CHRISTIAN UNIVERSITY PROGRAMS

Bachelor of Arts in Broadcasting
Bachelor of Arts in Communication
Bachelor of Arts in English
Bachelor of Arts in Philosophy
Bachelor of Arts in Political Science
Bachelor of Arts in Psychology

Bachelor in Elementary Education with specialization in Early Childhood
Bachelor in Physical Education major in School P.E.
Bachelor in Secondary Education, major in English
Bachelor in Secondary Education, major in Filipino
Bachelor in Secondary Education, major in Mathematics
Bachelor in Secondary Education, major in Music, Arts & P.E.
Bachelor in Secondary Education, major in General Science

Bachelor of Science in Accountancy
Bachelor of Science in Biology
Bachelor of Science in Business Administration major in
Marketing, Management, Economics, Finance and Microfinance & Accounting
Bachelor of Science in Computer Engineering
Bachelor of Science in Computer Science
Bachelor of Science in Customs Administration
Bachelor of Science in Early Childhood Education
Bachelor of Science in Hotel and Restaurant Management
Bachelor of Science in Information Systems
Bachelor of Science in Information Technology
Bachelor of Science in Mathematics
Bachelor of Science in Nursing
Bachelor of Science in Nutrition and Dietetics
Bachelor of Science in Office Administration
Bachelor of Science in Real Estate Management
Bachelor of Science in Social Work
Bachelor of Science in Tourism Management
Bachelor of Science in Criminology

Bachelor of Laws
Master of Arts in Education with specialization in Early Childhood Education
Master of Arts in Education with specialization in English
Master of Arts in Education Major in Filipino
Master of Arts in Education Major in Guidance and Counseling
Master of Arts in Education Major in Mathematics/Science Teaching with
Major Area of Concentration in Chemistry, Biology, Physics,
Elem. Science & Mathematics
Master of Arts in Education Major in Physical Education
Master of Arts in Educational Administration



Master of Arts in Psychology
Master of Arts in Nursing with specialization in Leadership Management (MAN)
Master of Arts in Theological Studies

Master of Science in Social Work with specialization in Administration
Master of Science in Social Work with specialization in Social Work Administration

Master in Business Administration (MBA)
Master in Management Major in Educational Management
Master in Management Major in Health Administration
Master in Management Major in Hospital Administration
Master in Management Major in Police Administration
Master in Management Major in Public Administration

Doctor of Education major in Educational Management and Pedagogy (Ed.D.)
Doctor of Education (EdD) (HEMC)
Doctor in Missiology
Ph.D. in Business Management
Ph.D. in Business Management (Straight Program)
Ph.D. in Development Administration
Ph.D. in Religious Studies

SECTION 20. BRIDGING PROGRAMS

A. COLLEGE READINESS BRIDGING PROGRAM

The College Readiness Bridging Program aims to develop the college readiness of students who graduated under the old Revised Basic Education Curriculum (RBECE) or those who will be affected by the implementation of the K to 12 program. This intends to connect students with local, national and global communities, concerns and challenges. It consists of 24 units of courses which must be acquired by the students to qualify them to enrol under the new general education curriculum (CMO 20 S. 2013). This college readiness bridging program is based on the courses in grades 11 and 12 which are mostly part of the present General Education curriculum (CMO 59 S. 1996) and certain specialized courses. These courses are in the following areas: communication skills (both in English and Filipino), information, media and technology skills, life and career skills, learning and innovation skills, arts and literature, mathematics and science. Completion of these courses enables students to:

1. Produce all forms of texts (e.g. written, oral, visual, digital) based on
 - Solid grounding on Philippine experience and culture
 - Understanding of the self, community and nation
 - Application of critical and creative thinking and doing processes
 - Competency in formulating ideas/arguments logically, scientifically and creatively



- Clear appreciation of one's responsibility as a citizen of a multicultural Philippines and a diverse world;
- 2. Systematically apply knowledge, understanding, theory and skills for the development of the self, local and global communities using prior learning, inquiry and experimentation;
- 3. Work comfortably with relevant technologies and develop adaptations and innovations for significant use in local and global communities;
- 4. Communicate with local and global communities with proficiency, orally, in writing and through new technologies of communication;
- 5. Interact meaningfully in a social setting and contribute to the fulfillment of individual and shared goals, respecting the fundamental humanity of all persons and the diversity of groups and communities.

Coverage of the Bridging Program

CMO 10 S. 2017 identified categories of students to be affected by the implementation of the K to 12 program and the new general education curriculum (CMO 20 S. 2013)

Category 1: High school graduates of senior high school early adopter intending to enrol by June 2017

- a. Subject to the institutional policy, only courses taken in Grades 11 and 12 which fall under the heading of General Education shall be considered for unit crediting provided that the admitting institution is implementing the current general education curriculum.
- b. In case the admitting institution is an early implementer of the revised general education curriculum, there shall be no crediting of units.

Category 2: High school graduates of the old basic education curriculum intending to enrol by June 2018.

Students who graduated in high school on or before June 2016 may enrol in HEIs as first year college students under the new higher education curricula. However, to ensure college readiness of the students enrolling under the new higher education curricula, the admitting HEIs may acquire **bridging programs for the general education component.**

Category 3: First year, second year, third year, fourth year, fifth year or sixth year college students under the old higher education curricula who stopped schooling and intend to re-enroll by June 2018.

These students may re-enroll in any HEI which shall be offering the new higher education curricula subject to submission requirements of the admitting HEI. However, since the new higher education curricula includes new education curriculum:

- a. The HEI has the option to give the students bridging program or require the students to enrol the course under the new general education curriculum.



- b. For professional or major subjects taken by the students other than general education, HEIs may implement their own requirements or policy for crediting.

Components of the Program

CRBP 101	Communication Skills in English	3 units
CRBP 102	Komunikasyon, Pagbasa at Pagsulat sa Filipino	3 units
CRBP 103	General Mathematics with Statistics	3 units
CRBP 104	Life and Physical Sciences	3 units
CRBP 105	Media and Information Technology	3 units
CRBP 106	Qualitative and Quantitative Research	3 units
CRBP 107	Social Sciences with Philosophy	3 units
CRBP 108	Humanities (Arts and Literature)	3 units

Transferees who have earned credits from other HEIs may no longer be required to take some courses in the bridging program, provided that they have already taken the equivalent courses.

		EQUIVALENT COURSES
CRBP 101	Communication Skills in English	Communication Skills in English 1, and Communication Skills in English 2 or their equivalents
CRBP 102	Komunikasyon, Pagbasa at Pagsulat sa Filipino	Sining ng Pakikipagtalastasan, and Pagbasa at Pagsulat or their equivalents
CRBP 103	General Mathematics with Statistics	College Algebra and Basic Statistics or their equivalents
CRBP 104	Life and Physical Sciences	Biology, Chemistry and Physics
CRBP 105	Media and Information Technology	Intro to Computing or its equivalent
CRBP 106	Qualitative and Quantitative Research	Introduction to Research or its equivalent
CRBP 107	Social Sciences with Philosophy	General Sociology, Philippine History, Philippine Government and Philosophy and their equivalents
CRBP 108	Humanities (Arts and Literature)	Art Appreciation and Philippine Literature or their equivalents

Tuition Fees and Other Fees

Current rate for tuition fees, miscellaneous fees and laboratory fees for college will be used for assessment of fees.



B. BRIDGING PROGRAM FOR GRADUATE SCHOOL

- A student who wishes to pursue masteral (MS/MA) program not aligned with his/her bachelor's degree should enroll at least 18 units of bridging foundation courses in the area of specialization to be determined and approved by the Dean of the Graduate School.

Foundation Courses for Education

Foundations of Education 1	- 3 units
Foundations of Education 2	- 3 units
Principles and Methods of Teaching	- 3 units
Measurement and Evaluation	- 3 units
Basic Guidance	- 3 units
Human Growth, Learning and Development	- 3 units

- A student who wishes to pursue a doctoral degree not aligned with this MA/MS degree shall be required to take additional MA/MS bridging foundation courses to be determined and approved by the Dean of the Graduate School.
- Graduates of non-thesis track masteral programs from Philippine Christian University or any other universities who wish to pursue doctoral studies at PCU are required to enroll in nine (9) units of bridging courses. At the end of the courses, the students are required to submit and defend a thesis paper. Other courses from the doctoral program may be enrolled simultaneously with the bridging program.

Bridging Courses for Non-Thesis Track Masteral Program

Seminar in Thesis Writing	- 3 units
Thesis Writing	- 6 units

Section 21. SUBJECT PREREQUISITE POLICY

Students must enroll first in a prerequisite subject to be granted credit for an advanced subject that requires basic foundational components. Subjects taken and passed without the necessary prerequisite will not be given credit and will not be recorded in the transcript of records, but these will have to be retaken.

Section 22. RESIDENCY REQUIREMENT FOR TRANSFER STUDENTS

A transfer student must at least earn 30 semester hours of credit in residence at the PCU as a requirement for a baccalaureate or graduate degree program. That is to say, transfer students must register and be on campus during two (2) semesters (not necessarily consecutive) to comply with the residency requirement. The student must complete the requirements



for the degree within five (5) consecutive years after his first enrollment as an undergraduate or graduate student irrespective of his/her admission classification. Transfer courses for which advanced credit is requested must also have been taken within these time limits. For the undergraduate level, a penalty of three (3) unit is imposed for every five (5) years after the time limit of course completion, i.e. five (5) consecutive years after the first enrollment shall have expired; and for the graduate level, 5-10 year, six (6) units and 11-20 years, 12 units penalty respectively. A petition for an extension of time may be granted by the Dean but this may require additional qualifying examinations, auditing, more coursework, or other procedures to bring the student up-to-date.

Section 23. RESIDENCY REQUIREMENT FOR A DEGREE HOLDER

23.1 A degree holder enrolling for another degree is required to meet the residency period of not less than four (4) semesters.

23.2 Degree holder enrollees are students who have already graduated a baccalaureate degree, but seek to take another degree, a graduate degree or a doctoral degree.

23.3 Generally, a student can only take one (1) program at a time, and is expected to complete the same as specified in the program he or she is enrolled in. If a student enrolls in two programs at the same time, the enrollment in a program at a latter time considered void *ab initio* and no credit is given to the courses taken.

Section 24. RESIDENT ALIENS, NATURALIZED FILIPINOS AND STUDENTS WITH FOREIGN NAMES

24.1 Filipino-born alien students must submit a photocopy of their Alien Certificate of Registration (ACR) and Native Board Certificate of Registration (NBCR) duly certified against the original by the Regional Director, NCSO, National Capital Region.

24.2 Children of naturalized Filipino citizens must submit a photocopy of Identification Certificate issued by the Commissioner of Immigration, certified against the original by NCSO, NCR.

Section 25. EXTRA-ACADEMIC POLICIES FOR ADMISSION

25.1 Students seeking admission or re-admission must not have been involved in any act contrary to public morals and laws of the Philippines.

25.2 The University has the right to require a student/enrollee to undergo drug test at an accredited drug test laboratory.



- 25.3 Students who have record or history of serious psychiatric disorder shall not be admitted to the University. PCU reserves the right to terminate a student found to be mentally and emotionally unfit even after the fact of admission or registration.
- 25.4 Students who have been rejected admission for cause by another institution shall also be denied registration by PCU.
- 25.5 Students who have been convicted of criminal cases in Philippine Courts shall be required to present clearance from PNP and NBI or a certified true copy of the court decision.
- 25.6 Any person suspected or proven to be engaged in programs publicly advocating the overthrow of the government shall be denied admission or re-admission to PCU.
- 25.7 Students who have previous cases and/or pending cases with the University Student Grievance Committee are required to submit clearance from the committee before admission.
- 25.8 The University reserves the right to deny admission of any student who has had a history of habitual delinquency in violating the Student Code of Conduct set forth in the PCU Student Manual.

Article Two

GRADING SYSTEM AND EVALUATION



SECTION 1. ATTENDANCE

- 1.1. All students are expected to attend their classes regularly to be entitled to credits in the course in which they are enrolled.
- 1.2. Tardiness may be considered an absence. A student who leaves the classroom and fails to return for the rest of the period will be marked absent. The permission of the instructor should always be sought whenever a student desires to leave the room.
- 1.3. A student should attend not less than 80% of the total number of recitation hours in the subject in which he desires credit.
- 1.4. In all cases of absences, a student is required to submit a written explanation as to the cause of his absence to the Dean of his/her respective college and fill out the Class Re-entry/ Excuse Slip Form. The dean and the instructor(s) should sign this form before the student is allowed to return to his/her classes. Upon the discretion of the dean and the instructor, prolonged absences may be excused.
- 1.5. Absence does not excuse a student from doing missed assignments and projects. A student must keep count of his/her total absences in a course in which he/she wishes credit in order to avoid earning an “F” or “Dropped” for excessive absences. A total of seven (7) unexcused absences means “F” or “Dropped” as the case may be.
- 1.6. No student is allowed to attend a class if his/her name is not included in the final class list or if the subject does not appear in the Certificate of Registration.
- 1.7. Table of Absence Limitation / Allowed Absences

Course/Credit Description	Maximum Limit
Three unit course, meets once a week	9 hours or 3 absences
Three unit course, meets 1 ½ hours, twice a week	10 hours or 7 absences
Six unit course, meets 3 hrs, 2 times a week	10 hours or 5 absences
Five unit course, meets 4 ½ hours, 2 times a week	13.5 hours or 3 absences
Four unit course, meets 3 hrs, 2 times a week	21 hours or 7 consecutive absences



- 1.8. A student who has incurred the maximum limit of academic absences indicated in the Table of Allowed Absences will be dropped from course through the Instructor-Initiated Drop/Withdrawal Form.
- 1.9. The instructor will closely monitor academic absences and periodically warn students of their academic hour deficiencies.
- 1.10. An absence may be offset or written off through an arrangement, on a case-by-case basis, between the instructor and the student, for the latter to sit in or audit in another scheduled class with the same course title and description until all the deficient hours will have been written-off. The student will maintain a record of audit, an 8" x 5" index card, where the details of date, time and signature of the audit instructor are kept. The student "auditor" is not exempted from class quizzes and participation and the audit instructor has the option to withhold his/her signature if the student fails to comply with class requirement.
- 1.11. The Course Audit Permit for Writing-Off Absences Form will be filled out by the student two weeks after the start of classes, approved by his instructor, the college dean and accepted by the audit instructor in order to restore his attendance status in good standing.

SECTION 2. EXAMINATIONS

- 2.1. Three major examinations are given each semester: the prelim, the midterm and the final. Examination schedules are announced by the Registrar's Office two weeks before the scheduled examination.
- 2.2. A student is required to secure a validated examination permit from the Accounting Office. This permit should be presented to the instructors during the examination.
- 2.3. No student shall be allowed to take the examination without the examination permit.
- 2.4. After the examination, the students keep the permit for reference purposes.
- 2.5. Cheating is one of the less grave offenses with sanctions defined in Article 12, Section 3.12 of this Manual. The following are considered forms of cheating and definitely not allowed when a student is taking examinations:
 - a. Using textbooks, notes and other paraphernalia with regard to the subject matter unless authorized by the instructor;
 - b. Giving and receiving of answer or information; and



- c. Any other attempts at communication with classmates while taking the examination.

2.6. Failure to take the prelim and the mid-term examinations will prevent the student from taking the final examination.

SECTION 3. THE GRADING / MARKING SYSTEM

3.1. Students in the degree program will be graded or marked as follows:

GRADE POINT	% EQUIVALENC
1.0	99—100
1.25	96—98
1.50	93—95
1.75	90—92
2.0	87—89
2.25	84—86
2.50	81—83
2.75	78—80
3.0	75—77
5.0	Below 75 (Failure)
W/F	Withdrawn/Failure
W	Withdrawn
UD	Unofficially Dropped
OD	Officially Dropped
INC	Incomplete

3.2. A grade of 4.00 (Conditional) is not given in the final grading period.

3.3. An incomplete (INC) mark is given to a student who fails to complete certain requirements in a course. It is also given to a student who fails to take the final examination due to illness or any other valid reasons. If, however, the student is not passing in his/her class standing within the semester and fails to take the final examinations for any reason, the student is given a grade of 5.00.

3.4. A student who gets an INC must complete the same within a year immediately following the semester that he obtained the INC mark. Failure to comply within the specified period will automatically mean a grade of 5.00.

3.5. After the deadline to complete an “Incomplete” grade has passed which is one (1) year, a student may still complete within a grace period of two (2) months only if the department head/dean or instructor approves the



extension of the prescription period by filling out the Request for Extension of “Incomplete” Form. Otherwise, the “Inc” becomes a “5.00” subject for repeat. No request for extension of “Incomplete” will be entertained after a period of 14 months or one year and two months.

- 3.6. When a student drops a subject within six (6) weeks from the first day of classes, it shall be reported as “OD” (Officially Dropped); otherwise, it shall be marked either as “UD” (Unofficially Dropped) or “W/F” (Withdrawn/Failure) if no official dropping transpired, except when illness or any other valid reasons has caused the withdrawal, which must be established. The dash (-) is not to be used as a marking sign because its meaning is not specific.
- 3.7. The Report of Grades is the official form used for reporting the academic marks received and units earned by students at the end of a term representing the preliminary, midterm, and final periods. The columns intended for the three grading periods, particularly the final, must be filled out by the faculty member for each student in the report. Decisions for final grades and/or marks are to be made at the end of an Academic Calendar term, for example, 1st Semester, and should not be deferred into the 2nd Semester by leaving the final column blank. If students need to complete certain requirements, but run out of time within the normal term completion period, the mark “INC” should be used. Report of Grades with unfilled or blank final grade column will not be accepted as valid submission to the Registrar’s Office and will be reverted to the college where the faculty member belongs for proper form completion.
- 3.8. Faculty members are required to submit their Report of Grades to the Registrars Office within eight (8) working days after the final examinations for summer term and two (2) weeks after the final examinations for regular academic terms. Changes and erasures are strictly not allowed once the grades have already been received and dated by the Registrar’s Office, except in cases of inadvertent erroneous entries or underestimation of equivalency credits and performance as supported by valid documents or facts, subject to the approval of the Registrar, the Dean, and the Vice President for Academic Affairs. Any changes to be made in the Report of Grades will be effected via the Faculty Request for Grade/Name Addition Entry Change Form.
- 3.9. A student who applies for the completion of “Incomplete” shall pay a corresponding amount. He/She must secure the completion form at the Registrars Office.



SECTION 4. ACADEMIC HONORS

The Philippine Christian University acknowledges students who are academically excellent through giving honors. More so, it gives awards to student organizations that have shown active participation in University activities and have actively contributed to their own organization.

4.1 General Honors Code Policy

All academic honors are awarded to full-time, regular students with minimum academic load per semester according to the prescribed curriculum, *with no history of having been given an incomplete mark irrespective of whether already completed or not*, or grade below 2.25 in all academic and non-academic subjects.

4.2 Classification of Academic Honors

- a. **Dean's Lister.** Dean's Listers are students who obtain minimum weighted average of 1.50 during the previous semester. Guidelines:
 - Computation of weighted average should be based on student's academic performance during the 1st semester of the current school year.
 - Each college should determine and reward its own Dean's Listers.
- b. **College Honors.** College honors are awarded to students who belong to the top 10% of the class with a minimum weighted average of 1.50 during the previous two (2) semesters. Guidelines:
 - Computation of weighted average should be based on student's academic performance during the 1st semester of the current school year.
 - This honor is awarded to the student topnotchers in every level in each college.
 - College honors recipients are qualified for 100% discount in tuition fees for one semester.
- c. **University Honors.** University honors are awarded to student topnotchers who are recipients of college honors with a minimum weighted average 1.25 for the past two (2) consecutive semesters. This honor is awarded to the student topnotchers in the University for every curriculum year level. University honors recipients are qualified for 100% discount on tuition fees for two semesters.
- d. **Graduation Honors Code.** All graduation honors are awarded to full-time regular students with minimum academic load per semester according to the prescribed curriculum, *with no history of having been given an incomplete mark irrespective of whether already completed or not*, or grades below 2.25 in any academic and non-academic subjects.



4.3 Classification of Graduation Honors

a. **Summa Cum Laude**

A candidate in the bachelor's degree program is graduated with the highest honors, SUMMA CUM LAUDE, after having met the following conditions:

- He/She has earned all units required for graduation in the University.
- With general weighted average (GWA) of 1.25 or better.
- With no grade below 1.75 in any academic and non-academic subjects.

b. **Magna Cum Laude**

A candidate in the bachelor's degree program is graduated with the 2nd highest honors, MAGNA CUM LAUDE, after having met the following conditions:

- He/She has earned at least 75% of the total number of units required for graduation in the University.
- With general weighted average (GWA) of 1.50 or better.
- With no grade below 2.0 in any academic and non-academic subjects.

c. **Cum Laude**

A candidate in the bachelor's degree program is graduated with the 3rd highest honors, CUM LAUDE, after having met the following requirements:

- He/She has earned at least 50% of the total number of units required for graduation in the University.
- With general weighted average (GWA) of 1.75 or better.
- With no grade below 2.25 in any academic and non-academic subjects.

4.4 Awards and Distinctions

- a. The awards of distinction are granted to candidates in the Graduate School Program with exemplary academic performance and complete academic requirements, including their theses/dissertations *within the prescribed period of residency*. The guidelines are:
 - With general weighted average (GWA) of 1.25 or better in the academic as well as thesis/dissertation.
 - With no grade below 1.50 in all subjects including thesis/dissertation.

SECTION 5. GRADUATION POLICIES

Diploma, Certificate, Title, or Degree will be conferred upon a student if he/she has satisfactorily complied with all the following requirements:

- 5.1. Formal application for a title or degree should be made through a form provided by the Registrar's Office and filed by the candidate with his



Dean during enrollment period. The application for graduation should be done during the candidate's last term. The Registrar's Office provides the student with an evaluation form of his record, which will be the basis of his application for graduation.

- 5.2. All incoming freshman students, male and female, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component, as a graduation requirement. (See Appendix D, The NSTP Law of 2001).
- 5.3. Suspension of ROTC Requirement. The completion of ROTC training as a requisite for graduation is set aside for students who have completed all their academic requirements for their respective courses as certified by the school on or before the effectivity of the NSTP Act of 2001, which is March 23, 2002. The concerned students may apply for graduation with their respective schools.
- 5.4. Male students who are not covered by the above (Sec. 7.3.) and are currently enrolled but have not taken any of the Military Science (MS), Civic Welfare Service (CWS) or Law Enforcement Service (LES) Programs shall be covered by the NSTP Law.
- 5.5. Male students who have completed two (2) semesters of the Expanded ROTC (E-ROTC) / National Service Program (NSP) are deemed to have complied with the NSTP requirement.
- 5.6. Male students who are not covered by Sec. 7.3. and have taken only one (1) semester of Basic ROTC or E-ROTC / NSP shall take one more semester of any of the NSTP components to qualify for graduation.
- 5.7. Residence requirement of at least one (1) year and applicant must have earned at least 36 academic units at PCU before the granting of the degree. In addition, applicant must have been present during the Baccalaureate and Commencement Rites unless a valid excuse for exemption has been presented to the Dean.
- 5.8. Candidate for graduation must have satisfactorily complied with all the requirements of the course. Any deficiencies will prevent the student from participating in the Commencement Rites.
- 5.9. A candidate for graduation must consult with the Registrar's Office at the start of his/her last semester prior to graduation for evaluation and determination of possible deficiencies.



- 5.10. Graduation documents such as the List of Candidates for Graduation, College Yearbook, or participation in Commencement Exercises do not establish that a student is a full-fledged graduate unless he or she shall have satisfactorily completed all the requirements of the course as recommended by the University Registrar and the Academic Dean and his or her graduation shall have been approved or confirmed by the CHED/TESDA.
- 5.11. No candidate for graduation is allowed to participate in the commencement rites without clearance from the Accounting Office and Registrars Office.

SECTION 6. PHYSICAL EDUCATION POLICIES FOR GRADUATION

- 6.1. A transferee who has taken only three 2-unit each of physical education subjects from his or her last school attended is required to take one (1) more P.E. subject to meet the nine (9) units requirement for graduation.
- 6.2. If a transferee has completed four (4), 2-unit each of physical education subjects from his or her last school attended, the eight (8) units credit total shall be deemed to have met the number of P.E. units for a student to graduate.
- 6.3. The Physical Education Department issues a “P.E. Completed Card” to every student who has completed the nine (9) units of P.E. subjects. Each student is required to submit the “P.E. Completed Card” to the Registrar’s Office for his or her academic performance evaluation.

Article Three

UNIFORM AND ID POLICIES



SECTION 1. SCHOOL UNIFORM POLICY

The PCU uniform policy sets a dress code system that defines normal standards of what constitutes proper clothing and hair grooming. The reason for this is to emphasize its purpose as a university and help establish a respectful academic environment conducive to education. It reflects the university's commitment to quality education and conforms to the university's vision-mission statement of a Christian institution of higher learning.

Violation of dress code is one of the light offenses with corresponding sanctions defined in Article 12, Section 2.1 of this manual.

- 1.1. No students are allowed to enter the campus when not in proper uniform. Wearing of uniform is from Monday to Friday, except Wednesdays and Saturdays which are considered wash days. Proper dress code with I.D. is to be observed.
- 1.2. PE and NSTP uniforms must be worn during PE classes only. Entrance to the university wearing those uniforms will be allowed only if:
 - a. The PE class is the first subject; and
 - b. The NSTP class is either the first or only subject.

After PE or NSTP classes, students are required to wear their school uniform.

- 1.3. Students should NOT wear the following when entering the campus whether or not they have classes:
 - a. Sando, boxer shirt and sleeveless blouse or shirt;
 - b. Blouse or dress with plunging neckline and/or backless/strapless features;
 - c. Miniskirts;
 - d. Slippers, sandals, step-ins and all open shoes, even during washdays are prohibited;
 - e. Walking shorts, pedal pants, tattered, torn pants, jeans, leggings;
 - f. Earrings (for male students);
 - g. Cross-dressings; and
 - h. Facial jewelry for either gender.



- 1.4. Male student's hair is to be cut in reasonable length, no longer than the top edge of a shirt collar, neither covering the ears, and maintaining a neat balance with no part either hanging loose.
- 1.5. Generally, student's hair should be natural black or brown black. The use of any other color shades as dictated by hair fashion should be referred to the SSO Director for approval.
- 1.6. Student Assistants are not exempted from wearing the University uniform.
- 1.7. Varsity players are not exempted from wearing the University uniform.

SECTION 2. STANDARD COLLEGE UNIFORM

- 2.1. The PCU college uniform *for male student* shall be a barong style *polo*, with slits on both sides, secret buttons, bluish-white and with PCU monogram-embroidered on the upper left side, and navy blue linen slacks for the pants. Sports collar, double-breasted, with six blue buttons and bluish-white blouse for female paired also with navy blue linen slacks.
- 2.2. Students are also required to use the standard closed black leather shoes.

SECTION 3. UNIFORM EXEMPTION FOR WORKING STUDENTS

Working students can be exempted from wearing the uniform by applying for the uniform exemption sticker at the Office of Student Affairs. The following are the requirements for uniform exemption:

1. Original copy of employment certificate;
2. Photocopy of the current registration card;
3. Photocopy of SSS/GSIS ID;
4. Photocopy of the Tax Identification No. (TIN) ID or recent Income Tax Return (ITR);
5. Photocopy of the company/employment ID; and
6. Receipt of payment for the exemption sticker.

SECTION 4. UNIFORM EXEMPTION FOR ON-THE-JOB TRAINING OR PRACTICUM STUDENTS

Students who are enrolled in an On-the-Job Training or Practicum course may be exempted from wearing the uniform by applying for the uniform exemption sticker at the Office of Student Affairs. The following are the requirements for uniform exemption:



1. Photocopy of the current registration card;
2. Certification from the Dean or Department Head that the said student is enrolled in an OJT or Practicum course;
3. Certification or request from the Company that the OJT/Practicum students are to wear formal or office attire; and
4. Receipt of payment for the uniform exemption sticker.

SECTION 5. UNIFORM EXEMPTION FOR PREGNANT WOMEN

Pregnant women are exempted from wearing the school uniform provided they submit the following:

1. Photocopy of the current registration card;
2. Photocopy of Medical Certificate;
3. Marriage contract (if not married, present a certification signed by the parents/guardian that they know of the student's situation); and
4. Receipt of payment for the uniform exemption sticker.

SECTION 6. RENEWAL OF APPLICATION FOR UNIFORM EXEMPTION

Filing of uniform exemption application shall be done every semester (1st semester, 2nd semester, summer) approval of the application shall be secured from OSA.

SECTION 7. STUDENT IDENTIFICATION CARD

All students are required to have student identification cards. It bears the signature, the most recent picture of the holder and indicates his/her course and student number. Every student is given a student number that shall be his/her code number in all transactions inside the University.

Every First Semester, upon enrollment, all students must apply for new Identification Cards. The Office of Student Affairs will process the application and issuance of the ID cards.

All students should remember the following about their IDs:

- 7.1. Student IDs are validated every second semester and summer. For validation, a student should present to the Office of Student Affairs his/her current registration card and current ID.
- 7.2. Upon entrance to the University, the ID card is shown to the guard on duty. Students without ID cards will not be allowed to enter the campus. IDs should always be worn when students are inside the University premises.



- 7.3. Lending of one's ID card to another student or to anybody else is prohibited and considered an offense.
- 7.4. Loss of ID card must be reported immediately to the Office of Student Affairs through writing. An affidavit of loss should be submitted to OSA to initiate the processing of a replacement.
- 7.5. For security reasons, ID cards must be surrendered to the Office of Student Affairs upon withdrawal of enrollment from the University. Failure to surrender would result to non-issuance of good moral certificate.
- 7.6. ID cards may be confiscated on grounds of violation of the rules and regulations of the University.
- 7.7. OLD ID must be surrendered to Office of Student Affairs every 1st semester of every school year and upon application for new one or pending release for newly issued one. In case of lost of old ID or registration card, affidavit of loss shall be executed by the student in replacement of old ID and pay the necessary I.D. fee at the cashier.
- 7.8 Failure to have their I.D. validated during 2nd Semester and summer is a ground for light offense on 1st offense and grave offense on repeated failure to undergo I.D. validation.

Article Four

POLICIES ON CAMPUS SECURITY



SECTION 1. SECURITY MEASURES

- 1.1. Proper identification cards are issued to all bona fide students, faculty members, staffs and administrators of the University.
- 1.2. For security purposes, visitors of students are not allowed to enter the University. But in case of emergency, a family member may enter the University with assistance from the guards. They may proceed to the dean of the college where the student belongs or to the Office of Student Affairs.
- 1.3. All visitors who have business transactions inside the University should present and leave proper identification cards with the guard on duty. The Security, in turn, will issue a visitor's ID that should be worn throughout the visitor's stay inside the University. Before leaving, they should return the Visitor's ID to the guard on duty and claim back their personal IDs.

SECTION 2. CAR PASS STICKERS

Car pass sticker policy shall apply to all PCU administrators, faculty, staff, students and persons with regular or periodic business transaction with the University. Guests are required to secure a gate pass from the Security for their entry. The following guidelines for the car pass stickers must be observed:

1. Pay the car sticker fee at the Cashier.
2. Proceed to the department assigned and present the official receipt and a photocopy of your car registration and car official receipt (OR/CR).
3. Follow instructions indicated on the car pass sticker.
4. Parking shall be on a "first-come-first-served" basis due to limited space.
5. The sticker is valid for one school year and renewable every upon payment of the parking/sticker fee.



6. The University reserves the right to revoke issued car pass if the owner violates any of the existing University policy.
7. Spaces reserved for school officials shall be for their exclusive use only.
8. The University shall not be liable for any loss, damages and destruction arising from improper parking or negligence of the owner, or force majeure.
9. Cars are subject to inspection by designated security guards as required for security reasons.

Article Five

STUDENT RETENTION POLICY

Since the start of academe-oriented education, the concept of student retention has been a very important practice of educational institutions. The reason for this is that maintenance of academic standards is a necessary conduct for ensuring the realization of educational reform as well as student achievement. The Philippine Christian University adopts an open admission-selective retention policy.

SECTION 1. INITIAL PROBATIONARY PERIOD

- 1.1 A bona fide student is a full-time student who is enrolled in at least 18 units per semester. A part-time student is enrolled in at least 12 units.
- 1.2. For freshman students, the policy is open admission. The screening phase will be in the second year, and if they do not qualify, they may be refused re-enrollment. This is the initial probationary period of one year given to new enrollees.
- 1.3. All transferees are also placed on probationary status for one semester.

SECTION 2. ACADEMIC DELINQUENCY

Academic delinquency occurs when a student neglects his/her academic duties as set forth in the academic standards by the college program he/she is enrolled in. Academic delinquency can be classified into:

- 2.1. Minor delinquency occurs when a student fails to get the cumulative grade point average (GPA) of 2.75 by obtaining a grade of “F” (5.0), “W/F” or “Inc” in one course.
- 2.2. Major delinquency occurs when a student obtains three (3) grades “Inc”, “W/F” or “F” (5.0) in any academic or non-academic courses in a semester. This type is a valid cause for dropping from the school roster. However, the respective college dean may opt to grant probationary status on a case by case basis. Readmitted students, with continuing major academic



deficiencies and after receiving a subsequent major deficiency notice, will be permanently dropped from the school roster.

2.3. Students who incur academic delinquencies shall be subject to:

1. Warning and Probation

- a. If a student fails 50% of his/her subjects in a semester, he/she must be given a written notice of warning, and if he/she still does not recover or reform after the warning, he/she will be refused readmission.
- b. Each student must maintain a grade point average (GPA) of 2.75 of his/her load, academic and non-academic, at the end of the semester. Probationary status serves as a warning to the student that, unless his/her grades improve, the student is subject to the dropping rules. Failure to do so, he/she shall be given a written warning by the dean.

2. Academic Probation

Academic probation is a system of making it up purposively to recover areas of failure open to academic delinquents in order to meet academic standards as prescribed by the college program they are enrolled in.

3. Each student whose grade point average (GPA) falls below the minimum acceptable standard of 3.0 to remain in good academic standing will be placed on academic probation. While on probation, a student may continue to enroll. However, he/she must:
 - a. Seek academic counseling and advice before registration;
 - b. Enroll in no more than 12 units; and
 - c. Maintain a GPA of 2.75.
4. A student will be removed from probationary status when his/her GPA is at least 2.75.
5. Students on probation are expected to limit student activities in order to spend more time in academic work. They may not hold office in any student organization or represent the college or university in any official capacity. They should adjust extra-curricular activities, class schedules, and outside work in order to improve academic performance.



2.4. Dropping from the School Roster

- a. Each continuing probationary student whose GPA falls below the minimum acceptable standard of 3.0 to remain in good academic standing at the end of the semester, shall be dropped from the school roster by the concerned college dean.
- b. Each continuing probationary student who obtains a grade of “W/F” or “F” (5.0) in any three (3) enrolled courses, academic and non-academic, after receiving two (2) consecutive warnings within the semester, shall be dropped from the school roster by the concerned college dean.
- c. A transfer student who fails 50% in his subjects, academic and/or non-academic, in the semester after his admission shall be refused re-admission and subject to the dropping rule.
- d. Any student who has been dropped from one college shall not be admitted to another college within the University.

2.5. Procedure for Readmission

- a. A written notice of intent to re-enroll explaining the reason/s therefor.
- b. Recommendation letters from instructors or professors.
- c. Proof of removal of academic deficiencies.
- d. Proof of compliance with the minimum GPA of 2.75.
- e. University policy prohibits readmission after two dismissals.
- f. For leave of absence, proof of approved LOA.

2.6. Appeal

A student may appeal a decision regarding probation and/or dropping from the school roster by submitting a written notice of Appeal to the Vice President for Academic Affairs through the recommendation of the college dean.

SECTION 3. STUDENT RESIDENCY FOR UNDERGRADUATE STUDENTS

3.1. Four-Year Courses

Full-time students enrolled in a four-year course are allowed a maximum of five (5) years to complete the course. Part-time students are allowed a maximum of seven (7) years to complete the course. Failure to comply with these residency requirements will subject a student to the academic sanction of non-readmission or deregistration as the case may be.



3.2. Two-Year Courses

Full-time students enrolled in a two-year course are allowed a maximum of three (3) years to complete the course. Part-time students are allowed a maximum of four (4) years to complete the course. Failure to comply will subject a student to the academic sanction of non-readmission or deregistration, such that they will be advised to transfer.

3.3. Any student who shifts to another course will have his/her residency requirements re-evaluated by the dean subject to the approval of the Vice President for Academic Affairs (VPAA).

SECTION 4. LEAVE OF ABSENCE

All students who would like to apply for LOA must fill out the Application for Leave of Absence Form at the Office of Student Affairs. The application must state the reason for which the leave is desired. LOA is renewable every semester, but the period of the leave must not exceed two academic years. Upon recommendation of the dean, the application shall be for the approval of the Vice President for Academic Affairs. The number of maximum years of residency shall not be affected by the approved leave of absence.

Article Six

SCHOLARSHIP PROGRAM

True to its vision of faith, character and service, Philippine Christian University grants scholarships to deserving but financially deficient students. It is the general policy of the University to give discount in tuition fees to students who qualify per established criteria of the University scholarship grants.

SECTION 1. CLASSIFICATION OF SCHOLARSHIPS AND / OR GRANTS

1.1. Entrance Scholars

Valedictorians and salutatorians are given full and half tuition fee discounts respectively. A letter from the school principal certifying the rank obtained and number of students in the class (not less than fifty (50) graduates) is required.

1.2. University Scholars

College grants full 100% and partial 50% tuition scholarships for one semester to College Honor awardees selected per established criteria of the scholarship program:

- a. Full scholarships are granted to those who obtain a grade point average (GPA) of at least 1.25, with no grade of 2.00 in any other subject and carry a load of not less than 18 units. Full scholars are entitled to full tuition fee discount.
- b. Partial scholarships are granted to those who obtain a grade point average (GPA) of at least 1.50, with no grades of 2.25 in any other subject and carry a regular load of not less than 18 units. Partial scholars are entitled to 50% tuition fee discount.

1.3. Alumni Scholarship

This is granted to those needy and deserving children of PCU Alumni Association members with at least 85% or 2.25 average from high school. Guidelines for application:

- a. Applicant must have qualified in the College Entrance Test.



- b. Continuity of the grant shall be determined by the following:

GWA 1.50 - 100% tuition
GWA 1.75 - 75% tuition
GWA 2.00 - 50% tuition

1.4. Ministerial Scholars

- a. Benefits are for full-time ordained UCCP/UMC ministers, church workers, seminary students including their children and spouses. A certificate from the district superintendent or bishop is required.
1. 100% discount on tuition is given to full-time church workers with aggregate family monthly income of less than PhP10,000.00
 2. 85% discount on tuition is given to full-time church workers with aggregate monthly income of more than PhP10,000.00 but not exceeding PhP15,000.00.
 3. 75% discount on tuition is given to full-time church workers with aggregate family monthly income of more than PhP15,000.00 but not exceeding PhP20,000.00.
 4. 50% discount on tuition is given to full-time church workers with aggregate family monthly income exceeding PhP20,000.00.
- b. A 15% discount on tuition fees is given to full-time ministers of churches affiliated with NCCP provided they maintain a passing grade in all subjects.
- c. Applicability of Tuition Discounts. The grants of tuition discounts are only applicable to students in basic education (kinder, elementary, high school) and Bachelor's Degree programs. These privileges do not apply to College of Law, Masters and Doctoral students.
- d. Application for Grants
1. For full-time ordained UCCP/UMC ministers and church workers and their legitimate spouses and children must submit the following to the Scholarship Committee:

Certification from the Bishop, District Superintendent or Conference Minister;
Resume/Curriculum Vitae;
Proof of income or ITR;
Transcript of Records/Diploma/F-137; and
Passing mark in the College Entrance Test



2. For ordained ministers of the NCCP affiliated churches, all of the above except proof of income are required.
3. Renewal of Grants

Passing grade in all subjects is a prerequisite for renewal of grants;

Adherence, observance and practice of the Christian standards and values; and

Loyalty to the Vision-Mission of the University.

1.5. Faculty / Staff Educational Benefits

Regular rank and file staff members and tenured faculty and their legitimate dependents shall be entitled to educational benefits as follows:

- a. Tenured Faculty and Staff: One hundred percent (100%) discount on tuition fees only;
- b. Legitimate spouse and children: One hundred percent (100%) discount on tuition fees;
- c. One dependent niece/nephew, not over 25 years old, living with single employee is entitled to a seventy-five percent (75%) discount on tuition fees, provided that he/she will maintain passing grade in all subjects; and
- d. Renewal will be contingent on passing grades in all subjects.

1.6. Family Discount

Two to three siblings to the limit of four students who are full time in the University are entitled to family discount of 10% to be applied to the least assessed tuition fee amount. The primary requirement is certificate of enrollment or registration card of the student.

1.7. Grants & Other Financial Aid

This type may be given to full-time student of PCU, all levels. Primary requirement is a letter from the donor that the scholarship grant is for the specific student and discount rate on tuition fee is dependent on the conditions of the donor.

1.8. Student Assistantship Program

Full-time students of the University bachelor's programs with a load of not less than 18 units are granted 100% discount on tuition and miscellaneous fees. Renewal is dependent on passing grades in all subjects.



1.9. Athletics Scholarship Program

Student-athletes with at least 18 units load, are given discounts subject to the policies of the Athletics Office. Tuition and miscellaneous discount rates are contingent on the recommendation of the coaches.

1.10. Cultural Scholarship Program

Full-time students with at least 18 units load who are members of existing culture and arts groups accredited by the University will be entitled to a tuition fee discount.

1.11. Special Discounts for Full Payment of Fees for College, Masteral and Doctoral Students

Students currently enrolled with at least 18 units load (undergraduate) and six units (masteral or doctoral) are given 10% tuition fee and 5% miscellaneous discount rates respectively. Availment is contingent on presentation of registration card and no overdue accounts to be certified by the Accounting Office.

SECTION 2. SCHOLARSHIP REQUIREMENTS AND PROCEDURE FOR USE

- 2.1. All applicants must secure and fill out the application form for scholarships available at the President's Office.
- 2.2. Applicants must ensure to submit all the required documents or attachments (as indicated in the scholarship form) together with the scholarship form at the Accounting Office for assessment.
- 2.3. Submit filled-up form with proper endorsement of the dean or principal to the Scholarship Committee Chairperson together with the required documents within the month prior to the scheduled prelim exams for college students (August, 1st Semester; January for 2nd Semester) or at least a week before the second grading period exams for basic education (kiddie, elementary and high school) for initial evaluation and approval of rate of discount. Failure to submit the form as scheduled will automatically cause forfeiture of the discount due for the period.

SECTION 3. STUDENT ASSISTANTSHIP PROGRAM

The University provides a 100% tuition fee discount to deserving needy students with at least average scholastic achievement. Continuation of this assistance requires industry, character and passing mark in all subjects.



3.1. Policy and Procedure for Student Assistants

- a. All interested student assistant applicants must proceed to the Personnel and Human Resource Development Office (P/HRD) for screening and interview.
- b. The Director of Personnel and Human Resource Development Office shall recommend qualified applicants to the Office of the President for approval.
- c. Student Assistants are not allowed to keep keys of their assigned offices or departments.
- d. They are not allowed to use the office telephone for personal call and the computer to work on their assignments, watch a movie or access the internet. Pay phones and phone cards are available at the Convenience Store and internet access is provided at the Internet Library and the Internet Café.
- e. They are not exempted from wearing the prescribed uniform and they have to wear their IDs during their duty and be an example to co-students of wearing such at all times.
- f. They should observe proper conduct at all times as expected of them.
- g. Student Assistants shall enjoy the following benefits:
 1. free tuition and miscellaneous fees, except laboratory fees, for maximum of 18 units for regular semester and 6 units for summer.
 2. monthly stipend or allowance where applicable.
- h. Monthly stipend shall be given every 5th day of the month.
- i. Student Assistants shall be required to render four (4) hours of service a day.
- j. Student Assistants shall have a maximum load of 21 units per semester and 6 units during summer period.
- k. In case of overtime duty, the department head/director should secure approval in writing from the Personnel/Human Resource Development Director.
- l. Student Assistants must always conduct themselves properly and be models for other students to emulate. Any complaint of serious misconduct shall be subjects to investigation and ground for termination of scholarship, if allegation is found to be true.

3.2. Guidelines for Student Assistants

- a. Upon application, he/she must have an average of 83% with no failing grade(s) and shall maintain it every semester without any failure, dropped or incomplete subjects.
- b. He/She must not be a member of any fraternity/sorority or any organization that allows hazing of neophytes.



- c. He/She is prohibited from joining anti-administration organizations.
- d. Applicants for student assistants shall establish a one-year residency before acceptance.
- e. He/She shall attend a regular Bible Study with a duly accredited Spiritual Formation Organizations.
- f. Absences
 - 1. Unexcused absences shall be a ground for suspension.
 - 2. Excused absence should be reported to the immediate supervisor one week in advance for proper scheduling of replacement.
 - 3. Absences are considered excused when one gets sick, when death occurs in the immediate family, or when the Director allows it.
- g. Tardiness. A student Assistant is allowed to incur three instances of tardiness only. One is considered late when he/she reaches the place of work 10 minutes after the scheduled time of work.

Article Seven

STUDENT ACTIVITIES

The Philippine Christian University conducts activities that enhance students social awareness and develop their talents. It encourages students to join accredited student organizations and to participate in activities directed towards a rewarding student life and good citizenship. No student may be excluded from membership in student organization on account of his/her race, color, creed, ethnic origin, disability, gender, age or religion. Only PCU bona fide students are allowed to apply for membership in accredited student organizations of the University.

The Office of Student Affairs works as an advocate of student interest by initiating programs that encourage active participation in life outside the classroom. It is responsible for the approval of student organizations' application for accreditation. The Office also approves and supervises the activities of all accredited student organizations.

SECTION 1. CLASSIFICATION OF STUDENT ORGANIZATIONS

1.1. Student Academic Organizations

Recognized and affiliated with academic programs, these organizations are created to complement academic learning by organizing activities that would enrich the course offerings of the different colleges of the University. These organizations accept membership from students pursuing studies in the major fields of specialization. Any application for accreditation requires the signatures of the department's chairperson, dean and the advisor/s.

1.2 Special Interest Organizations

These are non-academic organizations constituted to assist in the development of student talents, creativity and awareness. These organizations accept membership from students of different departments who desire to utilize and enhance their talents.

1.3. Spiritual Formation Organizations

PCU is a Christian institution that oversees not only the academic needs but also the spiritual needs of its students including all members of the academic community. It encourages the formation of Christian organizations



for the purpose of enhancing and helping students' spiritual life in their search for truth through the Word of God.

1.4. Classification of Fraternity/Sorority Organizations

It is expressly agreed upon by the students and their parents that PCU is a fraternity/sorority free university. No student shall be allowed to join, promote, maintain and encourage the formation, maintenance of any fraternity/sorority or any similar organizations. Violation of this policy shall be sufficient ground for the dismissal of the student with prejudice and forfeiture of all fees already paid. Definition of a fraternity/sorority under the law is hereby adopted.

SECTION 2. PROCEDURES FOR ACCREDITATION OF STUDENT ORGANIZATIONS

The accreditation of a student organization is a prerequisite for laying down its organizational operations in the University. It is conducted at the beginning of each school year so student organizations may enjoy the benefits it entails.

2.1 General Procedures.

- a. All student organizations must first apply for accreditation with the Office of Student Affairs before they can conduct business officially on or off campus. All documents needed for accreditation or re-accreditation must be submitted to OSA.
- b. The criteria for accreditation or re-accreditation of student organizations specified on Sections 2.2.1 and 2.2.2 must be strictly complied with.
- c. Application documents for accreditation or re-accreditation will be reviewed and approved by the Committee on Accreditation composed of the Director of Student Services Office as chairman, the Coordinator of Student Affairs, the Coordinator of Guidance and Counseling Office, and the Presidents of the University Student Government for both Manila and Dasmariñas Campus as members.
- d. Any decisions made by the Committee on Accreditation shall be considered final and unappealable.
- e. Upon approval, a student organization is granted a Certificate of Accreditation confirming the University's recognition, which is only valid for one (1) school year.
- f. New organizations that have not been initially granted accreditation or recognition are no longer eligible for re-application.
- g. Reasons for denial or disapproval of application for accreditation of student organization are not subject to disclosure on the ground of privileged information, i.e. it will be against University interest to do so.



- h. To ensure continuity of official student activities, the OSA requires strict enforcement of the deadline for accreditation or re-accreditation: July 15th of each school year. Failure to renew the Certificate of Accreditation within the prescribed time automatically results in the dissolution of the student organization.

2.2. Specific Procedures

The following are the criteria for accreditation or re-accreditation of student organizations:

a. New Organizations.

Student organizations may be accredited if they uphold the vision, mission, and goals of the University. Students who wish to have their organizations accredited must fill out the OSA Forms and submit to the Office of Student Affairs the following requirements:

1. Letter of Intent to Register, describing organizational purpose, its rules of operation, and other pertinent principles consistent with the vision/mission of the University;
2. Constitution and By-laws;
3. List of internal officers - complete with names, position, course, year level, specimen signature, address and contact number;
4. List with signatures, of at least 15 founding members inclusive of officers;
5. Proposed activities for the entire school year including the tentative dates of implementation and brief description of each activity;
6. Budget proposal for the entire school year - objectives;
7. Sources of funds and fund-raising activities;
8. Letter of acceptance of faculty advisor/s addressed to the Coordinator of the Office of Student Affairs;
9. Resumes of all officers and their grades during the semester before the accreditation; and
10. Prospective officers of new student organizations must satisfy the residency requirement of at least one (1) year in the university.

b. Old Organizations.

All accredited organizations that wish to renew their accreditation must submit the following:

1. Letter of Intent to Re-accreditation;
2. Annual Report including an audited financial statement of the previous school year due May 1;
3. List of newly elected officers;
4. List of at least 15 currently enrolled members;



5. Calendar or activities for the current school year;
6. Sources of funds and fund-raising activities;
7. Accountability pledge of responsible officers;
8. Resumes of all officers and their grades during the semester before their election; and
9. Budget proposal.

SECTION 3. REVOCATION OF ACCREDITATION

The Office of Student Affairs may revoke accreditation of a student organization on the following grounds:

1. Severe violation of organization's purpose and Constitution and By-laws;
2. Failure to comply with the requirement to submit reports such as financial and progress reports;
3. Severe violation of policies governing conduct of activities.

Revocation may be in effect from six (6) months to one (1) year and the student organization may reapply after the end of the cancellation term.

SECTION 4. RESPONSIBILITIES OF ACCREDITED STUDENT ORGANIZATION

It is the responsibility of all accredited student organizations to comply with the requirements promulgated by the Office of Student Affairs. This is made to monitor their finances and the activities done by the organizations.

- 4.1. **Progress Report.** The president of each student organization is required to submit a written report on the progress of the organization's programs to the Office of Student Affairs every end of the semester.
- 4.2. **Financial Report.** Annual financial reports on all activities involving collection or payments and fund raising from non-members shall be submitted to the Office of Student Affairs one week after the activity. Likewise, an audited financial report covering all organization's activities must be submitted in duplicate every end of the semester. Failure to comply may mean cancellation of accreditation.
- 4.3. **Organizational Management.** Every student organization and its members shall abide by the school rules and policy regulations (Magna Carta for Students – Chapter 8, Sec. 33 b & c) and maintain harmonious relationship with the rest of the academic and support community.



SECTION 5. BENEFITS AND LIMITATIONS OF ACCREDITED STUDENT ORGANIZATIONS

5.1. Benefits

All duly accredited and recognized student organizations are entitled to some privileges granted by the University and may:

- a. hold social functions and other activities during the school year;
- b. compete for awards given at the end of the school year to organizations that contributed the most to the enhancement of campus life during the year;
- c. raise funds and solicit prizes from sponsors;
- d. conduct social functions such as concerts, parties, educational field trips, and others;
- e. represent the University in outside competitions;
- f. use University facilities; and
- g. request for financial support from OSA for their Outreach Programs.

5.2. Limitations

Conversely, all accredited student organizations are subject to the following limitations:

- a. Unauthorized use of University's name and trade marks, i.e. logo, insignia, seal, design or any other symbol or device, is prohibited. Permission to use them may be obtained from the Office of Student Affairs. This is listed as one of the grave offenses with sanctions in this manual.
- b. Student organizations are urged to review all publicity materials used in any event they sponsor to ensure accurate representation and consistency with University policies.
- c. Registered student organizations may take sides on controversial issues, but must expressly state that their comments do not necessarily reflect the views of the University or the student body as a whole.

SECTION 6. CONDUCT OF STUDENT ACTIVITIES

- 6.1. All student activities such as regular meetings, fund raising projects, rallies, group activities, and other organizational schemes must be approved by the Office of Student Affairs. Written requests for approval must be submitted to OSA in duplicate copies at least five (5) working days before the actual date of activities. Rallies are not allowed inside the building; neither are bandwagon techniques of noise barrage and room-to-room actions. Only accredited student organizations are allowed to conduct the above activities but they must first secure permission from the Office of Student Affairs.



- 6.2. For student academic organizations, the conduct of student activities requires the signature of the department head or designee in addition to the signatures of any two registered officers, who will assume responsibility for the group.
- 6.3. The Coordinator of the Office of Student Affairs, reserves the authority to disapprove any activity that is contrary to University policy or in violation of existing rules and regulations promulgated by OSA.
- 6.4. Induction of officers of a student organization is contingent upon confirmation of its accreditation. Any induction program must be done in the University campus, unless another venue is approved by the OSA.
- 6.5. For all student activities, security of the participants must be assured and the presence of the faculty advisor is a must.
- 6.6. For off-campus activities, waiver forms duly signed by the parents or guardians of the students are needed. The presence of the faculty advisor/s for the entire duration of the activity is a must. Any delegation to another faculty member must be put in writing and communicated to the OSA for record purposes. All academic-related off-campus activities, such as field trips, must be approved by the department and duly approved by the concerned dean and the VPAA.
- 6.7. For parties and other social functions to be held outside the campus, the time shall depend upon the discretion of the faculty advisor.
- 6.8. The same policies shall apply on concerts. It must not deviate from the mission and vision statement of the University. The personality of the performers and the concert itself must be wholesome. The sponsoring company must not include advertisement of products like liquors, cigarettes or of any other related materials to be posted inside the campus.
- 6.9. Only student activities related to the outreach program of the University are entitled to OSA financial support.
- 6.10. No student organization is allowed to schedule any activity one week before major examinations as well as during the examination period.
- 6.11. Only accredited student organizations shall be allowed to solicit funds upon the approval of the Office of Student Affairs. If tickets are to be sold, the OSA must stamp each ticket before its release.



SECTION 7. ACTIVITY REQUEST APPROVAL PROCEDURES

All student organizations are expected to observe the following procedures as a pre-condition to the implementation of any activity or any other special projects:

- 7.1. A formal activity proposal must be drawn up and submitted to the OSA five (5) calendar days before the proposed activity. Depending on the location of the activity, two OSA forms can be filled out: Application for In-Campus Activity and Application for Off-Campus Activity.
- 7.2. The activity proposal must include:
 - a. Activity description and schedule
 - b. Purpose/objective
 - c. Dates and places of activity
 - d. Signature of president of the organization
 - e. Signature/s of advisor/s
 - f. Signature of the dean or the department head
- 7.3. If the activity proposal is approved, the responsible officer will contact the Office of Student Affairs for further advice regarding implementation requirements.
- 7.4. All Off-Campus activities of student organizations should come with a Waiver Form duly approved by the Office of Student Affairs and signed by the participants' parents and/or guardians. Participants with no waiver forms would not be allowed to join the off-campus activity.

SECTION 8. STUDENT ORGANIZATION ADVISORSHIP

8.1. Appointment of Faculty Advisors

Faculty advisors are assigned to assist the Office of Student Affairs in the supervision of student organizations. Student organizations are free to choose their faculty advisors subject to the approval of their respective deans and upon recommendation to the Coordinator of Office of Student Affairs.

The term of appointment of faculty advisors is equivalent to one school year and is renewable. If the faculty advisor withdraws for any reason



before the expiration of the appointment, a new faculty advisor should be recommended by the organization to the OSA Coordinator for appointment, to serve the unexpired portion of the term, subject to the approval of their respective deans.

The faculty advisor should be an active participant in all activities of his/her advisee.

8.2. Qualifications of Faculty Advisors

- a. Only tenured faculty members can act as advisers of academic organizations and only tenured faculty/regular staff can act as advisers of non-academic organizations;
- b. Must be connected with the particular academic field for Student Academic Organizations and knowledgeable and skillful in the particular field for Special Interest and Student Christian Organizations;
- c. Must commit time for the needs of the organizations;
- d. Must have some skills in conflict resolution; and
- e. Must be an advisor of not more than two (2) organizations.

8.3. Responsibilities of a Faculty Advisor

- a. To see to it that the activities of the organization are handled and implemented in accordance with the goals and objectives of the College where the organization belongs;
- b. To guide the organization in its plans and activities;
- c. To be accountable to the University for actions or misdeeds related to approved activities of the organization;
- d. To be available for consultation to all members of the organization particularly to the officers;
- e. To attend general meetings and executive board meetings as often as time permits and be provided with the minutes of such meetings;
- f. To accompany the organization members in off-campus activities and ensure their safety;
- g. To note all communications and be well-informed of all activities of the organization;
- h. To foster unity within the organization;
- i. To inspire and motivate the officers and members to work toward the success of the organization;
- j. To help resolve conflicts within the organization;
- k. To provide assistance in the matter of parliamentary procedures; and
- l. To be aware of the financial status of the student organization at all times.



SECTION 9. USE OF UNIVERSITY FACILITIES

The following are the University facilities available for use in the conduct of different activities:

9.1. For Manila Campus:

- a. University Auditorium
- b. Audio-Visual Room
- c. UTS Boardroom
- d. Boracay Area
- e. Basketball Court/Freedom Park (ground)
- f. Volleyball Court/Quadrangle (ground)
- g. Gymnasium
- h. OSA Conference Room

9.2. For Dasmariñas Campus

- a. CASTE Conference Room
- b. CBT Conference Room
- c. President's Boardroom
- d. Salakot Chapel
- e. Asian Mission Center
- f. Basketball Court
- g. Volleyball Court
- h. Football Court
- i. Audio-Visual Room

9.3. Only accredited student organizations, academic classes, administrative offices and service units are allowed to use the University facilities.

9.4. For Manila Campus, the application form for the reservation of the University Auditorium is available at the President's Office. Student Organizations that wish to apply for reservation of the University Auditorium must present an approved Conduct of Activity Form from the Office of Student Affairs. For Dasmariñas Campus, reservation for the use of the President's Boardroom is available at the President's Office.

9.5. To apply for the use of the Gymnasium, the UTS Boardroom and the Audio-Visual Room (AVR), the applicant must proceed to the respective offices managing the facilities, present an approved Conduct of Activity Form, and fill out appropriate forms.



- 9.6. To apply for the use of Boracay Area, OSA Conference Room and the Quadrangle, the applicant must proceed to the Office of Student Affairs.
- 9.7. To apply for the use of the Freedom Park/Basketball Court (ground) proceed to the Physical Education Department.
- 9.8. For Dasmariñas Campus, to apply for the use of the Basketball, Volleyball and Football courts, the applicant must proceed to the Athletics Office and fill-out appropriate forms.
- 9.9. For the use of the Salakot Chapel and Asian Mission Center, applicants must proceed to their respective offices managing the facilities and fill-up appropriate forms.
- 9.10. To all applicants, the signatures of the organization president or representative and its faculty advisor/s are prerequisite to the approval of the reservation. If any of the two signatures is absent, the application will not be approved.
- 9.11. The organization's president is responsible for the nature and conduct of activities held at any University facilities and should see to it that all regulations for their use are strictly adhered to.
- 9.12. The University President shall approve the conduct of activities and use of University facilities held on Sundays or holidays.
- 9.13. The Personnel and HRD Director shall approve overnight activities which will make use of classrooms or offices but with the notation of the OSA Coordinator or the SSO Director. The concerned student organization should make their request in writing.

SECTION 10. BULLETIN BOARDS AND NOTICES

- 10.1. The University expects all students to be fully aware of all notices posted on bulletin boards.
- 10.2. The University reserves the right to use administrative bulletin boards for official school memos and announcements; thus, tampering of official notices is strictly prohibited.
- 10.3. Recognized student organizations, however, shall be assigned bulletin boards for their particular announcements.



10.4. Students and student organizations are prohibited to write, post, remove, or alter anything on the administrative bulletin boards and on the walls of PCU buildings without permission from the Office of Student Affairs. This prohibition carries a corresponding sanction according to this manual.

SECTION 11. STUDENT AWARDS

Before the school year ends, a Recognition Day is held to give awards to various deserving student leaders, student organizations and those who excelled in various fields such as sports and the arts.

11.1. The following are some of the student awards the University may grant to deserving students and student organizations:

a. Leadership and Organization Awards

1. P.S. Ocampo Awards for Excellence in Leadership
2. Outstanding Student for Academic Excellence
3. Most Outstanding Student Organizations (Academic and Non-academic)
4. Campus Journalist of the Year
5. Outstanding University Student Government or Student Body Organization Officer of the Year.

b. Cultural Awards

1. Modern or Cultural Dancer of the Year
2. Outstanding Choral Member/s of the Year
3. Best Artist of the Year

c. Athletes of the Year

d. Special Awards

1. Best Student Organizations in Community Service
2. Peer Counselor/s of the Year
3. Student Assistant/s of the Year

11.2. The following are the general criteria in choosing the awardees for each category:

a. Organization Awards

1. Must be an accredited student organization.



2. Must have actively participated in University and OSA activities.
3. The officers must pass the interview of the panel of judges.

b. **Leadership Awards**

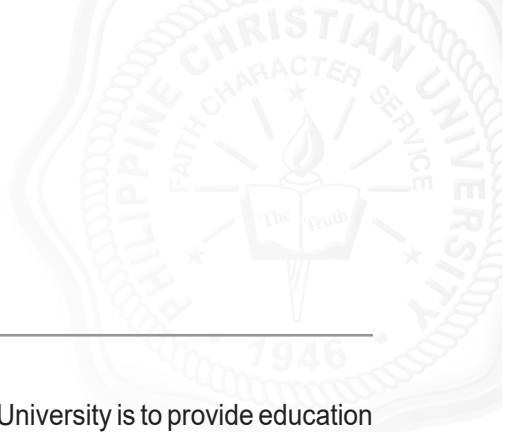
1. Must have a grade not lower than 2.25 in any subjects or no failing grade in any subject.
2. Must be an active officer or member of accredited student organization/s.
3. Must have actively participated in University and OSA activities.
4. Must pass the interview of the panel of judges.

c. **Individual Performance Award**

1. Must have no failing grade in any subject.
2. Must be recommended by his/her immediate superior.

Article Eight

STUDENT'S CODE OF CONDUCT



One of the objectives of Philippine Christian University is to provide education that will enhance human dignity through the development of Christian character. The University also encourages self-initiated discipline among students. Therefore, each PCU student assumes an obligation to act properly on or off campus and to abide by the Codes of Conduct at all times.

SECTION 1. CODES OF CONDUCT

- 1.1. Courteous behavior is an obligation of students at all times.
- 1.2. All students are expected to attend their classes regularly. They are also encouraged to use free time productively.
- 1.3. Disturbance in the classrooms, corridors and playgrounds during classes and school functions should be avoided.
- 1.4. Disruptive or disorderly conduct, lewd and indecent or obscene conduct or expressions are prohibited.
- 1.5. Cheating, in any form, is strictly prohibited.
- 1.6. Tampering of school records is strictly prohibited.
- 1.7. Loitering in hallways and staying inside vacant rooms while using the air conditioning units are strictly prohibited.
- 1.8. It is expected that all students help in keeping the campus neat and clean. Littering and vandalism are offenses punishable in this manual.
- 1.9. Students should take care of school facilities and properties. Vandalizing, stealing, and willful destruction of PCU properties are punishable by law.
- 1.10. Attempted or actual theft of, or damage to, or possession without permission of property of the University or of a member of the PCU Community is punishable by law.



- 1.11. Use, possession, sale or distribution of prohibited drugs, marijuana, alcoholic beverages or any other controlled substances and deadly weapons inside the school premises and in any University affairs or activities outside the campus are strictly prohibited and subject to legal prosecution.
- 1.12. Cigarette smoking inside the campus is strictly prohibited.
- 1.13. Gambling, in any form, inside the campus is strictly prohibited.
- 1.14. Inflicting physical injury is subject to legal prosecution.
- 1.15. Students must get permission from proper authorities before using school equipment and facilities. This includes the use of vacant rooms and air conditioning units.
- 1.16. Students are not allowed to use cell phones inside the classrooms. Neither students nor any persons are allowed to use camera phones inside the classrooms with intent to violate the privacy right of individuals or organizations of the university.
- 1.17. All students are expected to be in proper uniform and display their school IDs while on campus.
- 1.18. Misuse or sabotage in accordance with University policy of computing resources including actual or attempted theft of computer parts, unauthorized use of password, hi-tech interference with the university's computing system, and unauthorized use of University's name and trademarks are strictly prohibited and are punishable by law.
- 1.19. Perjury, i.e., the practice of lying or falsehood, particularly when done habitually, is punishable by law.
- 1.20. Playing computer games, of any kind, unless required in the subject, and browsing of obscene sites inside the computer laboratories are strictly prohibited.

SECTION 2. FOREIGN STUDENTS' STANDARDS OF CONDUCT

PCU adheres to the policy aimed at promoting social, educational, and spiritual fellowship among Filipino students and foreign students in the Philippines. In order to carry out this policy, the University provides these



standards of conduct, in addition to the provisions stated in Article Eight, Section 1, Code of Conduct, of this Student Manual. All foreign students are obliged or expected to:

- 2.1. Follow these standard rules and instructions at all times.
- 2.2. Subject themselves to the disciplinary codes of the University and the laws of the Government of the Republic of the Philippines.
- 2.3. Avoid involvement in the use and/or possession of illegal drugs in any form, the penalty of which is immediate expulsion and may be ground for deportation.
- 2.4. Contact their respective embassies and/or consulates for some limited assistance whenever they get into trouble with Philippine authorities.
- 2.5. Attend to any legal problems with any foreign national or the Government of the Republic of the Philippines. PCU is not responsible for providing any assistance under such circumstances.
- 2.6. Maintain adequate standard of academic work in their respective programs and behave responsibly in their transient geographical area.
- 2.7. Except in the exercise of student politics and election process, avoid political activities whether local, regional, or international for personal safety and security.
- 2.8. Refrain from indecent sexual behavior which is scandalous to the vision/mission of the University or offensive to the culture and moral principles of the host country, thus meriting dismissal from the University.
- 2.9. Avoid violent behavior, exhibiting of which can be a ground for immediate dismissal from the University.
- 2.10. Follow local laws, the violation of which is referred to and handled by the appropriate authorities.
- 2.11. Serve as ambassadors of goodwill, therefore, they should conduct themselves in a fitting and proper manner.



Article Nine

THE SERVICE UNITS

SECTION 1. CENTER FOR RESEARCH AND INSTRUCTIONAL MATERIALS (CRIM)

1.1. Objectives

The Center for Research and Instructional Materials aims to:

- a. Train and develop capable researchers in the academe;
- b. Be transparent through proper and timely communication to the Faculty, Staff and other researchers;
- c. Sustain and develop an excellent and viable research culture;
- d. Integrate the expectations of the university and the researchers; and
- e. Provide assistance to researchers in carrying out sponsored or non-sponsored research projects.

1.2. The CRIM serves as a support system in the implementation of the University Research Agenda (URA). Among others, its specific duties and responsibilities are the following:

a. Quality Assurance, Publication and Copyrights

1. Reviews and recommends instructional materials recommended by the Textbook Committee for an appropriate action;
2. Publishes research outputs in the form of journals and other forms of instructional media;
3. Manages copyrights and cataloguing of research outputs and instructional materials; and
4. Computes for authors' royalty and teachers' handling fee.

b. Institutional Planning and Development

1. Collaborates with CHED-Zonal NCR research team and SMI-IC in its query for quality researches;
2. Makes available internal/external data for policy formulation;
3. Prepares policy papers that serve as guidelines for decision-making;
4. Provides feedback or reaction on implemented policies; and
5. Recommends corrective actions as needed.

c. Research and Statistical Services

1. Disseminates communication about research opportunities, seminars, and workshops;



2. Provides undergraduate, graduate and post graduate research students with research supervision, infrastructure and support;
3. Provides technical assistance to student-researchers; and
4. Trains / assists researchers in questionnaire construction, data encoding, processing and analysis.

1.3. Policy Research and Development

- a. To look into the issues and concerns of the University and propose measures to address such; and
- b. To establish baseline data in the life and works of the University which shall guide the policy makers and decision-makers.

1.4. Research Networking and Collaboration

- a. Collaborates with CHED Zonal NCR research team, SMI-IC in its query for quality researches, and other universities outside and within Metro Manila; and
- b. Facilitates wide dissemination of the results of research / development activities.

1.5. Research Capability Building

- a. To enhance the research capabilities of the faculty members, staff, and students;
- b. To attend and echo the essential seminars and workshops of various research offices from different colleges/universities;
- c. To develop modules as alternative instructional aids; and
- d. To produce instructional materials.

SECTION 2. INSTITUTIONAL RESEARCH AND DEVELOPMENT PROFILE

I. Institutional Vision

A distinctively strong Christian University integrating Faith, Character, and Service in building and enhancing the quality of life.

II. Institutional Mission Statement

We, at Philippine Christian University, a church-related academic institution, are committed to:

- Provide and education that will enhance the development of Christian character;
- Promote academic excellence and highest quality education;
- Be responsive to Philippine needs and conditions;
- Become responsible stewards of God's creations and resources;
- Foster international understanding and goodwill; and
- Support the ecumenical movement.



III. Research and Development Management System CENTER FOR RESEARCH AND INSTRUCTIONAL MATERIALS (CRIM)

Vision

A globally recognized research center for Arts, Sciences, Humanities, Business, Technology, and Environment.

Mission Statement

In support of the Vision Statement, the Center is committed to conduct institutional researches along with the functions of the University and engage in commissioned studies and projects of interest to its stakeholders, while enhancing the research capability of the institution and strengthening its network with educational institutions, agencies, and organizations, both local and international.

IV. Research and Development Agenda: 2016-2020

Part I. Research Agenda by College/Unit

- A. Center for Research and Instructional Materials (CRIM)
 1. Impact of Technology on Knowledge Production and Educational Development
 2. Innovative Pedagogies and Insights in Teaching
 3. Creating Significant Learning Experiences
 4. The Changing Media and Academic Freedom
 5. Inclusive Education and Future Direction
- B. Graduate School of Education
 1. Philippine Education and Sustainable
 2. Philippine Performance in the ASEAN Community Integration
 3. School-Based Management
 4. Outcomes-Based Education and the Future
 5. Environment Stewardship thru Education
- C. Graduate School of Development Administration
 1. Climate Change Adaptation and Mitigation
 2. Managing Cultural Heritage and Diversity
 3. Migration, Population and Governance
 4. Security and Governance
 5. Governance and sustainable Futures
- D. Graduate School of Business Administration
 1. Governance, Economic Growth, and Sustainable Development
 2. Mobilizing Modern Technologies
 3. Pedestrian Culture and Consumerism
 4. The Competitive World and the Future
 5. Management and Accountability



- E. Graduate School of Philosophy
 - 1. Spirituality and Values Re-Orientation
 - 2. Peace and Social Justice
 - 3. Morality and the Future
 - 4. Redefining the Family System
 - 5. Gender Sensitivity and Religion
- F. College of Engineering and Information Technology (CEIT)
 - 1. Transportation and People Mobility
 - 2. Training, Education and Certification in Engineering
 - 3. Games and Social Media in Software Engineering
 - 4. Social and Cultural Issues in Software Engineering Education
 - 5. Engineering Education and Community Service
- G. College of Business and Technology (CBT)
 - 1. Best Practices and Business Insights on the Use of Technology in the Industry
 - 2. Consumer-Based Market Analysis
 - 3. Key Technology Innovations and How These Impact on Business Operations
 - 4. Business and Social Collaboration
 - 5. Mobile and Wearable Technology
- H. College of Education and Allied Professions (CEdAP)
 - 1. Effective Strategies for Closing Achievement Gaps
 - 2. Learning Network for Vulnerable Populations
 - 3. Interdisciplinary Research to Prepare Children to Succeed in School
 - 4. Family Engagement in Educating Children
 - 5. Early Childhood Education
- I. College of Business Administration and Accountancy (CBAA)
 - 1. Philippine Products and the Global Market
 - 2. The Overseas Filipino Workers in the Competitive World
 - 3. Technological Innovations and Business
 - 4. Research Innovations and the Industry
 - 5. Academe and Industry Partnership
- J. College of Nursing and Allied Health (CNAH)
 - 1. Health Risks and Sustainable Future
 - 2. Food Processing and Safety
 - 3. Promoting Safer Lifestyles
 - 4. Best Practices in Family Nursing
 - 5. Technology in Nursing Education
- K. College of Arts, Sciences, and Social Work (CASSW)
 - 1. Political Culture of the Filipinos: Implications to Bureaucracy
 - 2. Inclusive Education for Children with Special Needs



3. Environment Education and Sustainable Development
 4. Role of Humanities in the Preservation of Filipino Social and National Values
 5. Family Violence and Children's Mental Health
- L. School of Tourism and Hospitality Studies (STHS)
1. Growth Framework in the Hospitality Industry
 2. Tourism Supply Chain Management
 3. Entrepreneurship and Technology in Tourism Industry
 4. Celebrity Endorsement and Brand Credibility
 5. Service Quality and Customer Satisfaction
- M. College of Arts, Sciences, and Teacher Education (CASTE)
1. Out-of-School Programs and Student Performance
 2. High School Reforms and School to Work Transitions
 3. Sexual Behaviors of Unmarried Adolescents and Youth
 4. Improving the Quality of Educational System
 5. Formulating Education Legislative Agenda
- N. College of Law (CoL)
1. Civil Society Governance
 2. Children in Conflict with the Law
 3. Grassroots Participation and Involvement
 4. Feminization of the Legal Profession and Social Change
 5. Equitable Public Access to Legal Information and Service
- O. Guidance and Counseling Office (GCO)
1. Career and Guidance Counseling Efficacies
 2. Counseling and Student Educational Outcomes
 3. Career and Work-Life Preferences
 4. Leisure and Health
 5. Tracer Studies
- P. Institute of Sports, Physical Education, Arts, and Culture (ISPEAC)
1. Innovative Practice in Physical Education
 2. Role of the Arts in Developing Creativity and Cultural Understanding
 3. Organizing and Managing the Arts in the Context
 4. Providing High Quality Experiences in Sports and Physical Education
 5. Exploring Curriculum Models for Support, Arts, and Culture
- Q. Office of Student Affairs (OSA)
1. How College Education Affects the Development of Students
 2. Resolving Student Conflicts
 3. Understanding How Students Learn From Activity Engagement
 4. Integrating in a Multi-Cultural Organization
 5. Making the Most of Student Conference Experiences



Part II. Development Programs

A. Continuing Education and Training

SECTION 3. INFORMATION TECHNOLOGY DEPARTMENT

Philippine Christian University's – Information Technology Department (IT Department/PCU-ITD) plans, operates and supports the university's IT infrastructure, enabling support service unit users to carry out their roles efficiently, productively and securely.

The **IT Department** was established to provide the highest quality service responsive and meeting the information needs and computerization requirements of both the academic community and the various administrative units in the university.

3.1. VISION

To be recognized as a high performance team providing technology excellence that advances learning, teaching, research and student formation in alignment with the University's core values: faith, character and service.

3.2 MISSION

To provide exceptional technology solutions thru innovation, systematic management of resources and delivery of holistic services to support the faculty, staff and students of Philippine Christian University (PCU).

In support of this mission, we will:

- Partner with the University community to understand the Information Technology needs of the faculty, staff, the administration, the PCU alumni and the PCU students.
- Provide leadership and planning for the effective and strategic use of emerging technologies.
- Demonstrate technical and operational excellence through a commitment to professionalism and continuous improvement.

3.3. CORE PURPOSE

Our **Core Purpose** shall give directions to all facets of the University's strategic, tactical and operational services, we shall:

- Design, implement, deploy and maintain quality automated information systems and evaluate these systems annually.
- Develop and cater to a high-end, versatile and dynamic website that addresses the needs of the University community.



- Proactively respond to the information needs and database support requirements of the University.
- Provide the finest, reliable, dependable technology infrastructure responsive and consistent with the standards of Information Technology among schools and universities today and beyond.

3.4 CORE VALUES

Our **Core Values** shall drive and guide us as we serve the University community. As the team members and resource personnel of the IT Department, we are committed to:

- **Collaboration:** Dedicated to a constructive, team-oriented environment, gathering varied perspectives, sharing knowledge, and building effective partnerships with key stakeholders (University Community).
- **Continuous Improvement:** Strive for operational excellence through the on-going development of the staff and the institution of higher learning as a whole.
- **Innovation:** Encourage creative and critical thinking in the development of technology services and solutions.
- **People:** Listen to, respect, and care for the PCU administration, faculty, staff, students, the PCU alumni, and one another, both professionally and personally.
- **Service:** Strive to provide excellent service by being consistent, agile, reliable, and accessible to all.
- **Transparency:** Leverage open communications and thoughtful business processes among PCU offices and to be accountable in our interactions and our respective work.

3.5 THRUST

To provide a robust, reliable, cost effective and sustainable computing environment in support of all academic and administrative needs of the University Community.

3.6 OBJECTIVES

The objectives of the IT Department will be achieved by demonstrating and proving how IT Services engage with the University functions, understand institutional objectives and technology needs, and delivering improved student satisfaction, better service performance and optimized IT operations.



3.7 GOALS

- ***Holistically serving the PCU studentry:*** Enable improvements in the quality of services.
- ***Operating the University:*** Enable the operation of Philippine Christian University business process by improving the effectiveness and efficiency of university assets, our staff and our work processes, so that we can meet our objective to be recognized as a leading Research Intensive University responsive to the innovation standards of Universities, both locally and globally.
- ***Operating Information Technology solutions:*** Provide improved performance, and student satisfaction through robust, flexible, effective and efficient IT operations and show measurable value of the IT services provided.

SECTION 4. THE INSTRUCTIONAL MEDIA CENTER (For Manila campus only)

The Instructional Media Center (IMC) is one of the major service centers of Philippine Christian University. It houses and circulates an adequate collection of audio-visual materials and equipment. It has two major functions: (a) multimedia technology — the basic function support such as lending, monitoring, maintenance and evaluation of audio-visual equipment/ room, video coverage (for academic and non-academic functions); and (b) the development center — the division that handles video editing system, picture and sound manipulation, graphic arts, multimedia storage and maintenance and multimedia research and implementation.

The Center is actively involved in the South Manila Inter-Institutional Consortium (SMI-IC) particularly with the Committee on Multimedia and Technology (COMTECH).

4.1. Objectives

- a. To provide the Philippine Christian University community with multimedia resources and services to meet its instructional and research needs.
- b. To train users on the effective utilization of multimedia resources.

4.2. Vision

The Center is the hub of teaching, learning and other services of multimedia technology and resources of the University. The facilities, collections and the instructional programs are designed to support the University's goals and its vision and mission statement.



4.3. Mission

The mission of the Instructional Media Center is to provide the University with multimedia-based education that is intellectually challenging. To accomplish this task, we commit to do the following:

- a. Prepare progressive, innovative, academically and technologically sound University multimedia specialists and instructional technology leaders;
- b. Prepare and support educators to critically analyze existing media technology based on existing resources;
- c. Build and enhance skills in media and technology;
- d. Pioneer innovative delivery options to maximize educational experiences;
- e. Cultivate diversity of ideas, values, and persons responsive to the changing needs and technologies; and
- f. Promote the advancement of learning through multimedia technology.

SECTION 5. THE LEARNING RESOURCE CENTER

5.1. Vision

The LRC envisions itself as a provider of quality and timely information for the promotion and enhancement of the University vision, mission, and goals.

5.2. Mission

The LRC supports the University's instructional, curricular, research, and extension programs through:

- a. An organized relevant and fast delivery of information and services;
- b. A timely and equitable access to the LRC's resources and services;
- c. A close and meaningful working relationship with students, faculty, administrators, and staff of the university; and
- d. A maximized access to local and global information in cooperation with other libraries.

5.3. Objectives

- a. To continually upgrade the library and all its resources in order to meet the expanding educational program of the university;
- b. To identify and store databases and files for easy and fast access to information;
- c. To maintain a pool of trained personnel with technical skills and competencies;
- d. To automate operations and services and to keep abreast of current trends in modern information technology;
- e. To develop and implement strategies to promote the use of library and all other learning resources; and
- f. To link and network with local, national and international institutions to enhance the resources sharing capabilities of the center.



The Library employs the open-shelves system. This means that the books and other library materials are fully accessible to the students.

The Library in Manila Campus admits students enrolled in the South Manila Educational Consortium (SMEC) schools – De La Salle University, De La Salle-College of St. Benilde, Philippine Women’s University, Philippine Christian University, University of the Philippines-Manila, St. Scholastica’s College-Manila, St. Paul’s University, Adamson University, Lyceum of the Philippines University, Emilio Aguinaldo College, Philippine Normal University, and Santa Isabel College – provided they are in possession of the SMEC Identification Pass. PCU students may also avail of the library facilities of other SMEC member schools by requesting for an SMEC referral letter from the University Librarian.

Bibliographic access to the book database is available through the Online Public Access Catalog (OPAC) for easy access to information. Back issues of selected newspapers are also available in microfiche or microfilms.

For Manila Campus, the Electronic Data Processing is located in a separate room where encoding of library collections, reproduction of bibliographies and updating of databases are done. The computerization of library materials serves the researcher in the dissemination of information, knowledge, resources, both locally and internationally.

The Internet Room is open to all PCU students who may wish to browse or navigate on the World Wide Web.

SECTION 6. THE REGISTRAR’S OFFICE

6.1. Vision / Mission Statement

The Registrar’s Office remains at the forefront of admissions and information – where students, applicants, alumni, parents, private and public organizations come and get information. It is our vision to have this service easily accessible to everyone. This is also the place where documents and records issued by CHED and other government agencies such as the LEB, Department of Foreign Affairs, the Bureau of Immigration and Deportation, and TESDA are kept. Being the custodian of permanent files, the Registrar’s Office intends to use the “access and preserve” approach in records handling. An institution’s legacy is enshrined in its records because they speak of what was done, how it was done, why it was done, when it was done and who did it.

6.2. Goals

- a. Quality and Excellence of Service. Provision of quality and excellent service to all clients: students, applicants, alumni, parents and institutions;
- b. Responsiveness in the transmission of information related to course structures and curricular matrices;



- c. Access and preservation of permanent and vital records and proper retention and disposition of other collected data in relation to enrollment; and
- d. Efficiency and effectiveness in the performance of responsibilities in relation to work-related responsibilities.

6.3. Organization Structure and Personnel

The office operations of the Registrar's Office cover the Student Records & Certification Unit, Evaluation and Reports Generation Unit, Enrollment, Scheduling, Foreign Student Admission, Graduate Education Evaluation and Extension Program Unit, Records Management and Data Processing Unit, and the Administrative and Technical Unit. Maintenance of an effective admission and registration office requires that these functions be properly carried out.

- a. The Student Records and Certification Unit issues transfer credentials, transcript of records, enrollment certifications and degree verification of academic documents for employment purposes, travel abroad, scholarship grants, application for board or bar examinations, course descriptions, verification of the academic records and status of students and graduates; ensures that transcripts of records are based on accomplished, evaluated and approved Form 9 and course cluster or group evaluation requirements form; checks transcripts of records and Form 9 before these are submitted for signature authority; maintains students and applicants alphabetical records by school year and creates new files for freshmen students, transferees, degree holders, and special students; posts grades manually into the Registrar's copy of student's certificate of registration, processes grade changes, incomplete grades, report of grades, enrollment changes, and provides document imaging technology by scanning critical students and applicants' recurrent records of documents to optical disks. One (1) Unit Registrar, Student Records and Certification Unit, One (1) Records Clerk, One (1) Counter-Window Records Clerk.
- b. The Evaluation and Reports Generation Unit assesses the academic performance of students to determine year level and credits earned for purposes of graduation; systematizes academic grades and credits of students into the Form 9 and undertakes a thorough check against a prepared evaluation form of academic program course clusters to determine compliance threshold requirements before the Form 9 is signed by the Registrar; ensures that the Commission on Higher Education (CHED) and LEB regulations as well as University policies regarding sequence of courses, course contents, semester load, residency requirements, and cross-enrollment are enforced and complied with; schedules the evaluation of student records and application for graduation



every term; advises students to apply for the evaluation of their academic performance at least one semester/term before their graduation; provides a bound and notarized (for non-autonomous HEIs) list of graduates to CHED and LEB every semester or term; prepares the following CHED Forms in compliance with CMO No. 10, Series 2003, Higher Education Institutions (HEI's) Information/Data Collection and submits the same on or before September 30 every first semester of each school year:

1. CHED E-FORM A - Institutional Profile
2. CHED E-FORM B/C - Student Enrollment/Faculty/Graduates Status
3. CHED E-FORM E-7 - Faculty Statistics
4. CHED E-FORM E-5 - Faculty Profile; and

prepares the following enrollment reports forty-five (45) days after the last day of enrollment of every term in compliance with CMO No.2, Series 2005:

1. Enrollment List Report for all programs containing course and major, curriculum year, units enrolled, and gender.
2. Enrollment List Report for foreign students containing course and major, curriculum year, units enrolled, and gender.
3. Enrollment List for NSTP.

One (1) Unit Registrar, Evaluation & Reports Generation, Two (2) Records Specialists

- c. Enrollment, Scheduling, Foreign Student Admission, Graduate Education Evaluation, and Extension Program Unit manages registration activities; communicates with students about credit registration activities, processes, policies and procedures; produces each semester's schedule of classes and notifies students of dissolved courses, schedule changes and assigns general purpose classrooms; takes care of the application for admission and transfer of foreign students, as well as Filipino students who have undergone studies abroad; processes student's visa application from abroad including determination of the validity of admission or entry documents of foreigners; handles the implementation of government agencies regulations such as CHED, LEB, BID, and DFA pertaining to the entry and stay of foreign students in the Philippines; and assesses the academic performance of master's and doctoral students to determine credits earned for purposes of comprehensive examination, thesis and dissertation compliance threshold and graduation, serves as the official desk for processing and recording admission requirements, performance evaluation, comprehensive examination, graduation requirements and diploma and transcripts of records of PCU cross border and regional extension programs.

One (1) Assistant Registrar, One (1) Liaison Officer, One (1) Records Clerk.



- d. Records Management and Data Processing Unit handles records of enrollment data, computer or structured data collection, storage, retrieval, and management of records; takes care of data entry activity to maintain alumni database build-up at the ITD databank; maintains a records processing center for records inventory and applies the approved records' retention and disposition policy; conducts periodic records inventory of inactive and active records; provides document archival imaging of processed records, and schedules transfer of processed records to the University Archives.

One (1) Unit Registrar, Records Management and Data Processing Unit, One (1) Data Entry Clerk, One (1) Records Specialist (Inventory).

- e. The Administrative and Technical Services writes and maintains complete documentation for all processes, policies and procedures within each area of the Registrar's Office, coordinates with ITD in the evaluation of processes and computer systems within the office and implementation of new technologies and procedures, coordinates with ITD in the provision of imaging technology to ensure better access and preservation of records; coordinates with academic deans regarding academic decisions on credit transfer equivalency of units earned in other CHED accredited HEIs and implements the provisions of CHED-TESDA Ladderization National Certification Scheme; in-charge of the day-to-day administrative operations and activities of the office in relation to other offices in the University; carries out academic policies and procedures related to admission and registration with the concurrence of the academic deans and the Vice President for Academic Affairs; works with academic deans, department heads, and other administrators regarding the academic activities of students, revision of program curriculum, and the offering of new courses; disseminates relevant CMOs regarding CHED, LEB and TESDA regulatory guidelines on minimum curriculum contents of academic programs, time and clustering matrices, and formal submission requirements.

One (1) Registrar, One (1) Records Clerk

- f. **Office Hours**

In Manila Campus, the Registrar's Office Hours is as follows – 8:00 a.m. to 6:00 p.m., Mondays to Fridays. Saturday at 8:00 a.m. to 5:00 p.m.

In Dasmariñas Campus, the Registrar's Office is open from 8:00 a.m. to 5:00 p.m., Monday to Friday and Saturday at 8:00 a.m. to 5:00 p.m.



SECTION 7. EXTERNAL AFFAIRS OFFICE

The External Affairs Office, a distinctive social action arm of the University, has been set up to create a community of networking services through the active involvement of its alumni, the responsiveness of its community extension services and relations, and the consistency of its linkages and public relations promotion.

7.1. Vision

A sustainable External Affairs Office actualizing the University values of faith, character and service in a continuing involvement in community life and its people.

7.2. Mission

The External Affairs Office commits itself to:

- a. The promotion of PCU as center for excellence in the academe and the humane services;
- b. An integrated, relevant and responsive service to the community wherein all PCU constituents are active participants; and
- c. The active participation of the alumni in the total life of the University, while addressing their continuing professional education and other academic needs.

7.3. Goal

To draw out PCU into a continuous close relationship with the community enabling both to use their resources and to respond relevantly to the realities of the time.

7.4. Specific Objectives

- a. To reorganize PCU Alumni to enable them to:
 1. use their resources to lend support to the community relation activities of the university; and
 2. participate in the Continuing Professional Education (CPE) program of the University.
- b. To establish sources of funding for its programs.
- c. To establish a comprehensive extension program that would continuously utilize human and technical resources of the different units of the University.
- d. To coordinate and integrate the community extension projects of the different units of the university.
- e. To establish local, regional, and international linkages that would put PCU in the forefront of academic and non-academic tasks.

SECTION 8. PCU ALUMNI AFFAIRS OFFICE

The PCU Alumni Affairs Office, under the External Affairs Directorate, is in charge of alumni activities, alumni chapters, fund raising and linkages,



and alumni affairs. It seeks to strengthen the participation, involvement, commitment and support of the alumni to PCU vision and mission through the programs, project and activities conducted by the University and the Alumni Association. It encourages partnership and cooperation between PCU and PCU-AA in promoting the University in the community and in maintaining its positive Christian image. The AAO also ensures programs, services, networks and linkages to the alumni in coordination with the various University centers/colleges, institutional committees and the alumni association. It also represents PCU and PCU-AA at institutional and alumni programs, events and activities, locally, on or off campus, and internationally whenever possible.

8.1. Objectives

The PCU-AAO specifically aims to:

- a. Coordinate, facilitate and monitor institutional programs and services to PCU Alumni;
- b. Assist the PCU-AA in planning and implementing its programs, projects and activities;
- c. Establish professional and social linkages and networks between PCU, PCU-AA, inter-university Alumni Associations/offices, government and non-government relations and friends, locally and internationally;
- d. Maintain and upgrade data bank of alumni records/directory; and
- e. Publish news and information pertaining to the alumni.

8.2. Program Components and Services

- a. **Education and Fellowship.** Conduct the following regular programs in coordination with the PCU Alumni Association:
 1. Seminars/Symposia/Fora on relevant current issues;
 2. Alumni Institute/Continuing education program;
 3. Convocation/Annual Alumni Homecoming and recognition of alumni achievers; and
 4. Alumni send off cocktail celebration/oath-taking.
- b. **Research, Publication and Documentation**
 1. Conduct PCU alumni survey and update alumni directory;
 2. Maintain data bank of alumni records;
 3. Publish and disseminate alumni newsletter and pamphlets; and
 4. Keep an alumni mini-library.
- c. **Linkages and Networks**
 1. Coordinate with the various universities and colleges and the PCU-AA in organizing alumni chapters;
 2. Establish communication link with the Alumni through the PCU Alumni website;
 3. Promote PCU and PCU-AA through alumni visitation and networking with friends;



5. Assist PCU-AA in convening the general assembly and organization meetings of the association, chapters and attend to the institutional alumni committee;
 6. Conduct joint alumni fellowship and planning ; and
 7. Establish inter-university, government and non-government relations network.
- d. **Direct Services**
1. Assist and intercede for the PCU alumni on official transactions with the University, e.g. clearance, certification;
 2. Process Alumni scholarship and grants;
 3. Provide job placement assistance/referrals; and
 4. Assist the PCU-AA in alumni fund drive.
- e. **Administrative**
1. Staff Development;
 2. Program assessment, summing-up and planning;
 3. Organizational and institutional meetings; and
 4. Communications.

SECTION 9. THE COMMUNITY EXTENSION SERVICES

The Community Extension Services Office aims to live out the Philippine Christian University's distinctive Christian character through its partnership with marginalized communities outside of the institution. The program is a university-wide task where the entire University constituencies shall have the opportunity to respond actively by contributing their resources and expertise to the communities being served.

9.1. Vision

Dynamic communities with residents bonding and working together to create and achieve a conducive and sustainable development, a balanced ecology and a "people-centered" development where persons become personalities enjoying self-reliant and strong communities.

9.2. Mission

- a. To promote a sustainable urban community development;
- b. To facilitate partnerships among faculty and staff, students and other university resources in support of strengthening community relationships;
- c. To promote the importance and belief in the power of individual families, groups and organizations to act collectively to develop a meaningful life and livelihood that is rooted in spirituality and richness of our culture and nature;
- d. To develop committed and dedicated community leaders who put premium on the common good, bridging social divides and fragmentation; and



- e. To advance knowledge through research work and apply the concept of Service Learning in improving the quality of human life in responding effectively to social changes and conditions.

9.3. General Objectives

- a. Unify both the perceptions of the community being served and the PCU constituents in terms of the community outreach development framework from a Christian perspective. Simply stated, what is seen here is the virtual merger of learning communities and collaborative pedagogy. This is where the youth and adults in the community as well as PCU administrators, faculty and staff, and students are one in making the community feel their responsibility to face their problems and build on their own capacity to develop a community through shared knowledge, services and responsibility.
- b. Implement the PCU mission statements, particularly the following three which are fundamental in community outreach:
 - 1. become responsible stewards of God's creation and resources;
 - 2. be responsive to Philippine needs and conditions; and
 - 3. provide education that will enhance the development of Christian character. Community service learning increases the level of social responsibility, develops critical thinking, and examines values, beliefs and understanding of self and others.

9.4. Community Programs and Service Learning

In Service-Learning, the University Community Extension Services Office, the Service-Learning Unit and the Community are considered the learning partners. Service-Learning combines community service with academic instruction as it focuses on critical reflective thinking and civic and social responsibilities of the learners. It involves students in organized community service. It is pedagogy of teaching by which students learn and develop through active participation in organized community service. It is dedicated to meeting local community needs, while developing their academic skills, civic responsibility and commitment to the community. Therefore, it integrates academic study with community service to enrich learning, teach civic and social responsibility and at the same time strengthen communities, while students reflect upon their experiences, learn and benefit from them.

The University Community Extension Office adheres to providing meaningful and sustainable service to the adopted communities and the meaningful learning to the students. Therefore, the office serves as a link to establish relationships with communities and organizations where proper coordination exists between the Service-Learning Unit and the communities. The Community Evaluation Survey serves to measure the impact of a community based service-learning program on the community partners and the participating students.



The Community Relations Committee and the Community Development Service Center take care of community outreach. Community Outreach in the University is now integrated – all the different departments/colleges should be able to participate:

- a. ***College of Education and Allied Profession and College of Arts, Sciences and Social Work***
 - ▣ Leadership training
 - ▣ Tutoring/values education for the pre-school and the youth
 - ▣ Adult education for mothers, parenting, stewardship of our natural abundance, and others
 - ▣ Enriching family life
 - ▣ Enriching and enjoying spiritual life
 - ▣ Stress and conflict management
 - ▣ Drug prevention

- b. ***College of Computer Studies and Information Technology Department***
 - ▣ Computer literacy for pre-school
 - ▣ Computer enhancement for the youth

- c. ***College of Nursing and Allied Health and Hotel and Restaurant Management***
 - ▣ Health education like breast feeding, immunization, cleanliness, etc.
 - ▣ Cooking tips
 - ▣ Putting up/starting up a small sari-sari store, etc.

- d. ***College of Business Administration and Accountancy***
 - ▣ Entrepreneurship
 - ▣ Livelihood/putting up small businesses
 - ▣ Marketing strategies
 - ▣ Basic Accounting/Bookkeeping

- e. ***University Health Services Office***
 - ▣ Medical and Dental mission
 - ▣ Sickness prevention
 - ▣ Tips to stay healthy

- f. ***Athletics Office, General Services Office and Accounting Office***
 - ▣ Sports Development Program

- g. ***Registrar's Office, Personnel and HRD and CRIM***
 - ▣ Documentation
 - ▣ Preparation of hand-outs, brochures, etc.



- h. **Chaplaincy**
 - Spiritual upliftment and enhancement
- i. **Student Services Office**
 - Training involving the faculty advisers and student organizations in community extension services
 - Guidance and counseling needs
- j. **Graduate Programs**
 - Enhance and strengthen the organizations in the community
 - Conduct seminar on conflict management
 - Organize conflict management core group who will handle conflict management in the community
 - Conduct entrepreneurial activities
- k. **Alumni Affairs Office and PCU Alumni Association**
 - Assist or provide Scholarship Programs
 - Provide assistance for the livelihood programs of the community.

SECTION 10. PROMOTION, LINKAGES AND NETWORKING

The Office of External Affairs is a diverse, service-oriented unit committed to expanding the reach and footprint of PCU to the community and the rest of the world through promotion, linkages and networking. Our direction is leading to a principle-centered, people-focused, and customer-friendly Institution.

How the University is perceived both from the inside and from the outside determines our ability to attract students, obtain public support, even secure alternative funding and increase pride in our accomplishments. As such all our stakeholders must have full and clear understanding of what the University has to offer – Maintenance of the facilities, attitudes and behavior of faculty and staff, a student friendly atmosphere and accommodating staff.

10.1. Objectives

- a. Position the University as one of the State's contributor to national development.
- b. Promote the University's academic standards and the pursuit of excellence particularly to potential students:
 1. Orient the Promotion Team;
 2. Form and train the Promotion Team (multi-level and multi-sectoral);
 3. Strengthen the internal sectors' roles on University promotion by the internationalization/appreciation of what is strongly identifiable and distinctive qualities of the university;
 4. Inform the public what PCU has to offer and what we can contribute to the society:



- website enhancement;
 - school to school campaign through our Promotion Team;
 - school to school campaign all over Metro Manila and other neighboring schools through the School Guide;
 - press releases with print media;
 - occasional appearance in public affairs-media based program (media mileage);
 - information and relationship-based enhancement of the University through the Christian Monitor, Christian Cord, Blue and Silver and other publications/newsletters;
 - school visitation during Career Week using flyers, posters, brochures, video presentation, streamer, etc.;
 - on-site testing;
 - distribution of dummy diploma to graduating classes; and
 - representation to the UCCP and UMC Annual Conferences
5. Enhances active participation of the Alumni in the total life of the University.
6. Promote, linkages and networking:
- Promotion of visibility and goodwill for the University;
 - Publication of school activities with academe oriented magazine; and
 - Establishment of local, regional, and international linkages that would put PCU in the forefront of academic and non-academic tasks like membership in associations and federations such as SMI-IC, NCAA, YMCA, PHILCADSA, ACUCA, PIFO, etc.
7. Revive our membership with the International Association of Universities.

SECTION 11. ATHLETICS OFFICE

The Athletics Office is in-charge of athletic promotions/linkages; upkeep, maintenance and supervision of the gymnasium and athletic equipment; recruitment of athletes; and monitoring of athletic teams, coaches and trainers. Athletics is also involved in the outreach activities of the University.

11.1. Objectives

As an arm of the University, the Athletics Office is tasked to:

- a. Recruit and train athletes of the University for their education, personal and physical development through sports competitions;
- b. Set standards for academic, personal and physical conduct that embody an ideal student-athlete;
- c. Provide student-athletes with the best facilities and equipment for their over-all development;
- d. Give student-athletes the best coaching and training through the hiring of qualified and committed coaches and trainers;



- e. Give all students the opportunity to participate in athletic programs through athletics and recreational activities;
- f. Invite and encourage faculty, staff and administrators to participate in various athletic and recreational activities; and
- g. See to it that the Sports Program is within and a part of the over-all framework of the University's vision and mission.

11.2. Athletic Services

The Athletics Office offers the following services:

- a. Supervision of the over-all sports program of the University in relation to the NCAA-South, PRISAA, DCAA and other tournaments;
- b. Representation of the University in outside competitions;
- c. Approval and/or recommendation of the use of sports equipment and facilities; and
- d. Provision of athletic scholarship, enrolment and academic assistance to student-players.

The Department also offers scholarship that may be availed of by college, high school and elementary students who qualify as members of the PCU team as recommended by the Athletics Coordinator. All athletic scholarships are to be approved by the University President.

Athletic scholarships are divided into classes:

Class A	-	100%
Class B	-	75%
Class C	-	50%
Class D	-	25%

Scholarship benefits may include tuition and miscellaneous fees and free board and lodging depending on the classification of the student-athlete. Criteria for classification include, among others, the student-athletes' capabilities, value to the team, academic performance and attitude based on an objective evaluation by coaches/trainers and the Athletic Coordinator.

SECTION 12. THE ACCOUNTING OFFICE

The Accounting Office renders the following services:

12.1. Assessment of fees.

12.2. Issuance of examination permits.

12.3. Information regarding tuition and other fees.

The Accounting Office in Manila Campus is open Monday to Friday, from 8:00 a.m. to 6:00 p.m., and Saturday, from 8:00 a.m. to 5:00 p.m.

The Accounting Office in Dasmariñas Campus is open from 7:00 a.m. to 5:00 p.m., Monday to Friday and 8:00 a.m. to 12:00 noon every Saturday.



SECTION 13. THE TREASURY OFFICE

The Treasury Office handles collections of student fees and other student accounts based on approved assessments. All types of financial transactions involving cash flow are coursed through this office, which include the following:

- 13.1. Refund to students.
- 13.2. Release of scholarship funds.
- 13.3. Pay-out for stipend of student assistants.

It prepares and monitors the University's budget in coordination with all the service departments. It is entrusted with the safekeeping of investments and disbursement of the University's funds and other resources.

The Office in Manila Campus is open from Monday to Friday, 8:00 a.m. to 5:00 p.m.

The Office in Dasmariñas Campus is open from Monday to Friday, 7:30 a.m. to 5:00 p.m. and every Saturday, 8:00 a.m. to 12:00 noon.

SECTION 14. UNIVERSITY HEALTH SERVICES

Good health is an essential factor to learning. It is an accepted fact that students learn better and faster when they are healthy. Cognizant of this direct relationship, the University takes an active leadership in the promotion, protection, and maintenance of good health among the students through the University Health Services.

14.1. Health Policies

- a. New students are required to submit satisfactory medical information; and
- b. A student may be suspended if he does not comply with the requirements concerning medical information which is necessary for the health safety of the University Community.

14.2. Health Services

The University Clinic provides the following services to all bona fide and University personnel. All services provided by the University Clinic are free of charge.

a. Medical Services

1. Health examination for freshmen and transferees;
2. Medical consultations and treatment on accidents and sudden illness occurring within the school premises and minor ailments;
3. Physical check-up on students wishing to engage in pre-military training and other athletic activities;



4. Provide students' medical data for re-admission to or exclusion from classes; and
5. Preparation of medical referrals to clinics and hospitals as required.

b. Dental Services

1. Dental examination to ascertain basic dental problems and needs and referrals to health facilities when necessary;
2. Emergency treatments on gums and teeth;
3. Oral prophylaxis in cases of periodontitis and gingivitis;
4. Temporary fillings when indicated;
5. Re-cementation of loose jacket crowns; and
6. Emergency denture repair.

SECTION 15. STUDENT SERVICES OFFICE

The SSO is a directorate level function that oversees the integration of student development and institutional development through the following offices – the Office of Student Affairs, the Guidance and Counseling Office and the Discipline Office.

15.1. VISION

The Student Services Office endeavors to provide student with services that will enhance the quality of campus life by fostering a student-centered learning community that encourages student leadership, social and cultural developments, spiritual maturity, personal and professional developments. As such, it envisions to be a dynamic integrator of administration, management, and student development strategies of the University in order to achieve a coordinated response to a variety of changing conditions toward the goal of holistic student development.

15.2. MISSION

The Student Services Office supports the academic mission of the University by:

- a. providing programs that assist students in their academic, social, cultural, spiritual, personal and professional developments;
- b. designing activities and programs that provide co-curricular experiences that enhance and enrich student life; and
- c. developing “out-of-classroom” student activities that adequately prepare and equip the students with social competence, sense of purpose, and self-worth which provide for their solid career direction.

15.3. Work Services

- a. Initiate policies which affect student life and address educational goals and needs of the students;
- b. Participate in the interpretation of academic and non-academic policies by acting as a member of the Council of Deans;



- c. Supervise the Office of Student Affairs, the Guidance and Counseling Office, and the Discipline Office on issues relating to the implementation of policies geared toward the integration of institutional development and student development projects;
- d. Consult with the University Treasurer on issues relating to tuition refunds, policies regarding penalties for late withdrawals, and with the Vice President for Academic Affairs regarding the relationship of personnel with students in areas such as campus security and custodial services;
- e. Maintain membership in appropriate professional organizations by attending meetings, conferences, and workshops sponsored by such groups;
- f. Plan, organize, coordinate, evaluate, monitor, and administer programs, services and activities relative to students' needs;
- g. Secure administrative and budgetary support to achieve student services goals and objectives;
- h. Ensure consistent application of procedures for a variety of student services;
- i. Direct timely filing of applications and appropriate documentation for student services projects to help in the achievement of student services goals and objectives, and to ensure accurate recordkeeping for financial audit trail purposes;
- j. Coordinate with the Office of the President and the Treasurer's Office regarding procedure for availing of student financial aid;
- k. Work with the respective deans of colleges and the University Registrar to recommend, develop and implement policies relating to admission to the University, student records, and registration of students;
- l. Review and evaluate the performance of subordinate management staff in exercise of their responsibilities to assure coordinated staff effort in meeting the vision/mission of the University;
- m. Work with the Personnel/HRD Director in proposing new positions by providing appropriate justification for submission to the Vice President for Academic Affairs, and by writing, revising, and updating job descriptions for positions in the SSO;
- n. Make recommendations regarding the hiring of personnel in the SSO; and
- o. Prepare budget recommendations, monitor expenditure control and participate in the formulation of budgetary policy in accordance with University procedures.

SECTION 16. THE DISCIPLINE OFFICE

This office is in-charge of student grievance, dropping/re-admission cases, and complaints. It is also concerned with the implementation of school policies relating to the amicable settlement of complaints, grievances, and discipline of students so that the due process clause is faithfully exercised.



16.1. Objectives

- a. To establish and implement disciplinary procedures to ensure the orderly function of the University while safeguarding the rights of the individual student;
- b. To serve in an advisory role to students, staff, faculty and administrators on issues such as academic standards and on the different policies for students.
- c. To hear out complaints of students, parents and employees and notify appropriate personnel for possible remedial action
- d. To ensure that the requirement of the due process clause is strictly complied with and faithfully exercised

16.2. Services Offered

- a. Process student grievance, discipline cases, dropping and re-admission cases and other complaints and resolve such in accordance with established college policies;
- b. Attend to complaints of students, parents and other concerned parties, including PCU employees regarding the application of college requirements, policies, rules and regulation;
- c. Give advice to complainants on the appropriate course of action to take regarding their complaints;
- d. Give referrals for counseling to offenders;
- e. Approve uniform exemptions and gatepasses, e.g. gatepass for uniform, ID, etc.

SECTION 17. THE GUIDANCE AND COUNSELING OFFICE

The Guidance and Counseling Office is under the Student Services Office. Its ultimate goal is to achieve the University's Vision and Mission Statement through its services, programs and activities geared towards the enhancement and development of the individual. Specifically, it aims to assist the individual in his effort to attain a meaningful and productive life.

17.1. Vision

The Guidance and Counseling Office envisions to develop and nurture each student in their total development.

17.2. Mission

In support of the Vision Statement, Guidance and Counseling Office offers services and programs that enable students towards the:

- a. achievement of personal adequacy and effectiveness through self-knowledge;
- b. awareness of their surroundings;
- c. mastery of the relationship between themselves and the environment; and
- d. appreciation of spiritual, personal and social values.



17.3. Services

The following are the services offered by this Office:

- a. **Information Service.** This service is designed to provide students with appropriate educational, vocational and personal/social data needed to understand themselves and their environment. The activities under this service are the Orientation Program for New Students and Individual Inventory.
- b. **Research/Appraisal Service.** This service aims to gather information about the students which will help them understand themselves and make meaningful decisions based on the results of the tests taken. Research on student problems and needs is also conducted using data available in the office. Activities under this service are: Testing Program for students, faculty and staff and Research, Evaluation of the Guidance and Counseling Services.
- c. **Individual and Group Counseling.** This service involves a learning process in which students can gain insights about themselves and their interpersonal relationship so they can develop behaviors that will advance their personal development. Counseling is designed to help students understand and clarify their views about life and to learn to reach their goals through meaningful, well-informed choices and through resolution of problems of an emotional or interpersonal nature. The activities under this service are the following: Initial Interview; Academic Counseling; Special Topics; Exit Interview; and Group Dynamics Facilitation.
- d. **Career Education, Planning and Placement.** This service helps to promote individual skills and attitudes necessary for coping with changes in the occupational world. This further includes student's awareness of their basic academic skills, decision-making, job seeking, job getting, job holding and development of good work habits and a personally meaningful set of work values. The activities under this service are the following: Personality Test and Interest Test for freshman; Job Seeking Skills Seminar and Job Fair for senior students.
- e. **Consultation/Referral.** Consultation and referral includes the improvement and enhancement of the learning environment for students by facilitating information and communication among teachers, administrators and staff through a system whereby communication flows effectively among significant persons involved. The counselors can assist students in assessing and identifying difficulties and resources available in the University to maximize their learning. Activities under this service include: consultation with parents, administrators, faculty and staff; consultation/referrals to different government and non-government agencies, assist referrals from Discipline Office, administrators, faculty, staff and other concerned individuals.



SECTION 18. THE OFFICE OF STUDENT AFFAIRS

18.1. Vision

The Office of Student Affairs affirms to be an effective partner of the entire academic community towards the fulfillment of meaningful, pro-social, and holistic student development program in a humane and globalizing society.

18.2. Objectives

- a. To uphold the University's vision and mission, policies and programs for total student development;
- b. To unify the diverse student population with integrated year-round programs;
- c. To foster competitive and healthy activities geared towards balanced academic and campus exposures;
- d. To develop student potentials through regularized leadership trainings;
- e. To nurture spirituality and God-centeredness founded on Christian faith;
- f. To enable faculty advisors to effectively manage the organization advisees towards goal accomplishment;
- g. To provide an avenue for full expression of students' creativity through culture and arts;
- h. To sensitize students with strong social orientation through community outreach and extension services; and
- i. To complement the university's security measures to promote peace and order in the campus.

18.3. Services Offered

- a. Handles traffic of student-related information;
- b. Handles accreditation and evaluation of student organizations;
- c. Approves and monitors student organization activities;
- d. Evaluates and approves materials for posting; and
- e. Assists in all kinds of student problems as deemed fit and proper.

SECTION 19. THE GENERAL SERVICES OFFICE

19.1. Mission

This office performs several functions such as design and construction, facilities maintenance, procurement of goods and services, and receipt, distribution and inventory control of property. With these functions, it aims to achieve the objectives of facility safety, security, and usability in as timely and cost-effective manner as mandated by the PCU Vision and Mission statement.

19.2. Objectives

- a. Supervises and coordinates design and construction of buildings and annexes;



- b. Operates and maintains existing facilities to ensure safe and secure utilization;
- c. Plans and re-maps the use of space available in the University Plan and Facility System;
- d. Manages a centralized materials and services procurement system through its Purchasing Unit and property receipt, distribution, control and inventory by its Property Unit;
- e. Participates in the evaluation and selection of qualification requirements and actual bidding as to design, operation, price and maintenance of bid proposals for goods, materials and services in the University Bidding Committee to ensure a competitive bidding process;
- f. Processes contract awards as expeditiously and efficiently yet cost effectively as possible;
- g. Manages and/or procures maintenance and repair projects based on urgent and actual priority indexes through its Maintenance Department;
- h. Oversees the inventory of materials, supplies and University properties through the automated inventory control system provided by ITD and establish procedures and auditing trails performed by the Property Department;
- i. Generates annual reports on fixed assets, property, materials and supplies, missing or stolen property, statement on utilization, and excess property declaration through the Property Department;
- j. Generates report on control and accountability of all repair and maintenance expenses, project proposals through minor and major work priorities every school year; and
- k. Responds to students' formal requests for allied general services related matters.

SECTION 20. BUSINESS AND FINANCE COMMITTEE

20.1. **Members** - it shall include the following members:

- | | |
|-----------|--------------------------|
| Chairman: | Chief Accountant |
| Members: | University Treasury |
| | Internal Auditor |
| | Dasmariñas Treasurer |
| | Dasmariñas Accountant |
| | University Legal Counsel |

20.2. **Resources**

- a. Whenever necessary, other concerned university officers, faculty and staff may be invited as resource person.
- b. The university Treasurer's Office shall become the Secretariat of the Committee.
- c. Internet Cafe
- d. Convenient Store



20.3. Powers and Duties

The Committee on Business and Finance is responsible for:

- a. Safeguarding the University's financial operations, resources and assets.
- b. Generating and maximizing revenues from all possible sources and
- c. Ensuring the financial security and viability of the University in the following manner:
 1. Provide regular overview of the status financial operations and recommends necessary policies, systems and procedures.
 2. Assist the University President to oversee (a) compliance with the policies, rules and regulation, (b) annual review and updating rental rates and contracts, (c) punctual assessment, collection and enforcement of contract agreements, (d) legal action in cases of non-compliance to contracts of various University spaces and other auxiliary services utilized for income augmentation;
 3. Recommend policies, systems and procedures to reduce costs and improve the operational efficiency of the organization, particularly in the (a) procurement, use and disposal of office supplies, equipment and other assets (b) construction of buildings and facilities. (c) accounting and control, (d) collection and fund management, (e) performance evaluation and work improvement, (e) setting of educational fees, (f) standardization of faculty and staff compensation.
 4. Such other duties and responsibilities as may be directed by the President.
 5. Serve as the last forum for the presentation, evaluation and endorsement of the Annual University Plans and Budgets prior to their submission to the Board of Trustees.

20.4. Key Result Areas to be addressed

- a. Increase Net Cash inflow
- b. Increase Reserve Funds for projected cash deficits, retirements and investments
- c. Maximize income from properties and Business Assets (such as Uniforms, Instructional Materials, Cafeteria, Dormitories, Office and School Supplies; leasing of commercial and campus spaces)
- d. Generate funds from programs, projects and subsidiaries.
- e. Swift and efficient Budgeting, Financial and Accounting, Cashiering and collection, Procurement and inventory control systems.

20.5. Policy agenda

- a. Formulate and implement the following plans, programs, projects, and budgets that will be submitted for approval by the Board of Trustees:
 - Annual work and financial plans of all offices
 - Organizational structure
 - Annual personnel plantilla
 - Annual compensation budget



- Annual maintenance and operating expenses budget
 - Annual capital investments budget
 - Annual procurement plan
 - Amortization of major obligations
 - Build-up of targeted financial reserves
 - Consolidated cash flow projection
- b. Recommend prioritized programs, projects, budgets and actions to the Board of Trustees.

SECTION 21. THE UNIVERSITY CHAPLAINCY CENTER

The University Chaplaincy Center is Philippine Christian University's commitment to provide an education geared towards the development of Christian character, total human development, and Christ-centered academic excellence.

21.1. Vision

This office envisions a total spiritual growth and development of the PCU Community. It seeks to strengthen and enrich the religious life and ministry of the institution, expand and deepen the religious development of every member of the academic community.

21.2. Mission

- a. Embrace all patterns of friendship and hospitality which are shared within the campus;
- b. Accompany and nurture the PCU population to journey in faith;
- c. Remind PCU constituents of the blessed value of prayer, the human individual, and human endeavor;
- d. Encourage all people of diverse faiths to share their treasured beliefs; and
- e. Seek to propagate the concept of equal worth among people, overcome fragmentation and help people find wholeness in life.

21.3. Objectives

- a. Continue to strengthen faith by individually and collectively learning to know God better;
- b. Establish an active ecumenical relationship with members of inter-denomination groups within and outside the university;
- c. Establish Campus Chaplaincy Network with other universities around Metro Manila;
- d. Establish multi-cultural fellowship among faculty, staff, and students by celebrating cultural heritage and religious diversity through fellowship, theological reflection and exposures;
- e. Create avenues of dialogue for social, political, religious and cultural issues through the "Academic Forum";
- f. Develop talents among students, faculty and staff by sponsoring religious musical concerts, shows, and organize the University Chapel Choir;



- g. Bring together all campus religious groups to a regular dialogue and sharing;
- h. Create prayer cells and Bible study groups in various campus offices;
- i. Organize the PCU UMC-MYF and UCCP-CYF to act as support groups;
- j. Conduct leadership training of volunteer students for religious community services; and
- k. Establish network with other campus ministries, mutual nurturing relationship with other Christian learning institutions.

21.4. Program Strategies

- a. **Bible Study Center.** Schedule weekly Bible studies with assigned pastors from the Philosophy and Religion Department. Formulate Bible study themes for the semester to guide the Bible studies for the University.
- b. **Prayer Meeting & Devotions.** Organize devotions and prayer meetings in all offices consisting of hymn singing, Bible reading, reflection and/or prayer preferably during Mondays and Fridays. Promote the formation of prayer cells in many offices and departments.
- c. **Chapel Service.** Conduct chapel services twice a week. Every department or office shall at least host two chapel services in a semester. Encourage as many administrators, teachers, staff and students to participate in chapel services.
- d. **Hymnology.** Study the history of hymns and appreciate the rich heritage of Church liturgies and activities.
- e. **Spiritual Retreats.** Conduct a spiritual retreat for students, faculty, staff and administrators for fellowship and renewal of commitment and personal relationship with the Lord.
- f. **Christian Counseling.** Encourage as many members of the PCU Community to seek the counsel of the Chaplain. Invite the pastors of the Philosophy and Religion Department and members of the Faculty for the development of the Christian counseling work in the University.
- g. **Ecumenical Relationship.** Organize ecumenical fellowship with UMC and UCCP churches and bring together all student interdenominational groups for partnership with the University in campus ministry. Promote multi-cultural fellowship among faculty, staff, and students, celebrating cultural heritage and religious diversity through fellowship, theological reflection and exposures.
- h. **Chaplaincy Network.** Establish links and networks with chaplaincy offices of other universities and colleges through the ACSC.
- i. **Training.** Sponsor a leadership training of volunteer students for religious community services in partnership with related departments.
- j. **Chaplaincy Program Promotion.** Develop a brochure to include the Center's vision and mission, and the services it is offering. Develop a newsletter to contain a reflection or devotion from the Chaplain's desk, and some updates and contribution from Christian organizations in the campus.



21.5. Program and Activities

- a. **The Christian Formation Program for the Elementary Department.**
This program focuses on the enhancement of the elementary students' spiritual growth. Pupils' devotion is incorporated in the flag ceremony once a week. Chapel services are conducted with identified themes. Christian Formation Emphasis Week is held during the month of September with activities in each class and the faculty and staff devotion. Other activities such as painting contest, designing contest, Bible drill, and math quizzes.
- b. **The Christian Formation Program for the High School Department.**
This program covers the enhancement of the high school students' spiritual growth. Activities include Faculty and Staff morning devotions, chapel services, student devotions, and pastoral counseling. During the Christian Emphasis Week, the activities are teacher's training, chapel service, painting contest, essay writing contest, Bible contest and Gospel singing contest.
- c. **The University Christian Emphasis Week.** Annual celebration of faith and life as a community of believers with thanksgiving to God for the year for His guidance, nourishment, and nurture of our faith. Activities include worship services, room to room evangelism, Bible quiz, evangelistic crusades, concert, forum, booth presentations, social concern to depressed areas.

21.6. Services Offered:

- a. Services in Christian Counseling by group or individual. Pastors working in the University are being tapped to assist in this program;
- b. Bible Studies and Devotion;
- c. Worship Services for college's faculty, staff and administrators; and
- d. Prayer Services in all Colleges.
- e. University Convocation by unit.

SECTION 22. THE CULTURE AND ARTS OFFICE

22.1. Vision and Mission

The Office is committed to the development of culturally matured and socially balanced individuals toward the meaningful nurturance of refined behavior and ethical character.

22.2. Objectives

- a. Organize and manage activities and programs related to arts and culture;
- b. Coordinate the related activities and programs to ensure the holistic development of the students;
- c. Put onstage Bible teachings as nourishing inspiration for the best and highest impulses in man; and
- d. Promote cultural activities, productions, and programs that will contribute to the students' understanding of, appreciation for, and enrichment of arts and cultural heritage.



21.2. Programs

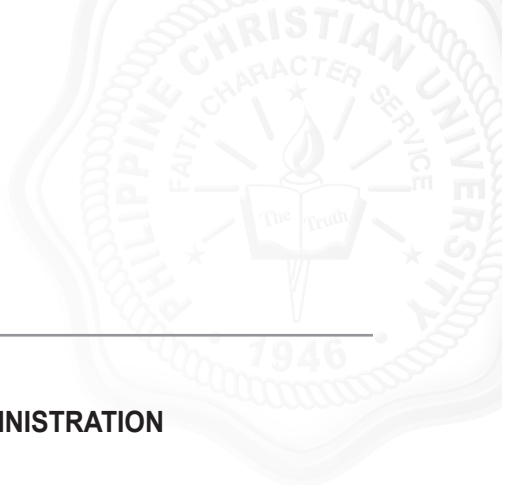
- a. Tutorial Music lessons – Piano, Voice, Guitar, Organ
- b. Performing Arts Troupe – Kalinangan Dance Group, Readers Theatre, PCU Dance Crew, and Kenaniah Singers;
- c. Employee Cultural Groups – An ensemble of administrators, faculty and staff, singing and dancing for the love of performing;
- d. Guest Artists tie-up with NCCA, CCP, UP-PCCA – Professional artist in the performing arts shall be invited or hosted in order to provide the students with learning experiences; and
- e. Everybody's birthday.

21.3. Scholarship

Members of the Performing Arts Troupe enjoy tuition fee discounts which will depend on the availability of the budget.

Article Ten

ACADEMIC PROGRAMS



SECTION 1. COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY

With vertical articulation of the graduate programs, the CBAA now has four (4) component departments, namely: Business Administration, Accountancy, Office Administration, Graduate School of Business and Management (GSBM), and the Bachelor of Science in Real Estate Management (BSREM). It aims to give students professional training in modern business principles and practices as well as in special fields of interest so that they can take an active part in the economic development of the Philippines.

1.1 Objectives:

The CBAA intends:

- a. To develop business professionals with integrity of Christian character and genuine interests in giving service and upholding the human dignity of their fellowmen regardless of race, religion and creed;
- b. To encourage creative and original thinking and life-long habits of professional growth and improvement;
- c. To develop responsible, competent and well-trained graduates who will use their knowledge to carry out the important task of nation building; and
- d. To maintain a high standard and up-to-date instruction in line with the business demands of a globalizing world economy.

1.2 Programs Offered

The College offers the following programs with either single or double major option:

- a. Bachelor of Science in Accountancy (BSA)
- b. Bachelor of Science in Business Administration (BSBA)
Majors: Management, Marketing, Finance and Economics
- c. Bachelor of Science in Office Administration (BSOA)
- d. CBAA provides a five-year integrated undergraduate and masteral straight program leading to Master in Business Administration (MBA).

1.3. The Graduate School of Business and Management

The CBAA Graduate School of Business and Management, in its effort to answer the needs of professionals in business, government and service organization sectors, has developed graduate programs that will equip



participants not only with theories, concepts, and techniques, but also with their applications based on current settings.

The GSBM includes Master in Business Administration (MBA) and Master in Management (MM) graduate programs. The programs are less structured and they leave much room for flexibility on the part of the program participants. These programs will aid students in coping with the complex problems of the global environment.

1.4. Admission Requirements and Procedures

The GSBM is open to holders of bachelor's degree (for MBA and MM) and masteral degree or its equivalent in any field of discipline from reputable local and foreign colleges and universities, who have satisfactorily passed the admission requirements. A committee on admissions shall screen and evaluate applicants for admission to the program.

The Admissions Committee shall consider the following as bases for action on applications:

- a. A completed application or admission form;
- b. Two letters of recommendation, one of which should be from the applicant's present employer or superior;
- c. Official transcript of records;
- d. Permit to study (for government employees only); and
- e. Evidence of aptitude for graduate studies.

1.5. Course Requirements Summary

The MBA/MM program has been re-designed to give the business professionals with the basic training to efficiently manage a business concern. However, additional courses (12 units) have been added should participants opt to concentrate on a field of specialization like banking and finance, international business, marketing and labor administration.

SECTION 2. COLLEGE OF ARTS, SCIENCES AND SOCIAL WORK (CASSW)

This College provides a Christian liberal education with its competent and highly qualified faculty and staff. It constantly upgrades quality standards of curriculum and instruction in a humanistic and liberal orientation, prepares students for their various professions and liberally nurtures them with the Christian ideals and values of the University.

The CASSW has now seven (7) departments, namely: Department of English and Mass Communication, Math Department, Department of Natural Sciences, Social Sciences, Philosophy and Religion, Social Work, and the Graduate School of Arts and Sciences (GSAS). The offering of programs with double majors is now approved by the Board of Trustees, a policy that impacts on the Bachelor of Arts and the Bachelor of Science degrees.



2.1. Objectives

The College is committed to develop persons who shall:

- a. Be free, responsible and sensitive to the needs and aspirations of a humane and democratic society;
- b. Be professionally competent, equipped with tools of research and spirit of scientific inquiry and imbued with the humanism of the arts and letters; and
- c. Believe that Faith, Character and Service are the touchstones of the mature and truly educated individuals.

2.2. The CASSW provides the general educational program for all the different courses in the University and offers courses leading to the degree of Bachelor of Arts with the following areas of specialization: English, History, Political Science, Psychology, Sociology, and Philosophy.

It also offers the degree of Bachelor of Science major in Social Work, Mathematics, Biology, and Mass Communication.

2.3. The CASSW also provides an innovative five-year integrated undergraduate and masteral straight program leading to the following degrees: Master of Arts in English, Master of Arts in History and Master of Arts in Psychology.

2.4. The Graduate School of Arts and Sciences (GSAS)

The GSAS program offers Master of Arts in Psychology, major in Counseling Psychology, Industrial Psychology, Ph.D. in Psychology, and Masters of Arts in Social Work. The program has been conceived as a flexible matrix of students that will answer the professional requirements for increased proficiency and enhancement of knowledge in their specialized fields.

Through its Department of Philosophy and Religion, the College of Arts, Sciences and Social Work also offers the following graduate programs: Ph.D. in Religious Studies, Doctor of Missiology, Master of Arts in Theological Studies (MATS).

2.5. Admission Requirements and Procedures

The GSAS is open to holders of bachelor's degree (for MA) and masteral degree (for Ph.D.) or its equivalent in any field of discipline from reputable local and foreign colleges and universities, who have satisfactorily passed the admission requirements. A committee on admissions shall screen and evaluate applicants for admission to the program.

The Admission Committee shall consider the following as bases for action on applications:

- a. A completed application or admission form;
- b. Two letters of recommendation, one of which should be from the applicant's present employer or from a superior;



- c. Official transcript of records;
- d. Permit to study (for government employees only); and
- e. Evidence of aptitude for graduate studies.

SECTION 3. COLLEGE OF EDUCATION AND ALLIED PROGRAMS (CEdAP)

The College is a service-oriented academic unit committed to the continuous pursuit of excellence in the development of Christian teachers and school managers.

3.1. CEdAP Mission

The College of Education and Allied Programs is committed to:

- a. Provide globally-competitive instruction, relevant research and life-enhancing community-service;
- b. Pursue academic excellence imbued with Filipino ideals and aspirations; and
- c. Promote knowledge, skills and values towards the nurture of Filipino teachers and school managers with strong Christian conviction.

3.2. CEdAP Objectives

In support of its Vision-Mission statement, the College of Education and Allied Programs offers teacher education and allied programs that are expected to produce teachers and school managers who are:

- a. Effective conveyor and facilitator of knowledge;
- b. Capable of analyzing, critiquing and synthesizing complex situations, concepts and problems;
- c. Dynamic school managers with strategic vision for quality education;
- d. Appreciative and dedicated to the teaching profession; and
- e. Role models of Christian virtues as exemplified by the Greatest Teacher, Jesus Christ.

As mandated by the vertical articulation of graduate programs, the CEdAP, formerly CCAEDAP, has two (2) major programs, the Graduate School of Education (GSE) and the Teacher Education and Allied Programs (TEAP) for the undergraduate program. Also, offering of courses with double majors is now officially implemented.

3.3. The College offers the following four-year degree courses:

- a. Bachelor in Elementary Education (BEEd)
Specializations: Early Childhood
- b. Bachelor in Secondary Education (BSEd)
Majors: English, General Science, Filipino, Mathematics, History and Physical Education



- c. Bachelor in Physical Education major in School P.E. (BPE-SPE)
- d. CEdAP also offers a five-year integrated undergraduate and masters straight program leading to Master of Arts in Education.

3.4. The Graduate School of Education (GSE)

- a. **M.A. in Education.** M.A. Ed. Program is designed to prepare educators for distinct career service paths in the fields of Administration and Supervision, Guidance and Counseling, Psychology, Mathematics, Science, English and Filipino. Majors: Educational Administration, Guidance and Counseling, Early Childhood, English, Psychology, Chemistry, Biology, Physics, Elementary Science, Mathematics, and Special Education.
- b. **Doctor of Education (Ed. D.).** This program will facilitate the fulfillment of an educator's aspiration for personal and professional development. A major in educational management will prepare an individual to assume administrative responsibilities at various levels in the school system. A major in pedagogy will enhance one's knowledge and skills necessary to enrich the teaching-learning processes.
- c. **Higher Education Management Course.** A three and a half-year straight Ed.D. program equivalent to ninety-six (96) units for non-education and non-masters degree holders intended for school managers occupying middle and upper managerial positions. Upon completion of the program, a student earns M.A. and Ed. D. degrees.

1. Rationale

Based on its view of the important role of Higher Education Management Course, PCU adopts as its mission the promotion of the viability and continuous development of educational leadership for more meaningful, relevant and sustained improvement of its curricular programs.

2. Course Objectives:

- Elevate the level of academic excellence, foster a climate of research, and improve the effectiveness of the management of school affairs;
- Provide teachers, school supervisors, and educational practitioners with formal training and opportunities in improving further their educational qualification;
- Gain greater insights into the conceptual and theoretical foundations of the educational enterprise; and
- Provide the student with an opportunity for further study and research in the spirit of genuine scholarship.



3. **Course Methodology**

- Modular Instruction
- Case Analysis
- Field Research
- Online Lessons
- Home-School/School-Home Lectures

4. **Level 1**

One and a half-years of academic work leading to M.A. Education degree and with 12 units of Professional Education Courses and with Comprehensive Examination. A total of thirty-three (33) units to complete the course.

5. **Level 2**

Two years of academic work leading to Doctor of Education degree with dissertation. A total of sixty-three (63) units to complete the course.

3.5. **Special Programs**

- a. Certificate in Teaching Proficiency (Pre-school, Elementary, High School) is given to non-Education graduates who decide to take the Licensure Examination for Teachers (LET) and/or teach.
- b. Diplomate in Education is for those who have taken Education courses in the undergraduate, but do not wish to take M.A. in Education. After earning 36 units in the Graduate School, they are granted the Diplomate in Education. A Diplomate in Education graduate may wish to proceed to M.A. Ed. by writing a thesis and on to Ed.D. as provided for in the verticalization.
- c. Review Program for Licensure Examination for Teachers

SECTION 4. COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)

The Computer Science Program was conceptualized by Dr. Richard Schwenk. It formally started in 1985 under the direct supervision of the Science-Math Department of the College of Arts and Sciences. Along with the restructuring and development in the University, and the increasing enrollees in the field, it was transferred and became part of other units until it carved itself out as an independent unit now known as the College of Computer Studies (CCS). In 1989, the first batch of 28 students graduated with the degree of Bachelor of Science in Computer Science. The number of graduates has steadily increased every year since then.

One of the highlights in the history of the college was the offering of a complete Information Technology Education (ITE) degree programs:



Bachelor of Science in Computer Science, Bachelor of Science in Information Technology, Bachelor of Science in Information System and Associate in Computer Technology.

In line with broader commitment of the University to the development of technological manpower of the country, the College of Computer Studies offered new programs: Bachelor of Science in Computer Engineering in 2004 and Master of Information Technology in 2007.

4.1. Objectives

The Computer Science program aims to produce computer specialists and professionals who are:

- a. Fully prepared and equipped to meet the challenges of information technology;
- b. Productive and responsible members of society;
- c. Proficient in their field and highly motivated to excel; and
- d. Grounded in a deep faith in God and a commitment to serve.

4.2. The College of Computer Studies offers the following programs:

- a. Master of Information Technology (MIT)
- b. Bachelor of Science in Computer Engineering (BSCoE)
- c. Bachelor of Science in Computer Science (BSCS)
- d. Bachelor of Science in Information Technology (BSIT)
- e. Bachelor of Science in Information Systems (BSIS)
- f. Associate in Computer Technology (ACT)

SECTION 5. COLLEGE OF NURSING AND ALLIED HEALTH (CNAH)

The CNAH strives to develop competent and self-directed nurses, nutritionist-dietitians and hotel and restaurant practitioners who will respond to the changing needs of the society.

Sustained by faith, this service-oriented college continuously pursues academic excellence and character building.

In support of our belief, CNAH aims to develop the full potentialities of the students for a productive, satisfying life, as competent practitioners, translating the Christian ideal of service to God through their genuine concern for people and reverence for human life.

The educational programs help the students to acquire basic knowledge, skills, and values essential to develop professional nurses, nutritionist-dietitians, and hotel and restaurant practitioners.

The College of Nursing and Allied Health offers the following courses:

- a. Bachelor of Science in Nursing (BSN)
- b. Bachelor of Science in Nutrition and Dietetics (BSND)



SECTION 6. COLLEGE OF LAW (Manila Campus & Dasmariñas Campus)

6.1. Vision

- a. To be an institution dedicated to the training and development of competent, socially concerned, Christian and ethical lawyers, strongly committed to the promotion of truth and justice; and
- b. To produce a good number of quality, truthful, principled, and God-fearing Christian lawyers.

6.2. Mission

- a. Build up and nurture a strong core of principled law students at par with the country's leading law schools;
- b. Integrate the PCU Vision and Mission in the field of legal education through its curriculum;
- c. Help the University maintain its good reputation;
- d. Cater to the marginalized sector of the society by providing legal clinic offering the services of a lawyer; and
- e. Be a watchdog against graft and corruption.

SECTION 7. COLLEGE OF BUSINESS AND TECHNOLOGY (Dasmariñas Campus)

The College of Business and Technology (CBT) is a concrete indicator that the PCU College in Dasmariñas, Cavite campus is undergoing continuous growth. It is one of the academic colleges created in 1994-1995 to accommodate this organizational phenomenon and give way for the expansion efforts of the administration.

7.1 Vision

A development-oriented academic unit committed to the pursuit of academic excellence, responsive to national and global challenges and set to promote improved quality of life in a sustainable future.

7.2. Objectives

- a. To equip young people with technology-based skills to make them more marketable to the industries and the world in general; and
- b. To develop competent and responsible professionals with integrity of character and genuine interest in rendering service and commitment for wholehearted application of Christian values in responding to the needs of the society.

7.3. Course Offerings

a. Undergraduate courses

1. Bachelor of Business Administration

Major in: Marketing / Management / Economics
Finance / Accounting / Microfinance



2. Bachelor of Science in Accountancy
 3. Bachelor of Science in Computer Science
 4. Bachelor of Science in Office Administration
Major in: Office Management
Business Technology
 5. Bachelor of Science in Information Technology
 6. Bachelor of Science in Information Systems
- b. **Two-year courses**
1. Associate in Computer Science
 2. Associate in Office Administration
- c. **Certificate Program** – Advanced Vocational Technology Education
- d. **Graduate and Post Graduate Courses**
1. Master in Business Administration
 2. Master in Management, Specialized in Public Administration

SECTION 8. COLLEGE OF ARTS, SCIENCES AND TEACHER EDUCATION (Dasmariñas Campus)

The College is a service-oriented academic unit providing the general education program of the University and offers courses in Liberal Arts, and Teacher Education. It is committed to the pursuit of excellence and the development of Christian leadership skills sensitive to the aspirations of a democratic society. The College is composed of the following academic departments: Teacher Education; Arts and Sciences; Physical Education; Arts and Culture; and the Graduate School of Education.

8.1. Objectives of Teacher Education

The Teacher Education programs train students to become teachers who can assume the following major roles:

- a. An effective conveyor of knowledge;
- b. An efficient promoter of learning and continuing pursuit of self education;
- c. An effective facilitator to enable the learners to develop their full potentials;
- d. A true humanist with genuine appreciation and understanding of Christian ideals and values; and
- e. A model of Christian service.

8.2. Objectives of Arts and Sciences

The College of Arts and Sciences aims to develop graduates who are:

- a. Professionally competent;
- b. Responsive and sensitive to the needs and aspirations of human and democratic society;
- c. Imbued with the spirit of scientific inquiry; and
- d. Committed to serve God, country and people.



8.3. Teacher Education Programs

- a. Bachelor of Elementary Education
(Major in English and Early Childhood)
- b. Bachelor of Secondary Education
(Major in English, P.E., Science, Math)
- c. Certificate Programs
 1. Certificate in Teaching Proficiency (C.T.P.)
 2. Certificate in Physical Education
- d. Review Program for Licensure Examination for Teachers

8.4. Arts and Sciences Program

Bachelor of Arts, major in:

- a. English
- b. Psychology
- c. Political Science
- d. Mass Communication major in Journalism

8.5. Graduate School of Education Programs

- a. Masters Program, major in:
 1. Educational Administration
 2. Guidance and Counseling
- b. Doctoral Program, major in:
 1. Educational Management
 2. Pedagogy

SECTION 9. SCHOOL OF TOURISM AND HOSPITALITY STUDIES

- a. Bachelor of Science in Tourism Management
- b. Bachelor of Science in Hotel and Restaurant Management
- c. Associate in Hotel and Restaurant Management

SECTION 10. INSTITUTE OF SPORTS, CULTURE AND ARTS

Article Eleven

MANAGEMENT OF STUDENT GRIEVANCES

SECTION 1. COMPOSITION OF THE GRIEVANCE COMMITTEE

The University Student Grievance Committee, (USGC) hereinafter referred to as Grievance Committee shall be composed of the following:

- 1.1. Chairman, as appointed by the University President.
- 1.2. USG President or his/her appointed representative.
- 1.3. Four (4) members appointed by the University President.
- 1.4. Discipline Officer.
- 1.5. Academic Dean or Academic Department Head from the college where the respondent belongs.
- 1.6. Union Representative, if the respondent is a member of the Faculty or Staff Union.

SECTION 2. DISCIPLINE OFFICE SETTLEMENT PROCEDURES

- 2.1. Upon receipt of a complaint, the Discipline Office shall require the complainant to fill out the SSO Complaint Form, serve the respondent a verbal or written notice to appear before the Discipline Officer. The Discipline Officer shall set a date for conference giving both parties a chance to present their sides in the presence of witnesses.
- 2.2. The Discipline Officer is authorized to determine if an offense is committed based on the material facts, impose sanctions and fix a time within which the respondent and the complainant shall agree to an amicable settlement of the case.
- 2.3. If the complaint shall be resolved and amicable settlement was arrived at, the Agreement shall be made in order to appropriately enter the terms and conditions acceptable for both parties, duly signed by the respondent and the complainant.



- 2.4. If the decision on the case is not satisfactory to the student complainant, he/she may elevate the case in writing as a formal charge to the University Student Grievance Committee with proper endorsement by the Discipline Officer.
- 2.5. Failure to comply with imposed sanctions, Guidance counseling notices and other matters relative thereto is defined as one of the less grave offenses with corresponding sanctions in Article 12, Section 3.1. of this manual.

SECTION 3. STUDENT GRIEVANCE PROCEDURES

- 3.1. The Grievance Committee shall have exclusive jurisdiction in handling all formal complaints against bona fide college student of Philippine Christian University, and on offenses committed by said student-respondent in violation of the school policies. The complaints maybe a student against:
 - a. student
 - b. staff
 - c. faculty
 - d. coach/trainor
 - e. administrator
- 3.2. The filling of the complaint shall be in writing and shall be signed by the complainant/s. Complaints shall be made within ten (10) working days through the Discipline Office (DO) and thereafter, the Discipline Officer shall immediately fill out the SSO Form – Notice of Charge and Preliminary Conference and forward a copy to the Grievance Committee for disposition. The same notice will also be served to the respondent.
- 3.3. If the respondent is a student, he/she has the right to be assisted by parents or guardian during the scheduled conferences or hearings.
- 3.4. Upon receipt of the complaint, the Grievance Committee shall require the respondent within five (5) working days to submit the answer to the complaint filed against him or her. And in the same manner, the complainant is also required to submit his or her reply within five (5) working days upon receipt of the respondent's answer.
- 3.5. After the complainant and the respondent have submitted their answers, the Grievance Committee shall immediately convene and deliberate on the case thru summary procedure based on the affidavits and counter-affidavits and other evidences of both parties. However, schedule for hearings may be necessary if needed for clarificatory questions. Thereafter, Grievance Committee renders a decision within ten (10) working days.



- 3.6. Any decision shall be reached after a majority vote of all the members of the Grievance Committee EXCEPT the Chairman who shall vote only in case of a tie. No member shall be allowed to communicate directly or indirectly with any of the parties involved, their parents or relatives within the forth civil degree of affinity or consanguinity.
- 3.7. Upon receipt of the decision, if dissatisfied of the findings of the same, whoever is aggrieved may file a notice of appeal within ten (10) working days to the University President or his designee.
- 3.8. Failure to appeal within the prescribed period renders the decision final and executory.
- 3.9. Upon receipt of the appeal, the University President or his designee shall review, affirm, reverse, or modify within fifteen (15) working days the decision rendered by the Grievance Committee. The decision of the President shall be final and executory.

SECTION 4. PROCEDURES FOR FILING OF COMPLAINTS

4.1. Offenses Committed inside the Classroom while Classes are Being Conducted

The faculty member or teacher-in-charge should first refer the case to the head of the department or the dean of the college. The department head or the dean shall immediately, without delay, formally forward the case in writing to the Discipline Office (DO).

4.2. Light and Less Grave Offenses or Grave Offenses Committed Outside the Classroom

The complainant shall refer the case to the Discipline Office by filling out the complaint form. The Discipline Officer shall immediately summon the respondent and copy of the complaint shall be furnished him. If the respondent pleads not guilty, the DO shall immediately refer the case to the University Student Grievance Committee. Guidelines for filing of complaints are found at Section 2 of this Article.

SECTION 5. PROCEDURE GUIDELINES ON SEXUAL HARASSMENT

5.1. Contact Persons for Information

- a. Vice President for Academic Affairs, Director and/or Dean of concerned academic or support department



- b. University Student Grievance Committee
- c. Director, Personnel/Human Resource Development Office
- d. University Council of Deans
- e. Director, Student Services Office
- f. Coordinator, Office of Student Affairs
- g. Coordinator, Guidance Counseling Office
- h. Discipline Officer

5.2. Complaint Procedures

- a. If the person complained of is a student of the University, the complaint should be made within ten (10) working days in writing, to the Office of the Discipline Officer, and processed by the responsible unit heads under the applicable student discipline code. Verbal complaints shall be avoided.
- b. If the person complained of is a faculty or staff member against student, the complaint should be made within ten (10) working days in writing, to the person's department chairperson or the service unit coordinator or to the Director of the Personnel & HRD, and processed by those persons.
- c. If the person complained of is the department chairperson or the service unit coordinator against a student, the complaint should be made within ten (10) working days in writing, to the department chairperson or the coordinator's superior or to the Director of the Personnel and HRD, and processed by those persons.
- d. If the person complained of is someone who is not a PCU employee nor a student, the complaint should be made within ten (10) working days in writing to the Discipline Officer and processed by this person.
- e. False or fabricated complaint of sexual harassment by a person or a student who willfully provides false information to deceive or mislead University officials or to defame a person is liable for disciplinary action up to and including dismissal for employees and suspension or expulsion from the University for students, without prejudice to the filing of charges at the proper court of law (refer to Sexual Harassment Law appendices).
- f. Cases of other sexual violence and crimes shall be directed to the Chairman, University Grievance Committee for proper action.
- g. Notwithstanding the administrative sanction as a result of investigation on sexual harassment or any other criminal acts in nature, cases may be prosecuted in the regular courts of jurisdiction for damages and penalties therefor as provided by this Act.

Article Twelve

OFFENSES AND SANCTIONS



SECTION 1. REASON FOR SANCTIONS

The rationale of sanctions is basically two-fold in intent and purpose: instructive, i.e. to impart in students the awareness and consequences of an unacceptable behavior as well as punitive or deterrent, i.e. to punish or deter students for having committed or from intending to commit grave or repeat offense as well as vindicate the victim as regards the effects of the misbehavior. This section classifies the types of offenses and their corresponding sanctions.

SECTION 2. LIGHT OFFENSES

This type of offense requires the instructive or educative sanctions which is contributory to the development of the offender's awareness of his/her responsibilities as a member of the University community.

2.1. Violation of dress code and hair grooming

- 1st offense: Counseling and confiscation of ID
- 2nd offense: Counseling and Community service
- 3rd offense: Suspension for one week

2.2. Littering

- 1st offense: Counseling and confiscation of ID
- 2nd offense: Counseling and community service
- 3rd offense: Suspension for one week

2.3. Indecent public display of affection

- 1st offense: Counseling and confiscation of ID
- 2nd offense: Counseling and community service
- 3rd offense: Suspension for one semester

2.4. Smoking inside the campus

- 1st offense: Counseling and confiscation of ID
- 2nd offense: Counseling and community service
- 3rd offense: Suspension for two weeks



2.5. Disturbance during classes and school functions

- 1st offense: Counseling and confiscation of ID
- 2nd offense : Counseling and Community service
- 3rd offense: Suspension for one week
- 4th offense: Dismissal

2.6. Using cellular/camera phones while having classes

- 1st offense: Reprimand/warning form the teacher
- 2nd offense: Confiscation of cell phone for the whole period but to be returned immediately after the end of the class that same period.
- 3rd offense: Cellphone/camera will be confiscated and immediately turned over to the SSO without prejudice to investigation of privacy right infringement. The SSO shall then require the presence of the parent or person exercising parental authority or supervision over the student for a conference.

2.7. Taking off one's ID while inside the University

- 1st offense: Warning
- 2nd offense: Counseling and confiscation of ID
- 3rd offense: Counseling and community service
- 4th offense: Suspension for two weeks

2.8. Taking off one's uniform while inside the University

- 1st offense: Warning
- 2nd offense: Counseling and confiscation of ID
- 3rd offense: Counseling and community service
- 4th offense: Suspension for two weeks

2.9. Writing, removing, posting, or altering anything on administrative bulletin board and PCU building walls

- 1st offense: Counseling and confiscation of ID
- 2nd offense: Counseling and community service
- 3rd offense: Suspension for two weeks

2.10. Playing of computer games inside the computer laboratories.

- 1st offense: Counseling and confiscation of ID
- 2nd offense: Counseling and Community service
- 3rd offense: Suspension for one week

2.11. Wearing of earrings inside the campus (for male students only).

- 1st offense: Confiscation of earrings and counseling
(Note: Confiscated earrings may be returned at the end of the semester only)
- 2nd offense: Counseling and community service
- 3rd offense: Suspension for one week



SECTION 3. LESS GRAVE OFFENSES

This type of offense requires the instructive as well as punitive character of sanction as Dropped or Dismissal is meted out with specific period not to exceed two (2) years without prejudice to re-enrolment.

3.1. Refusal to comply with imposed sanctions, counseling notices and other matters relative thereto

- 1st offense: Counseling and community service
- 2nd offense: Suspension for one week
- 3rd offense: Dropped without prejudice to re-enrolment
- 4th offense: Dismissal

3.2. Entering school premises under the influence of liquor and prohibited drugs

- 1st offense: Censure and/or counseling
- 2nd offense: Dropped without prejudice to re-enrolment
- 3rd offense: Dismissal

3.3. Gambling inside the campus

- 1st offense: Reprimand and counseling
- 2nd offense: Dropped without prejudice to re-enrolment
- 3rd offense: Dismissal

3.4. Theft and shoplifting

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.5. Vandalism (with restitution) and littering

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.6. Disruptive or disorderly conduct, lewd, indecent or obscene conduct or expressions

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.7. Slander by words or deeds

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal



3.8. Intriguing against honor

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.9. Possession of pornographic materials

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.10. Browsing pornographic or obscene sites inside the computer laboratories.

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.11. Unjust vexation

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.12. Cheating during examination

- 1st offense: Invalidation of exam taken
- 2nd offense: Failing Grades
- 3rd offense: Dismissal

3.13. Attempt to physically harm any student or employee of the University

- 1st offense: Reprimand and counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

3.14. Lending of one's ID to another student or to anybody else is prohibited.

- 1st offense: Reprimand and Counseling
- 2nd offense: Suspension for one week
- 3rd offense: Dismissal

SECTION 4. GRAVE OFFENSES

This type of offense demands the punitive character of sanction and requires either immediate separation from the University, i.e. summary suspension, or permanent separation without opportunity for reinstatement, i.e. dismissal or expulsion to ensure the health, safety or welfare of the members and property of the University.



4.1. Direct physical assault upon any student, faculty, staff, and administrators (physical injury)

1st offense: Counselling and Expulsion

4.2. Robbery

1st offense: Counselling and Expulsion

4.3. Direct assault in words or in deeds upon a person in authority

1st offense: Counselling and Expulsion

4.4. Fraternity-related violence

1st offense: Counselling and Expulsion

4.5. Willful destruction of PCU properties and facilities

1st offense: Counselling and Expulsion

4.6. Possession of deadly weapons or objects

1st offense: Counselling and Expulsion

4.7. Drug pushing

1st offense: Counselling and Expulsion

4.8. Hazing

1st offense: Counselling and Expulsion

4.9. Forgery

1st offense: Counselling and Expulsion

4.10. Submission of fraudulent documents and/or falsification of public documents

1st offense: Counselling and Expulsion

4.11. Drinking of liquor inside the campus

1st offense: Counselling and Expulsion

4.12. Taking prohibited drugs inside the campus

1st offense: Counselling and Expulsion

4.13. Unlawful mass action and barricade

1st offense: Counselling and Expulsion

4.14. Non-compliance with the requirements concerning medical information for health safety

1st offense: Counselling and Expulsion

**4.15. Perjury**

1st offense: Counselling and Expulsion

4.16. Plagiarism

1st offense: Counselling and Expulsion

4.17. Tampering of school records

1st offense: Counselling and Expulsion

4.18. Unofficial use of University's name and trademarks

1st offense: Counselling and Expulsion

4.19. Possession without permission of the University's properties or any properties of its employees and students

1st offense: Counselling and Expulsion

4.20. Sabotage of the University's computing resources

1st offense: Counselling and Expulsion

4.21. Indecent sexual behavior while inside the campus

1st offense: Counselling and Expulsion

4.22. Gross disrespect in words or deeds subjecting to public ridicule any member of faculty, staff, administrators, students and visitors.

1st offense: Counselling and Expulsion

4.23. Unauthorized collection of money in any transaction pertaining to the University

1st offense: Counselling and Expulsion

4.24. Acts or publishing or circulating false and unfounded information that would malign the good name and reputation of the University, its official, faculty, staff and students

1st offense: Counselling and Expulsion

4.25. Preventing and/or threatening any student or school personnel from entering school premises to attend their classes and/or discharge their duties

1st offense: Counselling and Expulsion

4.26. Repeated willful violations of University rules and regulations

1st offense: Counselling and Expulsion

Article Thirteen

THE STUDENT PUBLICATIONS



SECTION 1. THE BLUE AND SILVER

Pursuant to Republic Act No. 7079, otherwise known as the Campus Journalism Act of 1991, pertinent laws and the university rules and regulations, the official Student Publication of Philippine Christian University, Manila campus, tertiary level shall be known as the Blue and Silver. The Blue and Silver upholds and is governed by its editorial policies stated below:

- 1.1 The publication, realizing the importance of the freedom of the press, and the policy of the state to uphold and protect it as embodied in the constitution, even at the campus level, shall serve both as an avenue of information and towards the development of journalistic skill among the members of the academic community it serves. It shall likewise promote common welfare and harmonious relationship among the various sectors of the academe.
- 1.2 The Blue and Silver serves as an independent campus publication of the students of the Philippine Christian University-Manila published independently by the students.
- 1.3 The publication shall be the source of information of events that have happened and are expected to happen inside the campus. It may also delve on topics of national and international scope if such are directly or indirectly affecting the academic community. Aside from events, the paper shall also act as a medium for airing legitimate grievances and problems concerning the students in consideration with other parties within the university.
- 1.4 The publication shall also serve as a training ground for interested and potential students seeking to pursue or improve their skills in the field of journalism.
- 1.5 The publication shall also provide and be a source of entertainment for the students by providing a touch of humor on ordinary day to day campus life, through practical jokes, sports spoofs, cartoons and the likes.
- 1.6 The publication of the paper shall have a minimum of three (3) issues of 8 pages per semester. The volume of circulation shall depend on the number of registered publishers or in proportion with the amount collected.
- 1.7 The Editorial Board shall be composed of the following: Editor-in-Chief, Associate Editor and Managing Editor. The Editorial Staff shall be composed of the following: Section Editors and the Correspondents.



- 1.8 Only a bonafide student of Philippine Christian University, Manila campus shall hold position in the Board, he or she possesses the qualifications, has not been found guilty of any disciplinary action or any act involving moral turpitude and has not been relieved for delinquency. Any individual who has served as editor in chief under any circumstances shall no longer be eligible for re-examination. He or she must have been enrolled in the current semester of at least 12 units, and have good academic standing as stipulated in Article XIII, Section 2 of the Editorial policy.
- 1.9 The selection of the editorial staff will be through competitive examinations, interviews and other screening methods that the Board deems effective and appropriate. No member of the publication can be expelled or suspended by the University solely on the basis of the performance of his duties in the publication.
- 1.10 All members of the Editorial Board shall serve with the highest degree of responsibility, integrity, loyalty and efficiency and shall be accountable to the students.
- 1.11 The Board may include advisers: the publication adviser and the technical adviser. In the case that there is only one available, he or she must perform the duty on both the administrative and technical aspects.
- 1.12 It shall not be subjected to censorship or penalized by the University in any form for any reason.
- 1.13 It shall be governed by its principle and policies and by such regulations as may be promulgated by the Editorial Board.
- 1.14 The provisions of its Editorial Policy may be amended only by a vote of fifty percent plus one of all members of the Editorial Board and the adviser with a written approval of any of the members of the previous board and adviser/s.

SECTION 2. THE CHRISTIAN CHRONICLE

The official student publication of the Philippine Christian University—Dasmariñas Campus shall be known as the “CHRISTIAN CHRONICLE.” The following are its editorial policies:

EDITORIAL POLICIES

- 2.1 The Christian Chronicle shall serve as an independent newspaper of the students of Philippine Christian University–Dasmariñas Campus and shall be published independently by the students.
- 2.2 The Christian Chronicle serves as the mouthpiece of the PCU studentry embodying the ideals, interests and concerns of the entire academic community.



- 2.3 The Christian Chronicle is committed to the ideals of truth, justice and love in the context of Christianity.
- 2.4 The Christian Chronicle recognizes its role in disseminating socio-political issues from the local, sectoral and national levels thus acting as an information-oriented catalyst and advocate of change.
- 2.5 The Christian Chronicle serves as a medium to facilitate the democratic rights, welfare and ideals of the studentry.
- 2.6 The Christian Chronicle is keen in guarding the rights of any person, group, organization or institution regardless of race, religion or creed.
- 2.7 The Christian Chronicle believes that rousing the students' apathy, instill a continuing process of awareness and involvement essential in building a dynamic and vigilant society.
- 2.8 The Christian Chronicle believes in the non-existence of absolute freedom. Freedom of the press is defined as freedom with responsibility.
- 2.9 The Christian Chronicle upholds the Journalism Ethics as mandated by the International Standard of Ethics drafted by the United Nations in 1945 in Geneva, Switzerland.
- 2.10 The Christian Chronicle observes the rigorous standard of honesty, integrity and fair play in both comment and reporting.
- 2.11 The Christian Chronicle is committed to the correction of errors in pursuit of responsible journalism.
- 2.12 The Christian Chronicle recognizes its moral obligation not to withhold any information and thus spare no one in constructive criticisms.
- 2.13 The Christian Chronicle encourages, promotes and develops knowledge of studentry through critical writing.
- 2.14 The Christian Chronicle shall be composed of qualified students mentioned under Article IV and VII of this Charter, and R.A. 7079, otherwise known as "Campus Journalism Act of 1991."
- 2.15 The Christian Chronicle shall not be subjected to censorship.
- 2.16 The Christian Chronicle shall uphold the exercise of freedom of expression and of the press and assume the corresponding obligations as guaranteed by DECS Order No. 62, series of 1981 and the laws of the Republic.
- 2.17 The Christian Chronicle will publish at least one newspaper every month.
- 2.18 The Christian Chronicle shall be governed by these principles and policies and by such regulations as may be promulgated by the Editorial Board in accordance with the existing laws of the Republic.



Article Fourteen

THE STUDENT GOVERNMENTS

THE UNIVERSITY STUDENT GOVERNMENT (Manila Campus)

The highest student governing body of the Philippine Christian University (Manila Campus) shall be known as the Philippine Christian University - University Student Government or PCU-USG. (USG Constitution and By-laws, Art. II, Sec.1)

SECTION 1. The PCU-USG has the following objectives:

- 1.1. To have a democratic, representative and autonomous student government that shall embody their ideals, express the faith on which the University is founded, inculcate courage, fidelity and honesty to their tasks and purposes.
- 1.2. To have an active and dynamic student government that shall promote and preserve the general welfare and best interests of all students and its unity with all sectors of our society;
- 1.3. To encourage students' awareness and involvement in both national and international affairs, and consequently instill in their minds the value of camaraderie, fellowship and unity towards the fulfillment of worthwhile and noble objectives.
- 1.4. To provide a training ground for all students and consequently develop young, energetic and responsible leaders for the nation.
- 1.5. To gain knowledge in every justifiable means to serve the goals of the whole student body and the university.
- 1.6. To help fulfill the general objectives and commitments of the University Student Government.

SECTION 2. As the highest student governing body, PCU-USG upholds the following (Art. V., Sections. 1-8):



- 2.1. The USG is the highest student representative organization in Philippine Christian University. Its power and authority emanates from the entire student body.
- 2.2. The PCU-USG believes in the general objectives and commitment of the University which shall serve as the guide for its life and work.
- 2.3. The PCU-USG adheres to the policy of cooperation together with the other sectors of the university in promoting academic freedom, peace, equality and justice for the entire student body and the society as a whole.
- 2.4. The PCU-USG believes that the general well-being and best interest of the students shall be its primary concern.
- 2.5. The PCU-USG believes in the responsible exercise of academic freedom, of speech, of the press, of assembly and of worship as the pre-requisites for the formation of strong character.
- 2.6. The PCU-USG expects that the University should make every effort to achieve a nationalist, scientific, mass-oriented and Christian education.
- 2.7. The PCU-USG believes that the divine character of disciplined society, inside and outside of the University shall be achieved through peaceful means.
- 2.8. The PCU-USG believes and recognizes the vital role of the entire student body in the society and shall promote their physical, intellectual, social, moral and spiritual well-being.

THE UNIVERSITY STUDENT GOVERNMENT (Dasmariñas Campus)

SECTION 3. USG GOALS AND SERVICES

- 3.1. The USG is the highest student representative organization in Philippine Christian University (Dasmariñas Campus). Its power and authority emanates from the entire student body.
- 3.2. It believes in the general objectives and commitments of the University which shall serve as the guide to its life and work.
- 3.3. It adheres to the policy of cooperation with the other sectors of the University in promoting academic freedom, peace, equality and justice for the entire student body and the society as a whole.



- 3.4. It believes in the general well-being and best interest of the student body as its primary concern.
- 3.5. It expects that the University shall make every effort to achieve a nationalistic, scientific, mass-oriented Christian education.
- 3.6. It believes in the responsible exercise of academic freedom of speech, of the press, of assembly, and of worship as the prerequisite for the formation of strong character.
- 3.7. It believes that a disciplined society inside and outside the University can be achieved through peaceful means.
- 3.8. It believes and recognizes the vital role of the entire student body in the society, and shall promote their physical, intellectual, moral, social, and spiritual well-being.

SECTION 4. USG OBJECTIVES

- 4.1. To have a democratic, representative, and autonomous student government that shall embody our ideals, express the faith on which our University is founded, inculcate courage, fidelity, and honesty to our tasks and purposes.
- 4.2. To have an active and dynamic student government that shall promote and preserve the general welfare and the best interests of all students and its unity with all the sectors of our society.
- 4.3. To encourage student awareness and involvement in both national and international affairs, and consequently instill in their minds the value of camaraderie, fellowship, and unity toward the fulfillment of worthwhile and noble objectives.
- 4.4. To provide a training ground for all students and consequently develop young, energetic, and responsible leaders for the nation.
- 4.5. To gain knowledge to every justifiable means to serve the goals of the whole student body and the University.
- 4.6. To help fulfill the general objectives and commitments of the University Student Government.

SECTION 5. USG BILL OF RIGHTS

- 5.1. The right to express views, opinions and grievances regardless of faith,



belief and race regarding academic and all other issues that directly affect oneself.

- 5.2. The right to organize among themselves. No peaceful assembly shall be forcibly dispersed.
- 5.3. The right to petition the PCU administration for settlement of any grievances through the USG.
- 5.4. The right to due process and equal protection of law. Any student has the right to a hearing with an impartial division before suspension or expulsion; to confront and question adverse witness; to present a defense; to call witness in defense; to be informed of the decision; to appeal the decision to higher school authorities and thereafter to the courts.
- 5.5. The right to be informed of all programs, rules and regulations of the administration involving student affairs before their implementation.
- 5.6. The right to be represented in all related administrative, academic and non-academic committees.
- 5.7. The right to hold regular student-faculty-staff and administration forum.
- 5.8. The right to receive professional services from the faculty and administrators.
- 5.9. The right to legal and responsible use of the school facilities.
- 5.10. The right to vote in all PCU-USG elections.
- 5.11. The right to establish and issue regular student directed publication, to develop independent editorial policies and news coverage subject to rules of responsible journalism and the visions of a free press.
- 5.12. The right to be free from unwarranted interference.
 - a. No military personnel and /or policemen shall interfere with the students' activities inside the University campus, in particular, student protest actions.
 - b. The privacy of communication and correspondence of every student shall be inviolable.



Appendix A

RIGHTS OF PCU STUDENTS

The Philippine Christian University upholds a right-based culture of fairness and equality that is conducive to the development of sense of decency and self-respect among students.

All enrolled students in this University shall enjoy the following rights as mandated by the laws of the Republic of the Philippines:

SECTION 1. Right to competent instruction and relevant quality education.

SECTION 2. Right to adequate academic and welfare services consistent with the economic capacity of the University.

SECTION 3. Students are guaranteed the right to academic freedom, i.e. rights to freely study, discuss, investigate, conduct research and publish as appropriate to their respective roles and responsibilities.

SECTION 4. Students have the right to know the standards of academic performance established for each course or program in which they are enrolled.

SECTION 5. Students have the right to be evaluated objectively and solely on an academic basis, without regard to opinions and conduct in matters unrelated to academic standards.

SECTION 6. They have the right to request for review of test results and other written work after the professor has evaluated them and to be accorded academic protection against prejudiced academic evaluation.

SECTION 7. Right to organize and run an autonomous student council or government.

SECTION 8. Right to publish and circulate an independent school paper.

SECTION 9. Right to admission without undue discrimination.

SECTION 10. Right to due process in disciplinary proceedings

SECTION 11. Right to seek redress for grievances.



SECTION 12. Right to establish and create organizations.

SECTION 13. Right to representation in the multi-sectoral body governing tuition fee increases.

SECTION 14. For student organizations, the rights to be accredited and be given free access and use of school facilities.

SECTION 15. Right to freely express their views and opinions.

SECTION 16. Right to conduct inquiry within the campus in curricular and extra-curricular activities.

SECTION 17. Right to express their opinions on any subject of public or general concern which directly or indirectly affects them or the educational system.

SECTION 18. Right to invite off-campus speakers or resource persons to student-sponsored assemblies, symposia and other activities of similar nature.

SECTION 19. Right to be free from any form of indoctrination leading to the imposition of ideological homogeneity.

SECTION 20. Right against unreasonable searches and seizure.

SECTION 21. Right to be informed, in writing, of the charges against him.

SECTION 22. Right to confront witnesses against him and to full access to the evidence in the case.

SECTION 23. Right to defend himself of the charges against him.

SECTION 24. Right to appeal an unfavorable decision.

SECTION 25. Right to access his school records and to be issued official certificates, if and only if, all obligations have been settled.

SECTION 26. Right against involuntary contributions.

SECTION 27. Right to privacy of communication.

SECTION 28. Students are guaranteed the constitutional freedom of speech, peaceful assembly, petition and association.

Appendix B

CAMPUS JOURNALISM ACT OF 1991

SECTION 1. TITLE – This act shall be known and referred to as the “Campus Journalism Act of 1991.”

SECTION 2. DECLARATION OF POLICY. – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to 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 3. DEFINITION OF TERMS

- a. *School* – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;
- b. *Student Publication* – The issue of any printed material that is independently published by and which meets the needs and interests of the studentry;
- c. *Student Journalist* – Any bona fide student enrolled for the current semester or term who has passed or met the qualification and standards to the editorial board. He must likewise maintain a satisfactory academic standing;
- d. *Editorial Board* – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examination. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parent-Teachers’ Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members; and

- e. *Editorial Policies* – A set guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration’s policies. Said guidelines shall determine the



frequency of publication, the manner of selecting articles and features and other similar matters.

SECTION 4. STUDENT PUBLICATION. – A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SECTION 5. FUNDING OF STUDENT PUBLICATION. – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

SECTION 6. PUBLICATION ADVISER. – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

SECTION 7. SECURITY OF TENURE. – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled 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 8. PRESS CONFERENCES AND TRAINING SEMINAR. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/or cultural interest in the country.

SECTION 9. RULES AND REGULATIONS. – The Department of Education, Culture and Sports, in coordination with the offers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations



of student journalist, shall promulgate the rules and regulations necessary for the effective implementation of this act.

SECTION 10. TAX EXEMPTION. – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants endowments, donations, or contributions used actually, directly and exclusively, for the promotion of campus journalism as provided for in this Acts shall be exempt from donor's or gift tax.

SECTION 11. APPROPRIATIONS. – For the initial year of implementation, the sum of Five Million Pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the DECS. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

SECTION 12. EFFECTIVITY. – The Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991



Appendix C

ANTI-SEXUAL HARASSMENT ACT OF 1995

REPUBLIC ACT NO. 7877

**AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE
EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND
FOR OTHER PURPOSES**

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

SECTION 1. TITLE. – This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

SECTION 2. DECLARATION OF POLICY. – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. WORK, EDUCATION OR TRAINING-RELATED SEXUAL HARASSMENT DEFINED. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

- (a) In a work-related or employment environment, sexual harassment is committed when:
- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual



- favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
 - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- (b) In an education or training environment, sexual harassment is committed:
- (1) Against one who is under the care, custody or supervision of the offender;
 - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
 - (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

SECTION 4. DUTY OF THE EMPLOYER OR HEAD OF OFFICE IN A WORK-RELATED, EDUCATION OR TRAINING ENVIRONMENT. – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

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

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



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

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

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

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.

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

SECTION 5. LIABILITY OF THE EMPLOYER, HEAD OF OFFICE EDUCATIONAL OR TRAINING INSTITUTION. – The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. INDEPENDENT ACTION FOR DAMAGES. – Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. PENALTIES. – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000.00) or more than Twenty thousand pesos (P20,000.00) or both such fine and imprisonment at the discretion of the court.



Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. SEPARABILITY CLAUSE. – If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. REPEALING CLAUSE. – All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. EFFECTIVITY CLAUSE. – This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved,

EDGARDO J. ANGARA
President of Senate

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

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

EDGARDO E. TUMANGAN
Secretary of the Senate

CAMILO L. SABIO
*Secretary General
House of Representatives*

Approved: February 14, 1995

FIDEL V. RAMOS
President of the Philippines

Appendix D

THE ANTI-BULLYING ACT OF 2013

With the pervasiveness of bullying at schools, more and more parents are concerned about their children's safety since teachers are not always present to keep an eye on students. Children are not safe from harm against bullies especially when they are outside of the school's premise. The growing number of bullying cases is already a cause for alarm. The Republic Act No. 10627 or also known as the Anti Bullying Act of 2013 addresses this concern among parents, teachers and even students who are considered victims of bullying. The anti-bullying act ensures that these cases will no longer fall on deaf ears.

IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013

Pursuant to the provisions of Section 7 of Republic Act No. 10627, this Order is hereby issued to implement the provisions of the Act.

RULE I PRELIMINARY PROVISIONS

Section 1. Short Title. These rules shall be known as the “Implementing Rules and Regulations of the Anti-Bullying Act of 2013.”

Section 2. Scope and Coverage. These rules shall cover all public and private kindergarten, elementary and secondary schools and learning centers.

RULE II DEFINITION OF TERMS

Section 3. Definition of Terms. – As used in this Implementing Rules and Regulations (IRR), the following terms shall be defined as:

- a. **“Act”** refers to Republic Act No. 10627, otherwise known, as the “Anti-Bullying Act of 2013”;
- b. **“Bullying”** refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any 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 school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

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;
2. Any act that causes damage to a victim's psyche and/or emotional well-being;
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;
4. "Cyber- bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012; and
5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and this IRR.

b. 1. The term "bullying" shall also include:

1. "**Social bullying**" – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
2. "**Gender-based bullying**" – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
- c. "**Bully**" – refers to any student who commits acts of bullying as defined by the Act or this IRR.
- d. "**Bullied**" or "**Victim**" – refers to any student who experiences the acts of bullying or retaliation as defined by the Act or this IRR.
- e. "**Bystander**" – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this IRR.
- f. "**Learning center**" – refers to learning resources and facilities of a learning program for out-of-school youth and adults as defined in DepED Order. No. 43, s. 2013.



- g. **“Service provider”** – refers to any person who is not a teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.
- h. **“Student”** – refers to a person who attends classes in any level of basic education, and includes a pupil or learner as defined in DepED Order No. 40, s. 2012.

RULE III ANTI-BULLYING POLICIES

Section 4. Adoption of Anti-Bullying Policies

All public and private kindergarten, elementary and secondary schools shall adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions on prohibited acts, prevention and intervention programs, mechanisms and procedures.

RULE IV PROHIBITED ACTS

Section 5. Prohibited Acts

Consistent with Section 3 of the Act, the anti-bullying policy shall prohibit:

- 1. Bullying at the following:
 - a. school grounds;
 - b. property immediately adjacent to school grounds;
 - c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
 - d. school bus stops;
 - e. school buses or other vehicles owned, leased or used by a school;
 - f. school buses or school services privately-owned but accredited by the school.
- 2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
- 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 school; and
- 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.



RULE IV PREVENTION AND INTERVENTION PROGRAM TO ADDRESS BULLYING

Section 6. Prevention Programs

All public and private schools shall adopt bullying prevention programs. These programs shall be applicable to all students regardless of level of risk or vulnerability to bullying. Said programs shall also be comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

- (1) School-wide initiatives centered on:
 - a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
 - b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
 - c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
 - d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
 - e. continuing personnel development to sustain bullying prevention programs; and
 - f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

- (2) Classroom-level initiatives that focus on:
 - a. reinforcing school-wide rules pertaining to bullying;
 - b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
 - c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
 - d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
 - e. providing an inclusive and caring learning environment for students.

- (3) Involving parents in bullying prevention activities, such as:
 - a. discussions of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and



- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.
- (4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

Section 7. Intervention Programs

There shall be intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully. Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

All schools shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

RULE VI MECHANISMS AND PROCEDURES IN HANDLING BULLYING INCIDENTS IN SCHOOLS

Section 8. Duties and Responsibilities

In addition to the duties and responsibilities of education stakeholders enumerated in Sections 4 to 9 of DepED Order No. 40, s. 2012, the following offices and persons shall have the following duties and responsibilities:



Section 8.1. Central Office

The DepED Central Office shall:

- A. Conduct a nationwide information dissemination and campaign on anti-bullying;
- B. Monitor and evaluate reports of Regional Offices on incidents and cases of bullying;
- C. Maintain a central repository of reports, through the Office of the Undersecretary for Legal and Legislative Affairs, on an annual aggregated basis, focusing on the number of incidents of bullying, results of investigations undertaken to verify the details made in complaints, and the sanctions imposed;
- D. Initiate training programs and activities where best practices on intervention and prevention strategies are adopted, to ensure quality, relevant, effective and efficient delivery of prevention and intervention programs in schools; and
- E. Submit a comprehensive annual report on bullying to the Committee on Basic Education of both the Senate and the House of Representatives.

Section 8.2. Regional Offices

The Regional Offices shall:

- A. Encourage and support anti-bullying campaigns and capability-building activities on handling bullying cases;
- B. Review all anti-bullying policies adopted by public and private schools forwarded by Division Offices as required by the Act and submit consolidated reports to the Central Office through the Office of the Undersecretary for Legal and Legislative Affairs, (Annex A of DepED Order No. 40, s. 2012);
- C. Consolidate reports on incidents and cases of the Division Offices within the Region and submit a Regional Report to the Office Undersecretary for Legal and Legislative Affairs;
- D. Monitor and evaluate the implementation and enforcement of this IRR; and
- E. Impose sanctions and penalties on erring private schools and DepED academic personnel.

Section 8.3. Division Offices

The Division Offices shall:

- A. Conduct information-dissemination and capacity-building activities for teachers, guidance counselors, and members of the Child Protection Committees on handling bullying cases;
- B. Monitor the adoption of anti-bullying policies in all public and private



- elementary and secondary schools within the Division, maintain a repository of such policies, and submit reports on compliance to the Regional Office;
- C. Consolidate the reports on incidents and cases of bullying of all schools in the Division and submit a Division Report to the Regional Office (Annex A of DepED Order No. 40, 2012);
 - D. Assess and evaluate the implementation and enforcement by public and private schools of this IRR;
 - E. Review the anti-bullying policies submitted by the schools, to ensure compliance with this IRR;
 - F. Resolve appeals in bullying cases in both public and private schools pursuant to the existing rules and regulations of the Department and DepED Order No. 88, s. 2010, or the “Revised Manual of Regulations for Private Schools,” respectively;
 - G. Coordinate with appropriate offices and other agencies or instrumentalities for such assistance as it may require in the performance of its functions; and
 - H. Encourage and support activities and anti-bullying campaigns initiated by stakeholders; and
 - I. Impose sanctions and penalties on erring non-teaching DepED personnel.

Section 8.4. – Schools

Public and private kindergarten, elementary and secondary schools, through their administrators, principals and school heads, shall:

- A. Adopt and implement a child protection or anti-bullying policy in accordance with this IRR and submit the same to the Division Office. The anti-bullying policy may be a part of the school’s child protection policy;
- B. Provide students and their parents or guardians a copy of the child protection or anti-bullying policy adopted by the school. Such policy shall likewise be included in the school’s student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any;
- C. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for the anonymous reporting of acts of bullying or retaliation;
- D. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
- E. Devise prevention, intervention, protective and remedial measures to address bullying;



- F. Conduct the capacity building activities for guidance counselors/ teachers and the members of the Child Protection Committees;
- G. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- H. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- I. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- J. Accomplish the Intake Sheet prescribed in Annex "B", whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed in "Annex A," of DepED Order No. 40, s. 2012, to the Division Office;
- K. Maintain a public record or statistics of incidents of bullying and retaliation;
- L. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of the child protection or anti-bullying policy.

Section 8.5 – Teachers and Other School Personnel

Teachers and other school personnel shall:

- A. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Report to school authorities any incident of bullying; and
- C. Perform the duties as specified in this IRR.

Section 8.6. – Students

Students shall:

- A. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Avoid or refrain from any act of bullying;
- C. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- D. Report to school authorities any incident of bullying.

Section 9. Child Protection Committee as Anti-Bullying Committee

For the implementation of this IRR, the Child Protection Committee (CPC) established by DepED Order No. 40, s. 2012, shall also be the committee that will handle bullying cases in the public or private school.

The Committee, as provided in DepED Order No. 40, s. 2012, shall be



composed of the following:

1. School Head/Administrator – Chairperson
2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers as designated by the Faculty Club
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of students, except in kindergarten, as designated by the Supreme Student Council; and
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). For private schools, a representative from the Community provided in the preceding number shall be optional.

In addition to their duties and responsibilities provided by DepED Order No. 40, s. 2012, the CPC shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. 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 by the preceding sections of this IRR; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

Section 10. Procedures in Handling Bullying Incidents in Schools

A. Jurisdiction.

Complaints of bullying and other acts under this IRR shall be within the exclusive jurisdiction of the Department or the private school and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

B. Procedures.

Consistent with Sections 3 and 4 of the Act, all public and private kindergarten, elementary and secondary schools shall adopt procedures that include:

a. Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.



2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:
 - i. Stopping the bullying or retaliation immediately;
 - ii. Separating the students involved;
 - iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
 - iv. Ensuring the victim's safety, by:
 - Determining and addressing the victim's immediate safety needs; and
 - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
 - Bringing the bully to the Guidance Office or the designated school personnel.
 - v. Bringing the bully to the Guidance Office or the designated school personnel.

b. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, guidance coordinator or counselor or any person designated to handle bullying incidents.
2. The bullying incident or retaliation shall be immediately reported to the school head. The designated school personnel shall fill up the Intake Sheet as provided in DepED Order No. 40, s. 2012. The school head or the designated school personnel shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from more than one school, the school that was first informed of the bullying or retaliation shall promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

c. Fact-Finding and Documentation

The school administrator, principal or school head, or guidance counselor/teacher, or school personnel or person designated to handle



bullying incidents shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation the requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

d. Intervention

The CPC shall determine the appropriate intervention programs for the victim, the bully and bystanders. The School Head shall ensure that these are provided to them.

e. Referral

The school head or the Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The school head or the designated school personnel shall notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, if he believes that appropriate criminal charges may be pursued against the bully or offending student.

f. Disciplinary Measures

All public and private schools shall include in the school's child protection or anti-bullying policy a range of disciplinary administrative actions that may be taken against the perpetrator of bullying or retaliation.

Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

1. The school head, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.
2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations of the school or of the Department for public schools, may be imposed, if



the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.

3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

g. Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

- a) The student and the parents or guardians shall be informed of the complaint in writing;
- b) The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
- c) The decision of the school head shall be in writing, stating the facts and the reasons for the decision; and
- d) The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department.

h. Applicability of RA 9344, as amended, and other related laws

If the bullying incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the "Juvenile Justice and Welfare Act," as amended, and its Implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attendant to the bullying incident.

i. False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of the Department or the private school.

Section 11. Confidentiality.

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee and the school personnel, provided, that the names may only be available to the school head or administrator, teacher or guidance counselor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.



Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

RULE VII MISCELLANEOUS PROVISIONS

Section 12. Training and Development

The Department shall include in its training programs courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to incidents of bullying or retaliation.

Section 13. Reporting Requirement

All private and public kindergarten, elementary and secondary schools shall submit a copy of their child protection or anti-bullying policy to the Division Office within six (6) months from the effectivity of this IRR. They shall also submit to the Division Office within the first week of each school year a report on relevant information and statistics on bullying and retaliation from the preceding school year.

In addition to the requirements for an application for a permit to operate and/or recognition as prescribed by the existing rules of the Department, private schools shall submit a child protection or anti-bullying policy to the Regional Director. The Regional Director shall review the policy to ensure that it is consistent with the Act and this IRR.

Section 14. Sanctions for Non-compliance

14.1. Public Schools

School personnel of public kindergarten, elementary or secondary schools who fail to comply with the provisions of the Act or this IRR shall be subject to administrative disciplinary proceedings in accordance with the Civil Service Rules and the relevant issuances of the Department of Education.

14.2. Private Schools

School personnel of private kindergarten, elementary or secondary schools who fail to comply with the requirements of the Act or this IRR shall be subject to appropriate disciplinary sanctions as may be imposed by the



private school. A copy of the decision in such cases shall be submitted to the Division Office.

Private schools that fail to comply with the requirements of the Act or this IRR shall be given notice of such failure by the Division Office. The school shall be given thirty (30) days to comply. An extension of not more than one (1) month may be granted by the Regional Director in meritorious cases.

The Secretary of the Department of Education, through the Regional Director, may suspend or revoke, as appropriate, the permit or recognition of a private school that fails to comply with the requirements under the Act or this IRR.

Section 15. Separability Clause

Any part or provision of this Department Order which may be held invalid or unconstitutional shall not affect the validity and effectivity of the other provisions.

Section 16. Amendment of DepED Order No 40, s. 2012.

The provisions of DepED Order No 40, s. 2012, on bullying are hereby deemed amended by this IRR. All other provisions of DepED Order No 40, s. 2012 shall remain in full force and effect.

Section 17. Repealing Clause

All prior Department Orders or other issuances, or provisions thereof, inconsistent with this IRR are hereby repealed, revised or modified accordingly.

Section 18. Effectivity

This IRR shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

This IRR shall be registered with the Office of the National Administrative Register at the UP Law Center, University of the Philippines, Diliman, Quezon City.

Signed this 13th day of December 2013, Pasig City, Philippines.

(Sgd.) BR. ARMIN A. LUISTRO FSC

Secretary

Department of Education

Appendix E

POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT

CHED MEMORANDUM ORDER NO. 1 SERIES OF 2015

ESTABLISHING THE POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT IN THE COMMISSION ON HIGHER EDUCATION AND HIGHER EDUCATION INSTITUTIONS (HEIS)

RATIONALE AND MANDATES

The Philippines, being a State Party to the United Nations (UN) Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), which it signed on July 15, 1980 and ratified on August 5, 1981, is obligated to pursue and implement programs, projects and activities that will contribute to the achievement of women's empowerment and gender equality.

Known as the International Bill of Rights of Women, the CEDAW was adopted by the UN General Assembly in 1979 and entered into force as an international treaty on September 3, 1981. Consisting of a preamble and 30 articles, it defines what constitutes discrimination against women and sets up an agenda for national action to end such discrimination.

The CEDAW defines discrimination against women as “any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.” (CEDAW, Part 1, Article 1)

The CEDAW is complemented by the Beijing Platform for Action (BPFA), the resulting document of the fourth UN World Conference on Women held in Beijing in September 1995. The BPFA is an “agenda for women's empowerment aimed at removing all the obstacles to women's active participation in all sphere



of public and private life through a full and equal share in economic, social, cultural, and political decision-making at home, in the workplace and in the wider national and international communities. Equality is a matter of human rights and a condition for social justice.” (Beijing Declaration and Platform for Action, Mission Statement, *passim*)

The country’s compliance with the CEDAW and BFPA, which it adopted in 1995, holds much significance in the drive towards gender awareness and sensitivity, and more important, in the institutionalization of gender policies, standards and guidelines as a way of life for the Philippines.

This principle of equality between men and women is enshrined in the Philippine Constitution, to wit: The State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men. (1987 Philippine Constitution, Article II, Section 14) The Women Development and Nation Building Act or Republic Act No. 7192, enacted in 1992, reiterates this principle of gender equality and directs all government department and agencies to “review and revise all their regulations to remove gender bias therein.” (Section 2)

Appendix F

THE NATIONAL SERVICE TRAINING PROGRAM (NSTP) ACT OF 2001



Implementing Rules and Regulations

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

Rule I Guiding Principles

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

Section 2. Role of the Youth

- a. In recognition of the vital role of the youth in nation-building, the State shall promote civic consciousness among them and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate the ideals of patriotism, nationalism, and advance their involvement in public and civic affairs.
- b. As the most valuable resource of the nation, they shall be motivated, trained, organized and involved in military, literacy, civic welfare programs and other similar endeavors in the service of the nation.



Rule II Definition of Terms

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

- a. **“National Service Training Program” (NSTP)** - refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) Program components, specifically designed to enhance the youth’s active contribution to the general welfare;
- b. **“Reserve Officers’ Training Corps” (ROTC)** - refers to the Program component, institutionalized under Section 38 and 39 of Republic Act No. 7077, designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness;
- c. **“Literacy Training Service” (LTS)** - refers to the Program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services.
- d. **“Civic Welfare Training Service” (CWTS)** - refers to the Program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services;
- e. **“Program Component”** - refers to the service components of the NSTP as defined herein;
- f. **“Clustering”** - refers to the grouping of students enrolled in different schools and taking up the same NSTP component into one (1) group under the management and supervision of a designated school;
- g. **“Cross Enrolment”** - refers to a system of enrollment where a student is officially enrolled in an academic program of school but is allowed to enroll in the NSTP component of another accepting school; and
- h. **“Non-Government Organization” (NGO)** - refers to any private organization duly accredited by CHED or recognized by TESDA.



Rule III Program Implementation

Section 4. Coverage:

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

SECTION 5. Program Components

- a. The NSTP shall have the following components which the students can choose from as defined in Rule II, Section 3 hereof: The Reserve Officer Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service. (CWTS).
- b. All program components, the ROTC in particular, shall give emphasis to citizenship training and shall instill patriotism, moral virtues, respect for the rights of civilians and adherence to the Constitution.
- c. The CHED and TESDA, in consultation with the DND, and PASUC, COCOPEA and other concerned government agencies, may design and implement such other non-military training components as may be necessary in consonance with the provisions of R.A. 9163.



- d. Within thirty (30) days from the approval of this IRR, the CHED, TESDA, and the DND shall issue the minimum standards for the three (3) NSTP components which shall form part of these guidelines.

SECTION 6. Duration and equivalent Course Unit

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

SECTION 7. Clustering and Cross-Enrolment

- a. Clustering of students from different educational institutions during semestral or summer periods may be done for any of the NSTP components, taking into account logistics, branch of service and geographical locations. The host school shall be responsible in managing the Program.
- b. Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components, or do not offer the component chosen by the students, shall allow their students to cross-enroll to other schools, irrespective of whether the two (2) semesters shall be taken from different schools whose ROTC are administered/managed by different branches of service of the AFP.
- c. Students intending to cross-enroll shall be subject to the existing rules and regulations of the school of origin and the accepting school.

SECTION 8. Management and Monitoring

- a. The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools.
- b. In the case of ROTC, the school authorities and DND, subject to the policies, regulations and programs of DND on the military component of the training, shall exercise joint supervision over its implementation.



- c. Schools which have contracted CHED-accredited or TESDA-recognized NGOs to formulate and administer training modules for any of the NSTP components shall jointly exercise such academic and administrative supervision with those NGOs. Within forty-five (45) days from approval and issuance of this IRR, the CHED, TESDA and DND shall issue the necessary guidelines for the accreditation of non-government organizations (NGOs) and training modules to be utilized by these NGOs.
- d. CHED Regional, TESDA Provincial/District Offices and DND-AFP (through the Major Service Reserve Commands) shall oversee and monitor the implementation of the NSTP under their respective jurisdiction, to determine if the trainings conducted are in consonance with the Act. These Offices shall submit periodic reports to the Central Offices of CHED, TESDA and DND.

Rule IV Fees and Incentives

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

SECTION 10. Incentives

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



Rule V Organization of NSTP Graduates

Section 11. Organization of NSTP Graduates

- a. Graduates of the non-ROTC components of the NSTP shall belong to the National Service Reserve Corps (NSRC) and could be tapped by the State for literacy and civic welfare activities, through the joint efforts of DND, CHED and TESDA, in coordination with DILG, DSWD and other concerned agencies/associations.
- b. The CHED, TESDA and DND, in consultation with other concerned government and non-government agencies, shall issue the necessary guidelines for the establishment, organization, maintenance and utilization of the National Service Reserve Corps.
- c. Graduates of the ROTC program shall form part of the Citizen Armed Force pursuant to RA 7077, subject to the requirements of DND.

Rule VI Transitory Provisions

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

Section 13. Transitory Provisions

- a. Male students who are not covered by Section 12 of this Rule and are currently enrolled but have not taken any of the Military Science (MS), Civic Welfare Service) or Law Enforcement Service (LES) programs shall be covered by the NSTP law.
- b. Male students who have completed two (2) semesters of the Expanded ROTC (E-ROTC)/National Service Training Program (NSTP) are deemed to have complied with the NSTP requirement.
- c. Male students who are not covered by Section 12 of this Rules and have



taken only one (1) semester of Basic ROTC or E-ROTC/NSP shall take one more semester of any of the NSTP components to qualify for graduation.

- d. Students who want to qualify for enlistment in the Reserve Force or attend the Advanced ROTC program shall undertake a special program for this purpose.

Rule VII

Miscellaneous Provisions

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

Section 15. Amendatory Clause

- a. Section 35 Commonwealth Act No.1, Executive Order No. 207 of 1939, Sections 2 and 3 of Presidential Decree No. 1706, and Section 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of the Act are hereby deemed amended and modified accordingly.
- b. This Rules may be amended, modified, or replaced jointly by CHED, TESDA and DND, in consultation with PASUC, COCOPEA, NGOs and recognized student organizations.

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

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

ADOPTED AND ISSUED: April 10, 2002

SIGNED:

ANGELO T. REYES
Secretary, DND

ESTER A. GARCIA
Chairman, CHED

LUCITA S. LAZO
Dir. Gen., TESDA



Appendix G

STUDY HELPS

HOW TO STUDY

1. Understand just what your assignment covers before you begin to study, so that you do not waste time doing needed work. Studies have shown that when a student has a clear idea of the task, he will learn it better and faster.
2. Do some easy studying first, thus getting yourself ready before you tackle the more difficult task. Your mind needs a warm-up period.
3. Study your most difficult subjects while you are fresh.
4. Allow yourself a solid block of time for study, so that you do not waste time starting and stopping again and again.
5. When the time for study comes, begin promptly. Don't allow yourself to be distracted even before you begin.
6. Set up a definite study schedule and do not allow anything to interfere with it.
7. Reserve a few moments before each class to review mentally the things you've studied.
8. Have a systematic plan for a brief rest period after school hours. The best time for this is right after you arrive home or just before dinnertime.
9. Keep mentally alert throughout the study period. Take a brisk walk, deep breath, do calisthenics, or throw cold water on your face. Take your "morning shower" during your evening study period.
10. Reserve special place for studying. Don't hop around the house reading here and there.
11. Take note of yourself to find out during what hours your mental efficiency is at its peak: plan your activities accordingly.



12. Use a straight—backed yet comfortable chair for study. Don't be too comfortable, however. Studies have shown that a slight state of muscle tension improves our ability to learn.
13. Take a complete rest or change if you feel stale, restless, or irritable. Sometimes, the solution to the problem comes easier if you “let it lay” and then return to it later.

WHAT TO DO BEFORE THE BIG TEST

1. Your score will depend very much on how you prepare for the test. Cramming will help before an exam, but it will give you only short-term memory. Cramming is not good if you do it as a last minute effort to learn something for the very first time.
2. Try to stretch out your study over several days or even weeks and always review each unit as soon as possible.
3. For several days before an exam, try to get extra rest and relaxation. The night before an exam be sure to get a sufficient amount of sleep.
4. If you feel particularly insecure about the subject, predict questions you think might be asked and practice answering these at home. Put some pressure into your practice session by timing yourself. This is especially helpful for math problems you might encounter.
5. An activity point: The night before the exam, do not allow any activity to intervene between the time you finish studying and the time you go to sleep. This includes eating, reading, watching TV or video, listening to the stereo and using the telephone. This rule applies on the day of the exam itself. Try to go to the tests without any interruptions.

Source:

Ramos, Carmen and Sanchez, Amelia. Developing Skills in Grammar and Composition.