



UA&P
UNIVERSITY OF ASIA AND THE PACIFIC



UA&P

STUDENT HANDBOOK

2025-26 EDITION

Copyright © 2025 by the University of Asia and the Pacific Foundation, Inc., P.O. Box 13673, Ortigas Center Post Office, Metro Manila, Philippines. All rights reserved. No part of this book may be reproduced or stored in or introduced into a retrieval system or transmitted, in any form, or by any means (electronic, photocopying, recording, or otherwise), without prior written permission of the copyright owner of this book.

August 2025

*** Note: sections highlighted in yellow are pending, and will be updated as soon as available**

- Compiled and edited by Marie T. Puyat (UA&P Center for Student Affairs - Office of Student Services)
- Specific sections edited in coordination with Dr. Fe Gladys B. Golo, Ria G. Papina, Liza Marie D. Alvarado, Hazel Anne T. Pestio, Arianne A. Vito Cruz, Adora R. Relos, Leah May C. Tacuel, and Maria Socorro C. Medina
- A PDF version of this Handbook may be accessed at: bit.ly/uapstudenthandbook2025-26
- For updates, suggestions, or correction requests, please email studenthandbook@uap.asia
- UA&P archive photos courtesy of the Corporate Communications Office (CCO); Cover photo by Red Rivera; Additional photos by Katrina Ann M. Ley and Arielle Rosales (UA&P-USG Media Management Committee)

TABLE OF CONTENTS

Academic and Institutional Calendar A.Y. 2025-2026.....	4
Message from the University Secretary.....	7
About UA&P.....	8
UA&P Milestones.....	9
UA&P Educational Principles	
The University Credo.....	12
Mission Statement.....	13
Statement of Principles.....	14
The University Hymn.....	18
The University Seal.....	20
Opus Dei and St. Josemaría Escrivá.....	22
ACADEMIC LIFE.....	25
Academic Programs.....	27
Registration and Enrollment.....	30
Fees and Payments.....	34
Scholarships and Financial Assistance.....	36
The Academic Code.....	45
The Retention Policy.....	58
Academic Milestones.....	61
CAMPUS LIFE.....	65
Student Services.....	67
Campus Facilities and Security.....	82
Emergency Procedures and Guidelines.....	89
Student Activities.....	94
Code of Student Discipline.....	114
APPENDICES.....	183
Academic Guidelines for A.Y. 2025-2026.....	184
Program-Specific Appendices.....	185
Other Policies.....	206
Mandate to the UA&P Student Body.....	217
UA&P Student Government Constitution.....	218
2018 Omnibus Election Code.....	226
Who's Who in UA&P.....	238
Campus Map.....	243
Building Directory.....	244
Online Services Directory.....	247
Office Directory.....	249
UNDERTAKING.....	252

Academic and Institutional CALENDAR

A.Y. 2025-2026

First Semester

Last day of enrollment for incoming 1st Year students	July 7, 2025 (M)
Online Enlistment	July 29, 2025 (Tu)
5th Year Students (5YP)	July 29, 2025 (Tu)
4th Year Students (4YP & 5YP)	July 29, 2025 (Tu)
Year 5 & 6 Students (6YP)	July 30, 2025 (W)
3rd Year Students (4YP, 5YP, & 7YP)	July 30, 2025 (W)
Year 4 Students (6YP)	July 31, 2025 (Th)
2nd Year Students (4YP, 5YP, & 7YP)	August 1, 2025 (F)
Online Viewing & Printing	August 1, 2025 (F)
Junior College Students (Years 1 & 2)	August 1, 2025 (F)
Year 3 Students (6YP)	August 1, 2025 (F)
EM Students (2nd to 4th Year)	August 1, 2025 (F)
Juris Doctor Students	August 4, 2025 (M)
Online Enlistment / Load Revisions (all year levels)	July 30 - August 1, 2025 (W-F)
Freshstart 2025 (for 1st Year College & Junior College students)	August 6, 2025 (W)
Start of First Semester	August 6, 2025 (W)
Junior College Student Assembly	August 15, 2025 (F)
University Day (classes & work: A.M. only)	August 15, 2025 (F)
School of Economics (SEC) Foundation Day	August 15, 2025 (F)
Baccalaureate Mass 2025	August 16, 2025 (Sa)
University Graduation 2025	August 20, 2025 (W)
University Opening Rites & Mass of the Holy Spirit	August 20, 2025 (W)
Anniversary of UA&P Installation 2025	August 21, 2025 (Th)
Ninoy Aquino Day (special non-working day)	August 25, 2025 (M)
National Heroes Day (regular holiday)	September 15, 2025 (M)
School of Education and Human Development (SED) Foundation Day	September 19, 2025 (F)
Freshman Incorporation Rites	October 6-11, 2025 (M-Sa)
Midterm Week	October 17, 2025 (F)
Last day for posting of midterm grades in Canvas	October 29, 2025 (W)
Last day for approval of course withdrawal	October 29, 2025 (W)
Last day for approval of students' Leave of Absence (LOA)	October 31, 2025 (F)
Last day of October (classes & work: A.M. only)	November 1, 2025 (Sa)
All Saints Day (special non-working day)	
Last day for approval of changing streams / shifting courses	November 14, 2025 (F)
for 2nd Semester A.Y. 2025-2026	November 15, 2025 (Sa)
School of Sciences, Engineering, and Technology (SSE) Foundation Day	November 29, 2025 (Sa)
Last Day of Classes	November 30, 2025 (Su)
Bonifacio Day (regular holiday)	December 1-6, 2025 (M-Sa)
Final Examinations for 1st Semester	

School of Management (SMN) Foundation Day
 Feast of the Immaculate Conception (special non-working day)
First Semester Break / Christmas Break (for students)

Last day for posting of final grades in Canvas
 University Christmas Celebration & Recognition of the Trailblazers
 UA&P non-working holiday
 Christmas Day (regular holiday)
 UA&P non-working holiday
 Rizal Day (regular holiday)
 Last day of the year (special non-working day)
 New Year's Day (regular holiday)
 UA&P non-working holiday

December 6, 2025 (Sa)
 December 8, 2025 (M)
December 7, 2025 (Su)
- January 13, 2026 (Tu)
 December 15, 2025 (M)
 December 16, 2025 (Tu)
 December 24, 2025 (W)
 December 25, 2025 (Th)
 December 26-29, 2025 (F-M)
 December 30, 2025 (Tu)
 December 31, 2025 (W)
 January 1, 2026 (Th)
 January 2, 2026 (F)

Second Semester

Online Enlistment 5th Year Students
 3rd Year Students
 2nd Year Students
 Online Viewing & Printing 1st Year Students (AB/BS & YYP)
 Junior College Students (Years 1 & 2)
 Year 3 Students (6YP)
 EM Students (all year levels)
 Juris Doctor Students
 Online Enlistment 4th Year Students
 Online Enlistment / Load Revisions (all year levels)

Start of Second Semester

Chinese New Year (special non-working day)
 Eucharistic Procession
 Midterm Week
 College of Arts and Sciences (CAS) Foundation Day
 Eid'l Fitr (regular holiday)
 Last day for posting of midterm grades in Canvas
 Equatorial Rites
 Career Fair
 Holy Week Break (for students)
 Holy Wednesday (work: A.M. only)
 Maundy Thursday (regular holiday)
 Good Friday (regular holiday)
 Black Saturday (special non-working day)
 Easter Sunday
 Araw ng Kagitingan (regular holiday)
 Last day for approval of course withdrawal
 Last day for approval of students' Leave of Absence (LOA)

January 6, 2026 (Tu)
 January 7, 2026 (W)
 January 8, 2026 (Th)
 January 9, 2026 (F)
 January 9, 2026 (F)
 January 9, 2026 (F)
 January 9, 2026 (F)
 January 9, 2026 (F)
 January 12, 2026 (M)
 January 13, 2026 (Tu)
January 14, 2026 (W)
date to be announced by the gov't
date to be announced
 March 9-14, 2026 (M-Sa)
 March 19, 2026 (Th)
date to be announced by the gov't
 March 20, 2026 (F)
 March 27, 2026 (F)
date to be announced
 March 30 - April 4, 2026 (M-Sa)
 April 1, 2026 (W)
 April 2, 2026 (Th)
 April 3, 2026 (F)
 April 4, 2026 (Sa)
 April 5, 2026 (Su)
 April 9, 2026 (Th)
 April 15, 2026 (W)
 April 15, 2026 (W)

General Assembly for Graduating Students
 Submission of application for Graduation
 School of Media and Marketing (SCM) Foundation Day
 Labor Day (regular holiday)

Last Day of Classes

Final Examinations for 2nd Semester

Last day for filing of application for Graduation

Second Semester Break / Midyear Break (for students)

Eid'l Adha (regular holiday)

Last day for posting of final grades in Canvas

April 22, 2026 (W)
 April 22 - May 22, 2026 (W-F)
 April 29, 2026 (W)
 May 1, 2026 (F)
May 16, 2026 (Sa)
May 18-23, 2026 (M-Sa)
 May 22, 2026 (F)
May 24, 2026 (Su)
- August 4, 2026 (Tu)
date to be announced by the gov't
 May 29, 2026 (F)

Midyear Term

Online Enlistment 3rd, 4th and 5th Year Students
 1st and 2nd Year Students

Online Viewing & Printing EM Students (all year levels)

Online Enlistment / Load Revisions (all year levels)

Start of Midyear Term

Junior College Remediation Schedule

Independence Day (regular holiday)

Last day for approval of course withdrawal

School of Social Sciences, Law, and Governance (SLG) Foundation Day

Charter Day (classes & work: A.M. only)

Junior College Recognition Ceremony

Pasig Day (special non-working day for the City of Pasig)

Last day for approval of changing streams / shifting courses
 for 1st Semester A.Y. 2026-2027

Last Day of Classes

Final Examinations for Midyear Term

Last day for graduating students to clear their deficiencies
 and complete academic requirements for Graduation,
 including submission of thesis

Deadline for submission of clearance by graduating students

Midyear Term Break

Last day for posting of final grades in Canvas

Junior College Commencement Ceremony

Freshstart A.Y. 2026-2027 (orientation for incoming 1st Year students)

Graduation Rehearsal 2026

Start of Classes for A.Y. 2026-2027

Baccalaureate Mass 2026

University Graduation 2026

June 3, 2026 (W)
 June 4, 2026 (Th)
 June 4, 2026 (Th)
 June 5, 2026 (F)
June 8, 2026 (M)
 June 8 - July 15, 2026 (M-W)
 June 12, 2026 (F)
 June 22, 2026 (M)
 June 22, 2026 (M)
 June 26, 2026 (F)
 June 27, 2026 (Sa)
 July 2, 2026 (Th)

 July 10, 2026 (F)
July 15, 2026 (W)
July 16-17, 2026 (Th-F)

 July 17, 2026 (F)
 July 17, 2026 (F)
July 18, 2026 (Sa)
- August 4, 2026 (Tu)
 July 23, 2026 (Th)
 July 25, 2026 (Sa)
 July 27-29, 2026 (M-W)
 August 1, 2026 (Sa)
August 5, 2026 (W)
 August 14, 2026 (F)
August 15, 2026 (Sa)

MESSAGE

from the University Secretary

Welcome, Dragons!

There is always a certain kind of excitement that comes with encountering something new. Whether it is opening or starting a new book, playing a new game, or going to a new place, for sure there is always that moment of eager anticipation.

In your case, you're embarking on a new journey. This will be an adventure that will take you four or five years to finish and one that will impact your future career.

Seeing how crucial this journey is, you cannot afford to, therefore, leave anything to chance. And one of the most concrete ways by which the Center for Student Affairs (CSA) tries to help you is through the Student Handbook. CSA took great pains to prepare a good compendium of almost everything about UA&P through this little book.

Do go over it and use it well. It is going to be your companion for this short trip. It can even be re-named as "The Freshman's Travel Guide through UA&P." You may also use it as the topic of your first few conversations with your mentor (if you do not yet have concrete things to talk about).

So, as you take your first few steps into UA&P and University life, always remember that you are never alone. Your mentor and your handbook will always be there to keep you company through the bright and sunny days, as well as through the storms and dark clouds that you may encounter along the way.

Godspeed and see you around campus!



Anthony C. David
University Secretary
UA&P Management Committee

About UA&P



The **University of Asia and the Pacific (UA&P)** is a private, not-for-profit institution of higher learning. It traces its beginnings to the Center for Research and Communication (CRC), which was established in 1967 as a private think tank that conducted research and offered graduate courses in economics and management. It gradually expanded its educational activities to other fields. In 1995, it was granted university status by the Commission on Higher Education. Since then, it has been known as the University of Asia and the Pacific.

UA&P, located in Ortigas Center, Pasig City, Metro Manila, currently has a population of around 2,000 undergraduate and graduate students. There are around 130 full-time faculty members and 200 part-time faculty members. So far, the University has produced a total of around 12,000 alumni, including those who graduated from the Center for Research and Communication.

The University has long-term plans for a multi-campus system offering various fields of specialization and emphasizing professional competence founded on a strong liberal arts education. At present, it has the following academic units:

- **College of Arts and Sciences (CAS)**
- **School of Economics (SEC)**
- **School of Education and Human Development (SED)**
- **School of Social Sciences, Law, and Governance (SLG)**
- **School of Management (SMN)**
- **School of Media and Marketing (SCM)**
- **School of Sciences, Engineering, and Technology (SSE)**

In its institutional programs and activities, UA&P puts due emphasis on the individual, the family, the community, and the world. Each unit of the University thus strives to be a center of excellence, particularly in three areas: **values formation, people development, and research and communication**. These are the hallmarks of UA&P as an educational institution.

UA&P Milestones



- **1967** – Dr. Jesus P. Estanislao, Dr. Bernardo M. Villegas and a small group of young professionals began the spadework for the Center for Research and Communication (CRC), a private economic and business think tank that they hoped would one day become a full-blown university.
- **1968** – The group formally established the Center for Research and Communication (CRC), a think tank with core operations in research, communication, and training programs in industrial economics. It catered to private sector businesses by analyzing developments in the business economic environment and translating their implications on business strategy. CRC was officially inaugurated at its second site: 1607 Bocobo Street, Malate, Manila.
- **1969** – The Southeast Asian Science Foundation, Inc. (SEASFI) officially adopted CRC as an institutional project.
- **1970** – In a private meeting with Opus Dei founder Msgr. Josemaría Escrivá in Mexico, Dr. Estanislao and Dr. Villegas were tasked to expand CRC's academic horizons internationally.

CRC offered its first graduate program leading to a Master of Science degree in Industrial Economics.

- **1972** – The first batch of Master of Science in Industrial Economics (MSIE) students graduated.
- **1974** – The Strategic Business Economics Program was established.
- **1976** – CRC started offering Masters in Economic Research, which was the forerunner of the Applied Business Economics Program.
- **1982** – CRC moved to Ortigas Center, Pasig, its formal and non-formal programs in economics already established.
- **1987** – Bishop Alvaro del Portillo, then prelate of Opus Dei, reminded CRC of the challenge of St. Josemaría Escrivá to consider putting up a university at the soonest time possible owing to its greater influence on society.

The Institute of Development Education (forerunner of the School of Education and Human Development) was established.

- **1989** – CRC's College of Arts and Sciences (CRC-CAS) accepted its first batch of 158 undergraduate students.
- **1991** – The first Equatorial Rites were held.

- **1992** – The Sancta Maria Stella Orientis Oratory was inaugurated.
- **1993** – The first batch of CRC-CAS students graduated.

The School of Economics, School of Education (now named School of Education and Human Development), and Center for Management were established.

CRC submitted its application for university status to the Commission on Higher Education (CHED).

- **26 June 1995** – The Commission on Higher Education (CHED) approved CRC's conversion into the University of Asia and the Pacific (UA&P).
- **15 August 1995** – UA&P was formally established by the Commission on Higher Education (CHED) and Securities and Exchange Commission (SEC).
- **1995** – UA&P put up a straight five-year master's program (combined undergraduate and graduate program).
- **November 1995** – Dr. Jesus P. Estanislao was installed as UA&P's first President.
- **1996** – UA&P held its first University Graduation Rites.

The School of Management was established.

- **1997** – The APEC Communications Building (ACB) was completed.
- **November 1997** – Mr. Mario D. Camacho was installed as the second President of the University.
- **1998** – The University's Honorary Grand Chancellor, Bishop Javier Echevarria, visited UA&P.
- **November 2000** – Dr. Jose Maria G. Mariano was installed as the third President of the University.
- **2005** – The first Eucharistic Procession was held.
- **2006** – The School of Communication was established.
- **2008** – Bishop Javier Echevarria visited UA&P for the second time.

The School of Education was renamed the School of Education and Human Development in line with its three interrelated areas of faculty concentration: education, psychology, and human capital development.

- **2009** – The School of Sciences and Engineering was established.
- **2013** – The School of Law and Governance was established.

The School of Education and Human Development established the Child Development and Education (CDE) Center as a preschool, teaching laboratory, and research center in early childhood education.

UA&P became the first university in the Philippines to publish a sustainability report following the reporting framework of the Global Reporting Initiative (GRI).

- **2014** – The Parking and Sports Building (PSB) was completed.
- **June 2015** – Dr. Winston Conrad B. Padojinog was installed as the fourth President of the University.

- **2016** – UA&P put up a six-year integrated university program (combined junior college/senior high school, undergraduate and graduate program).

CHED designated the Teacher Education Program of UA&P as a Center of Development.

The Institute for Marriage and Family Development was established under the Center for Research and Communication.

- **2017** – The Commission on Higher Education (CHED) officially granted Autonomous Status to UA&P.

The Institute of Law was established under the School of Law and Governance.

The University celebrated its Golden Jubilee.

- **2018** – The Institute of Law of the School of Law and Governance produced its first batch of seven graduates for the Juris Doctor program.

The PhD in Business Economics program, jointly offered by the School of Economics and the School of Management, was launched.

The conversion of the former Multi-Purpose Court (MPC) to the University Student Commons (USC) was completed.

- **2019** – The ALB Library expansion project was completed.
- **2020** – UA&P was placed in the 2020 edition of the Times Higher Education (THE) World University Impact Rankings based on the United Nations' Sustainable Development Goals (UN SDGs).
- **2021** – The Dr. Placido L. Mapa, Jr. Scholarship Endowment was created.
- **2022** – The School of Law and Governance was renamed the School of Social Sciences, Law, and Governance to recognize the valuable and indispensable role of the social sciences in the profound understanding and effective practice of law and governance.

The University created CORE or Continuing Real-World Education: a brand of programs that are curated, relevant, and responsive to the market's current needs.

- **2023** – The University's Honorary Grand Chancellor, Msgr. Fernando Ocáriz, visited UA&P.

The School of Communication was renamed the School of Media and Marketing to better reflect the school's core offerings and clarify its scope.

- **2025** – The School of Sciences and Engineering was renamed the School of Sciences, Engineering, and Technology in recognition of the growing importance of technology in both education and research, and to signal its commitment to remaining responsive, relevant, and future-facing.

The titles of University Professor Emeritus were conferred on Dr. Jesus P. Estanislao and Dr. Bernardo M. Villegas, and Professor Emeritus on Dr. Paul A. Dumol in recognition of their exemplary professional achievements, outstanding contributions and service in their fields of expertise, and exemplary spirit of service and commitment to the institution.

- **August 2025** – Atty. John Philip R. Yeung is set to be installed as the fifth President of the University.

EDUCATIONAL PRINCIPLES

of the University of Asia and the Pacific

The educational principles of the University of Asia and the Pacific are embodied in its **Credo**, **Mission Statement** and **Statement of Principles**.

The University Credo

1. We believe:

- that education is a lifelong process, and its focal point is and should always be the individual person;
- that the primary purpose of education is the integral formation of the human person, the fullest development of everything that is human in the individual;
- that it is an essential part of the mission of a school to help and complement the family in the exercise of its educational rights and duties;
- that a university must be ever attentive and responsive to the real needs of the community that sustains it to significantly contribute to human progress, and do everything it can to uplift the moral, cultural and material level of the country and the region in which it operates; and
- that a university fulfills its role best when it forms individuals who are professionally competent, creative and enterprising, zealous for the common good, and capable of making free and morally upright choices, and who can thus act as positive agents of change in service to society.

2. We, who form part of the University of Asia and the Pacific, therefore, dedicate and commit ourselves to:

- the highest standards of professional excellence in our academic, scientific and cultural endeavors;
- the inculcation of sound and time-tested human and social values and attitudes in people, beginning with those we work and live with and reaching out especially to those in most need of help in society;

- the creation within the University of an atmosphere of academic serenity conducive not only to disciplined and diligent study, high-level research, and the responsible use of scientific inquiry, but also to mutual respect, openness, understanding, and friendship, without discrimination of any kind; and
- above all, the arduous but most spiritually rewarding pursuit of wisdom, the synthesis of love of God and knowledge, faith and reason, culture and life.

Mission Statement

3. The University of Asia and the Pacific is an academic community where the pursuit and spread of truth are undertaken according to the highest intellectual and professional standards. It shall remain faithful to these foundational aims:

- To pursue and promote world-class research, an interdisciplinary synthesis of humanistic, professional, scientific, and technical knowledge, inspired by a Christian view of man and sense of life.
- To promote, in an atmosphere of freedom, the integral development of all members of the university community so that they may work with good will, competence, and team spirit.
- To form committed professionals and encourage them to serve with personal initiative and civic responsibility the community in which they work, thereby helping build just and harmonious social structures.
- To create and spread a culture that strengthens the dignity of the human person and the unity of the family, and that promotes understanding and cooperation among persons of all races, beliefs, and social conditions.

4. To achieve these aims, the University of Asia and the Pacific shall:

- Seek to reach a level of excellence in its research and teaching programs that will earn for the university a place among the most prestigious academic institutions in the Asia-Pacific region.
- Adopt advanced research and teaching techniques so as to become a source of innovative forms of learning, as well as contribute to a better balance between the cost and quality of research, communication, and education.
- Adapt its teaching programs, founded upon basic research and the study of the humanities, to the actual needs of a society undergoing progressive change and of a wide region promoting international cooperation.

- Seek, while working closely with other Philippine institutions, wider regional and international recognition so that it can be present in intellectual fora and policy dialogues.
- Strengthen and broaden the avenues for cooperation so that it can effectively contribute to social development and obtain from various sectors of society the necessary support to carry out its extension work.
- Organize itself in a manner conducive to internal efficiency and effective coordination, while keeping enough flexibility, so as to enable all members of the university community to contribute freely and responsibly to the fulfillment of their common tasks.
- Strive to attain, as a necessary condition for its autonomous development, a level of economic self-sufficiency that will allow the university to firmly establish itself as a center of academic excellence, to initiate projects, and to admit well-qualified students from underprivileged sectors of society.

Statement of Principles

Institutional Goals and Ideals

5. The University of Asia and the Pacific (UA&P) seeks to promote the integral development of the members of the University community, undertake research for the common good of society, and contribute to the enrichment and spread of culture.
6. The UA&P shall always affirm its fidelity to:
 - God, the Supreme Truth and Wisdom, Creator, Redeemer of the world, and Lord of history;
 - The Catholic Church, guardian of the deposit of Christian revelation, which contains the supreme truth about God, man, and all creation;
 - The truth, including the basic commitment to intellectual honesty, the pursuit and communication of which give professional, scientific, and cultural endeavors their focus, goal, and meaning;
 - Man as a spiritual, rational, and free being, to whose genuine welfare and development the University must contribute; and
 - The common good of the people, fully respecting the legitimate authorities and the laws of the state.

7. The UA&P seeks to remain faithful to the Magisterium of the Church because it regards such fidelity as a solid foundation of human wisdom. The University is open to all those who abide by the goals and ideals embodied in the Statement of Principles, regardless of their religious persuasion; they may become members of the University community, itself characterized by an atmosphere of freedom.

8. The UA&P entrusts its spiritual guidance to the Prelature of Opus Dei, so that:

- The spiritual legacy of Saint Josemaría Escrivá may continually inspire all the activities of the University;
- The members of the University community may be provided not only professional formation, but also, for the ones who freely want them, spiritual attention and opportunities to deepen their knowledge of the Catholic faith; and
- While fully respecting the freedom of the consciences of its constituents, the University may foster in them a firm love for the Church, the Pope, and the Magisterium, as well as a strong unity of life built upon the practice of human and Christian virtues.

9. The UA&P shall carry out:

- Research in diverse fields of human endeavor, in accord with scientific and moral norms and aimed at achieving a cultural synthesis that shows the coherence between faith and reason;
- Teaching programs that are founded on research and that lead to higher academic degrees;
- Communication programs that draw from the results of competent research and that enrich culture by harmonizing the diversity of knowledge with the unity of truth;
- Personal development programs that impart professional specialization and expertise, along with a general humanistic culture and an abiding commitment to serve society; and
- Extension programs, particularly in those fields related to the University's research and teaching activities, that broaden the opportunities of people, particularly the less privileged, to help themselves.

10. To fulfill its tasks, particularly those related to research and teaching, the UA&P demands:

- From its faculty and administrative personnel: the highest level of commitment and professional competence;
- From its students: diligence and the highest standards of excellence in their studies and work, as well as an operative interest in their integral personal formation; and
- From all: a great love for freedom, combined with a deep sense of responsibility and active cooperation for the common good of the University community and society.

11. The UA&P seeks to inculcate in people a firm conviction about work as:

- A proof of the primacy of man over material realities;
- A means of developing one's personality, especially a spirit of service to others, thus contributing to human progress; and
- An eminently human activity that brings people together and unites them.

12. The UA&P holds that genuine academic freedom and respect for diversity of opinions can be assured only if the inseparable principles of personal freedom and responsibility are fostered. Hence, the University considers these two principles indispensable in the search for excellence and truth, and makes them the basis of all its research, teaching, communication, and extension work.

13. The UA&P likewise believes that research and teaching require of its faculty a keen interest in the integral development of their students, to whom they will therefore give due attention. The University also expects its faculty to be exemplars of unity, solidarity, and teamwork, shown in deeds of service to one another, to the students, to the University community, and to society in general, thereby reinforcing their genuine authority as pillars of the University as an educational endeavor.

14. The UA&P promotes interdisciplinary programs conducted jointly by Schools, Centers, and Institutes in the University for the achievement of institutional aims. These programs are not isolated entities, but are parts of a whole.

15. The UA&P shall strive to be:

- A community of persons truly committed to the ideals and values articulated in its Credo;
- A place where persons of diverse backgrounds and persuasions work and study together in friendship and with mutual respect; and
- An institution always sensitive to social problems and open to opportunities to contribute to understanding and cooperation.

16. While taking care not to involve itself as an institution in political and other activities proper to other kinds of organizations, the UA&P encourages its constituents to:

- Develop the capacity for critical analysis and positive appraisal of social problems; and
- Freely form their own convictions and proposals for the solution of these problems within the ambit of legitimate pluralism.

17. In accord with existing laws and its statutes, the UA&P enjoys academic autonomy. It is free to select its professors, admit qualified students, and formulate and carry out its research and teaching programs within the bounds set by law and its charter.

18. The Administration of the UA&P is inspired by the principles of collegiality and participation. The President of the University is charged with highest executive responsibility but, in accord with its statutes, shares this responsibility with the different members of the University community through the channels of participation that have been established.

19. The moral unity of the University community requires of all its members adherence to the goals and ideals of the UA&P, manifested in their effective participation in the key tasks of research, teaching, communication, and extension. In particular, the faculty are called upon to distinguish themselves by their professional competence and upright personal conduct, their conscientious fulfillment of contractual obligations and respect for University authorities, and their availability for service to the University.

The University Hymn

Star of the Orient

We stand together,
Joyful we gather,
As we remember
Our alma mater.

Herald of the east light,
Beacon of the true life,
Star of the Orient,
Lead us to the light.
With your radiance in the sky,
Guide us through the night.

Kindled by your bright flame,
We will strive in your name.
Star of the Orient,
Shine forth your light!

Let our alma mater
Flourish forever!
Let our alma mater
Flourish forever!

When is the University Hymn sung?

- The University Hymn is sung at the end of UA&P academic and institutional events, such as the University Opening Rites, Incorporation Rites, Equatorial Rites and Graduation Rites.
- The Hymn may also be sung at the opening or closing of other University events. If placed at the beginning of the program, it immediately follows the Philippine National Anthem.
- A recording of the University Hymn sung by the UA&P Chorale may be obtained from the Center for Student Affairs — Office of Student Development.

Star of the Orient

WE STAND TO - GE - THER JOY - FUL WE GA - THER AS WE RE -

6 MEM - BER OUR AL - MA MA - TER HE - RALD OF THE EAST LIGHT

11 BEA - CON OF THE TRUE LIFE STAR OF THE O - RI - ENT LEAD US TO THE

16 LIGHT WITH YOUR RA - DIANCE IN THE SKY GUIDE US THROUGH THE NIGHT

21 KIN - DLED BY YOUR BRIGHT FLAME WE WILL STRIVE IN YOUR NAME

25 STAR OF THE O - RI - ENT SHINE FORTH YOUR LIGHT

29 LET OUR AL - MA MA - TER FLOU - RISH FOR - E - VER!

33 LET OUR AL - MA MA - TER FLOU - RISH FOR - E - VER!

The University Seal

The University of Asia and the Pacific seal consists of two elements: **(1) the Coat of Arms and (2) the Wordmark. Both elements are needed to present a consistent visual image of UA&P, and must not be used separately.**

Fig.1: UA&P Seal (Outline Form) - Proper Configuration



1. The Coat of Arms

Fig. 2: UA&P Coat of Arms



The UA&P Coat of Arms has four elements:

- **Star** – the star represents a guiding star because we cannot count on our own human efforts alone. It is also a representation of the Blessed Virgin Mary, Stella Orientis (Star of the Orient), to whom the oratory of UA&P is dedicated.
- **Galleon** – the galleon represents the University's aim to be a bridge of mutual understanding and cooperation between Asia and the rest of the world.
- **Sea** – the sea represents the Pacific Ocean, the body of water on whose rim lie the countries that belong to the Asia-Pacific region.
- **UNITAS** – the motto of UA&P is Unity: unity between faith and reason, unity between religion and life, as well as unity with each other. It reflects the commitment of everyone in UA&P toward the pursuit of wisdom, which necessarily entails a synthesis and, therefore, a unity of life.

Colors: The predominant colors of the Coat of Arms are red and gold, a color combination which is used extensively in many Asian cultures.

2. The Wordmark

Fig. 3.1: UA&P Wordmark



Fig. 3.2: UA&P Wordmark with Unit Name



The wordmark is the standardized graphic representation of the name of the University. The wordmark is in ITC Galliard Std font. There are two versions of the wordmark: (1) UA&P acronym on top of the University's full name, as in Fig. 3.1, and (2) full name of the University over the name of a unit, as in Fig. 3.2.

When can the UA&P Seal be used?

- Official correspondence of UA&P academic and administrative units
- Official correspondence and/or promotional materials for projects of the University Student Government and recognized student organizations (if necessary, on a case-to-case basis, and subject to the approval of the Corporate Communications Office and the Center for Student Affairs)

Some guidelines in using the UA&P Seal:

- Always use the complete version of the UA&P Seal (Coat of Arms + Wordmark).
- Use the proper version of the seal (i.e. when printing in full color, use the full color version; when printing in grayscale, use the outline version, etc.)
- Use a high-resolution copy of the seal. Avoid pixelation and degradation of image quality.
- Do not distort or alter the seal in any way.
- Do not rearrange the elements of the seal.
- Do not change the transparency of the seal, or use it as a watermark behind text.
- Do not cover with text or stylize the seal (emboss, shadow, blur, etc).
- Place the seal on an uncluttered background.
- Respect the seal's protected space (approximately 1/2 the width of the Coat of Arms). No visually distracting object (photo, illustration or text) may violate the protected area. The purpose of the protected area is to ensure that the seal remains recognizable and legible.

Please refer to the UA&P Identity Manual for complete guidelines in using the UA&P Seal. If you have additional questions on the use of the UA&P Seal, you may consult the Corporate Communications Office (CCO) or the Center for Student Affairs (CSA).

We encourage everyone to be faithful to the guidelines in the UA&P Identity Manual in order to maintain the unity and consistency of the University's corporate image.

Prelature of Opus Dei

Opus Dei is a Personal Prelature of the Catholic Church that helps ordinary lay people seek holiness in and through their everyday activities, especially through their work.

A Personal Prelature is a jurisdictional entity within the Church's hierarchical structure, presided over by a prelate, answerable to the Congregation for Bishops, and to which laity and clergy can belong. It is established by the Holy See for specific pastoral or organizational purposes, and it is governed by statutes given it by the Holy See. The word personal indicates that it is defined by persons, whereas, for example, dioceses and parishes are defined by geographical areas.

Opus Dei was founded on October 2, 1928 by a 26-year old Catholic priest, Josemaría Escrivá (1902-1975). He was beatified by Pope John Paul II on May 17, 1992 and canonized by Pope John Paul II on October 6, 2002 in Rome. He was succeeded by Bishop Alvaro del Portillo (1914-1994). The present prelate of Opus Dei is Msgr. Fernando Ocáriz.

Opus Dei contributes to the evangelizing mission of the Church by promoting among Christians of all social classes a life fully consistent with their faith, in the middle of the ordinary circumstances of their lives. It helps ordinary people live up to their Christian calling in their day-to-day affairs by giving them the spiritual support and formation they need to achieve this. It promotes an awareness of the universal call to holiness—the radical idea that every person is called by God to be a saint—especially holiness in and by means of one's ordinary work and daily routine. This is pursued through spiritual formation and pastoral care for those who wish to avail themselves of these services. Those who do avail of this pastoral attention are encouraged to put into practice the teachings of the Gospel, through exercising the Christian virtues and sanctifying their work.

Currently around 85,000 people from every continent belong to the prelature. Its headquarters, together with its prelatic church, are in Rome.

Opus Dei began its work in the Philippines in 1964.

The University of Asia and the Pacific entrusts its spiritual and doctrinal guidance to the Prelature of Opus Dei, so that:

- the spiritual legacy of St. Josemaría Escrivá may continually inspire all the activities of the University;
- the members of the University community may be provided not only with professional formation, but also, for the ones who freely want them, with spiritual attention and opportunities to deepen their knowledge of the Catholic faith; and
- while fully respecting the freedom of the consciences of its constituents, the University may foster in them a firm love for the Church, the Pope, and the Magisterium, as well as a strong unity of life built upon the practice of human and Christian virtues.

St. Josemaría Escrivá de Balaguer



Saint Josemaría was born on January 9, 1902, in Barbastro, Spain. He had four sisters: Carmen (1899-1957), plus three other younger sisters who died very young; and one brother: Santiago (1919-1994). His parents, José and Dolores, gave their children a deeply Christian education.

In 1915, Josemaría's father's textile business failed, so the family relocated to Logroño, where José found other work. It was in Logroño that Josemaría sensed his vocation for the first time. After seeing some bare footprints left in the snow by a monk who had walked that way a short time earlier, he felt that God also wanted something from him, though he did not know what. He thought that he could more easily discover what it was if he became a priest, so he began to prepare for the priesthood, first in Logroño and later in Zaragoza. He also studied for a law degree. His father died in 1924 and he was left as head of the family. Ordained on March 28, 1925, he began his ministry in a rural parish, and afterwards in Zaragoza.

In 1927, Fr. Josemaría moved to Madrid to work on his doctorate in law. There, on October 2, 1928, God showed him clearly the mission He had been hinting to him for several years; and he founded Opus Dei. From that day on, he worked with all his energies to develop the foundation that God asked of him, while he continued to fulfill the various priestly

responsibilities he had at that time. These brought him into daily contact with sickness and poverty in the hospitals and the poor districts of Madrid.

When the Spanish civil war broke out in 1936, Fr. Josemaría was in Madrid. The religious persecution forced him to take refuge in a variety of places. He exercised his priestly ministry in a clandestine fashion until he was finally able to leave the Spanish capital. After a harrowing escape across the Pyrenees, he took up residence in Burgos.

At the end of the war in 1939 he returned to Madrid. In the years that followed, he gave many retreats to lay people, priests, and members of religious orders. In the same year, 1939, he completed his doctorate in law.

He took up residence in Rome. There he obtained a doctorate in theology from the Lateran University, and was named consultor to two Vatican Congregations, honorary member of the Pontifical Academy of Theology, and prelate of honor to the Pope. He followed closely the preparations for the Second Vatican Council and its various sessions (1962-1965), keeping in touch with many of the council fathers. From Rome he frequently went to different countries in Europe, including Britain and Ireland, to spur on the growth of Opus Dei in those places. It was with the same objective that, between 1970 and 1975, he made long trips throughout Mexico, Spain, Portugal, South America, and Guatemala, holding catechetical gatherings which large numbers of men and women attended.

Monsignor Josemaría had repeatedly offered his life for the Church and for the Pope. Our Lord accepted his offering, and surrendered his soul to God in a saintly manner on June 26, 1975 in the room where he worked in Rome. His mortal remains rest in the Prelatic Church of our Lady of Peace in Rome.

Thousands of people, including one third of all the bishops in the world, requested that the Holy See open his cause for beatification and canonization. The cause for his canonization was introduced on February 19, 1981. The Founder of Opus Dei was beatified by His Holiness John Paul II on May 17, 1992 at St. Peter's Square in Rome.

On December 20, 2001, the Vatican authenticated a second miracle attributed to Blessed Josemaría thus clearing the way for his canonization. Josemaría Escrivá was canonized by His Holiness John Paul II on October 6, 2002 at St. Peter's Square in Rome, before a crowd of some 300,000 people. The canonization was attended by around 3,000 Filipinos, which included UA&P student volunteers, faculty and staff, and their families.

ACADEMIC LIFE

ACADEMIC PROGRAMS	27
REGISTRATION & ENROLLMENT	30
FEES & PAYMENTS	34
SCHOLARSHIPS & FINANCIAL ASSISTANCE	36
THE ACADEMIC CODE	45
• Academic Load	45
• Academic and Non-Academic Subjects	46
• Attendance	47
• Evaluation Tools and Examinations	48
• Grading System	49
• Release of Grades	52
• Grades and Academic Standards Committee	52
• Academic Recognition	53
• General Weighted Average	54
• Separation from the University	55
THE RETENTION POLICY	58
ACADEMIC MILESTONES	61



ACADEMIC LIFE

All programs of study at UA&P are grounded in the core curriculum of the College of Arts and Sciences (CAS). The liberal education of CAS prepares you for your specific specialization by giving you a well-rounded education that cultivates genuine intellectual discipline—a prerequisite to acquiring any specialized knowledge. The two-fold educational process that the University provides arises from the conviction that a college student who dives into a specialization without the solid grounding that a liberal education provides will be ill-prepared for the lifelong process of learning.

The course of study of your choice may either be: a) a four-year degree program, which entitles you to earn an AB (Bachelor of Arts) or BS (Bachelor of Science) undergraduate degree at the end of the course, b) a five-year master's program through which you will earn an undergraduate degree and an MA (Master of Arts) or an MS (Master of Science) degree at the end of five years, c) a six-year integrated program through which you will earn your senior high school diploma, undergraduate degree and an MA (Master of Arts) or an MS (Master of Science) degree at the end of six years, or d) a seven-year program through which you will earn an undergraduate degree and a Juris Doctor degree at the end of seven years.

For AB/BS program students, the CAS curriculum is a preparation for immersion in their major or specialized course after their sophomore year. For MA/MS program students, it is a preparation for their specific specializations in the graduate level (4th and 5th years). At the end of three years, students under the five-year programs will have completed all the academic requirements for a Bachelor of Arts major in Humanities degree. If they meet all the academic requirements of the graduate program of their choice, they will graduate with two degrees (a bachelor's degree and a master's degree) at the end of five years.

The policies governing academic practices and requirements are contained in this section of the Handbook. Other academic policies specific to the Doctor of Jurisprudence or Doctor of Law / Juris Doctor (JD) program may be found on p. 193.

Understood well and approached with a healthy work ethic, these policies can serve as concrete signposts that show the way to a successful academic journey through the University.

ACADEMIC PROGRAMS

Qualifications and Standards for Admission

Students who qualify for admission to the University are automatically admitted into the program of their choice as indicated in their application to the University. If certain programs have additional requirements for admission (e.g. math grades/scores for admission to B.S. in Data Science, B.S. in Industrial Engineering and B.S. in Information Technology; interview for B.S. in Entrepreneurial Management applicants, etc.), the applicant must pass these additional requirements as well.

Depending on their English scores in the admissions exam, international students who graduated from high schools where English was not the medium of instruction may be required to complete additional courses in English before they can take on a full load.

Changing Streams / Shifting Courses

- **Changing streams** shall be defined as transferring from the four-year AB/BS program to the five-year MA/MS program or vice-versa, within the same field of specialization.
- **Shifting courses** shall be defined as transferring from one program to another with a different field of specialization, whether it is being offered by the same school or a different one.

Students may be allowed to change streams or shift courses upon the approval of the two (2) program directors concerned, and following the procedures and guidelines set by the programs and the Registrar's Office:

- Application to change streams or shift courses may be done within the regular semesters or midyear term, but not during the enlistment/registration period. Students are advised to submit their requests at least one month before the start of the next semester or term. If the student is a scholar, he/she must secure approval and clearance from the Scholarship Committee and abide by the rules and conditions set forth by the contract of agreement.
- Grade qualifications for students who wish to change streams or shift courses may be set by the receiving program.
- The change of streams or shift to another course takes effect on the semester or term immediately following the approval of the request.
- Upon changing streams or shifting courses, the most recently approved curriculum of that program of study will apply.
- The Maximum Residency Rule of the University (see p. 60) applies to all cases of shifting courses/changing streams.
- If necessary, students who have changed streams or shifted courses may be allowed to take a maximum of twenty-seven (27) units in a semester and nine (9) units during the midyear term.
- For students who changed stream / shifted from a 5-Year MA/MS program to a 4-Year AB/BS program, all courses taken in the University will be included in the computation of the GWA, including the MA/MS level courses.

Programs of Study

UA&P currently offers the following programs of study (as of SY 2025-2026):

4-Year AB/BS Programs

Undergraduate Programs

College of Arts and Sciences

- Bachelor of Arts in Humanities
- Bachelor of Arts in Humanities with specialization in Creative Writing
- Bachelor of Arts in Health Humanities

School of Economics

- Bachelor of Science in Business Economics

School of Education and Human Development

- Bachelor of Early Childhood Education
- Bachelor of Science in Human Capital Development
- Bachelor of Science in Psychology

School of Social Sciences, Law, and Governance

- Bachelor of Arts in Political Economy

School of Management

- Bachelor of Science in Accountancy
- Bachelor of Science in Business Administration major in Management
- Bachelor of Science in Business Administration major in Management with specialization in Business Analytics
- Bachelor of Science in Entrepreneurial Management
- Bachelor of Science in Management Accounting

School of Media and Marketing

- Bachelor of Arts in Integrated Marketing
- Bachelor of Arts in Media and Entertainment Management

School of Sciences, Engineering, and Technology

- Bachelor of Science in Data Science
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Information Technology
- Bachelor of Science in Industrial Engineering

5-Year MA/MS Programs

Combined Undergraduate and Graduate Programs

Graduates of the 5-Year MA/MS Programs earn two degrees, and hence will receive two diplomas upon graduation – one for their bachelor's degree and one for their master's degree.

College of Arts and Sciences

- Master of Arts in Humanities

School of Economics

- Master of Science in Industrial Economics

School of Social Sciences, Law, and Governance

- Master of Arts in Political Economy with specialization in International Relations and Development

School of Management

- Master of Science in Management

School of Media and Marketing

- Master of Arts in Integrated Marketing
- Master of Arts in Media and Entertainment Management

6-Year Integrated University Programs*Combined Senior High School, Undergraduate and Graduate Programs*

The 6-Year Integrated University Program offers Grade 10 graduates the opportunity to obtain their senior high school diploma, bachelor's degree and master's degree in the span of six years.

College of Arts and Sciences

- Master of Arts in Humanities

School of Economics

- Master of Science in Industrial Economics

School of Social Sciences, Law, and Governance

- Master of Arts in Political Economy with specialization in International Relations and Development

School of Management

- Master of Science in Management

School of Media and Marketing

- Master of Arts in Integrated Marketing
- Master of Arts in Media and Entertainment Management

7-Year Program*Combined Undergraduate and Juris Doctor Program*

The Lex Honors program, which is open to outstanding high school graduates, compresses the standard pre-law course to three years. Thereafter, the student can apply for admission to the Juris Doctor program, which will still require four years. Graduates of the Lex Honors program earn two degrees, and hence will receive two diplomas upon graduation – one for their bachelor's degree and one for their Juris Doctor degree.

School of Social Sciences, Law, and Governance

- Juris Doctor

Other Graduate Programs*Stand-alone Graduate Programs*

The University also offers the following stand-alone graduate programs, namely:

School of Economics

- Master in Applied Business Economics (2 years)
- Master in Business Economics (14 months)
- Doctor of Philosophy in Business Economics*

(*Note: this program is a collaboration of the School of Economics and the School of Management)

School of Education and Human Development

- Master of Arts in Education major in Early Childhood Education (thesis track; 2 years)
- Master in Education major in Early Childhood Education (non-thesis track; 2 years)
- Master of Arts in Education major in Adolescent Development and Education (thesis track; 2 years)

- Master in Education major in Adolescent Development and Education (non-thesis track; 2 years)
- Master of Arts in Education major in Educational Leadership (thesis track; 2 years)
- Master in Education major in Educational Leadership (non-thesis track; 2 years)
- Master of Arts in Education major in Values Education (thesis track; 2 years)
- Master in Education major in Values Education (non-thesis track; 2 years)
- Master of Science in Human Capital and Organization Development (3 years)

School of Social Sciences, Law, and Governance

- Juris Doctor (4 years)
- Master of Arts in Political Economy with specialization in International Relations and Development (thesis track; 2 years)
- Master in Political Economy (non-thesis track; 2 years)

School of Management

- Master of Science in Management (2 years)
- Master in Applied Business Analytics (2 years)
- Master in Entrepreneurial Management major in Social Entrepreneurship and Innovation (15 months)

School of Sciences, Engineering, and Technology

- Master in Information Technology (2 years)

REGISTRATION AND ENROLLMENT

All inquiries regarding registration and enrollment may be directed to the Registrar's Office (REG), at the 2nd floor of the CAS Building.

Registrar's Office (REG) Hours

Mondays to Fridays: 8:30 a.m. - 4:30 p.m.

Saturdays: 8:30 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the REG office and on the REG FB page - [facebook.com/uap.registrar](https://www.facebook.com/uap.registrar)

General Guidelines

Registration is a preliminary step to enrollment and consists of enlisting the subjects you are required to take under your chosen program of study. Your registration in the University implicitly signifies your willingness to abide by all the rules and regulations of the University. The following are general guidelines on registration and enrollment:

1. **Notices and announcements.** Be sure to read all registration announcements and notices that are posted on the Office of the Registrar UA&P page (<https://www.facebook.com/uap.registrar>). Announcements may also be posted on the Student Portal (<http://dragon.uap.asia>), EmpowerED portal, Canvas portal, or UA&P Enlistment Team page (facebook).

com/uapenlistment). Specific registration procedures change from time to time in view of a continuing development program to streamline and improve procedures. Please follow all instructions and observe all deadlines.

2. **Online Enlistment.** Students enroll online via the EmpowerED Portal (<https://prod-student.uap.asia>). To avoid overloading the system, there are schedules for online enlistment. Please visit the UA&P Student Portal (<http://dragon.uap.asia>) for announcements and instructions.
3. **Pre-Enlistment.** All freshmen and junior college students are pre-enlisted by REG. All students under the Entrepreneurial Management program are also pre-enlisted. During the online enlistment period, pre-enlisted students must do the following to complete their enrollment: view their schedule/pre-enlisted subjects online, pay, and print their Registration Certificate (RC).
4. **Academic Advising.** Academic advising is part of the enrollment procedure and is needed especially in the following cases: when subjects to be added are advanced subjects, when subjects to be dropped are prerequisite subjects, when changing subjects that have been enlisted online, and when dropping pre-enlisted subjects. For CAS subjects, advising is done by the CAS academic adviser, while for specialization subjects, advising is done by the academic adviser of the program.
5. **Enrollment.** You are considered enrolled only after registration/enlistment and payment of tuition and other fees according to your chosen payment scheme. You should not attend a class unless you are enrolled in that class. If you do so, you will not be given any credits, even if you take the final examinations.
6. **Enrollment for a Subject Necessary to Obtain Credits.** Only students who are officially enrolled are allowed to attend class and are given credits if they pass the course. Students whose names do not appear on the class list are presumed not to have enrolled for the class. Please consult the Registrar's Office if you enrolled in a subject, but your name does not appear on the class list issued to your professor.
7. **Load Adjustments.** Any deviations from the regular semestral academic load resulting from back subjects, missing prerequisites, overloading, underloading, cross-enrollment, and audited subjects must first be cleared with the Registrar before registration.

Identification Card (ID)

ID Validation

After enrollment, your ID will automatically be validated by the Registrar's Office. You cannot transact business with any University office without a validated ID, as this is the proof that you are currently enrolled.

Wearing of IDs

You must wear your ID at all times while within the University premises. Failure to do so constitutes a Type D disciplinary offense. You must also be ready to present it when requested to do so by a person of authority in the University. Please refer to the Policy on the Use of Student IDs on p. 126.

Lost IDs

A lost ID should be reported immediately to the Registrar's Office. To get a replacement, pay a

processing fee at the Financial Management and Reporting Group (FMR), and submit a notarized affidavit of loss to REG.

Online Viewing of Class Schedules & Grades (EmpowerED Portal)

Your class schedules and final grades may be viewed online through the EmpowerED portal - <https://prod-student.uap.asia>.

Documents Submitted Upon Enrollment

All mandatory documents pertaining to enrollment, including the high school report card (Form 138) and the high school official transcript of record / learner's permanent records (Form 137 - JHS and SHS) shall become the property of the University.

These documents will not be returned to you; neither is it possible to claim them if you wish to transfer to another school. Instead, the Registrar will provide you with the necessary transfer credentials after complete settlement of all your financial and property obligations to the University. Please see section on transfer credentials on p. 57.

Requests for Student's Records/Certifications

All requests for records and certifications must be done online using the Document Request Form at <https://my.uap.asia/dr/>. For follow up and technical assistance, students may email: REG.document-request@uap.asia. Requests via telephone will not be accommodated.

Change of Address or Other Personal Information

Please notify the Registrar's Office in writing about any change in mailing address, place of residence, civil status, or any other personal information, to keep your records updated.

Confidentiality of Students' Records & Personal Information

All personal information about the students, including class schedules and all students' records, are strictly confidential and will not be divulged or released to unauthorized persons.

Cross-Enrollment

Cross-enrollment is generally discouraged and shall be subject to institutional policies (Art. XIX, Sec. 93. Manual of Regulations for Private Higher Education, MORPHE 2008). Students may be allowed to cross-enroll in other recognized university-level institutions on a case-to-case basis. Accreditation may be granted, provided that the course description of the course to be taken at the host school is similar to that of the University and all the conditions governing accreditation of subjects are met.

In addition, the following conditions must be met:

1. The subject is not offered by the University during the term; or, if offered, cannot be taken by the student because of schedule conflicts;
2. The student must comply with the rules governing overloading; and
3. A maximum of two subjects per semester is permitted for cross-enrollment.

To cross-enroll in subjects at another school, you must:

1. Obtain a cross-enrollment request form from the Registrar's Office and fill out the necessary information;
2. Attach a letter of request, countersigned by a parent or guardian, addressed to the Registrar;
3. Secure approval of the request from the Dean of your academic program;
4. Present all documents to the Registrar, who will determine if all academic conditions are met; and

5. Present the endorsement letter prepared by the University Registrar to the Registrar of the other university or college, for cross-enrollment in the indicated subject(s).

Any student who cross-enrolls in another school without prior authorization from the Registrar's Office will not be given any academic credits for the subject cross-enrolled.

Audit Students / Cross-Registrants from Other Schools

Audit students must register as such at the time of enrollment. A student enrolled as a regular student cannot change his status to an audit student at any time during the semester.

Audit students and cross-registrants are subject to the University's academic and disciplinary regulations.

The Registrar's Office, in consultation with the Program Directors may, from time to time, issue specific guidelines to implement the above policies.

Student Exchange Program

Under the UA&P student exchange program, Filipino students at the undergraduate or graduate level are given the chance to study at partner universities abroad for at least a semester, or as stated in the Memorandum of Understanding with the partner institution. Participating in an exchange program provides practical training to prepare students for their future careers in an increasingly globalized world. Moreover, it allows students to learn about another country's language and history and experience its rich culture and traditions. The student exchange program is coordinated by the Public and International Affairs Office (PIA).

Procedures for Outbound Exchange Students

Interested students go through an application process that builds a comprehensive student profile for the consideration of the student's school or college and PIA. If nominated, students are given the opportunity to take courses for credit at one of UA&P's partner institutions.

To be considered for exchange, please submit a completed outbound exchange application form to your School or College's exchange coordinator, provide supporting documentation, and meet the following requirements:

1. A minimum GWA of 2.0. *Note:* Students who do not meet this requirement may still apply but will be waitlisted.
2. No disciplinary record.
3. At least a sophomore upon the commencement of studies at the partner university.

It should be noted that freshmen cannot participate in the exchange program. Furthermore, students in their final semester before graduation cannot take their final subjects at a partner institution. The complete list of procedures for outbound exchange students may be viewed here: <http://www.uap.asia/international>.

Merit Scholars

Merit scholars who apply for the exchange program may make use of their scholarships only with partners that have reciprocity agreements with UA&P. A reciprocity agreement allows students to pay tuition at UA&P for a semester spent with a partner abroad. Merit scholars who choose to continue with exchange at partners without reciprocity may do so at their own expense. Merit scholars who go for exchange outside their home curriculum may do so for up to one year without their absence being counted against their residency. We recommend that scholars who do this formalize their absence by filing an LOA.

On Exchange outside the Curriculum

Students may go on exchange even if the subjects they are to take at the partner university will not count toward the completion of their course curriculums in UA&P. However, a signed parental consent form is required before applications for exchange outside the curriculum are processed.

Short-term Programs

Short-term, summer and other study abroad programs are offered by PIA. Please get in touch with the office for more details.

Public and International Affairs Office (PIA)

Office Location: 2nd Floor, Administration and Library Building (ALB 2/F)

 8637-0912 loc. 206/408  pia@uap.asia  facebook.com/uapexchange

FEES AND PAYMENTS

All inquiries regarding tuition and other fees may be directed to the Financial Management and Reporting Group (FMR) at the 2nd floor of the CAS Building, or via email to fmr.biu@uap.asia.

Financial Management and Reporting Group (FMR) Office Hours

Weekdays: 8:30 a.m. - 5:30 p.m.

Saturdays: 9:00 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the FMR office.

Modes of Payment

Payments may be made in cash, by deposit to UA&P's bank account, bank transfer, credit card, DragonPay, telegraphic transfer, demand draft or personal check.

As stated above, payment by credit card is an option; however, the merchant discount rate (MDR) is for the account of the payor: Visa and Mastercard via Unionbank CyberSource.

It is presumed that personal check payments are backed with sufficient funds. If a check bounces, it must be replaced immediately with cash. Consequently, future check payments will no longer be accepted. The University has no existing ties with any of the pre-need companies; hence, the University does not accept payment through educational plans.

Payment Schemes

Students have the option to choose from three payment schemes:

- Full payment
- Two-installment payment scheme (with installment charge)
- Three-installment payment scheme (with installment charge)

If the student opted to pay by installment and:

- His check payment bounces, the full amount becomes immediately due and demandable, and must be paid in cash. Also, future check payments will no longer be accepted.
- He fails to pay on the due dates, any unpaid balance shall become immediately due and demandable. Full installment fees will also be charged.
- A 1% service fee will be charged for every month of delay.

Upon enrollment, the student and/or his parents/guardians bind themselves to pay the corresponding tuition and other school fees. In case of failure to pay at least two (2) installments of the due and demandable tuition and other school fees as scheduled, it is understood that the students and parents recognize, without reservation, the right/authority of the school to either:

1. Drop the student from the school roll;
2. Suspend the student from further attending classes and entering the school campus;
3. Withhold the records of the student; or
4. Pay the penalty clause, if any, without need of judicial intervention or permission.

The student shall be admitted only as soon as the tuition and other school fees are paid. The student shall be solely responsible for keeping up with the lessons and assignments missed during the school days that he was not allowed to enter and attend classes. This is without prejudice to the right and authority of the school to give special examinations when the circumstances so warrant.

Reimbursements

If a student has paid the pertinent tuition and other fees in full or for any period longer than one month but voluntarily and in writing withdraws from the University, transfers to another university, goes on Leave of Absence (LOA), or drops a subject he is enrolled in within two (2) weeks after the beginning of classes, he shall be entitled to a refund of tuition and other school fees based on the following schedule, in accordance with the Commission on Higher Education's (CHED) Manual of Regulations for Private Higher Education 2008 (Art. XX, Sec. 100):

For regular semesters:

Within the first week of classes	75% refund
Within the second week of classes	50% refund
After the second week of classes	no refund

For the midyear term:

On the first or second day of classes	75% refund
On the third day of classes	20% refund
After the third day of classes	no refund

This schedule will be followed whether or not the student attended classes. Refunds will be processed only after the student has obtained the necessary clearance. Refunds due to overpayment, or overpayment resulting from a change in the student's academic load, are credited toward subsequent enrollments. However, refunds may be reimbursed upon submission of a letter from the student's parent/s or guardian.

Arrears

If a student has unsettled accounts or arrears from the previous semester, he may enroll for the following semester only after these accounts or arrears have been settled. Students with unsettled accounts are not allowed to enlist online.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

To help students finance their undergraduate education, the University of Asia and the Pacific offers merit scholarships and financial assistance on the basis of the results of their entrance exam, their high school academic performance and financial status.

All inquiries regarding merit scholarships and financial assistance may be directed to the Admissions Office, at the Ground Floor of the APEC Communications Building (ACB G/F), or via email to admissions@uap.asia or scholars@uap.asia.

Admissions Office (ADM) Hours

Weekdays: 9:00 a.m. - 12:00 p.m.; 1:00 p.m. - 5:00 p.m.

Saturdays: by appointment (email request to admissions@uap.asia)

Note: Any changes in these office hours will be posted at the entrance of the ADM office.

Merit Scholarships

Merit scholarships are highly competitive study grants that may cover up to 100% of tuition fees. In addition, the top applicants of each batch may also be awarded a stipend, book allowance, and board and lodging allowance (for provincial applicants).

The scholarship may continue up to the graduate level of the University's five-year or six-year programs or to the MA or MS program of a corresponding AB or BS program. To keep the scholarship, you must:

1. Maintain a cumulative GWA no lower than 1.75, evaluated at the end of each school year;
2. Maintain a passing grade in each enrolled academic and non-academic subject;
3. Maintain a continuous regular full load for each semester prescribed by your program of study;
4. Hold a clean disciplinary record;
5. Not avail of a merit scholarship from any other source; and
6. Comply with all other requirements set forth in your Merit Scholarship Agreement.

Financial Assistance Grants

The University also gives financial assistance to Filipino students who meet certain criteria. The grant may cover up to 100% of tuition fees. It is renewable every year and is premised on continued financial need. Solely dependent on the availability of funds, it may continue up to the graduate level of any of the 5-year or 6-year programs.

To qualify for financial aid, an applicant must meet the following minimum conditions:

1. Financial need, as attested to by the family's finances;
2. Academic competence: a high school average of at least 85%;
3. Favorable recommendation from the principal/school head of the school where the applicant completed high school; and
4. Positive interview evaluation.

Solely dependent on the availability of funds, the financial assistance may continue up to the graduate level of the University's five-year or six-year programs or to the MA or MS program of a corresponding AB or BS program. However, the assistance is premised on continued financial need. In addition you must:

1. Comply with the cumulative GWA requirement as stipulated in your Financial Assistance Agreement;
2. Maintain a passing grade in each enrolled academic and non-academic subject;
3. Maintain continuous full-time status;
4. Hold a clean disciplinary record;
5. Not avail of a study grant from any other source;
6. Maintain a satisfactory service record based on your performance evaluation from the unit to which you are assigned as a student assistant; and
7. Comply with all other requirements set forth in your Financial Assistance Agreement.

If you fail to fulfill any of these conditions, you forfeit any financial assistance grant from the University. However, you may apply for renewal up to a second time at the beginning of the school year if either the need is re-established or the requirements are met.

Student Assistantship

Financial assistance grantees must render some hours of student assistantship in a unit of the University to which they are assigned for one school year. The number of hours to be rendered depends on the percentage of the grant awarded to the student.

Student assistantship work shall be administered by the Center for Student Affairs – Office of Student Services in coordination with the other units of the University (for 1st to 3rd year students), and by the respective schools of the grantees (for 4th and 5th year students).

The relevant unit of the University shall give a report on each grantee's performance to the Scholarship Committee at the end of each school year. The level of financial assistance you are given may be modified based on your performance as a student assistant.

Application Procedures for Merit Scholarships & Financial Assistance Grants

1. Fill out a Merit Scholarship/Financial Assistance Form, which may be downloaded from the UA&P website (<http://www.uap.asia>) or obtained from the Financial Management and Reporting Group (FMR).
2. Submit the accomplished Merit Scholarship/Financial Assistance Form to the Admissions Office. The following documents must also be submitted:

- A letter addressed to the Scholarship Committee stating why the applicant should be considered for the Merit Scholarship or the Financial Assistance program
- A clear photocopy of the most recent Income Tax Return of each parent and sibling (who are employed or self-employed) and the Tax Withheld on Compensation Certificates
- Certifications from the current employer of each employed parent and sibling on the annual gross income (breakdown); for those working on contractual basis, a copy of the employment contract stating the duration of the contract and compensation package
- Note: The Financial Assistance grant is open only to students whose family's gross annual income is less than P800,000.00.
- For those who are not filing income tax returns (whether they are unemployed or self-employed with a business earning not more than Php100,000.00 annually), a certificate of tax exemption (which can be obtained from the BIR district office)
- Recommendation form (to be filled out by a teacher or counselor who knows the student and his/her family circumstances well)

Additional documents not on the list above may also be required (please refer to the application form). Please make sure to complete all the requirements in order to facilitate the processing of your Merit Scholarship/Financial Assistance application.

Renewal Procedures for Existing Grants

The renewal of existing merit scholarships, financial assistance grants and athletic scholarships is processed every school year before enrollment. Please consult the Admissions Office regarding the deadline for submission of documents for the renewal of existing merit scholarship and financial assistance grants.

Merit Scholarship Grantees

1. The Scholarship Committee will evaluate your performance for the previous school year.
2. If your Merit Scholarship grant is renewed, you will receive a letter confirming the renewal.
3. Sign the enclosed Merit Scholarship Agreement, which signifies your willingness to abide by the conditions of the grant, and submit it to the Scholarship Committee, via the Admissions Office.

Financial Assistance Grantees

1. Fill out a Financial Assistance application form, which may be downloaded from the UA&P website (<http://www.uap.asia>) or obtained from the Financial Management and Reporting Group (FMR).
2. Submit the form and required documents to the Scholarship Committee, via the Admissions Office.
3. The Scholarship Committee will evaluate your performance for the previous school year (including your performance as a student assistant), as well as your current family circumstances.
4. If your Financial Assistance grant is renewed, you will receive a letter confirming the renewal.
5. Sign the enclosed Financial Assistance Agreement, which signifies your willingness to abide by the conditions of the grant, and submit it to the Scholarship Committee, via the Admissions Office.

New Applications from Currently Enrolled Students

Past applicants for merit scholarship who were not previously awarded any grant may re-apply before the beginning of any school year during their stay at UA&P. You may also apply for financial assistance before the beginning of any school year, even if you have been a previously paying student.

To qualify for financial aid, an applicant who is a current UA&P student must meet the following minimum conditions:

1. Financial need, as attested to by the family's finances;
2. GWA not lower than 2.25 (high school grades are no longer considered for current UA&P students); and
3. Positive interview evaluation

For currently enrolled students who would like to apply for merit scholarship or financial assistance, please consult with the Admissions Office regarding the exact procedures and deadlines.

Finalization of the List of Scholars

The list of merit scholars and financial assistance grantees shall be finalized by the end of the midyear term. Once the list of scholars is drawn up, late applicants who may fulfill the minimum conditions shall no longer be considered.

Athletic Scholarships

UA&P recognizes the importance of sports in the holistic development of its students. It also recognizes the contribution of student-athletes to institution-building with their efforts to boost school spirit and gain recognition for the University through their achievements in sports competitions. Thus, the University established the athletic scholarship program under the management of the Center for Student Affairs to support athletes and varsity teams. Specifically, the program aims to:

1. Recruit outstanding incoming student-athletes to form part of varsity teams; and
2. Incentivize current outstanding UA&P student-athletes.

The UA&P Athletic Scholarships are scholarships awarded to student-athletes who excel in sports and academics. The scholarship is for one academic year (i.e., two continuous semesters) and may be renewed every year thereafter, provided retention requirements are complied with. The scholarship may be in the form of:

- Partial (25%, 50%, 75%) to full (100%) discount on tuition and other fees
- Non-tuition grants (e.g., stipend, board and lodging allowance)

The UA&P Athletic Scholarship program defines the following terms:

- **UA&P student-athletes** are varsity students who make up the University's roster of varsity teams that represent the University in athletic competitions.
- **Outstanding academic performance** refers to commendable academic standing through attainment of GWA of 2.25 or higher per semester, and maintenance of such academic standing in the succeeding semester and/or academic year.

- **Outstanding athletic performance** refers to athletic ability beyond average. This could be assessed through the athlete's portfolio which details athletic achievements such as:
 - recognition of athletic performance from institutions and/or organizing bodies (e.g., sports associations and leagues, tournament organizers), such as individual awards and recognitions, speaking and/or performance invites
 - recruitment and/or membership in commercial leagues, and the National Team or its training pool;
 - qualification in district, regional, national, or international meets and competitions;
 - statistical improvements across number of games or over number of playing years in the University, as proven by game statistics from competitions and tournaments (if available);
 - marked improvement in skill levels, as observed and attested by coaches and/or the Center for Student Affairs - Office of Sports Development (CSA SportsDev), or marked level of athletic abilities through scouting report, tryout performance) as attested by recommending coach; and
 - commendable feedback from current coaches, teammates, and CSA SportsDev.

Athletic Scholarship Criteria

A. For Incoming 6YP, Freshmen, and Transferees

1. **75 or 100 % Scholarship**
 - High School General Weighted Average (GWA) of 85% or 2.0 (for transferees)
 - Passed any of the two subtests in the UA&P Admissions Test
 - Has not been subjected to any disciplinary action
 - Athlete's Portfolio screened by the CSA - Office of Sports Development
 - Positive interview results
2. **25 or 50% Scholarship**
 - High School General Weighted Average (GWA) of 80% or 2.25 (for transferees)
 - Passed any of the subtests in the UA&P Admissions Test
 - Has not been subjected to any disciplinary action
 - Athlete's Portfolio screened by the CSA - Office of Sports Development
 - Positive interview results

B. For Current UA&P Student-Athletes

1. **75 or 100 % Scholarship**
 - In the varsity line-up for at least 1 year
 - Attendance: Completed at least 80% of varsity trainings for the entire school year including summer/midyear
 - Received a rating of at least 90% in the Athlete's Performance Evaluation
 - No failing grade in the previous academic year
 - Satisfactory completion of terms in the UA&P Varsity Code of Conduct and Athlete's Contract
 - GWA of 2.0
 - Outstanding Athlete's Portfolio and/or Team/Player has won in at least one (1) major league (or its equivalent as determined by the Coach and CSA - Office of Sports Development) during the school year or received one major award per semester for college students or participation/performance helped improve the team's standing.
 - Positive interview results

2. **25 or 50% Scholarship**
 - Same as above except for GWA of 2.25

Athletic Scholarship Committee

The UA&P Athletic Scholarship Committee evaluates applications endorsed by CSA and approves scholarship grants based on merit vis-à-vis the scholarship criteria. An Athletic Scholarship Ranking System will be employed for this.

It is composed of the following ex officio members:

- CSA Executive Director (or designated CSA OpCom member) as Chair
- CSA - Office of Sports Development Head
- University Registrar
- Vice President for Student and Alumni Affairs

Application Procedures for Athletic Scholarships

1. The UA&P Varsity coach nominates a student-athlete for athletic scholarship. The student-athlete secures an application form online and submits the accomplished form to the Center for Student Affairs - Office of Sports Development together with the following requirements:
 - High school transcript of records and, if applicable, transferee's most recent transcript of records
 - UA&P Admissions Test Results
 - Athlete's portfolio and a more detailed letter of recommendation from the high school coach
2. CSA SportsDev screens the applications and recommends shortlisted applicants to the CSA OpCom.
3. The CSA OpCom reviews the shortlist and endorses top-ranking applicants to the Athletic Scholarship Committee.
4. Two members of the Athletic Scholarship Committee interview the applicant before the final evaluation.
5. The Athletic Scholarship Committee assesses the merits of the application and awards grants based on the allocated scholarship slots for the year (i.e., tuition grants determined by DEV and non-tuition grants covered by the Athletic Scholarship Fund raised by CSA and OAA). Reconsidered applicants (i.e., those who did not pass the regular admissions criteria) may be awarded tuition discounts subject to the approval of the Management Committee.
6. The Center for Student Affairs informs in writing all successful applicants of their approved grant. The grantee should be eligible to play and represent the school in the academic year that the scholarship is granted.
7. The athletic scholar submits the signed UA&P Student-Athlete Contract to CSA SportsDev as a requirement for enrollment.
8. CSA OpCom submits the list of athletic scholars to REG and FMR before enrollment.

Arts Scholarships

UA&P recognizes the importance of arts in the holistic development of its students. It also recognizes the contribution of students who are gifted and talented in music and arts, to institution-building with their efforts to boost school spirit and gain recognition for the University through their achievements in choral competitions and art exhibits. Thus, the University established the Arts and Music Scholarship Program under the management of the Center for Student Affairs (CSA) which aims to:

1. Recruit current and incoming students who have outstanding artistic talents to form part of the Kultura Arts Guild (KAG); and
2. Incentivize current outstanding student members of the Kultura Arts Guild.

The UA&P Arts Scholarships are grants awarded to students who excel in arts, music, and academics. The scholarship is for one academic year (i.e., two continuous semesters) and may be renewed every year thereafter, provided retention requirements are complied with.

The scholarship may be in the form of:

- Partial (25%, 50%, 75%) to full (100%) discount on tuition and other fees;
- Non-tuition grants (e.g., stipend, board and lodging allowance).

The UA&P Arts Scholarship program defines the following terms:

- **Arts Guilds** are a type of Student Organization (SO) in UA&P that have graduated from being a Student Interest Group (SIG) (e.g. UA&P Chorale) who provide arts and culture-related programs and activities while officially representing the University in external competitions.
- **UA&P Kultura Arts Guild (KAG) Artists/Talents** are students who are members of the official arts guilds under CSA-Office of Student Development (OSD) that represent the University in competitions and internal or external performances.
- **UA&P Arts Scholars** are students who are qualified and granted the UA&P Arts Scholarship. They are members of the official arts guilds under CSA-Office of Student Development who will represent the University in competitions and internal or external performances.
- **Outstanding academic performance** refers to commendable academic standing through attainment of 2.25 or higher per semester, and maintenance of such academic standing in succeeding semesters and/or academic year.
- **Outstanding artistic performance** refers to the artistic ability beyond average. This could be assessed through the artist's portfolio which details the artistic achievements of the applicant such as, but not limited to:
 - Summary of Awards and/or Competitions
 - Proof of participation in arts, music, and culture-related productions, workshops, events, and conferences (certificates, photos, videos, and etc.)
 - Marked improvement in skill levels, as observed and attested by Artistic Director or Art Instructor and/or OSD, or marked level of artistic abilities through scouting report as attested by recommending Artistic Director and Art Instructor; and
 - Commendable feedback from current Artistic Director or Art Instructor and CSA-Office of Student Development.

Arts Scholarship Criteria

A. For Incoming 6YP, Freshmen, and Transferees

1. **75 or 100 % Scholarship**
 - High School General Weighted Average (GWA) of 85% or 2.0 (for transferees)
 - Passed any of the two subtests in the UA&P Admissions Test
 - Has not been subjected to any disciplinary action
 - Artist's Portfolio screened by the CSA - Office of Student Development
 - Positive interview results
2. **25 or 50 % Scholarship**
 - High School General Weighted Average (GWA) of 80% or 2.25 (for transferees)
 - Passed any of the subtests in the UA&P Admissions Test
 - Has not been subjected to any disciplinary action
 - Artist's Portfolio screened by the CSA - Office of Student Development
 - Positive interview results

B. For Current UA&P KAG Artists/Talents

1. **75 or 100 % Scholarship**
 - Must be a bonafide member for at least 1 year of any official arts guilds under the CSA - Office of Student Development
 - Received a rating of 4.5 (out of 5) or higher in the Chorister's Performance Evaluation
 - 80% attendance to the Kultura Arts Mentorship Program for the entire school year
 - 80% attendance to all official activities of Kultura for the entire school year
 - No failing grade in the previous academic year
 - GWA of 2.0
 - Outstanding Artist's Portfolio during the academic year or received one major award per semester for college students or participation/performance helped improve the guild's standing
 - Has not been subjected to any disciplinary action
 - Positive interview results (for first time applicants)
2. **25 or 50 % Scholarship**
 - Same as above except for GWA of 2.25 and received a rating of 4.0 (out of 5) or higher in the Chorister's Performance Evaluation

C. For Current UA&P Student-Artists (CSA, OSD, and/or OSD-Kultura may also consider other current UA&P student applicants on a case to case basis)

1. **75 or 100 % Scholarship**
 - Must be a bonafide UA&P student
 - No failing grade in the previous academic year
 - GWA of 2.0
 - Outstanding Artist's Portfolio during the previous academic year to present
 - Participated in at least five (5) arts, music, and culture-related productions, workshops, events, and conferences (certificates, photos, videos, and etc.)
 - For Visual Artists, he/she must submit up to eight (8) photos of art works created within the past year

- Received two (2) major awards from an accredited arts competition or a recognized arts organization
 - Has not been subjected to any disciplinary action
 - Positive interview results (for first time applicants)
2. **25 or 50 % Scholarship**
- Same as above except for GWA of 2.25

Arts Scholarship Committee

The UA&P Arts Scholarship Committee evaluates applications endorsed by CSA and approves scholarship grants based on merit vis-à-vis the scholarship criteria.

It is composed of the following ex officio members:

- CSA Executive Director (or designated CSA OpCom member) as Chair
- CSA - Office of Student Development Head (must confer with the respective Art Director)
- University Registrar
- Vice President for Student and Alumni Affairs / University Secretary
- Department Chair, College of Arts and Science (CAS) Arts Department

Application Process for Arts Scholarships

Interested applicants may email osd@uap.asia for more details on the application process.

THE ACADEMIC CODE

Note: Please refer to the appendix **Academic Guidelines for AY 2025-2026 and onwards** on p. 184 for additional guidelines applicable to the current learning environment. In case of variance between the Academic Code and the Academic Guidelines or any subsequent issuances, the latter shall prevail.

A. Academic Load

The school year is divided into two regular terms: the first and second semesters. The midyear term is normally intended for remedial work and some required specialization subjects.

A regular semester is eighteen weeks long, including final exams week. One unit of credit for a lecture course is equivalent to one hour of class or recitation each week. One unit of credit for a laboratory course is equivalent to two or three hours of laboratory work per week.

Regular Load. When you register in the University, it is understood that you are enrolling for the regular load of the entire semester according to the normal schedule stipulated in your chosen program of study. Generally, the approved program of study for the 4-year AB/BS programs consists of a normal load of 18 units of academic subjects per semester, while for the 5-year MA/MS programs, the regular load consists of 21 units of academic subjects per semester.

Minimum and Maximum Load. The minimum load of academic subjects per semester for students is 15 units, while the maximum load is 27 units (except for programs whose curricula as mandated by CHED require more than the allowable maximum load). For the midyear term, the maximum load is 9 units.

Underload. You may be allowed, for sufficient and valid reasons, to enroll in fewer units than the normal load during regular semesters, but in no case lower than the minimum load of 15 academic units.

Overload. You are ordinarily not allowed to go beyond the number of units stipulated per semester in your chosen program of study. However, seniors or graduating students may be permitted to overload in their last year in order to graduate with their class. Such overload requests are decided on a case-to-case basis.

Prerequisite Subjects. Some subjects are regarded as prerequisites for higher-level subjects. If you have not successfully completed a prerequisite subject, you will not be allowed to enroll for the corresponding subject(s) at the next level.

Advancing of Subjects. Students may be allowed to take subjects ahead of the normal schedule if they have successfully passed the prerequisite subject/s, as long as they comply with the rules on overloading, and subject to the availability of slots.

B. Academic and Non-Academic Subjects

Academic subjects are governed by the policies enumerated in the academic code. In particular, they are governed by the University policy on retention of students. Grades in academic subjects are included in the computation of the general weighted average (GWA) and the weighted average (WA) for retention. All the core curriculum subjects are considered academic except for PATHFIT (formerly named Physical Education or PE) and National Service Training Program (NSTP) subjects.

In compliance with CHED Memorandum Order No. 39, Series of 2021, the subject **Physical Education (PE)** for all undergraduate programs has been renamed **Physical Activity Towards Health and Fitness (PATHFIT)** effective SY 2022-2023. This change applies to freshmen of Entry Batch 2022 and succeeding batches.

PATHFIT / PE subjects, though considered non-academic, are included in the computation of the GWA in compliance with the policy of the Commission on Higher Education (CHED). However, PATHFIT / PE subjects are not included in the computation of the weighted average (WA) to determine retention in the University.

The **National Service Training Program (NSTP)** is a program mandated by law for tertiary-level students. It aims to enhance civic consciousness and defense preparedness in the youth by developing in them the ethics of service and patriotism while they undergo training in any of the following three program components:

- **Reserve Officers Training Course (ROTC)** is a program designed to provide military training to tertiary-level students in order to motivate, train, organize, and mobilize them for defense preparedness.
- **Literacy Training Service (LTS)** is a program designed to train students to become teachers of literacy and numerical skills to school children, out-of-school youth, and other segments of society in need of their services.
- **Civic Welfare Training Service (CWTS)** refers to programs or activities that contribute 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 morals of the citizenry. It is also aimed at articulating basic concepts of social responsibility, civic consciousness, and community development, and applying these development concepts in community-based fieldwork.

The pertinent provisions of the law and the Implementing Rules and Regulations of the NSTP adopted and issued on 10 April 2002 are as follows:

A. Incoming Freshmen for School Year 2002-2003 and succeeding years

All incoming freshman students, male and female, starting with school year 2002-2003, enrolled in any baccalaureate program, are required to complete one (1) of the three (3) components mentioned above as a requisite for graduation. The component chosen shall be undertaken for two (2) semesters and credited for three (3) units per semester, or a total of six (6) units. Private colleges and universities are required to offer at least one of the three components mentioned above. UA&P only offers the LTS and the CWTS programs. Students who have not completed six (6) units of any one component will not be allowed to graduate from the University.

B. Non-Filipino Students

Effective school year 2004-2005, per legal opinion from the Commission on Higher Education (CHED) Legal Services (2004), non-Filipino students are exempted from the completion of NSTP. Students seeking exemption on the basis of citizenship have to submit documents to the Registrar's Office proving their foreign citizenship, including an updated Alien Certificate of Registration (ACR), copy of passport biopage, and valid visa.

C. Students with Dual Citizenship

Students with dual citizenship (Filipino and foreign) are required to complete NSTP 1 and 2, as mandated for Filipino citizens. They are also required to submit a copy of their Identification Certificate issued by the Bureau of Immigration and/or copy of Philippine and Foreign Issued Passport biopage.

Introduction to People Development - Corporate Social Responsibility (IPD-CSR) is a three-unit, required academic course anchored on the social doctrine of the Church which focuses on the proper role of corporations in society and on how they can best contribute to economic, social, and environmental sustainability. The rise of Corporate Social Responsibility (CSR) elements in business operations is related to the current threats posed by natural and manmade disasters which endanger the sustainability of businesses. These events made businesses realize the significance of ethics in their operations. The course introduces various facets of CSR in addressing business issues governed by ethics and moral norms, and how such initiatives can progressively move toward sustainable development and enhance corporate operations in supporting the growth of man and society. Further, IPD-CSR elaborates on the concept of sustainable development. By including IPD-CSR in the list of academic subjects to be taken by students, UA&P reinforces the important role of the course in the promotion of People Development as a University hallmark.

The NSTP and IPD-CSR courses at UA&P are handled by the **Center for Social Responsibility (CSR)**. CSR is the social extension-coordinating unit of the University that helps maximize the synergy between the faculty, students and partner institutions in uplifting the social and economic conditions of marginalized groups. Beyond the confines of the University, the Center focuses on the Sustainability Agenda in providing research and technical assistance to local and foreign corporations.

Foreign Language Courses

Effective SY 2018-2019, foreign language courses, which used to be a requirement for graduation for the 5-year MA/MS programs, will now be offered at the discretion of each School. These subjects may be removed or retained as required subjects or electives in the respective curricula. Foreign language courses may be validated if taken in UA&P-accredited institutions (e.g., Berlitz, Instituto Cervantes, Alliance Francaise) without the need for a validation exam.

C. Attendance

In principle, you must be present in all of your classes. However, should circumstances prevent it, you are required at the very least to be present for at least 80 percent of the subject's total class hours during the semester; otherwise, you automatically fail the subject (failure due to absence).

You may refer to the following examples:

• 3-unit lecture course meeting for 1.5 hours twice a week for one semester	Allowable absences: 7
• 3-unit lecture course meeting for 3 hours once a week for one semester	Allowable absences: 4
• 3-unit lecture course meeting for 2 hours five times a week during midyear term	Allowable absences: 5
• 2-unit lecture course meeting for 2 hours twice a week for one quarter	Allowable absences: 3

Absences. Absences do not entitle you to make up for missed requirements. This is premised on the fact that when you freely decide to forego or “cut” a class, you consciously take the risk of missing out on work that might be given in your absence.

Absences Due to Sickness. Absences due to sickness are absences because of a serious sickness needing medical attention. A serious sickness must be diagnosed by a doctor; hence, an official medical certificate is needed, and not just a simple excuse letter from your parents or guardian.

Absences Due to Official Business. Absences due to official business are absences incurred because of one’s participation in UA&P institutional events and activities that normally appear in the official calendar of activities.

Absences due to sickness and official business shall be deducted from your balance of allowable absences, but entitle you to make up for work missed on the day(s) of absence (this includes papers, quizzes, and exams). Take note that incurring these types of absences will not increase your total number of allowable absences: that number will remain constant regardless of the type of absence incurred.

Absences will be more stringently assessed when these occur during midterm and final examinations. Policies regarding late submission of requirements due to either of these two types of absences are left to the discretion of the teacher.

Tardiness. The teacher has the discretion on whether to allow a late student to enter the class. The academic department and/or teacher concerned may decide equivalencies between tardiness and absence (e.g. three instances of tardiness as equivalent to one absence). If you are more than ten minutes late for class, you may be considered absent.

Whenever a teacher is not present at the beginning of a class, you are obliged to wait for at least fifteen minutes before leaving (for 1-hour and 1.5-hour classes). For 2-hour or 3-hour classes, you are obliged to wait at least thirty minutes before leaving.

D. Evaluation Tools and Examinations

The evaluation of a student is reached by a reasoned judgment made by the subject teacher on the student’s performance. Competence or grasp of knowledge or skills, or the lack thereof, is the sole basis for their marks. Effort and interest are not measures of academic performance (though they ordinarily occasion good performance).

Examinations. Exams are given throughout the semester. Midterm examinations are not a general practice, although many teachers give them. Final examinations are held during the last week of the

term. Although greater weight is ordinarily given to the final examination mark, the percentage of this mark with respect to the final grade varies among the different academic departments.

Exemptions. Exemption from the final examinations is the prerogative of the teacher. The department and/or the teacher can, therefore, decide to grant or not to grant exemptions. Exemptions are allowed only for the final examinations, and only for students with a standing of 1.00 to 1.50 in the subject. Normally, announcements for exemptions are made no earlier than one (1) week before the scheduled examination date for the subject period.

E. Grading System

Marks and Mode Equivalents

<i>Number Mode</i>	<i>Description</i>	<i>Letter Mode/Abbreviation</i>
1.00	Excellent	A
1.25		
1.50	Superior	B+
1.75		
2.00	Very Good	B
2.25		
2.50	Good	C+
2.75		
3.00	Competent	C
3.50	Fail	F
3.50	Failure Due to Absence	FDA

Other Marks and Abbreviations

P	Pass (for some non-academic subjects)
F	Fail (for some non-academic subjects)
INC	Incomplete
WP	Withdrawal with Permission
AUD	Audited
CRD	Credited
IPR	In Progress
R	Remediation (for Junior College only)

Increments of 0.25 in the grading system took effect in SY 1998-1999.

Percentage equivalents for a particular grade may vary from department to department, or may not be relevant at all because of the subject matter.

The transcript of record contains marks in the number mode only, and, whenever applicable, the abbreviations P/F (a pass/fail for some non-academic subjects), INC (incomplete), WP (withdrawal with permission), AUD (audited) and CRD (credited), as indicated in the grading system.

Passing and Failing Marks

For students enrolled under the AB/BS stream, the minimum passing mark is 3.00, while the failing mark is 3.50.

For students enrolled under the MA/MS stream (5-year programs or 6-year integrated programs), the minimum passing mark for undergraduate level subjects is 3.00, and the failing mark is 3.50. For graduate level subjects, the minimum passing mark is 2.50, and the failing mark is 3.00.

For prerequisite subjects, a passing mark implies that you are ready for the next subject level. A failing mark implies failure to reach the required competence level in the subject.

If a subject is a required subject (not an elective) for the student's chosen program of study, the student who fails it has to re-take and pass it. Students who fail an elective subject may either take it again and pass it or choose another elective subject to complete the required number of units.

If you have exceeded the allowable number of absences for a class you officially enrolled in, you will be given a failing mark due to academic deficiency caused by your absences. This **Failure Due to Absence (FDA)** will be reflected in the transcript of record as a failing mark (3.50 for undergraduate subjects and 3.00 for graduate level subjects).

An **Incomplete (INC)** means that your class standing is passing but you have failed to submit an important requirement for justifiable reasons. For undergraduate subjects, you are given one semester to complete your lacking requirement, while for graduate level subjects, you are given one year.

To complete a requirement you must:

1. Submit the lacking requirement to your teacher.
2. Email registrar@uap.asia to request the electronic completion form.
3. Accomplish and submit the completion form.
4. Pay the completion form filing fee at the FMR office (Php 100.00 per subject), and submit your proof of payment to REG.

A subject once taken (enrolled) and done (graded) cannot be stricken out of a student's records. Subjects with a mark of INC must either be completed within the time allotted, or the INC mark will automatically be converted to a failing mark as follows:

- For **undergraduate subjects** (core curriculum subjects under CAS and AB/BS program subjects): failure to submit the lacking requirement within **one semester** automatically converts an Incomplete (INC) mark into a failing grade (**3.50**).
- For **graduate level subjects**, failure to submit the lacking requirement within **one year** automatically converts an Incomplete (INC) grade into a failing mark (**3.00**).

The INC mark is not applicable to the Junior College Program. Junior College students who fail to submit major requirements within the semester and receive a failing mark will need to enroll in a remediation course during the Midyear Term.

A **Withdrawal with Permission (WP)** means that you have made a decision not to continue taking the subject within the time specified in the academic calendar and after having filed the approved required forms with the Registrar's Office. If you stop attending classes without filing the approved forms, you will be given a failing mark due to absences at the end of the semester.

You may, with the permission of your teacher, and subsequently of the Vice Dean for Academic Affairs (for CAS subjects) or your Program Director (for specialization subjects), withdraw from any subject you have enrolled in, provided that the withdrawal is made within the period indicated in the University calendar, and provided further that such withdrawal does not result in an academic load lower than 15 units. Requests for permitted withdrawals are entertained only from students who have not exceeded the number of absences allowed by the University in the pertinent subjects. Until the request is officially granted, you must continue to attend classes of the subject from which you wish to withdraw. Otherwise, you may be given a failing mark due to absences.

To withdraw from a subject, you must:

1. Email registrar@uap.asia to request the electronic WP form.
2. Accomplish and submit the WP form.
3. Pay the WP form filing fee at the FMR office (Php 100.00 per subject), and submit your proof of payment to REG.

Audited (AUD) means that you have enrolled for a class with the understanding that you will not be given any academic credits.

Credited (CRD) means that a subject you have taken at another educational institution is accredited by the University, and you will, therefore, be given academic credits for the subject.

Subjects taken at another educational institution (e.g. due to cross-enrollment or participation in an outbound exchange program) will be given a CRD mark and academic credits. Since other institutions follow their own grading system, it would be fitting not to convert the grades given by the educational partner to our internal grading system and reflect them in the student's Transcript of Records (TOR). The use of a CRD (Credited) mark will suffice.

Should a student request a copy of his/her TOR, certified true copies of documents supporting the CRD grades, e.g. grades from exchange programs or grades from transfer credentials, will be attached to it. This ensures that the original grade on which basis the CRD mark has been given is readily available to any concerned parties.

Students who took part in outbound exchange programs forgo inclusion in the Dean's List and President's List for the semester they are out. For academic honors, i.e. Latin honors, a CRD grade has a neutral effect. It neither raises nor lowers the GWA.

Transfer students can request for the accreditation of the subjects they have taken in their previous school(s). Accreditation requests will be entertained only if:

1. The applicant submits his or her request to the Registrar's Office not later than a month before the start of regular classes; and
2. The application is accompanied by the transcript(s) of record from the previous school(s), as well as the pertinent course descriptions and syllabi.

The processing of the request (including administration and evaluation of a validating examination, whenever applicable) must be completed at least a week before the date of regular semestral enrollment to enable you to determine what subjects to enroll in. Requests for accreditation after

the specified period are not allowed.

Junior College students under the 6-Year Integrated Program who receive a final mark equivalent to 3.50 in a subject due to failed competencies at the end of the semester will be given **Remediation (R)** status to signify their need to undergo remediation during the midyear term. A student with Remediation (R) status has to enroll in the same subject again in order to undergo remediation (remedial class or remediation plan).

F. Release of Grades

Your grades are completely confidential. They are never publicly posted. They are released only through a personal transaction between you and the teacher or the Registrar. Ordinarily, grades may not be obtained by proxy.

Whenever grades may be viewed electronically by the students, the University adopts strict security measures to maintain confidentiality so that only the student concerned can view his grades. You should also take precautionary measures to protect this confidentiality. The University is not liable for any breach in confidentiality caused by your negligence or consent.

Grades may be viewed online via the **EmpowerED Portal** - <https://prod-student.uap.asia>. If you are of majority age (18 years of age or above), your parents will only be allowed to view records and grades upon your written authorization for them to do so.

The Registrar's Office may opt to withhold your final grades if you have not completely settled your accounts or in case certain credentials required for enrollment have not been submitted.

Consultation of grades is scheduled a week after final exams to allow you to approach your teachers individually and inquire about your academic performance.

G. Grades and Academic Standards Committee

The Grades and Academic Standards Committee is an ad hoc committee tasked to settle disputes about grades between either a teacher and a student, or a teacher and a supervisor. The Committee is composed of the following members:

1. VP for Academic Affairs as Committee Chair (ex officio)
2. An OpCom member appointed by the ManCom
3. Two (2) Associate Professors appointed by the ManCom
4. The president of the academic association to which the student belongs, or another appointed student representative
5. Secretariat (non-voting member) appointed by the Chair

In case of conflict of interest arising from the composition of the Committee, the Chair (or the ManCom if the case involves the VP for Academic Affairs) nominates another qualified faculty member or student, as the case may be, in replacement of the member concerned.

Guidelines on Processing Grade Disputes and Appeals

1. The student must first take up any concern about his/her grade with the teacher immediately

after the grades have been released . The teacher attempts to settle the dispute and may consult the Department Chair/Program Director or any OpCom member in the process.

2. Should the dispute persist, the student (or a student representative in the case of a group) may submit a written appeal with the supporting documents (e.g., exams, papers, projects) to the School OpCom, no later than two weeks after the final grades have been released.
3. The OpCom, through the Department Chair/Program Director, notifies the teacher of the appeal immediately and requests him/her to prepare a written response addressing the points raised by the student as well as the basis for arriving at the student's grade. The response should be submitted no later than three days after the teacher has received the notification from the OpCom.
4. The OpCom studies the case to arrive at a decision, which they communicate in writing to the student and the teacher concerned. Should the OpCom find it necessary, it may endorse the case along with the pertinent documents to the Grades and Academic Standards Committee for deliberation.
5. The Grades and Academic Standards Committee reviews the available material turned over by the OpCom and may call for a meeting with the parties concerned for clarification purposes. Once they have the required information, they deliberate on the case. In deliberating cases, the decision of the majority prevails. The Committee communicates their recommendation in writing to the OpCom no later than a week after receipt of the request for deliberation.
6. The OpCom communicates the final decision to the parties concerned (student, teacher, Department Chair/Program Director).
7. Should there be a change in the final grade after due deliberation by the OpCom, the request for a change of grade shall be communicated in writing by the OpCom to the University Registrar.

H. Academic Recognition

Students who excel in their academics are given due recognition. The Registrar's Office releases the following lists a month after the end of each semester:

President's List

The President's List, which is released after each regular semester, recognizes students who have shown excellent academic performance throughout their stay in the University, based on their General Weighted Average (GWA).

To be on the President's List, you must:

- Have a General Weighted Average (GWA) of 1.50 or better at the end of the given semester;
- Have a regular academic load for the given semester;
- Have no failing mark during your entire stay in the University; and
- Have no incomplete mark for the given semester.

Note:

- Students become eligible for inclusion in the President's List after they have completed two semesters in the University.
- Please refer to the next section to learn how to compute your General Weighted Average (GWA).

If you consistently earn a place on the President's List, you are on the path to graduating with Academic Honors (see section on Academic Honors, p. 62).

Dean's List

The Dean's List, which is released after each regular semester, recognizes students who have shown excellent academic performance for that particular semester, based on their Weighted Average (WA) for the semester.

To be on the Dean's List, you must:

- Have a Weighted Average (WA) of 1.50 or better for the given semester;
- Have a regular academic load for the semester;
- Have no failing mark for the given semester; and
- Have no incomplete mark for the given semester.

Note:

- Grades from the previous Midyear Term are included when computing for the First Semester Dean's List.
- Please refer to the next section to learn how to compute your Weighted Average (WA) for the semester.

Junior College Program Director's List

The Junior College Program Director's List, which is released after each regular semester, recognizes Junior College students who have shown very good academic performance for that particular semester, based on their Weighted Average (WA) for the semester.

To be on the Junior College Program Director's List, you must:

- Have a Weighted Average (WA) of 1.75 to 1.51 for the given semester;
- Have a regular academic load for the semester; and
- Have no failing mark for the given semester.

Note:

- Grades from the previous Midyear Term are included when computing for the First Semester Junior College Program Director's List.
- Please refer to the next section to learn how to compute your Weighted Average (WA) for the semester.

I. General Weighted Average

The General Weighted Average (GWA) is computed on the basis of the grades (1.00, 1.25, 1.50, 1.75, 2.00, 2.25, 2.50, 2.75, 3.00, and 3.50) given for all subjects completed at and/or credited by the University, including PATHFIT / PE, but excluding NSTP and other non-academic subjects.

PATHFIT / PE, though not an academic subject, is included in the GWA computation, as per the Commission on Higher Education (CHED) policy.

In the case of students who shifted from a 5-Year MA/MS program to a 4-Year AB/BS program, all courses taken in the University will be included in the computation of the GWA, including the MA/MS level courses.

To compute your General Weighted Average (GWA):

1. For each academic and PATHFIT / PE subject you have completed throughout your entire

- stay in the University, multiply the number of credit units by the corresponding grade;
2. Add all the points to get the total; and
3. Divide this total by the total number of credit units of all the academic and PATHFIT / PE subjects you have taken.

Aside from being an indicator of your academic performance, the GWA is used to determine your eligibility for academic recognition (President's List — see p. 53) and graduation honors (Academic Honors — see p. 62).

Another criterion for academic recognition (Dean's List — see p. 54) is your Weighted Average (WA) for the semester.

To compute your Weighted Average (WA) for the semester:

1. For each academic and PATHFIT / PE subject you have completed during a particular semester in the University, multiply the number of credit units by the corresponding grade;
2. Add all the points to get the total; and
3. Divide this total by the total number of credit units of all the academic and PATHFIT / PE subjects you have taken for that semester.

Take note that the GWA is computed differently from the Weighted Average (WA) used to determine retention in the University (see The Retention Policy – Weighted Average for Retention, p. 59).

J. Separation from the University

Leave of Absence

A Leave of Absence (LOA) is granted if you wish to separate from the University temporarily for non-academic or non-disciplinary reasons. If you are granted an LOA, you may continue your education in UA&P at a later date, provided you observe the Maximum Residency Rule (see section on the MRR, p. 60).

As the guardian of the university's academic policies, the Registrar ensures that all student actions — including LOA — align with institutional regulations and academic standards. This affirms the role of the Office of the University Registrar in overseeing compliance with academic policies and procedures, particularly concerning student Leave of Absence (LOA) requests. However, the academic merits and circumstances of a Leave of Absence are under the purview of the respective Dean/Program Directors, who exercise academic judgment in such matters, and are assumed to know more the circumstances of the students.

The Office of the Registrar shall process LOA requests based on the formal recommendation and decision of the Dean/Program Director, provided they are in full compliance with university policies, i.e, filing within the indicated deadline in the academic calendar. The Registrar's Office will review such endorsements to ensure procedural integrity and proper documentation.

All concerned are reminded to coordinate with the appropriate academic unit for LOA matters, after which the Registrar's Office will take the necessary steps to reflect the decision in the official student record.

Take note that LOA periods are included when computing a student's residency at the University. The duration of the LOA is limited to one year, but may be extended on a case-to-case basis. The following conditions must be fulfilled before an LOA is approved:

1. Good academic standing during the current semester;
2. Good disciplinary standing;
3. No previous leave of absence from UA&P; and
4. No enrollment or cross-enrollment for any course in another school.

To request for an LOA you must:

1. Inform the Registrar's Office of your intention to go on a Leave of Absence, and request for a Leave of Absence (LOA) Filing Form. Accomplish the form, and have it signed by your parent/s or guardian.
2. Submit your signed filing form to REG.
3. REG forwards your LOA request to your Program Director. At this stage, you may be required to undergo an interview with your respective program to secure endorsement for your LOA application.
4. Upon securing the endorsement of your Program Director, REG will inform you that you may pay the clearance filing fee of Php 250.00 at the FMR office.
5. Submit your proof of payment to REG.
6. REG will send an electronic form to you via email. You must accomplish it in a timely manner and ensure that you have no outstanding tuition fee balance or other unsettled accountabilities (e.g., Library, Parking, Locker, etc.).

All LOA requests should be completed one month before the final examination week.

Before your LOA ends, you must apply for readmission into the University by formally writing to the Registrar signifying your intention to re-enroll, at least one month before the enrollment period. This allows the Registrar's Office to include your name in the list of enrollees.

If you go on leave or an extension of leave without official approval, you will be considered **Absent without Official Leave (AWOL)**; hence, the University has the right to refuse readmission. Requests for readmission / reinstatement of students who are on AWOL status are processed on a case-to-case basis, as follows:

Students tagged as Absent without Official Leave (AWOL)

1. Not later than one month before the enrollment period, submit a Letter of Intent for readmission to the Registrar's Office.
2. The request for readmission will be reviewed, and you will be notified if additional requirements will be needed.
3. You will be notified whether your request has been accepted or denied.

Students tagged as AWOL who have exceeded Maximum Residency

1. Not later than one month before the enrollment period, submit a Letter of Intent for readmission to the Registrar's Office.
2. Your request for readmission will be reviewed by REG and your program, and you will be notified if additional requirements will be needed.

3. You will be notified whether your request has been accepted or denied.
4. If accepted, you will receive a contract stating the conditions of your Program for your readmission, as well as the semester/quarter of effectivity for enrollment.
5. If you commit to conform to the conditions of the contract and sign the contract, REG will process your clearance for readmission. Please note that final approval for readmission will require no pending accountabilities with AFM, LIB, FMR and CSA.

Students who are on Leave of Absence cannot be issued an Official Transcript of Record or transfer credentials, as they are still considered students of the University. For this reason, they are not supposed to apply for admission to another university while they are on Leave of Absence. Students who wish to transfer to another university must first voluntarily withdraw from the University.

Voluntary Withdrawal

If you wish to voluntarily withdraw or separate from the University for academic or other reasons (e.g. academic dismissal, transferring school, etc.), you must follow this procedure:

1. Inform the Registrar's Office of your intention to file for Voluntary Withdrawal / Separation from the University, and request for a Voluntary Withdrawal Filing Form.
2. Accomplish the filing form, and have it signed by your parent/s or guardian. Submit it to REG, and wait for instructions on the next steps to take.
3. Your program may require an exit interview before approving and endorsing the request to the Registrar's Office for clearance processing.
4. Once your request form has been signed by your program and endorsed to the Registrar's Office, you will be asked to pay the clearance filing fee of Php 250.00 at the FMR office, and submit your proof of payment to REG.
5. Surrender your UA&P RFID card to the Registrar's Office anytime from steps 1-4.
6. If steps 1-5 have been complied with, REG issues an electronic clearance form via email, for routing to the offices concerned.
7. Once routing has been completed, you will be notified via your uap.asia email address. Please note that your uap.asia online account will be deactivated after transfer credentials are issued.

Transfer Credentials

Transfer credentials are issued only to those who are voluntarily withdrawing from the University. Transfer credentials may be temporarily withheld in cases of:

- a. suspension;
- b. ongoing execution/completion of a sanction imposed in connection with an offense committed under the Code of Student Discipline; or
- c. non-settlement of property and financial obligations.

These documents may be released when the penalty of suspension is lifted, when the sanction has been executed/completed, or when your obligations are settled.

No transfer credentials are issued in cases of expulsion.

Temporary Transcript of Record

A temporary transcript of record, which lists all the grades for subjects you have completed in

the University, may be issued, upon your request in writing to transfer to another university. The temporary transcript of record is issued only for the purpose of evaluation by another university.

Official Transcript of Record

An Official Transcript of Record is issued only to:

1. Students who have graduated from the University; and
2. Students who have transferred to and have been accepted by another university.

For students who have transferred to another university, the Official Transcript of Record is issued directly to the university to which the student is transferring and upon the written request of the said university. It cannot be personally given to the student, unless authorized by the requesting university.

Document and Certification Requests

Documents and certifications may be requested via REG's online Document Request Form: <https://my.uap.asia/drf>

THE RETENTION POLICY

AB/BS 4-Year Programs

To be retained in the University, students under the AB/BS 4-Year Programs must meet the following minimum standards:

- WA of 2.75 in their freshman and sophomore years;
- Pass at least 70% of the total no. of academic units coursed in the junior year (including midyear term)
- Pass all the required subjects for graduation in the senior year
- Maximum residency shall be six (6) years

Program-Specific Policies:

- To be retained in the B.S. Accountancy program, students under the program must fulfill the requirements of the B.S. Accountancy Retention Policy (please refer to p. 202).

MA/MS 5-Year Programs

To be retained in the University, students under the MA/MS 5-Year Programs must meet the following minimum standards:

- WA of 2.75 in their 1st year (for entry into 2nd year)
- WA of 2.50 in their 2nd year (for entry into 3rd year); else, WA of 2.75 to be retained, and to qualify for changing stream to the corresponding AB/BS program
- WA of 2.25 in their 3rd year (for entry into 4th year); else, pass at least 70% of the total no. of academic units coursed in the junior year (including Midyear Term) to be retained, and to qualify for changing stream to the corresponding AB/BS program
- WA of 2.00 in their 4th year (for entry into 5th year); else, pass all the required subjects for graduation under the corresponding AB/BS program.

- Maximum residency shall be seven (7) years
- The No CAS Back Subject Policy for entry into 4th year shall be enforced
- Additional retention standards may be required by each specific program of study, especially for admission to the 5th year of the 5-Year Programs.

6-Year Integrated University Programs

To be retained in the University, students under the 6-Year Integrated University Programs must meet the following minimum standards:

- Pass all Year 1 and Year 2 subjects and remediation subjects to qualify for Year 3
- WA of 2.75 in their Year 3 (for entry into Year 4)
- WA of 2.5 in their Year 4 (for entry into Year 5); else, WA of 2.75 to be retained, and to qualify for changing stream to the corresponding AB/BS program
- For entry into the MA/MS, WA of 2.0 in the two preceding semesters; else, change stream to the corresponding AB/BS program*
- Maximum residency for the 6YP shall be eight (8) years
- Maximum residency for students who change stream to the corresponding AB/BS program shall be seven (7) years, including Years 1 and 2 of the 6YP
- The No CAS Back Subject Policy for entry into Year 5 shall be enforced
- Additional retention standards may be required by each specific program of study, especially for admission into Year 6 of the 6-Year Integrated University Programs.

* This provision will apply until CHED releases the new Policies, Standards and Guidelines (PSGs) on the various academic programs.

Weighted Average (WA) for Retention

The Weighted Average (WA) used to determine retention in the University is computed on the basis of the grades given for all academic subjects (excluding PATHFIT / PE and NSTP subjects) completed at and/or credited by the University within a given school year.

Subjects included in the computation of the Weighted Average (WA) for retention:

- Only academic subjects are included in the computation of the Weighted Average (WA) for retention.
- PATHFIT / PE and NSTP subjects are not included in the computation.
- Previously failed subjects (remedial subjects) re-taken during the first or second semester are included in the computation.
- Previously failed subjects (remedial subjects) re-taken during the midyear term will be included in the computation of the WA for the succeeding year.
- Required subjects (non-remedial subjects) taken for the first time during the midyear term will be included in the computation of the WA for the succeeding year.
- A passing grade for a subject which you have previously failed within the year (or during the previous midyear term, as in d.) does not replace your previous failing mark. Both marks are included in the computation of the WA.
- INC subjects that are not completed within the prescribed period are automatically converted to a failing mark (3.50 for undergraduate subjects, and 3.00 for graduate subjects), and will be included in the computation of the WA. Undergraduate subjects should be completed the following semester; graduate subjects, within a year.

To compute your Weighted Average (WA) for retention:

1. For each academic subject you have taken during the year (see criteria above), multiply the number of credit units by the corresponding grade;
2. Add all the points to get the total; and
3. Divide this total by the total number of credit units of all the academic subjects you have taken during the year.

No CAS Back Subject Policy

Effective with the incoming freshmen of school year 2003-04 and succeeding incoming batches, students under the MA/MS five-year programs who have back subjects (subjects in the CAS curriculum not taken for whatever reason, or CAS subjects failed and not yet re-taken and passed) will not be allowed to enroll in the graduate level (4th year of the 5-year programs).

The Manual of Regulations for Private Higher Education (MORPHE), Art. II, Section 8 requires a Bachelor's degree as a minimum qualification for entry to the graduate level. The 4th year of the 5-year programs is equivalent to the first year of the graduate level. For this reason, students under the 5-year programs have to complete all the CAS subjects which are required for their bachelor's degree (Bachelor of Arts major in Humanities).

To avoid being delayed, students enrolled under the MA/MS five-year programs must make sure to complete all their CAS subjects by the midyear term of their junior year.

The No CAS Back Subject Policy will also be enforced for students enrolled under the 6-Year Integrated University Programs, for entry into Year 5.

Furthermore, the School of Media and Marketing (SCM) enforces the No CAS Back Subject Policy for entry into the 4th year of its 4-year programs, in addition to implementing the said policy for students of its 5-year programs as outlined above.

CHED Policy on PATHFIT / PE and NSTP Subjects

The Commission on Higher Education (CHED) requires that no student should be allowed to enroll in 4th year college unless the student has already taken and passed all PATHFIT / PE and NSTP subjects.

Maximum Residency Rule

You are allowed to course your curricula for the maximum number of years depending on the normal duration of your program:

Program	Normal Program Duration	Maximum Residency
AB/BS Programs	4 years	6 years
MA/MS Programs	5 years	7 years
Integrated University Programs	6 years	8 years

A student's residency in the University is inclusive of periods that he/she is on Leave of Absence (LOA) from the University.

If a student is enrolled in a five-year program but is not qualified to take the 5th year, or does not proceed to the 5th year for any reason, maximum residency is six years.

You will not be allowed to enroll if you have exceeded the maximum residency period.

You cannot earn a degree if you do not complete your program of study within the maximum residency period. A diploma, therefore, will not be issued to you. You may, however, request for a certificate indicating the subjects you completed in the University.

ACADEMIC MILESTONES

Incorporation Rites

The Incorporation Rites are an annual tradition held on or close to the University Foundation Day, August 15. This is a short ceremony in which all first year students are formally welcomed to the University. At this celebration, students receive an academic sash or a beca, as it is called in Spain. It bears the color white (representing the College of Arts and Sciences) and the College seal, as it symbolizes the students' enrollment in the liberal arts core curriculum, which shall serve as a solid foundation for their specialization, as well as a gateway for the lifelong process of learning. The celebration marks their formal "incorporation" or admission as first year students into the University, signifying their membership in the UA&P community. Students are asked to wear their becas during certain special occasions and institutional events.

Junior College Commencement Ceremony

A certificate of completion for Junior College (equivalent to a Senior High School Diploma) will be awarded to students under the 6-Year Integrated University Program upon completion of all Year 1 and Year 2 subjects. Students who have successfully completed all Year 1 and Year 2 subjects may participate in the Junior College Commencement Ceremony. Students who are completing back subjects may still opt to participate in the commencement ceremony of the succeeding batch of Junior College students upon the successful completion of these subjects.

Equatorial Rites

The Equatorial Rites are an official academic function that recognizes students who have successfully completed half of their course of studies at the University. The underlying concept of the celebration is derived from the tradition in some European universities of honoring those students who have crossed over the halfway point of their studies. In Spain, this academic act of recognition is called Paso del Ecuador; this is translated as the "crossing of the equator". This tradition was first adopted by CRC-CAS in 1990. At the Equatorial Rites, students will receive a beca bearing the color of the respective College, School or Institute that houses their chosen program of study, and the University seal. Aside from the imposition of the becas, special awards are also given to students who have distinguished themselves during the first half of their studies in the University.

Graduation

The awarding of a degree from the University is premised on the satisfactory completion of the academic and other requirements of your program. Only those who have satisfactorily complied with all the academic and other requirements will be eligible for honors and privileges accruing to a full graduate of the University.

Graduation Requirements

The following are the requirements for graduation:

- **Application for Graduation** - Candidates for graduation must file their application for graduation within the period specified in the academic calendar. The electronic application form may be accessed via the EmpowerED portal.
- **Clearance** - After their application for graduation has been tagged as “For Evaluation” in the EmpowerED portal, candidates for graduation must secure a clearance from the offices concerned, on or before the deadline specified in the academic calendar. This signifies their intention to be included in the list of graduates. The online clearance form/requirements may be accessed at the Dragons’ Lair website: <https://dragon.uap.asia>
- **Completion of All Academic and Non-Academic Requirements** - Candidates for graduation must complete all academic and non-academic requirements of the particular program and clear all academic deficiencies. You are eligible for graduation only if you have successfully completed all the courses in the curriculum; otherwise, you will not be allowed to participate in the graduation ceremony.
- **Submission of Thesis, Dissertation, or Capstone in Digital and Hardbound Copies** - All undergraduate and graduate students with a research paper (thesis, dissertation or capstone) are required to upload the final and duly approved soft copy of their research paper in the University Library’s Institutional Repository (uLAIR). They must also submit a hardbound copy of the same, on or before the day specified in the academic calendar for the school year. This date is usually several weeks prior to the date of the graduation exercises.

Academic Honors

Academic honors are given to students who have completed their respective programs of study with the following GWAs:

Junior College (Years 1 and 2) of the 6-Year Integrated Programs

<i>With Highest Honors</i>	GWA of 1.00 - 1.25
<i>With High Honors</i>	GWA of 1.26 - 1.50
<i>With Honors</i>	GWA of 1.51 - 1.75

AB/BS 4-Year Programs and MA/MS 5-Year Programs

<i>Summa Cum Laude</i>	GWA of 1.00 - 1.10
<i>Magna Cum Laude</i>	GWA of 1.11 - 1.30
<i>Cum Laude</i>	GWA of 1.31 - 1.50

Juris Doctor Program

<i>Summa Cum Laude</i>	GWA of 1.00 - 1.10
<i>Magna Cum Laude</i>	GWA of >1.10 - 1.30
<i>Cum Laude</i>	GWA of >1.30 - 1.50

In addition, the JD program graduates who attain the top two highest GWAs in their graduating batch will receive the following academic awards:

Gold Award – given to the JD program graduate with the highest GWA

Silver Award – given to the JD program graduate with the the second highest GWA

Stand-alone Graduate Programs

With High Distinction

GWA of 1.00 - 1.20

With Distinction

GWA of 1.21 - 1.50

Note: In addition to the required GWAs above, students enrolled in the graduate programs of the School of Education and Human Development must also get a grade of High Pass in their comprehensive examinations to be eligible for Academic Honors.

In addition to the required GWAs, students must fulfill the following conditions to graduate with academic honors:

- They must have received a passing mark for every subject credited by the University.
- They must have completed at least 75 percent of their program of studies at the University;
- They must have covered at least 75 percent of the required full semester credit load during all semesters of their residency in the University. Exceptions to this condition are granted only in the case of grave reasons.
- They must not have been sanctioned for any major disciplinary offense (Type A or B) or academic offense (Type C) during their entire stay in the University.

Diploma

You will receive your diploma during your Graduation Rites. During Graduation, the University publicly recognizes that you have completed all the requirements of your program of study. Thus, it awards you an academic degree. The diploma is a tangible certification of this.

Students who graduate from any of the five-year MA/MS programs have earned two degrees, and hence will receive two diplomas upon graduation – one for their bachelor's degree and one for their master's degree.

If, for any reason, you were not able to receive your diploma, you may claim it at the Registrar's Office.

Official Transcript of Record

The Official Transcript of Record is only issued after graduation. You may request your Official Transcript of Record from the Registrar's Office by filling out REG's online Document Request Form: <https://my.uap.asia/drfr>

Certifications

Other certifications are also available through the Registrar's Office, such as documents required by prospective employers or educational institutions (e.g. Certificate of Good Moral Character, Certification of Class Standing/GWA, etc.).

CAMPUS LIFE

STUDENT SERVICES	67
• Mentoring.....	67
• Guidance and Counseling.....	67
• Chaplaincy.....	69
• Student Communication.....	70
• Student Feedback.....	72
• Online and Network Services.....	73
• Health Services.....	75
• Housing Referrals.....	76
• International Student Assistance.....	76
• Career Services.....	77
• Library Services.....	77
CAMPUS FACILITIES & SECURITY	82
• Common Facilities.....	83
• General Services.....	86
• Safety and Security.....	88
EMERGENCY PROCEDURES & GUIDELINES	89
• Emergency Response Procedures for Injuries or Illnesses.....	89
• Emergency Drills and Procedures.....	90
• Evacuation Plan.....	93
STUDENT ACTIVITIES	94
• Student Development Programs.....	95
• Sports Development Programs.....	97
• Student Government.....	98
• Student Publications.....	100
• Student Organizations.....	102
• Varsity Teams and Sports Clubs.....	108
• Other Student Groups and Volunteer Opportunities.....	109
• Office of Alumni Affairs.....	112
CODE OF STUDENT DISCIPLINE	114



CAMPUS LIFE

Every student who has gone through a fruitful university experience knows that a student's life extends beyond the academic course of studies. The diploma you receive at the end of your university journey is more than an academic degree – it symbolizes a kind of fulfillment, not only of your academic requirements, but also of an important stage in your life.

The campus atmosphere that the University provides for its students exercises a decisive influence that extends beyond lectures, classes, or the laboratory. In its commitment to give you quality education, the University relies on its excellent educational resources. It also relies, however, on several non-academic venues in which the development of values, character, creativity, and leadership skills is given adequate attention.

These venues—**student services**, **campus facilities and security**, **student activities**, and **student discipline**—provide students with their basic needs, as well as ample opportunity for outside-the-classroom development in the virtues associated with the perfection of the human person through work and relations with others.

STUDENT SERVICES

MENTORING

Student Mentoring Program

An intrinsic part of your liberal education—and part of the commitment of the University to the holistic development of its students—is the Student Mentoring Program, through which the University’s interdisciplinary offering of knowledge, skills, and values is reinforced on a one-to-one personal level.

The Student Mentoring Program provides you with the opportunity to avail of personal advising and assistance in different areas and at various stages of your student life. It will help you to reflect upon, assess, evaluate, and integrate your learning skills and experiences—under the guidance of your mentor—in a way that benefits the acquisition and strengthening of your intellectual skills and moral criteria. This is aimed toward the holistic formation of your personal, professional, and social life.

This system of personal formation essentially revolves around the mentoring sessions, which are regular, confidential conversations between you and your mentor about your life in the University. In principle, the sessions occur once or twice a month. However, if circumstances permit, a mentor can meet his or her mentees as often as needed.

The Student Mentoring Program is administered by the different academic units and the Center for Student Affairs - Office of Student Mentoring (CSA-OSM). For any concerns regarding mentoring, please email mentoring@uap.asia or drop by the CSA-OSM office (CAS 2/F).

GUIDANCE & COUNSELING

The CSA – Office of Guidance and Counseling (OGC) provides a comprehensive developmental program of services and activities, which are designed to reach students, parents, faculty and staff members. The programs, services, and activities are focused on prevention and intervention, and are conceptualized, designed systematically, and implemented by experienced PRC-licensed guidance counselors, guidance consultants, psychologists, and psychometricians in collaboration with other professionals.

Counseling Services

As students grow into the University, their concerns and expectations change when they encounter personal difficulties in academics, environment, adjustment to college life, and interpersonal relationships. Counseling helps students find healthy ways to address these issues, develop positive coping strategies, and learn ways of effectively developing, maintaining, and negotiating relationships with others.

The counseling service is a professional relationship that empowers students to overcome obstacles and personal challenges that they are facing. It is a collaborative effort between the counselor and the student in which the counselor listens and offers insights while the student actively solves his or her concerns. This relationship is built on trust, understanding and accompaniment.

Counseling can address personal, academic, career and social concerns of the student. It can also be individually done or in a group setting.

Each counseling session is conducted in a relaxed and friendly atmosphere, with the utmost respect for confidentiality and privacy. Counseling can be done online using the following platforms: e-mail, text messages, phone call, Skype or Google Meet.

To set an appointment for counseling:

- Fill out the guidance appointment form at bit.ly/UAP_GuidanceReferralForm
- Email guidance@uap.asia
- Send us a message at facebook.com/uap.guidance
- Call 8637-0912 loc. 365 or drop by the CSA - Office of Guidance and Counseling office at the 2nd floor of the CAS Building

Guidance Programs

In addition to counseling services, the Office of Guidance and Counseling also offers other programs and seminars that explore and develop the potential of the students, such as:

- **Freshstart** – freshman orientation that introduces new students to their new schoolmates, to the University officials, and to the University's history and culture.
- **Freshman Development Program (FDP)** – a seminar series organized for the freshman students to further help them adjust to college life.
- **Intake Interviews** – get-to-know-you sessions done across year levels that determine how students are faring with their transition to University life. It also seeks to identify and address their academics, socio-emotional and personal needs and concerns.
- **Psychological Testing/Assessment** – students may take any of the available standardized tests to appraise their strengths, aptitude, interests, personality and career path. The results of the tests are interpreted to students to help them gain better self-awareness.
- **Peer Facilitators Program** – UA&P PEER is the official student arm of the CSA - Office of Guidance and Counseling. The group is composed of students who help other students by offering socio-emotional support and guidance on how to succeed in and adjust to university life. Mental health and wellness is one of their primary advocacies. Peers also undergo programs aimed at helping them become mature and well-adjusted individuals, able to take various roles in society. Under the supervision of CSA-OGC, they lead and organize various OGC projects that serve to enhance and develop the socio-emotional and academic climate in the university.
- **THRIVE Program** – this program focuses on promoting mental health and wellbeing to enable students to realize their academic potential. This program has modules designed to improve students' mental health by fostering wellbeing. Likewise, it will also offer a suite of self-help resources and links to access services within the University to assist students to better support their mental health.
- **Brain Break** – students are provided a space where they can do activities to help them relax and cope with the stress brought by the final examination period.
- **Academic Support** – this program offers a variety of resources to students to help them with their learning progress and improve their academic performance. It also provides different relaxation activities to assist students to relax and to take a break which is an essential means to achieve productivity, success and a positive outlook.

- **Synergy** – this program is a networking session in which OGC facilitates relevant and timely mental health talks and or parenting seminars for UA&P parents, faculty, mentors and employees to build supportive networks for students. Synergy is also a get-together program that invites different mental health allies outside UA&P. It aims to strengthen connections and relationships to build shared responsibility in taking care of students across educational levels and professions.
- **Students with Additional Needs (SwAN)** – faculty members, mentors and concerned staff undergo a series of trainings that aims to educate and equip them with the skills needed to spot, refer, and manage students with possible additional needs. SwAN also provides policies and procedures to better help faculty, staff and students to have reasonable academic accommodations while experiencing the unique challenges posed by these additional needs, without compromising the University's educational principles and standards.
- **Exit Questionnaire and Exit Interviews** – exit interviews conducted with graduating students are used to evaluate the academic programs and different services that the students have experienced throughout their stay in the University.
- **Research and Evaluation** – OGC conducts research and evaluation to establish the effectiveness and relevance of its programs and services in addressing the demands, needs, abilities and interests of the students. This aids OGC in assuring that its programs and services are at par with the growing evidence-based practices in the guidance counseling profession.

CHAPLAINCY

Part of a person's integral formation is provided by formative activities that promote a deeper understanding of religious doctrine and growth in spiritual life. The UA&P Chaplaincy encourages you to take advantage of these opportunities for spiritual direction. Appointments are made directly with the chaplains.

The UA&P chaplains hold office in the Sancta Maria Stella Orientis Oratory (SMSO located at the Development Communications Building (DCB) and beside the chapel of the Administration and Library Building (ALB Oratory).

Eucharistic Celebrations and Confessions

Holy Mass (Sancta Maria Stella Orientis Oratory)

Weekdays 7:45 a.m. and 12:05 p.m.

Saturdays 12:05 p.m.

Note: on Fridays, the 12:05 p.m. Mass is celebrated in Latin

Confessions (Sancta Maria Stella Orientis Oratory)

Mondays to Saturdays between 9:00 a.m. - 6:45 p.m.

Note: for the updated confession schedule, please visit <https://uap.asia/chaplaincy>

Friday Eucharistic Adoration of the Most Blessed Sacrament

1st Fridays 4:30 p.m. - 5:30 p.m. at Sancta Maria Stella Orientis Oratory

2nd to 4th Fridays 4:30 p.m. - 5:30 p.m. at the ALB Oratory

Liturgical Traditions

Students are also invited to participate in the liturgical traditions that have become a part of University life, such as:

- **Mass of the Holy Spirit** (held within the first week of classes for the 1st Semester)
- **Eucharistic Procession** (held yearly on a Thursday within the first month of the 2nd semester)
- **Foundation Day Masses** (thanksgiving masses celebrated on the foundation day of each college/school in the University)
- **Penitential Rites** for Lent and Advent
- **Baccalaureate Mass** (thanksgiving mass celebrated the day before University Graduation)

Other Chaplaincy Activities

The Chaplaincy also provides spiritual attention for the attendees of recollections, seminars, retreats, and other liturgical services initiated by schools and units of the University. Initiatives that pertain to the liturgy (e.g. adoration of the Blessed Sacrament, processions, public recitation of the rosary, prayer meetings) are welcome. Nevertheless, for the sake of order and liturgical appropriateness, one of the Chaplains should be consulted before holding these activities.

STUDENT COMMUNICATION

The proper and timely articulation of University policies, procedures, announcements and other news is crucial to making student life more fruitful. The Center for Student Affairs (CSA), Corporate Communications Office (CCO) and other units of the University provide regular student communications to ensure that you are informed, updated, or reminded about existing, recently approved, or revised policies and procedures, as well as other relevant news. Please check these communication channels regularly to keep yourself updated on University life.

Communication Channels

Dissemination of information may be done via the following channels:

- **UA&P Official Email**
Official announcements are sent through the official (uap.asia) email accounts. Students are advised to check their email regularly to avoid missing important updates.
- **Online Announcement Group**
 facebook.com/groups/uapvoicout
- **Dragons' Lair & Canvas Portal**
 dragon.uap.asia
 uap.instructure.com
- **TV Boards** located at the ALB entrance, DCB entrance, ACB ground floor, and along the CAS Ledge
- **Sign Stands and Tarpaulin Banners** at entrances and other public areas (Pearl Drive entrance bridge, Escriva Drive fence, CAS Garden, etc.)
- **UA&P Website**
 www.uap.asia
- **UA&P Official Social Media Accounts**
 facebook.com/uap.asia



twitter.com/uapasiasia
 instagram.com/uapasiasia
 linkedin.com/school/university-of-asia-and-the-pacific

- **UA&P Publications**
 - UA&P Student Handbook
 - Universitas and Universitas Online - universitas.uap.asia
- **Personal Delivery** (when necessary)

Guidelines for Posting and Circulating Promotional Materials

Organizers of approved student activities may also use the University's various communication channels to disseminate their announcements and promotional materials. Promotional materials for student activities may be subject to approval by the Center for Student Affairs and/or the Corporate Communications Office, especially if they make use of the University seal or branding. For materials that use the University seal, please follow the guidelines set forth in the UA&P Identity Manual and Branding Guidelines. To see a summary of these guidelines, please refer to p. 20 and <https://link.uap.asia/UAPbranding>.

The following types of materials may be disseminated:

- Announcements and promotional materials of duly recognized UA&P student organizations and other entities (e.g. student government, student volunteer groups, varsities, etc.)
- Announcements from outside organizations that are highly relevant to the UA&P community (e.g. competitions open to students, etc.), subject to approval by the CSA OpCom

Digital Materials

- Digital promotional materials may be shared in this **Online Announcement Group** - facebook.com/groups/uapvoiceout. Posts must abide by the pinned group guidelines, and are subject to approval by the Center for Student Affairs (CSA).
- Coordinate with the Corporate Communications Office (CCO) for display of digital materials (16:9 ratio) on the **TV Board** located at the CAS Ledge.

Physical Materials

- Available areas and approved sizes for **Tarpaulin Banners** should be consulted/coordinated with the AFM - Reservations Section and Corporate Communications Office (CCO) before the material is designed and printed. Once the display area, display timetable, and final design are approved by AFM, CCO, and CSA (for student activities), you may proceed with printing your material. Assistance in hanging outdoor tarpaulin banners may be requested from the AFM - Reservations Section at the ACB 1st Landing (ACB 1.5/F).
- **Posters** and other promotional materials can be displayed at **Booth Areas / Boards**, which which may be set up at the University Student Commons, CAS Ledge, or other designated areas, subject to approval and availability. Please coordinate with the AFM - Reservations Section for the available booth areas and schedules, as well as additional guidelines.
- **Sign Stands** for display of letter, A4, or legal sized printed materials (e.g. directional signs for ongoing events, etc.) may reserved through the AFM - Reservations Section, and may be placed at designated areas, subject to approval and availability.

Note: all other areas and surfaces are OFF-LIMITS for posting physical promotional materials,

e.g. restrooms, classroom doors, walls and whiteboards, auditorium doors and walls, hallway and building walls, CAS Ledge and other walkway posts, lockers, etc.

You may approach the CSA office at the 4th landing of the APEC Communications Building (ACB 4.5/F) for consultation of digital and physical promotional materials.

STUDENT FEEDBACK

Students may send feedback regarding the University (e.g., suggestions, observations, complaints, concerns). Feedback should always be given privately and in writing, addressed to the Center for Student Affairs (CSA) with the sender's identity and sent through any of the following means:

- Fill out the **Student Welfare & Feedback Form** at this URL: bit.ly/uapSWFF-2025-26
Note: The form link is sent every month through UA&P official email, and is also posted on the Canvas portal and the CSA - OSS page: facebook.com/uapstudentservices
- Email to **feedback@uap.asia**
- Written letter, signed and addressed to the Center for Student Affairs, 2nd Floor, CAS Building, where a student may approach any staff member, who will then refer the student to the staff member in charge of receiving and processing student feedback

Confidentiality is enforced throughout the entire feedback process.

Please note that for academic concerns (e.g., teachers, courses, grades), students are encouraged to bring up their concerns with the OpCom of the concerned school, prior to (or simultaneous with) the feedback channeled through CSA.

CSA will refer the resolution of an issue to the unit/school concerned, as follows:

1. Non-academic issues - to the administrative unit concerned (e.g., REG, ADM, CCO, AFM, FMR, etc.).
2. Discipline issues of faculty members - to the concerned OpCom (with copy to HRM). CSA (as the unit representative of students) is allowed to propose a disciplinary case against a faculty member.
3. Technical academic issues with faculty members such as grades disputes - to the Grades and Academic Standards Committee.

CSA monitors how each issue is being addressed and updates the student on the progress of the action being done in response to the feedback. At the end of the semester, CSA sends a summarized report to the ManCom on student feedback and how they were addressed. ManCom exercises intervention only on issues that remain unresolved.

Student Discipline Incident Report Form

Students may report incidents related to possible violations of the Code of Student Discipline directly to the Center for Student Affairs - Discipline Officer using this form: bit.ly/uap-DIRform. Confidentiality is enforced throughout the entire reporting process.

CODI Incident Report Form

Students may report incidents related to sexual harassment directly to the Committee on Decorum and Investigation (CODI) using this form: bit.ly/uap-CODIform. Confidentiality is enforced throughout the entire reporting process.

ONLINE AND NETWORK SERVICES

All inquiries regarding user accounts and network services may be directed to the Digital Transformation and Technology Office (DTT), located at the roof deck of the APEC Communications Building (ACB RD).

Digital Transformation and Technology Office (DTT) Hours

Weekdays: 8:30 a.m. - 6:00 p.m.

Saturdays: 8:30 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the DTT office.

- **Online Helpdesk**

 uapasia.jitbit.com  dttdtt.helpdesk@uap.asia

University Online Account

Each student is given an official online account under the uap.asia domain. You use this account to sign in to most of the online services that are made available for UA&P students. Online account names follow a firstname-dot-lastname username scheme, followed by the @uap.asia domain name (e.g., juan.delacruz@uap.asia). You can manage your online account (i.e., change your password, check your security and privacy settings, and view your online storage consumption) by visiting:

- **UA&P Online Account Login Page:**

 <https://myaccount.uap.asia>

University Online Platforms and Resources

Your University Online Account allows you to sign in and access several online platforms and resources that will help you become more productive as a student inside and outside the classroom.

- **G Suite** - G Suite is a set of productivity, communication, and collaboration tools, software, and products developed by Google. It includes the popular Gmail service for email, Google Chat and Google Meet for instant messaging and collaboration, Google Drive for online storage, Google Forms, Google Calendar, and Google Sites, among other services.

 <https://mail.uap.asia>

- **Canvas** - Canvas is a learning management platform that connects several digital tools to simplify, facilitate, and enhance teaching and learning. Among its many features, Canvas allows you to submit your assignments, view your class standing, and communicate with your instructor and colleagues. It also integrates seamlessly with your G Suite applications.

 uap.instructure.com

- **EmpowerED** - the EmpowerED portal gives students access to online enlistment/enrollment, viewing of class schedules, viewing of grades, and other functions.

 prod-student.uap.asia

- **Office 365** - Office 365 is the popular collection of document processor (Word), spreadsheet (Excel), and presentation (Powerpoint) software developed by Microsoft. With your University Online Account, you can sign in and download the Office suite for free and install it on three different devices, including your mobile gadgets. To access the Office365 portal, please visit:

 <https://office365.uap.asia>

The tools and resources available through the University Online Platforms are provided to facilitate research and instruction within and outside the university domain. Students, faculty, staff and alumni who are provided access to the University Online Platform services assume responsibility for their appropriate use. The University expects account holders to be careful, honest, responsible, and civil in the use of these tools.

Student WiFi Access

Students may access the internet inside the university campus by connecting to the Uappy-Fi wireless network. The Uappy-Fi network is reserved for UA&P students. As such, guests, outsiders, and employees are not allowed to use the service.

How do I connect to Uappy-Fi?

Step 1: Take note of the Uappy-Fi pre-shared key, which will be sent to all students through their UA&P (uap.asia) email accounts. You may also view the updated Uappy-Fi access key by visiting <https://uappyfi.uap.asia>. However, the content of the site is only visible for UA&P students so you need to be logged in to your uap.asia account to be able to view the access code.

Step 2: Proceed to a wifi hotspot on campus. Wifi Access Points (or hotspots) can be found in selected public areas of the UA&P campus. You can access the network through Uappy-Fi if your device is within the range of the wireless signals.

Step 3: Connect to the “UAPPY-FI” WIFI SSID. Enable Wifi on your device. When prompted to choose a network, look for the SSID listed as ‘Uappy-Fi’ and click to join it.

Step 4: Enter the pre-shared key (see Step 1) when you are prompted for the access password.

Acceptable Use Policy

The use of UA&P’s network and other related resources is a privilege extended to faculty, staff, students, and other members of the UA&P community to help them fulfill the University’s main functions of teaching, research, and extension, and any other functions that may be assigned to them. Everyone is expected to use these resources in a responsible, ethical, and legal manner.

You may refer to the full acceptable use policy at the following URL:

- **Acceptable Use Policy:**

 ict.uap.asia/policy

Each user is responsible for knowing the regulations and policies that govern the use of the university’s network and other related resources. Each user is expected to exercise good judgment in the use of the network and related resources, avoiding any action that might be deemed irresponsible, unethical, illegal, or inconsistent with the University’s corporate culture.

HEALTH SERVICES

First Aid Stations

Registered nurses at the University's two first aid stations attend to minor ailments or emergencies.

The USC First Aid Station is located beside the University Student Commons and is open at the following hours:

USC First Aid Station Hours

Weekdays: 7:30 a.m. - 5:00 p.m.

Physicians are available for consultation at the USC First Aid Station according to the following schedule:

Doctors' Consultation Hours

Mondays, Wednesdays & Fridays: 10:00 a.m. - 2:00 p.m. (*female doctor*)

Tuesdays & Thursdays: 10:00 a.m. - 2:00 p.m. (*male doctor*)

In addition, to provide immediate medical attention during PE classes and varsity training, the PSB First Aid Station is manned by a nurse at these hours:

PSB First Aid Station Hours

Weekdays: 6:00 a.m. - 10:00 p.m.

Saturdays: 6:00 a.m. - 2:00 p.m.

Any changes in these operating hours will be posted at the entrance of the First Aid Stations.

Serious cases and medical emergencies are referred to The Medical City hospital located along Ortigas Avenue, Pasig City. For inquiries, please call the nurse on duty at 8637-0912 loc. 252.

Students who require the attention of a dentist due to medical emergencies will be referred to HealthFirst Clinic (managed by Reliance Care), located at the 2nd and 3rd floors of Soho Central Condominium along Shaw Boulevard, Mandaluyong City, or to any dentist of their choice at their personal expense.

Annual Physical, Medical and Dental Examination (APE)

The University, through the Center for Student Affairs - Office of Student Services, implements the Annual Physical, Medical and Dental Examination (APE) as required by the Code on Sanitation of the Philippines (PD No. 856). All enrolled students are required to undergo and complete the Annual Physical, Medical and Dental Examination (APE), which is conducted within the first semester of every school year.

Students who have had an APE within the six (6) months prior to the start of the UA&P APE implementation period may opt to submit these results instead, provided that the medical examination they underwent covered the five basic areas of the standard APE (physical exam, chest x-ray, urinalysis, fecalysis and CBC). The results must be submitted to the Office of Student Services, and are subject to validation by the University's resident physician.

Students must complete the APE within the given schedule, or they may be subject to disciplinary action. Non-compliance with a school directive is a Type B offense. For further clarifications, please contact the Center for Student Affairs - Office of Student Services at the 4th landing of the APEC Communications Building (ACB 4.5).

Excuse Slip for Absences due to Sickness

An excuse slip may be issued by the Center for Student Affairs - Office of Student Services (CSA-OSS) after a student's absence due to sickness has been duly verified by the UA&P First Aid Station and CSA-OSS, following these guidelines: bit.ly/ExcuseSlip-Sickness-Guidelines

Verified absences due to sickness shall be deducted from a student's balance of allowable absences, but entitle the student to make up for work missed on the day(s) of absence (this includes papers, quizzes, and exams). Students are reminded to not exceed their allowable absences per subject, so as to avoid incurring a mark of FDA (Failure due to Absence).

Excuse slip applications for absences due to sickness must be submitted not later than one (1) week after the last day of the student's absence.

Accident Insurance

Currently enrolled students are covered under an accident insurance policy, and may file an insurance claim for accidents that result in bodily injuries, whether the accident occurred within or outside the campus. Please submit digital copies of the following documents using this form: bit.ly/uap-AICform

- Incident Report and Statement of Witness/es
- Attending Physician's Medical Certificate
- Doctor's Prescription
- Hospital Statement of Account
- Medical Bills and Receipts
- Results of any applicable diagnostic exam

After accomplishing the online form, the original documents should be submitted to CSA - Office of Student Services at the ACB 4th landing.

Claims are processed on a reimbursement basis, and within the limits of the policy coverage. For information and assistance, please coordinate with the CSA - Office of Student Services at the 4th landing of the APEC Communications Building (ACB 4.5/F), or email csa.studentservices@uap.asia.

HOUSING REFERRALS

A database of available housing facilities within the vicinity of the University is available for students especially those from the provinces and foreign countries. All listed housing facilities are gender specific. Please inquire at the CSA - Office of Student Services at the 4th landing floor of the APEC Communications Building (ACB 4.5/F), or email csa.studentservices@uap.asia.

INTERNATIONAL STUDENT ASSISTANCE

The Registrar's Office can provide information on and facilitate the acquisition of Philippine student visas and special study permits for international students. For inquiries, please visit the Registrar's Office at the 2nd floor of the CAS Building (CAS 2/F) or email registrar@uap.asia.

For other inquiries related to their student life at UA&P (e.g. assistance in finding housing, etc.), international students may approach the CSA - Office of Student Services at the 4th landing of the APEC Communications Building (ACB 4.5/F) or email csa.studentservices@uap.asia.

CAREER SERVICES

The Center for Student Affairs - Office of Career Services (OCS) handles connections between students, graduates and employers in the sphere of career planning, development and lifelong learning.

OCS bridges UA&P students and graduates to the workforce by referring possible internship and employment opportunities, organizing and promoting career-related information and training sessions, collaborating with industry partners on career-related activities, holding career talks, and organizing the annual UA&P Career Fair.

For updates, please check the OCS Facebook page: facebook.com/uapcareerservices. Inquiries may be directed to the CSA - Office of Career Services at the 2nd floor of the College of Arts and Sciences Building (CAS 2/F), or via email to careerservices@uap.asia.

Career Essentials Sessions

These year-round training sessions coach students in essential topics and skills that are typically needed when searching for work. Both theoretical and simulation sessions are conducted for the students. Industry practitioners are tapped to facilitate these sessions. Some examples of the topics tackled in these sessions are the following:

- Personal branding and image coaching
- Resume writing and revisions
- Interview behavior and simulations
- Social media in the search for work
- Digital marketing, graphic design and public relations

Career Fair

The UA&P Career Fair is an annual event during which HR/recruitment professionals from varied industries promote their respective companies to the students.

LIBRARY SERVICES

The University houses two libraries:

- **Undergraduate Library**

Location: 3rd Floor, Administration and Library Building (ALB 3/F)

The Undergraduate Library contains the humanities collection, books, and periodicals intended for the use of undergraduate students.

- **Graduate Library**

Location: 4th Floor, Administration and Library Building (ALB 4/F)

The Graduate Library houses the major portion of the UA&P library collection, Multimedia Section, Technical Services Division, Acquisition Section, and the office of the University Librarian. The collections in this library are primarily for graduate students and faculty.

Library Hours

During regular semesters

Monday to Friday:	7:00 a.m. - 7:00 p.m.
Saturday:	8:30 a.m. - 4:00 p.m.

During midyear term

Monday to Friday: 8:30 a.m. - 5:30 p.m.

Saturday: 8:30 a.m. - 12 nn.

During the midyear term break, semestral breaks and Christmas break

Monday to Friday: 8:30 a.m. - 5:30 p.m.

Saturday: 8:30 a.m. - 12:00 nn.

Any changes in service hours will be posted at the library entrances.

Library Website and Online Databases

Please visit the UA&P Library's website to access the online library catalog and other resources (research databases, reference libraries, etc.). The users of these resources are required to agree to their Terms of Use (TOU), including compliance with Intellectual Property Code, prior to being given access.

- **LIB Website & Email**



library.uap.asia



lib.infodesk@uap.asia

Primo Discovery Platform

The University Library uses Primo, a cloud-based software as a service (SaaS) discovery platform. Primo provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more.

Primo also helps you manage your research. Library patrons may use their uap.asia accounts to login to **Primo My Library Card**, where they can manage the following:

- Renew books and audio-visual materials
- Create favorites lists
- Export citations
- View full search results (some databases only show results when you're signed in)
- View course reserves and reading lists
- View fines and fees, blocks and messages
- Manage hold and digitization requests

For assistance, you may email lib.infodesk@uap.asia.

Library Decorum

Libraries are strictly for individual research and study. Hence, silence and proper decorum are expected (e.g. no disruptive behavior, sleeping and bringing in of food and drinks inside the library). The applicable disciplinary sanctions will be enforced for repeated violations of these rules.

Library Privileges and Duties

When borrowing materials from the general or reserved sections, a valid UA&P ID card should be presented by the patron to the LIB info desk staff for validation purposes.

For each library transaction, patrons will receive the following auto-generated emails:

- Loan receipt letter (when borrowing books)
- Borrowing activity letter which indicates the due date of the loaned item
- Return receipt letter (when returning books)
- Cash receipt letter (when paying any overdue fine and fees at the Infodesk)

Multimedia equipment such as DSLR cameras and other accessories, iPad, laptops and iMac (for video editing purposes) can be borrowed for a limited and specific period of time (see multimedia reservation guidelines at <http://library.uap.asia>).

A patron is held responsible for all library materials checked out in his/her account and for any penalties received for misuse. A violation of any of the library regulations results in the suspension of the patron's borrowing privileges.

Study Spaces

At the Graduate Library, junior college students and undergraduate students from 1st to 3rd year can access the group study zone (general reading area). However, the individual study carrels located in the individual study zone are for the exclusive use of the faculty, staff and students who are currently engaged in research or thesis work.

- **Individual Study Zone** – for quiet study and independent learning.
- **Group Study Zone** – for quiet group study. Patrons may interact with each other, discuss, and talk in a low voice.
- **Discussion/Viewing Room** – A separate room provided for students and faculty for viewing films and doing research and group reports.
- **Individual Study Carrel** – Available for 3rd and 4th year undergraduate students working on their research papers; or for graduate students and faculty working on their thesis or feasibility study. Reservations are made for a maximum of four (4) hours per day and can be extended for a week in case there are few recorded reservations.

Collaborative Spaces

Library Discussion Rooms (LIB DRs)

The library discussion rooms are extension discussion spaces for students where they can conduct focused group study sessions, attend online classes, etc.

University Student Commons Discussion Rooms (USC DRs)

Students who need to do case work or collaborative group work may book the USC discussion rooms for this purpose.

USC Discussion Room Service Hours

During regular semesters

Monday to Friday: 7:30 a.m. – 7:45 p.m.
Saturday: 8:30 a.m. – 4:00 p.m.

During the midyear term break, semester breaks and Christmas break

Monday to Friday: 8:30 a.m. – 5:30 p.m.
Saturday: 8:30 a.m. – 12:00 nn.

A week before and during Midterm Week and Finals Week of regular semesters

Monday to Friday: 7:30 a.m. – 9:45 p.m.
Saturday: 8:30 a.m. – 4:00 p.m.

Policy on Reserving a Discussion Room

1. Access the discussion room online reservation site at this URL: <https://commons.uap.asia>
2. Choose your room - Look for the image that corresponds to the room of your choice (Rooms 0 to 10) and click on the 'Check availability' button found directly below the image. You need to be logged in to your uap.asia account to be able to view the calendar link and proceed with the reservation process.
3. Choose the date and time - The 'Check availability' button will show you the calendar for the week with grey boxes that depict the slots available for you to reserve. To reserve a slot, click on the grey box of the calendar corresponding to the date and time of your choice. The duration of each slot is one and a half (1.5) hours. Depending on the demand for the use of the discussion rooms, you may extend the reservation for another one and a half (1.5) hours.
4. Wait for the confirmation - You will receive two messages via your UA&P email account. The first message will be a confirmation that your request was received; the second email will inform you whether your reservation has been approved. You will also receive in the same email the discussion room use guidelines. The date and time of your reservation will also be reflected in your uap.asia calendar. A minimum of three (3) and a maximum of eight (8) students or group members will be accommodated in a room per session.

Policy on Cancelling a Reservation

1. Please take note that your reserved room time slot is viewable in your UA&P (uap.asia account) Google Calendar.
2. Go to your Google calendar (be sure you are using your uap.asia domain account) and click on the approved reserved time slot and select "Trash" icon located in the upper right corner of the scheduled event.
3. An email notification will be sent by the User Services Division using the official email, lib.usc@uap.asia in your domain account confirming the cancellation of your discussion room reservation.

Library Penalties

Delinquent borrowers are charged the following fines for overdue materials: Php10.00 per day for books from the general circulation and those which circulate weekly and Php5.00 per hour for course reserve materials.

Library Policies & Procedures

Library Registration

At the start of each semester and midyear term, the names of all bonafide students are uploaded by ICT to the library service platform based on the list provided by the Registrar's Office.

Entrance/Exit

- A valid UA&P ID must be worn by all students and employees upon entering the library.
- Readers leaving the library are required to present their belongings for inspection at the LIB info desk when the RFID security gate triggers an alarm.

Borrowing

- To borrow any library material, a valid UA&P ID card must be presented.
- Borrowing privileges do not extend to general references, newspapers, periodicals, theses, and materials in special collections.

- Readers are responsible for materials checked out until these are returned to the library.
- A student with an unsettled account will not be allowed to borrow any materials from the library.

Loan Period

Policies on borrowing books in the General Collection during the semester are as follows:

<i>User Type</i>	<i>Number of Loanable Books</i>	<i>Loan Duration (regular semester)</i>	<i>Loan Duration (midyear term)</i>
Undergraduate Students	5 books	2 weeks	1 week
Scholars	7 books	2 weeks	1 week
Graduate Students	10 books	2 weeks	1 week
Junior College students	5 books	1 week	1 week

- Monographs and occasional papers may be checked out for three (3) days.
- Course reserve books are for room use and circulate in an hourly basis. These can be checked out overnight from 6:00 p.m. and should be returned not later than 9:00 a.m. the following day.
- Data Bank materials can be borrowed for three (3) days.
- All theses and feasibility studies are for room use only.
- Students must present a letter signed by the Library Adviser Committee when accessing Reserved Materials. These are for room use only.
- Specialist Collection materials are for room use only and can be accessed when students present a letter signed by their instructor.
- Students must present a letter noted by their instructor when viewing video recordings from the Multimedia Collection.
- All reference books, theses and feasibility studies, specialist collection and reserved materials are for room use only.

24/7 Library Book Return

Patrons are encouraged to return their borrowed library books anytime using the 24/7 Library Book Return facility located at ACB Study Hall A. For further instructions on how to use the 24/7 library book return service, a quick reference guide is posted on the site.

Books returned via the chute are recorded real-time in your Alma fulfillment account. You may always log-in to your virtual (Primo) MyLibraryCard to manage your book renewals, monitor book returns, manage book holds etc.

Renewal

- Books in the General Collection may be renewed twice except if there are prior requests for them.
- Patrons can manage their book renewals by accessing their individual Primo MyLibraryCard (virtual library card). Books can be renewed twice. The renewal button grays out if you have reached the maximum number of book renewals.
- Books on reserve are non-renewable.

Accountabilities

- Electronic notifications for overdue fines and fees are periodically sent to the UA&P email of the patron as reminder of their outstanding library accountabilities.
- The User Services librarians also send separate emails, phone calls and SMS to patrons with

unsettled LIB accountabilities towards the end of every semester.

- Overdue notices to students are posted on the library bulletin boards every 1st and 3rd week of the month.
- For an overdue library material, the following fines are charged:
 - Php 10.00 per day for books in the General Collection and other library materials that circulate weekly.
 - Php 5.00 an hour for reserve books and other materials on reserve.
- No delinquent reader will be allowed to borrow unless all library accounts are settled.
- Every semestral break and midyear term break, all students with LIB accountabilities will be encoded in the Library Accountability System (LAS) one (1) week before enrollment time.

Replacement/charges for lost and damaged library materials

- Lost or damaged library books must be replaced with the same author, title and edition or pay the cost of the book, plus a processing fee of Php 400. Newer edition or title of the same discipline is accepted.
- Lost or damaged multimedia materials must be replaced with the same format and title, plus a processing fee of Php 400.
- Readers who find a major damage in the materials they intend to borrow must report it at once to the librarian. Otherwise, they will be held responsible for the damage.
- Reimbursements for returned lost and paid materials are refunded within the school year excluding the processing fee.

CAMPUS FACILITIES AND SECURITY

The **Assets and Facilities Management Group (AFM)** is the unit responsible for maintaining the physical plant and facilities of UA&P. AFM serves as the custodian of the material resources of the University.

The University community may relay their facilities and security-related concerns, feedback and suggestions to AFM by contacting these numbers:

- **AFM Mobile Hotline** ☎ 0925-8803111
- **Building and Equipment Maintenance** ☎ 8637-0912 loc. 311
- **General Services** ☎ 8637-0912 loc. 258
- **Reservations** ☎ 8637-0912 loc. 215
- **Housekeeping; Concessions** ☎ 8637-0912 loc. 240
- **Safety and Security** ☎ 8637-0912 loc. 711

COMMON FACILITIES

Dining Facilities and Eating Areas

Cafeteria

The cafeteria is located at the ground floor of the Administration and Library Building (ALB). It offers a variety of food options for breakfast, lunch, and snacks, as well as an air-conditioned dining area.

Cafeteria Hours

<i>Weekdays:</i>	7:00 a.m. - 6:00 p.m.
<i>Saturdays:</i>	7:00 a.m. - 2:00 p.m.

The cafeteria concessionaire also provides catering services for official functions in the campus. Requests for catering services may be arranged with them directly, while reservations for dining facilities may be coured through the AFM - Reservations Section at the ACB 1st Landing (ACB 1.5/F).

To keep our campus clean and conducive to learning, please observe the following guidelines:

1. Please “clean as you go” (CLAYGO) when dining in the cafeteria and University Student Commons. Return used plates, glasses and utensils to the service area. Throw trash in the appropriate trash bin (biodegradable or non-biodegradable).
2. Food and drinks are not allowed inside all the classrooms, auditoriums and other function rooms, except for the Dining Halls, Executive Café and Executive Lounge.
3. Catered food and drinks for official University activities are allowed only at the lobby areas of the function rooms (Dizon Auditorium, Li Seng Giap Auditorium, PLDT Hall, Telengtan Hall), University Student Commons (Ground Level), ALB Extension 2, ACB Promenade, and The Nest.

University Library Cafe

The University Library Cafe, which is located at the 4th floor of the Administration and Library Building, is a multifunctional hub where learning and socialization among stakeholders converge. It offers a selection of coffee and non-coffee beverages, as well as food.

Library Cafe Hours

<i>Mondays & Tuesdays:</i>	8:00 a.m. - 8:00 p.m.
<i>Wednesdays:</i>	8:00 a.m. - 5:00 p.m.
<i>Thursdays & Fridays:</i>	8:00 a.m. - 8:00 p.m.
<i>Saturdays:</i>	8:30 a.m. - 5:00 p.m.

Drinking Fountains

Filtered drinking water is available at the following areas:

- Cafeteria
- University Student Commons
- ACB 3rd Floor and 5th Floor
- CAS Bldg. 3rd Floor
- PSB 4th Floor

Multi-Purpose Areas

• University Student Commons

The University Student Commons, a multi-purpose area located in between the Development Communications Building (DCB) and CAS Building, contains the following facilities: (1) a dining area with food concessionaires on the ground level; and (2) discussion rooms on the mezzanine level.

Certain portions of the dining area are allocated for student and sponsors' booths, subject to clearance/approval by CSA and AFM.

Students may reserve the discussion rooms on the mezzanine level for class-related meetings and for meetings of recognized student groups through the Library website: www.library.uap.asia

The use of the University Student Commons for events must be approved by AFM and the University Library.

• ACB Promenade

The open area at the ground floor of the APEC Communications Building (ACB), which was formerly referred to as Study Hall A, is now referred to as the ACB Promenade. The ACB Promenade may be reserved for school activities such as student organization events, registration, orientation, student government elections, career fairs, exhibits, and catered dining for official University activities.

• The Nest

The area at the ground floor of the ACB formerly referred to as Study Hall B has been converted into a space dubbed "The Nest," which aims to provide the UA&P community with the infrastructure it needs to adapt to the evolving landscape of education. Within The Nest, you can find the following offices and facilities:

- 1) The Center for Teaching and Learning (CTL) office — students and teachers may approach the CTL team for help with their teaching and learning experience.
- 2) The CTL Production Studio — a dedicated space designed to meet the multimedia needs of the UA&P community, such as video shoots, photoshoots, and other multimedia projects. The studio also includes a control room to manage the overhead lights and other equipment.
- 3) Recording booths - these may be reserved to record lectures, solo projects or group podcasts, as well as to do live broadcasts for seminars.
- 4) Learning Space - a place where students may attend online classes or do asynchronous work for their courses. This venue will prioritize the study needs of the students, and students are free to come to this space on a first-come, first-served basis. However, special events may also be held here, subject to availability and approval by CTL. You may email your request to thenest@uap.asia with the following details: event title, date, duration, purpose, etc.

Use of The Nest's facilities is subject to terms and conditions set by the Center for Teaching and Learning (CTL).

- **DCB Plaza**

The DCB Plaza is an open area located in between the DCB and ALB, near the Cafeteria. Use of the venue for events is subject to approval by AFM and CSA.

Auditoriums and Halls

The University houses the the following auditoriums and halls, which may be reserved for duly approved student activities such as arts performances, talks, conferences, seminars, etc. Reservations for these venues are processed through the AFM - Reservations Section.

- **Celestino Dizon Auditorium**

Dizon Auditorium is located at the lower ground level of the Development Communications Building (DCB) and has a seating capacity of 230.

- **Li Seng Giap Auditorium (LSG)**

Li Seng Giap Auditorium is located at the 2nd and 3rd floors of the APEC Communications Building (ACB), and has a seating capacity of 360.

- **Telengtan Hall**

Telengtan Hall is located at the 5th floor of of the APEC Communications Building (ACB), and has a maximum capacity of 200.

- **PLDT Lecture Hall**

PLDT Lecture Hall is located at the 4th floor of of the APEC Communications Building (ACB), and has a maximum capacity of 150.

Sports Facilities

The Parking and Sports Building (PSB) houses various sports facilities on its 4th floor. Reservations for these areas are processed through the CSA - Office of Sports Development (OSP) and CAS - Department of Physical Education.

- **Sports Court Areas**

The sports court areas, located at the 4th level of the PSB, are used primarily for PE/ PATHFIT classes, and the training sessions, tournaments, and activities of the official varsity teams and recognized sports clubs. This area currently has court markings and equipment for the following sports: basketball, volleyball, futsal, and badminton.

- **Mezzanine Area**

The PSB Mezzanine Area may be used for activities that require rubber flooring, such as martial arts.

- **Student Activities Room**

The PSB Student Activities Room, which is located at the 1st mezzanine level of the PSB 4th floor, provides a space for activities that require mirrors, such as dance training sessions or performance rehearsals of varsity teams, sports clubs, arts guilds, or other student organizations.

- **Elevated Running Track**

The elevated running track is located at the 2nd mezzanine level of the PSB 4th floor.

GENERAL SERVICES

Lockers

Student lockers are available on a first-come, first-served basis at various locations around the campus. Queries and reservations can be directed to the Assets and Facilities Management Group (AFM) – General Services Section at the ACB 1st Landing (ACB 1.5/F). The management will not be liable for the loss of any belongings left in the lockers.

Student lockers being property of the University, the latter prohibits storage there of prohibited drugs or substances, deadly weapons, explosives, inflammable substances, and other unlawful goods or objects, and reserves the right, through the AFM – General Services Section, to transfer, remove, or check the lockers in the presence of two witnesses.

Lost and Found

Lost or misplaced items are surrendered to the Safety and Security Section and are turned over to the AFM - General Services Section by the next day. If you have lost an item, you may inquire at the various guard stations or General Services Section office located at the ACB 1st landing (ACB 1.5/F). Please note that students must be responsible for their personal property (e.g. mobile phones, bags, laptop computers, etc.) and are urged not to leave them unattended.

Photocopying

Photocopying services are available at the University Library (ALB 3/F). For assistance, please use the telephone in the photocopying area to contact the photocopying service operator by dialing loc. 221 (Bookstore). The photocopying cost per page is Php 1.50 for both short and long paper.

Pursuant to Section 187.2 (b) of the Intellectual Property Code (R.A. 8293), reproduction/ photocopying of an entire book or a substantial portion of a book is strictly prohibited.

Bookstore

The University Bookstore is located at the DCB ground floor near the stairs leading up to the Stella Orientis Oratory. It sells school supplies, school merchandise and some textbooks.

Bookstore Hours

<i>Weekdays:</i>	8:00 a.m. - 5:00 p.m.
<i>Saturdays:</i>	8:30 a.m. - 12:00 p.m.

Parking Facilities

The University has pay parking facilities for the exclusive use of staff, students, and guests, on the 1st to 3rd floors of the Parking and Sports Building (PSB).

Parking Facilities - Operating Hours

Weekdays and Saturdays: 6:00 a.m. - 10:00 p.m.

Vehicles left in the parking area overnight or for more than 24 hours will be reported to AFM, and the owner(s) will be fined Php 400.00. Please be aware that the security guards will report

misbehavior or unusual incidents (e.g. motor running) that occur in the parking area. If necessary, these incidents will be investigated.

The University will not be responsible for any damage to—or loss of—vehicle, its accessories, or articles left inside the vehicle. Parking area occupants, however, will be held liable for any damage they may cause to property inside the parking areas. Drivers are not allowed to drink alcoholic beverages, gamble, or loiter on campus; they are requested to stay in the drivers' waiting area.

Reservation of Facilities and Equipment

Campus facilities and equipment are available to you if you need to use these for academic activities and other approved student activities. Availability of venues may be checked through the Reservations Online System linked at the Student Portal: <http://dragon.uap.asia>

Confirmation of reservations made through the online system will depend on the submission of an approved Project or Activity Proposal. You may send a copy of the approved proposal to reservations@uap.asia.

Please refer to the list of approved signatories below:

<i>Type of Activity</i>	<i>Approved Signatories</i>
Official activities of recognized student organizations, University Student Government, sports clubs or varsities	Moderator / Head Coach (for regular internal activities like meetings, rehearsals, trainings, etc.); CSA staff member / CSA OpCom member (for activities open to external parties/activities with sponsors like seminars, conferences, plays, concerts tournaments, etc.)
Volunteer projects or volunteer groups under CSA or other units	Staff member in charge of the volunteer project or volunteer group; Unit Head or OpCom member of the relevant unit
Classes or class-related activities	Teacher of the class or administrative assistant of the College/School that offers the class

Reservations can be made only for rooms not yet scheduled to be used for classes. Venues are usually available on a first-come, first-served basis. Though certain unscheduled activities—such as seminars with invited speakers or make-up classes—may supplant a previous reservation, the latter will be relocated to an appropriate venue whenever possible.

The Reservations Section should also be informed three school days beforehand about special arrangements (e.g., sign stands, tables, plants, etc.) and equipment to be used (e.g. TV, microphones, projectors, etc.). Ideally, for large-scale activities that require more preparation, it is best to make a reservation at least one month before the activity.

The use of props and rented equipment brought in from outside the University for specific projects must be cleared with the Reservations Section and General Services Section. These should be brought out within 24 hours of the end of the activity. Secure a gate pass from the AFM - General Services Section before you bring in props and rented equipment. The same pass will be used to check the props and equipment when you bring them out.

Because it is located in a residential area, UA&P is also subject to the rules and regulations of the Ortigas Center Association Inc. (OCAI), which affects the types of activities that can be held

within the campus. Also, please note that activities held at the University Student Commons should not disrupt regular Oratory activities, such as Holy Mass.

More specific guidelines on the use and reservation of school facilities and equipment may be obtained from AFM or CSA.

Guidelines on the Use of Facilities and Equipment

Maintenance

As members of the University community, you are expected to take good care of the buildings, their facilities, and equipment. Keep the classrooms clean and orderly. Please dispose of litter and other trash by throwing them in the waste cans. Refrain from eating and drinking inside the classrooms and function rooms. Please “clean as you go” when dining in the cafeteria and University Student Commons. Dispose trash properly in the correct trash bin (biodegradable or non-biodegradable).

Also, please take care to avoid activities that may stain or otherwise damage the University facilities and equipment (e.g. painting props on a carpeted surface, using tape to fasten materials onto the walls, ceilings, tables or display panels, etc.). In particular, the use of double-sided adhesive tapes on panel and whiteboards, doors, walls and wooden tables is strictly prohibited.

With clearance from AFM, props-making that involves painting may be done at an area to be specified by AFM, provided that the floor is properly covered with newspapers/tarp, etc. For construction of props that involves the use of wood, hammers and nails, please seek approval and assistance from AFM for safety and security purposes.

Repairs

Please refrain from tinkering with the projectors, sound systems, aircon controls, and other equipment in the classrooms or function rooms. Report all needed repairs to AFM at the ACB 1st landing (ACB 1.5/F).

Suggestions

The Assets and Facilities Management Group (AFM) also welcomes suggestions for improving school facilities. You may send an email to afm@uap.asia.

SAFETY AND SECURITY

Access to School Facilities

All students, employees, and guests of the University may enter and exit the campus through the Pearl Drive gate, the DCB entrance along St. Josemaria Escrivá Drive, and the PSB entrance.

On regular school days, you are not allowed to remain on campus beyond 10:00 p.m. unless you have explicit and written permission or classes that end late. The campus is closed 30 minutes after the last class.

The school is closed on Sundays and most holidays. You may not use its facilities nor enter the school premises on such days without permission from the Management Committee.

Requests to use campus facilities on Sundays or holidays must be made in writing at least two weeks before the intended date of use. Address your letter of request to the Center for Student Affairs - Operations Committee. The CSA OpCom will evaluate the request and endorse it to the Management Committee if it is deemed justifiable.

Security

Security guards are assigned to various parts of the campus: the ALB entrance, DCB entrance, PSB entrance, the driveway entrance/exit at Pearl Drive, and the driveway exit at Escrivá Drive. Roving guards are also assigned to monitor the various areas of the campus. The security commander's office is located at the ground floor of the PSB, just past the stairway near the DCB Plaza. The guards have to be alert and at their posts; please do not request them to do other things for you (e.g. leaving your belongings with them).

Please wear your ID at all times while on campus, as indicated in the Policy on the Use of Student IDs (p. 126).

EMERGENCY PROCEDURES & GUIDELINES

EMERGENCY RESPONSE PROCEDURES FOR INJURIES OR ILLNESSES

Please be guided by these procedures in case of injuries or illnesses on campus:

1. To determine what is a true medical emergency, check for the following signs:
 - chest pain
 - difficulty of breathing (DOB)
 - excessive or uncontrollable bleeding
 - unconsciousness
 - life-threatening injuries (e.g. severe head injuries, severe burns, etc.)
2. Do not move a seriously injured person unless there is a life-threatening situation.
3. Call any of the following numbers:
 - First Aid Station - loc. 252 (Main); loc. 380 (PSB Satellite)
 - Security Office - loc. 711, 320, 263 or 327
 - Center for Student Affairs (CSA) Office of Student Services - loc. 280 or 297
4. Give your name, location, building and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, and if the person requires an ambulance.
5. Return to the victim and keep him/her as calm and comfortable as possible. Do not move the

victim unless necessary to prevent further injury. First aid should only be given to the victim by a trained person.

6. Remain with the victim until a nurse, doctor, or an ambulance arrives and advise them of the nature of the illness or injury.
7. Persons with serious illnesses/injuries will be transported to The Medical City Emergency Room by ambulance through the Barangay San Antonio Emergency Response Team (BSA-ERT). The need for emergency transport will be determined by the nurse or doctor or any person in authority at the scene.
8. In the event of a serious injury in which the victim requires an ambulance, the AFM Safety and Security Section takes the initiative in informing the BSA-ERT while CSA Department of Student Services notifies the parents or immediate relative.
9. The school nurse, doctor or a designated CSA staff member will accompany the victim to the emergency room until the parent or immediate relative of the student arrives.
10. Persons with minor illnesses or minor injuries are transported to the First Aid Station for treatment during its hours of operation.
11. When the First Aid Station is not open, these persons are advised by the responder to make private arrangements to see a physician or to visit the nearest hospital at the soonest possible time.
12. In the event of an injury during a PE, varsity and sports club related activity, the PE teacher, coach or a club officer must fill out an Injury Report Form completely and file it with the CSA - Office of Student Services located at the 4th landing of the APEC Communications Building (ACB 4.5) immediately or within two (2) working days after the incident for documentation purposes and in order to process the student accident insurance claim.
13. CSA informs the concerned School OpCom of the incident. In serious cases resulting in prolonged absences, the OpCom notifies the student's teachers about the incident and coordinates directly with the parents regarding possible academic concerns.

EMERGENCY DRILLS AND PROCEDURES

Regular fire and earthquake drills are scheduled at least twice a year. In addition to these, there may be unannounced emergency drills held on random days during the school year. If necessary, and if there is an opportunity to do so, at least one of these unannounced fire drills features a fire simulation that may include generation of smoke, the arrival of fire trucks, and a mock rescue operation. Please refer to the map on p. 93 for the proper exit routes and designated evacuation area.

Fire Drill Procedures

1. Upon hearing the fire evacuation code signal, all employees and teachers should immediately stop working, turn off all the lights (except those in the stairways and the exit lights), and switch off all electrically powered equipment.
2. Teachers tell their students to drop whatever they are doing, form two lines inside the classroom, and prepare to move out. Unless they receive instructions to the contrary, the teachers lead the students toward their pre-designated exit until they reach the pre-designated evacuation area.
3. Members of the Fire Brigade then assume their assigned duties. Employees who have no

assignment in the Fire Brigade immediately form a line and pass through the pre-designated exit to reach the pre-designated evacuation area.

- Everybody should walk briskly, but there should be no running, pushing, or overtaking. Upon arrival at the evacuation area, teachers call the roll to account for all the students in the class. Should there be anybody missing, the teacher immediately informs his or her supervisor; the supervisor is the one who decides on the course of action to take.
- A few minutes after everybody has assembled in the designated evacuation areas, the all-clear signal is sounded or announced.
- Upon the sounding or announcement of the all-clear signal, everybody returns to his or her respective place.

Emergency Response Procedures for Fire

When fire is discovered, do the following:

- Activate the nearest fire alarm.
- Notify the local fire department (Brgy. San Antonio Command Center: 02-8631-0099 or 0918-6254428).
- If the fire alarm is not working, notify the University operator about the fire emergency and location (dial local 0 on the nearest landline).
- Fight the fire only if:
 - The fire is small and is not spreading to other areas.
 - Escaping the area is possible by backing up to the nearest exit.
 - The fire extinguisher is in working condition and the personnel is trained to use it.
 - The fire is in its beginning stage.

Upon being notified about the fire emergency, occupants must follow these steps:

- Leave the building using the designated exit routes.
- Assemble at the designated evacuation area.
- Remain outside until the competent authority announces that it is safe to re-enter.

Earthquake Drill / Actual Earthquake Procedures

Sounding of Alarm (a continuous sound that simulates an earthquake) / Actual Earthquake

- Teacher tells the students to STOP whatever they are doing and do the DROP, COVER and HOLD position. While on the floor, move away from glass windows, cabinets and other things that might fall, break or collapse.



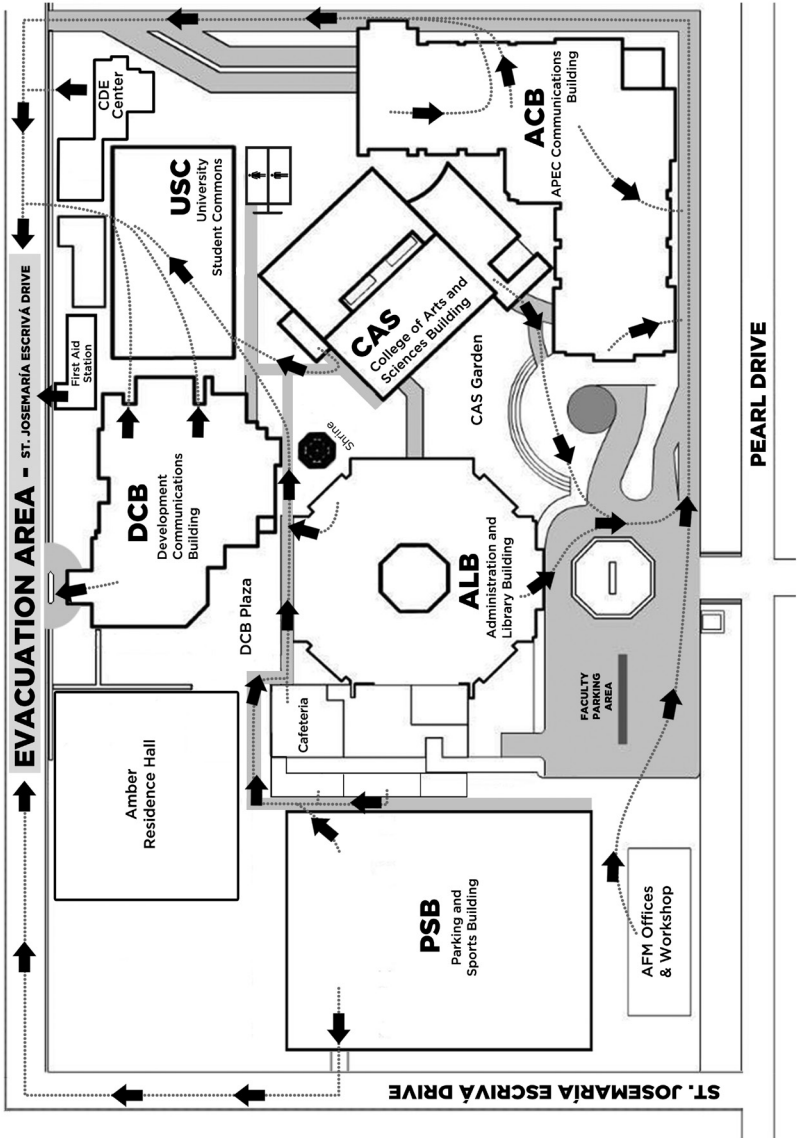
After the Alarm / After the Earthquake

- Everyone stands up and the teacher instructs students to use the BUDDY SYSTEM by forming two (2) lines before moving out to the pre-designated evacuation area. The teacher leads the way while the class president or student leader (as designated by the teacher) stays

at the end of the line.

3. Do not use the elevators. Instead, take the stairs, fire exit stairwells and other pre-determined exit routes (KEEP RIGHT). Use alternate routes if there is an obstruction or if the pathway is unsafe to use. Students should cover their heads with their schoolbags and/or books.
4. If an aftershock occurs while exiting, do the DROP, COVER and HOLD position until shaking stops and move to safer grounds (e.g. open areas away from trees and electric posts).
5. Stay together and evacuate safely and quietly. DON'T TALK, DON'T PUSH, DON'T RUN, and DON'T TURN BACK! Extra effort in assistance should be given to young children, elderly faculty/staff and PWDs (persons with disabilities) as they are the most vulnerable during earthquakes.
6. Upon arrival at the evacuation area, teachers should account for their students by checking the attendance. Should there be somebody missing – please inform the designated Safety Officer or point person. Teachers should keep their class quiet at all times so that instructions or announcements can be heard.
7. After everyone is accounted for, the all-clear signal is sounded as an indication that everyone is to return to their respective classrooms and offices.

UA&P Evacuation Plan



CAMPUS LIFE

STUDENT ACTIVITIES

From orientation to graduation, the **Center for Student Affairs (CSA)** recognizes that there are valuable venues for learning outside the walls of the classroom. Formerly known as the Office of Student Affairs (OSA), it has been rechristened as a “Center” to highlight its role as a guardian of one of UA&P’s Hallmarks: Values Formation.

CSA is composed of six offices that encompass every aspect of student life beyond academics:

- **Office of Student Services**
- **Office of Guidance and Counseling**
- **Office of Student Mentoring**
- **Office of Student Development**
- **Office of Sports Development**
- **Office of Career Services**

Aside from the day-to-day services CSA provides, there is also a diverse selection of activities, development programs and volunteer projects in store for students who aim to optimize their UA&P experience. These combine to address the various needs of students and provide an atmosphere conducive to personal learning and growth.

In the same spirit, CSA also advocates responsible participation in student government, student publications, student organizations, and other volunteer opportunities.

Read on to find out how you can enrich your campus life by getting involved in:

- **Student Development Programs** (p. 95)
 - Organizations and Leadership (p. 95)
 - Kultura (p. 95)
 - Civics (p. 96)
- **Sports Development Programs** (p. 97)
- **Student Government** (p. 98)
- **Student Publications** (p. 100)
- **Student Organizations** (p. 102)
 - Student Interest Groups (p. 103)
 - Academic Associations (p. 105)
 - Guilds (p. 107)
- **Varsity Teams and Sports Clubs** (p. 108)
- **Other Student Groups and Volunteer Opportunities** (p. 109)

Read even further on to find out what the **Office of Alumni Affairs (OAA)** has to offer, for all graduates of the University (p. 112).

Student Development Programs

The Office of Student Development is a unit under the Center for Student Affairs (CSA) that provides opportunities for growth and development through socio-civic and cultural programs and activities. OSD has three sub-programs that handle a more specific range of activities to ensure learning and development even on activities that involve personal interest. These are *Organizations and Leadership*, *Kultura*, and *Civics*.

Organizations and Leadership

OSD's Organizations and Leadership program focuses on the development of the student organizations and student leaders through assemblies, leadership workshops, and facilitating students' participation in external opportunities.

- **Leadership Effectiveness and Attitude Development (LEAD)** is a program for potential student leaders in their first and second years.
- The **Unitas Leaders Assembly (ULA)** is an annual gathering of all student leaders which focuses on organizational development and strategic planning. Throughout the assembly, organization officers are re-familiarized with topics such as personal leadership, group dynamics, and presentation of plans.
- **Student Leaders Lounge (SLL)** is a series of regular get-togethers with officers from recognized student organizations. A topic relevant to the formation of these student leaders is chosen for each session.
- The **Unitas Awards (UA)** is a yearly event recognizing the accomplishments of achieving SIGs, Associations, and Guilds. The event is done in collaboration with the Office of Sports Development – which also recognizes achievements of Varsity Teams and Sports Clubs – and the University Student Government – which recognizes achievements of their Committees as well as other student groups in the university such as JNS, JMC, etc. The Unitas Awards are organized primarily to encourage more and more UA&P students to get involved in extra- and co-curricular activities, which are seen as vital in enriching their lives and completing their holistic education while they are members of the University community.

Kultura

Kultura, the arts and culture program under the Office of Student Development of the Center of Student Affairs, focuses on instilling values formation and people development through its various activities, which seek to preserve and promote culture and the arts and its significant role in liberal education. It aims to be an artistic and cultural hub that champions and celebrates aspiring and emerging artists in its community. Founded in 1995, Kultura relentlessly strives to advocate the transformative values of the arts to the individual and society through its array of programs and activities that cater to UA&P as well as the surrounding community.

- **Artists of UA&P** is a campaign that brings together the artistic talents of UA&P to engage in conversations about their artistic practice, as well as the current trends and issues related to the field of arts and culture.
- **The Creative Musing** is an enrichment program that consists of a series of arts workshops open to the UA&P community. The program aims to complement the art appreciation classes offered at the University and provide a platform that encourages artistic discovery and development.

- The **Kultura Arts Mentorship Program** is a year-long development training for the Kultura Arts Guild/s (KAG), such as the UA&P Chorale. It provide artistic talents and art managers an opportunity to explore, enhance, and exhibit skills and talents under the mentorship of professionals and practicing artists.
- The **Kultura Arts and Culture Conference** is an annual conference on emerging trends, research and concepts related to art and culture. It will include plenary talks, pocket performances, and an exhibit. It is scheduled to take place every February to commemorate National Arts Month.
- The **Kultura Volunteer Program (KVP)** allows students to share their passion for the arts and contribute their skills and talents to the community by co-organizing arts programs and activities, such as the ones described above.

Civics

The Civics program under the Office of Student Development focuses on socio-civic initiatives, and guides student organizations in the execution of their outreach projects. It aims to hone the UA&P students' sense of citizenship through its activities.

- **BIGGKAS+** is the university-wide extension program of UA&P under the supervision and guidance of the Center for Social Responsibility (CSR). The project name stands for the seven (7) basic initiative clusters, namely: **B**asa, **I**sip, **G**awa, **G**aling, **K**atesismo, **A**rte and **S**ports. It is an institutional outreach program that aims to kindle the spirit of generosity and volunteerism among UA&P students, employees and alumni, as well as promote the values of charity, solidarity, and citizenship. In the current online learning scenario, OSD-Civics will implement **BIGGKAS Online**, a series of online learning sessions/activities catering to its partner LGUs. These sessions will address concerns related to education, livelihood, health & wellness, etc. in relation to the current pandemic.
- The **Civitas Asia National Student Conference (civAsia)** provides a venue for meaningful discourse about the Sustainable Development Goals and other related topics.
- **VolunTarYO** promotes various advocacies and community involvement by featuring NGOs and volunteer opportunities, in celebration of the National Volunteers Month.
- **Salt and Light** is a campaign that celebrates the value of kindness and compassion by giving recognition to outreach activities personally initiated by members of the UA&P community.
- **A.C.E.R.S.**, which stands for Advocates of Community Empowerment, Resilience, and Sustainability, is a volunteer program that aims to provide both students and alumni volunteers hands-on training and experience in organizing, implementing and evaluating socio-civic activities and projects under OSD-Civics, such as the ones listed above.

Center for Student Affairs (CSA) - Office of Student Development

Office Location: 2nd Floor, CAS Building (CAS 2/F)

 8637-0912 loc. 344  osd@uap.asia  facebook.com/uapstudev  [uap.osd](https://www.instagram.com/uap.osd)

Organizations and Leadership:  facebook.com/OSD.OrgsLeadership

Kultura:  facebook.com/uap.kultura  [uap.kultura](https://www.instagram.com/uap.kultura)

Civics:  facebook.com/uapbiggkas  facebook.com/civitasasia  [civasia](https://www.instagram.com/civasia)

Sports Development Programs

At UA&P, participation in sports is seen not only as a mechanism for the development of students' physical competence and fitness, but more importantly for their character formation. With each training session or competition, with each victory or loss—students imbibe the values of teamwork, self-mastery, discipline, and the practice of sportsmanship at all times.

Varsity Development Program

UA&P's sports varsity development program, under the Center for Student Affairs - Office of Sports Development, provides students with an opportunity to hone their leadership skills, develop healthy friendships, and achieve excellence in their chosen sport. SportsDev manages the varsities' participation in intercollegiate leagues such as the Women's National Collegiate Athletic Association (WNCAA), Men's National Collegiate Athletic Association (MNCAA) and others. As such, it also contributes to the development of school spirit and a sense of UNITAS as members of the University community gather to cheer for our teams.

Our varsity teams (**UA&P Dragons**) are:

Men's Basketball

Women's Basketball

Men's Volleyball

Women's Volleyball

Men's Futsal

Women's Futsal

Table Tennis

Firestarters (Varsity Cheer Squad)

Squadra (Dance Varsity)

Wildfire (Drumline)

Recruitment for the varsity teams takes place during enrollment and the first few weeks of classes, and at the end of each school year.

Sports Clubs

Recognition and supervision of student-initiated sports clubs (see list on p. 109) is administrated by the CSA – Office of Sports Development.

Institutional Sports Development Program

In line with CSA's thrust towards values formation and wholistic development, the Office of Sports Development has been entrusted with the University's institutional sports development program. Aside from the varsity sports program, SportsDev's projects include University-wide sportsfests and intramurals such as the **Unitas Games**, invitational and open tournaments, training programs for coaches and sports managers, sports clinics, grassroots sports development programs, UA&P's athletic scholarship program, leadership formation programs for athletes (**Unitas Athletes Assembly**), wellness and fitness programs and other special programs for sports enthusiasts. These various projects are implemented in cooperation with the varsity teams, sports clubs, University Student Government, student volunteers, other units in the University, and external partners.

Center for Student Affairs (CSA) - Office of Sports Development

Office Location: 4th Floor, Parking and Sports Building (PSB 4/F)

☎ 8637-0912 loc. 380 ✉ sportsdev@uap.asia

📘 facebook.com/uapsportsdev

Student Government

Student government is, first and foremost, a laboratory for civic education where students who demonstrate an exemplary capacity for leadership and a willingness to serve their fellow students acquire actual experience in the exercise of civic responsibility. All members of the student polity, by exercising the privileges of their membership in the student body, acquire an understanding of civic responsibility.

Furthermore, if the University charges its students with the responsibility of participating in the management of its corporate vision (see the Mandate to the UA&P Student Body, p. 217), it needs to provide and regulate the means by which such participation is enabled. Given that student government is an extra-classroom learning opportunity that the University needs to manage well in order to prepare students for responsible participation in civil society, facilitating the operations of the student government is a vital service that CSA provides through the Office of Student Development.

All students are highly encouraged to participate in student government by voting in student government elections, and by supporting the various projects of the elected officers. They may also take a more active role by volunteering for the different committees under each USG officer (listed below), by joining a political party, by running for office (whether under a political party or as an independent candidate), or by volunteering for the COMELEC (see p. 110).

To find out more about the University Student Government (USG), please read the UA&P Student Government Constitution (p. 218) and Omnibus Election Code (p. 226).

USG OFFICERS

- President
- Internal Vice President (IVP)
- External Vice President (EVP)
- Secretary
- Finance Officer
- Student Interest Groups Officer (SIGO)
- Sports and Varsities Officer (SVO)

University Student Government (USG)

Office Location: Mezzanine Level, University Student Commons

 facebook.com/uapusg  @uap_usg  @uap_usg  uap.usg@uap.asia

USG COMMITTEES

Office of the Internal Vice President

• **Academic Affairs Committee (AAC)**

The Academic Affairs Committee (AAC) heeds the curricular concerns of the student body, promotes a school environment conducive to learning and student participation, and cooperates with the University administration in pursuit of the academic excellence of the programs.

• **International Students Committee (ISC)**

The International Students Committee (ISC) heeds the concerns of the international students,

mediates between the international students and USG, and promote international students' participation in—and integration into—the school community.

- **Research Development Committee (RDC)**

The Research Development Committee (RDC) is a team of dedicated student researchers who aid the policy-making and decision-making of the elected USG officers through research and data-gathering.

 facebook.com/UAPRDC

Office of the External Vice President

- **UA&P H.O.P.E.S.**

UA&P H.O.P.E.S. (Helping Others by Providing Efficient Service) is the University Student Government's emergency and disaster response committee. It acts as the USG's manpower in the cause to reach out to society through volunteerism, donation drives, and outreach projects.

 facebook.com/uaphopes  facebook.com/UAPATMOS  facebook.com/UAPRCYC

Office of the Secretary

- **Media Management Committee (MMC)**

The Media Management Committee is comprised of UA&P students who are talented graphic designers, videographers, photographers, and social-media savvy. This committee aims to send out the spirit of Unitas both online and on-campus throughout the UA&P community.

 facebook.com/UAPMMC  [@UAPMMC](https://twitter.com/UAPMMC)  [uapmmc](https://www.instagram.com/uapmmc)

Office of the Finance Officer

- **Merchandising Committee**

The UA&P Merchandising Committee is composed of students of the University of Asia and the Pacific who aim to foster the spirit of Unitas by creating and marketing UA&P apparel and other merchandise for the entire University community.

 facebook.com/UAPmerchcomm  [@uapmerchcomm](https://twitter.com/uapmerchcomm)  [uapmerchcomm](https://www.instagram.com/uapmerchcomm)

Office of the Student Interest Groups Officer

- **Project Management Team (PMT)**

The Project Management Team (PMT) serves as USG's manpower in implementing its projects, and ensures the effectiveness and sustainability of every project and/or event of the USG. The services of the team may also be availed by other units or organizations of the University upon approval of the USG.

 facebook.com/pmt.uap  [uap_pmt](https://www.instagram.com/uap_pmt)

- **Student Interest Groups Committee (SIGC)**

The Student Interest Groups Committee (SIGC) is composed of Student Interest Group (SIG) representatives assigned by their respective SIGs. This committee serves as an avenue for the SIGO to coordinate with the SIGs properly and to disseminate and obtain necessary information to and from these organizations.

Student Publications

UA&P has affirmed its mission of educating its students in and for freedom by institutionalizing a policy on student publications. This University policy, which is upheld by the Commission on Higher Education (CHED), recognizes:

- 1) the rights of all student-initiated publications, their editorial boards and publication staff, and
- 2) the implementing guidelines of student publications as mandated by R.A. 7079, otherwise known as the “Campus Journalism Act of 1991.”

Furthermore, UA&P respects the student journalists’ academic freedom and freedom of expression in these student publications and will uphold the following principles identified by CHED regarding the training of student journalists:

- a) Use of student publications in support of the educational development of the learner, the school, the community, and the country;
- b) Use of student publications as a channel for strengthening ethical values, developing moral character and fostering personal discipline in the youth;
- c) Development of intelligent and responsible student leadership and good citizenship; and
- d) Use of journalism as a channel for unifying all members of the school and its community towards desirable educational and cultural development objectives.

Through the support it has pledged to student publications, the University promotes love for noble ideals, awareness of social problems, fraternity and love for truth.

Accreditation Process for Student Publications

Proposed student publications shall be recognized by undergoing an accreditation process. Students interested in putting up a student publication may submit the initial requirements to the Student Publications Committee through the Center for Student Affairs at the 2nd floor of the CAS Building (CAS 2/F). The initial requirements are the following:

- 1) Letter of intent
- 2) Mission and vision statements of the proposed publication
- 3) Names of students who will be involved in the publication
- 4) Editorial policy
- 5) List of names of possible advisers (must be full-time UA&P faculty or staff members)

The group shall then take a qualifying exam. Successful examinees shall comprise the editorial board who in turn will recruit, screen and evaluate the applications of its prospective staff.

The number of official student publications shall be limited to the following:

- 1) One news publication
- 2) One English literary publication
- 3) One Filipino literary publication
- 4) One scholarly publication
- 5) One yearbook (per batch)

Official Student Publications as of SY2025-2026:

• The Bosun

The Bosun started as a project under the College of Arts and Sciences Student Executive Board, and released its first issue in November 2010. It is now an independent and official student publication of UA&P.

It takes its name from the man on a ship who is in charge of relaying the captain's messages to the rest of the ship's crew. A ship's bosun is also the person through whom the other crew members can voice out their concerns, comments and suggestions to their captain.

In a similar way, The Bosun aims to be a bridge between the members of the UA&P community. It serves as a platform through which students can address various issues both in school and in society, facilitates the dissemination of information regarding school and community events, and acts as an instrument for the students' development outside the classroom.

You can also access online content from The Bosun at the following URLs:



<http://bosun.uap.asia>



facebook.com/BosunUAP



[@BosunUAP](https://twitter.com/BosunUAP)



[bosunuap](https://www.instagram.com/bosunuap)

Office Location: Mezzanine Level, University Student Commons

For inquiries, comments and concerns, you may contact The Bosun at:



thebosun.communications@gmail.com

• Continuum

Continuum is a dedicated group of student volunteers responsible for the production of the University yearbook. Composed primarily of lower batch students, Continuum ensures the seamless documentation and creative execution of this important publication. From layout and design to content curation and coordination, they work behind the scenes to capture the memories, milestones, and spirit of each graduating class, playing a vital role in preserving the legacy of every batch.

You may access Continuum updates via the following platforms:



[facebook.com/ UAandPContinuum](https://facebook.com/UAandPContinuum)



[continuum_uap](https://www.instagram.com/continuum_uap)

For inquiries and yearbook-related concerns, you may contact Continuum at:



continuum@uap.asia

Student Organizations

Student organizations are student-initiated clubs that engage in activities aimed at your intellectual, cultural, and professional formation. While academics are the main thrust of university education, education does not occur solely within the four walls of the classroom. Your education is incomplete without your involvement in student organizations, which are a venue for more thorough personal formation. These organizations give you the opportunity to manage projects, meet and work with different kinds of people, apply things learned in the classroom, and gain friends.

Joining student organizations is an excellent way of putting into practice what you have learned while having fun. The University, therefore, encourages you to meaningfully participate in at least one extra-curricular activity. You may hesitate to join extra-curricular activities because of a perceived lack of time. Although your primary purpose for being in the University is to study, you should also recognize the proper value of non-academic activities. With proper time management, you can do well in school and still be active in student organizations.

Given that these organizations have their own objectives, goals, and projects, you are sure to find a group that suits your interests. You may also approach the Center for Student Affairs if you would like to get in touch with any particular organization.

What is the relationship of CSA with Student Organizations?

The Center for Student Affairs (CSA) fulfills the following functions in relation to student organizations:

- 1) Recognizes official student organizations;
- 2) Approves projects and activities; and
- 3) Offers developmental programs that specifically address the needs of student organization leaders and members.

Recognition Process for New Student Organizations

If you'd like to initiate extra-curricular activities by teaming up with other students who share common interests, you may form a student organization (SO). Student organizations may apply for official recognition within any regular semester. The requirements are:

1. ***Letter of Intent to be recognized***
This letter, addressed to the Center for Student Affairs, indicates the intention of the organization to be recognized for the incoming Academic Year, and must be signed by the organization's president. It must also include the nature of the organization, as well as its vision and mission.
2. ***Constitution and By-Laws***
Comprehensive document containing all the rules by which the SO will operate, including all its governing laws. If an SO is applying for recognition for the first time (in the case of new SOs), they are highly encouraged to consult with CSA in the formulation of this document.
3. ***SO Objectives for the Academic Year as well as Schedule of Planned Projects and Activities***
The SO must indicate their primary objectives for the incoming Academic Year, as well as a schedule of projects that they plan to execute in pursuit of these objectives. A description of each project should be provided, and project type must be indicated (major, minor, or outreach/extension). A tentative month for implementation of the projects must also be set.

4. **Database of Incoming Officers and Roster of Current Active Members**

List of all current active SO members complete with a 2x2 picture, indicating positions that incoming officers occupy, containing basic information such as Year Level and Course, Contact Information (uap.asia email address and mobile number). For new SOs, at least fifteen (15) founding members (including officers) must be indicated.

5. **List of Three (3) Proposed Moderators for the SO**

This list must be in order of preference. A moderator may either be a full-time or part-time faculty member or full-time staff member of the University.

Digital and printed copies of these documents must be submitted to the Center for Student Affairs. Please approach the CSA office that is most in line with the nature of your proposed organization:

- **Proposed Arts-Oriented Organizations:** Office of Student Development
- **Proposed Civic-Oriented Organizations:** Office of Student Development
- **Proposed Sports Clubs:** Office of Sports Development

The respective CSA office will advise you on other procedures and requirements to get your proposed organization officially recognized.

Guidelines for Student Organizations in UA&P (2021) - bit.ly/uap_studentorg_guidelines2021

Officers and members of student organizations are reminded to read the guidelines in this file for more details on the regulations that apply to student organizations, as well as the resources available to them.

Recognized UA&P Student Organizations SY2025-2026

Following is a list of the officially recognized student organizations in the University for SY2025-2026, as well as other groups that students can join or volunteer for:

STUDENT INTEREST GROUPS

ARTS-ORIENTED ORGANIZATIONS

• **Dulaang Rock Opera Company (Dulaang ROC)**

Status: Regular

Established in 1989, Dulaang ROC (originally named Rock Opera Company) is the pioneering student theater organization of the University of Asia and the Pacific. Now on its 35th year, it continues to promote Filipino culture, language and literature by staging the works of established and emerging Filipino playwrights.

 facebook.com/dulaangroc  [@dulaangroc](https://twitter.com/dulaangroc)  [dulaangroc](https://www.instagram.com/dulaangroc)

• **Reverb Music Productions**

Status: Regular

Reverb is an organization for all the musicians and music producers of UA&P who wish to share their talents, skills and ideas, and interact in an environment that is creative, supportive and welcoming to all. It aims to be a harmonious community of musicians and producers, united to make music that echoes reality, and to orchestrate actions that will result in the betterment of society.

 facebook.com/ReverbMusicProd  [reverbmusicprod](https://www.instagram.com/reverbmusicprod)

• ViARE

Status: Regular

Founded in 1993, ViARE continues to propagate arts appreciation through theater in UA&P. It aims to provide its members a suitable outlet for their respective talents within the parameters of the theater experience. By enabling them to experience all facets of creating a theater production, ViARE intends to instill creativity, camaraderie, professionalism, and a deep appreciation for the liberal arts.

 facebook.com/officialviare  @ViAREman  @officialviare

CIVIC-ORIENTED ORGANIZATIONS

• ALON

Status: Regular

ALON is a student organization in the University of Asia and the Pacific that advocates environmental conservation. It aspires to contribute to the Earth's positive change by nurturing life in all its diversity.

 facebook.com/alon.uap  alon.uap

• ASCEND

Status: Regular

ASCEND is a student organization whose goal is to foster multi-cultural understanding and relationship bonding between the Filipino-Chinese community and the rest of the UA&P community, uniting them through various projects and events.

 facebook.com/uapascend

• Catalyst of UA&P

Status: Regular

Catalyst is an outreach, advocacy, and leadership organization that aims to provide UA&P students with opportunities to participate in meaningful service projects that uplift the economic, moral and intellectual status of individuals, communities and sectors of Philippine society most in need. True to its name, Catalyst encourages its members to be agents of positive change in society.

 facebook.com/catalyst.uap  catalyst.uap

• Dragon Business Club

Status: Probationary

Dragon Business Club (DBC) is the entrepreneurship community in the University of Asia and the Pacific that aims to foster collaboration among schools to discuss matters relating to business and entrepreneurship. The organization aims to provide an ideal training ground and support for business-minded students, and to ignite the spirit of entrepreneurship among them.

 facebook.com/DragonBusinessClub  dbc.uap

• Sabio

Status: Regular

Sabio is the official organization of UA&P scholars. Its members aspire to live the ideals of academic excellence, friendship and personal and social responsibility. Sabio, in Spanish, means "wise" or "learned". This term describes what the University's scholars must be: students who strive to achieve academically and to become an active part of the University by helping other students and prospective scholars in their human, cultural and professional formation. The organization's motto is the Latin word "Possumus," which means "We can!"

 facebook.com/uapsabio  uap.sabio

POLITICAL PARTIES

• Anima

Status: Regular

Anima is a community of actively participating students. It exists to protect, maintain, and uphold an atmosphere of student initiative for the University's well-being.

 facebook.com/AnimaUAP

• Kasangga

Status: Regular

"Kasangga" is a Filipino term translated as "partner". The name reinforces the idea that the members of this party see themselves as representatives of the student body who will be acting on their behalf once they get elected in office. The members of this party aim to be allies in promoting students' rights and welfare, and better student body representation in administrative affairs of the University.

 facebook.com/KASANGGAUAandP  [uapkasangga](https://www.instagram.com/uapkasangga)

ACADEMIC ASSOCIATIONS

Academic associations are the official organizations composed of the students from a particular school, college, institute or academic program in the University. They produce projects that are aligned with their course of study, and that will aid in the students' professional formation. Recognition of academic associations/organizations is administrated by the CSA – Office of Student Development, while the responsibility for supervising the activities of these organizations is shared by CSA and their respective academic units, particularly with the faculty members chosen as their moderators, as well as the Operations Committees of their schools.

College of Arts and Sciences

• Kallos

Status: Regular

"Kallos" refers to the ancient Greek ideal of transcendental beauty as pursued in the arts, philosophy, and virtue. As the official academic association for students under the College of Arts and Sciences, it envisions itself to be an active community of Humanities students who embody and promote the four pillars of Art, History, Literature, and Philosophy, through the provision of avenues for expression, connection and growth.

 [UA&P Kallos](https://facebook.com/UA&PKallos)

School of Economics

• Business Economics Association (BEA)

Status: Regular

The Business Economics Association (BEA) is a duly recognized academic organization in the University of Asia and the Pacific (UA&P) composed of students enrolled in the Industrial Economics Program of the School of Economics (SEC). BEA trains its members to be competitive in both social and business endeavors. Its activities include economic briefings, conferences on current trends, corporate immersions, leadership and teambuilding seminars and yearly outreach programs.

 facebook.com/BEA.UAP  [@uapbea](https://twitter.com/uapbea)  [uapbea](https://www.instagram.com/uapbea)

School of Education and Human Development

• Pharos

Status: Regular

Pharos is the official student organization of the School of Education and Human Development (SED). It takes its name from one of the wonders of the ancient world, the lighthouse on the island of Pharos in Alexandria, which guided countless seafarers to their destination. Inspired by the belief that education plays a key role in human development, much like a beacon which helps people find their way, Pharos aims to develop each SED student into a “lighthouse” in society.

 facebook.com/PharosUAP  pharos_uap

School of Management

• Enterprise Management Association (EMA)

Status: Regular

The Enterprise Management Association (EMA), the academic organization under the School of Management (SMN), exists to establish an inseparable partnership between SMN students, faculty, staff and alumni by unifying them, giving them a voice, and seeking their involvement through research and development, social responsibility and student development.

 facebook.com/enterprisemanagementassociation  ema_uap

• Junior Philippine Institute of Accountants - UA&P (JPJA-UA&P)

Status: Regular

UA&P - JPJA is the official academic organization of Accountancy students of the University of Asia and the Pacific and the official representative to the National Federation of the Junior Philippine Institute of Accountants.

 facebook.com/jpiaup  jpia.uap

School of Media and Marketing

• Communitas

Status: Regular

Communitas is an academic organization under the School of Media and Marketing that assists in the development of professionally competent and socially responsible communicators who prudently exercise their freedom to make morally upright choices for self-growth and social development.

 facebook.com/Communitas.SCM  @CommunitasSCM  communitasscm

School of Sciences, Engineering, and Technology

• Society of Industrial Engineers (SInE)

Status: Regular

The University of Asia and the Pacific Society of Industrial Engineers (SInE) is an academic organization in UA&P composed of Industrial Engineering students. Its primary purpose is to serve as a medium for its members to improve themselves through various undertakings, to collaborate, to share their knowledge and to interact, not only with Industrial Engineers in the University, but also with those in other institutions.

 facebook.com/societyofindustrialengineers

• Data Science Circle (DSC)

Status: Regular

The Data Science Circle (DSC) aims to provide an academic community for all Data Science

students. Its mission is to provide a network for all of its members to access opportunities and pursue data-driven projects. On the other hand, its vision is to be one of the leading, collaborative learning centers for aspiring Data Scientists in the Philippines. DSC also plans to implement projects such as math tutorials, Data Science Week, and Data Science Competitions.

 facebook.com/uapdsc

• Information Technology Community (ITeC)

Status: Regular

The goal of ITeC is to help develop the professional competence of the Information Technology students through its educational events and projects. At the same time, it aims to establish an IT community that is recognized inside and outside the University, as well as to aid in the development of the University through its members' technical skills.

 facebook.com/uapitec

School of Social Sciences, Law, and Governance

• Polis

Status: Regular

Polis is the official organization for students of the School of Social Sciences, Law, and Governance. The organization believes that students can and should be responsible individuals who concern themselves with public affairs. Furthermore, it is committed to serve as an agent for social change in pursuit of the common good.

 facebook.com/uappolis  [@UAPPOLIS](https://twitter.com/UAPPOLIS)  [uappolis](https://www.instagram.com/uappolis)

GUILDS

Guilds are student organizations, whether arts-oriented or civic-oriented, whose primary function is to officially represent the University in external competitions.

• UA&P Chorale

The University of Asia and the Pacific Chorale (est. 1995) is the University's resident choral ensemble, which aims to continue developing a varied and progressive repertoire of sacred and secular music. Over the past years, the UA&P Chorale has produced numerous major concerts and performs regularly at University events, choral festivals, and other singing engagements. It has also competed and won in local, national and international competitions, produced a CD album, entitled "ONE", and released its first EP "Sibol".

 facebook.com/uapchorale  [@uapchorale](https://twitter.com/uapchorale)  [uapchorale](https://www.instagram.com/uapchorale)

• Virtus

Virtus is a union of UA&P's student competitive teams. It acts as a platform to do three things—train, compete, and serve. It carries the torch for the University and blazes a bright trail in its path. It covers a broad range of fields—from business case competitions to public policy, investment, public speaking and debate. It aims to empower students through providing avenues to challenge the world.

 facebook.com/uapvirtus

VARSITY TEAMS

The UA&P sports varsity teams, which go by the monicker **UA&P Dragons**, represent the University in intercollegiate leagues such as the Women's National Collegiate Athletic Association (WNCAA), Men's National Collegiate Athletic Association (MNCAA), Inter-Scholastic Athletic Association (ISAA), and others. The varsity sports program is managed by the Center for Student Affairs - Office of Sports Development (see p. 97).

- **Men's Basketball Team**

 facebook.com/UAPMBT

- **Women's Basketball Team**

 facebook.com/uapwbtc

- **Men's Volleyball Team**

 facebook.com/uapmensvolleyball

- **Women's Volleyball Team**

- **Men's Futsal Team**

 UA&P Men's Futsal Varsity

- **Women's Futsal Team**

 facebook.com/uapwft

- **Table Tennis Team**

- **Badminton Team**

The UA&P Badminton Team provides venues for its members to enhance their skills in playing the sport and gain opportunities to compete in leagues.

 facebook.com/UAPBadminton

- **Firestarters (Varsity Cheer Squad)**

The UA&P Firestarters is the premiere varsity cheer squad of the University excelling in both cheerleading and cheerdance. As spirit leaders, we aim to lead not just the UA&P crowd but also our esteemed athletes in different events, specially during sports tournaments. As a competitive squad, we are highly trained in dance, gymnastics, and stunting. We are proud podium finishers in the recent editions of the Women's National Collegiate Athletic Association (WNCAA) and the Women's Colleges Sports Association (WCSA). The team had the privilege and honor to represent Team Philippines in Cheerleading Asia International Open Championships in Tokyo, Japan, back in 2014 and 2015.

 facebook.com/uapfirestarters  @UAPFirestarters  uapfirestarters

- **Squadra (Dance Varsity)**

Squadra is the official dance varsity of the University of Asia and the Pacific — a team which fosters teamwork, discipline and commitment through their shared passion for dance. All for Him: one love, one team, one family.

 facebook.com/uapsquadra  @UAPSquadra  uap_squadra

- **Wildfire (UA&P Drumline)**

The UA&P Drumline, also known as "Wildfire", is all about promoting UNITAS and school spirit. This dedicated group of percussionists lifts the morale of our athletes during their games, and supports

their fellow students during school events. With their roaring shouts and heart-stopping beats, they inspire everyone to be one in support of our alma mater and the students who represent it.

 facebook.com/uapdrumline  @UAPDrumline  uapdrumline

SPORTS CLUBS

- **Budo Club**

Status: Regular

The UA&P Budo Club is a multi-disciplinary martial arts club that aims to promote self-defense and physical fitness in the University through training in various martial disciplines. The club limits training to the traditional martial arts of Asia and currently offers training sessions in Aikido, Arnis, and Karate.

 facebook.com/uapbudo

Other Student Groups & Volunteer Opportunities

There are groups that you can join or volunteer for that are affiliated with and managed by specific units within the University, for example:

Center for Student Affairs (CSA) - Office of Guidance and Counseling

- **Peer Program**

The Center for Student Affairs - Office of Guidance and Counseling trains students to become peers — emotionally mature students whom you can turn to for friendly advice and support. If you're up to it, you can become a peer mentor, facilitator or auxiliary yourself by joining the Peer Program, which provides you with training on basic counseling, facilitating, and other interpersonal skills.

 facebook.com/uappeer.facilitators  uap.peers

Center for Student Affairs (CSA) - Office of Student Development

- **A.C.E.R.S.**

A.C.E.R.S., which stands for Advocates of Community Empowerment, Resilience, and Sustainability, is a volunteer program that aims to provide both students and alumni volunteers hands-on training and experience in organizing, implementing and evaluating socio-civic activities and projects under OSD-Civics.

 facebook.com/uap.osdcivics

- **Kultura Kollaborative**

The Kultura Kollaborative is the student arm of OSD-Kultura, a group of artists and arts managers who will handle the different projects, programs, and initiatives that OSD-Kultura

rolls out each academic year. The Kollaborative seeks student volunteers who are creative, inspired, and passionate for the arts.

 facebook.com/uap.kultura  [uap.kultura](https://www.instagram.com/uap.kultura)

• Student Development Volunteer Program (SDVP)

SDVP is a program that aims to provide opportunities for UA&P students to develop relevant knowledge, skills, and attitudes through their involvement in Office of Student Development (OSD) projects and activities. Student volunteers can be part of the organizing committees of key OSD activities such as the civAsia National Conference, and leadership training programs.

 facebook.com/uapstudev  facebook.com/OSD.OrgsLeadership  [uap.osd](https://www.instagram.com/uap.osd)

• UA&P COMELEC

The Commission on Elections (COMELEC) takes charge of all student electoral procedures concerning the University Student Government (USG), as well as all referenda and plebiscites requested by the student government. The COMELEC is composed of seven (7) students representing each college/school/institute in the University, who are tasked to implement and ensure free, fair and orderly elections. Aside from the commissioners, the COMELEC also taps student volunteers to assist in this mission.

 facebook.com/uaandpcomelec

Center for Student Affairs (CSA) - Office of Student Services

• Institutional Events Team

The Institutional Events Team (IET) is a core group of student volunteers under the Office of Student Services that helps in the organization of University events such as the Incorporation Rites, Equatorial Rites, Eucharistic Procession and University Graduation. To volunteer for the IET, students may email csa.studentservices@uap.asia or visit the CSA - Office of Student Services at ACB 4.5/F.

 facebook.com/uapstudentservices

Center for Student Affairs (CSA) - Office of Career Services

• OCS Apprentices

The OCS Apprentices are a select team of student learners who will be trained to help prepare them for the world of work. They assist the Office of Career Services (OCS) in its projects and activities, such as the UA&P Career Fair and interactions with internal and external stakeholders. Please email careerservices@uap.asia for more details.

 facebook.com/uapcareerservices

Center for Teaching and Learning (CTL)

• CTL Production Team

A group of trained and passionate students who work with the Center for Teaching and Learning (CTL) and are committed to elevating the learning and teaching experience of their peers and educators.

 facebook.com/ctlprod.uap  [ctlprod.uap](https://www.instagram.com/ctlprod.uap)

Chaplaincy

- **Alab**

Alab is the official student arm of the University of Asia and the Pacific Chaplaincy.

 facebook.com/alab.uap  uap.alab

- **Lectors, Commentators and Mass Servers**

If you would like to volunteer, please visit the Chaplaincy office at the DCB Ground Floor.

Corporate Communications Office (CCO)

- **Junior Marketing Communications (JMC) Team**

The Junior Marketing Communications (JMC) team is composed of selected students who do marketing, public relations, and events management work for the Corporate Communications Office. Serving as the “face of the University,” they are ambassadors who reflect UA&P’s diverse student population. The first batch of JMCs was formed in 2008.

 facebook.com/uapjmcs  @uapjmc  uapjmc

- **Contributors for UA&P Publications**

Student writers and photographers can volunteer to cover University events and may get their work featured on the UA&P website or in the Universitas print and online magazines. Please visit the Corporate Communications Office for details.

Public and International Affairs Office (PIA)

- **Junior Networkers Society (JNS)**

The Junior Networkers Society is composed of University merit and financial assistance scholars whose main aim is to assist the Public and International Affairs Office (PIA) in activities and events involving key stakeholders of the university. They deal mostly with ambassadors, members of the diplomatic corps, business executives, government officials and key persons from other universities. Thus, it is important that JNS members be knowledgeable about the mission and vision of the University and fully immersed in current events in order to carry meaningful discussions with said stakeholders.

 facebook.com/uapexchange  uapjns

Office of Alumni Affairs

Your UA&P student life does not end after graduation.

The University, through the Office of Alumni Affairs (OAA), renews and maintains ties with its alumni, offering them continuing professional and personal development programs and activities that will help them positively influence Philippine society and culture.

The Office of Alumni Affairs facilitates alumni networking/linkages with the University and with fellow alumni through the **UA&P Dragons Alumni Association, Inc.** (UDAA, Inc.). The OAA also engages UA&P alumni to be actively involved in institution-building and development activities of the University through various means (e.g. sharing of expertise and alumni initiatives).

Benefits and Services

- Alumni e-Card with on-campus and off-campus perks including the following:
 - Easy entry to the campus (following the Security SOPs on processing alumni and guests)
 - Access to the University Library (room use of print resources only)
 - Discounts on the Center for Student Affairs (CSA) Kultura plays, concerts, and other student organization-initiated activities
 - Discounts on select seminars, briefings, and conferences (Schools/Programs/Units/Centers-initiated)
 - Easy registration and/or assistance for spiritual formation activities
- Pre-graduation clearance service
- Certification Assistance (e.g. transcript, diplomas and employment certificate)
- Discounts and promos from partners, especially from UA&P alumni-owned/managed companies
- Alumni Lounge
 - Located on the 1st floor of the ALB, the Alumni Lounge may be used for activities such as get-togethers and meetings with alumni. It shall serve as a venue to facilitate close alumni engagement by encouraging them to visit their Alma Mater, to avail themselves of the activities offered in the University, and to facilitate the organization of alumni-related initiatives
 - View the policies and guidelines at <https://bit.ly/alumniloungeguide>
 - Reserve at <https://bit.ly/alumnilounge>

Alumni-Related Events

- OAA-initiated events (e.g. Usapang Alumni, OAA Talks, etc.)
- Support to alumni-initiated activities, institutional activities, and other units' activities

Relationship-Building

- Monthly updates on UA&P activities and happenings with fellow alumni through the OAA e-newsletter
- Attending to alumni inquiries
- Attending to alumni-related social gatherings in and outside UA&P
- Potential Alumni Card Partners (ACPs)

Continuing Education and Lifelong Learning

- Promotion of other units' seminars, workshops and activities that are relevant to the alumni

Whole-Person Development

- Spiritual formation
- Mentoring

Information

- Alumni database management
- Surveys

Initiative Development

- Alumni initiatives
- Volunteer opportunities
- Cultural, civic, sports and professional development activities

Office Location: Ground Floor, Administration and Library Building (ALB G/F)

Connect with us:

✉ alumni@uap.asia

f facebook.com/uapoaa @uapoaa uapoaa

☎ 8637-0912 loc. 397 in www.linkedin.com/groups/80131

CODE OF STUDENT DISCIPLINE

The **Code of Student Discipline** consists of the following guidelines, as well as implementing rules issued from time to time by the UA&P Center for Student Affairs (CSA). These contain the basic guidelines necessary to maintain an atmosphere conducive to academic growth and personal formation of students, grounded on the declared Principles, Institutional Goals and Ideals of the University which students hold a duty to abide by, uphold and emulate, having joined the University community of their own free will.

They are designed to be positive guides for the personal exercise of the student's freedom in the fulfillment of his or her responsibilities to himself/herself and towards the University, including its members and campus facilities. Thus, the gravity of an offense and the corresponding sanction depend on the extent to which the offense disturbs academic life, and violates human dignity, the University's ideals as well as public and moral norms.

In the exercise of academic freedom to the extent warranted by law, this Code of Student Discipline applies to acts committed by a student in or outside the University premises when these acts:

1. involve or relate to student status;
2. are committed on the occasion of University functions or activities;
3. harm the good name or reputation of the University;
4. violate public or social norms; or
5. disrupt regular academic life.

A. CLASSIFICATION OF OFFENSES

Type A: Offenses Punishable with Exclusion¹

1. Possession, use, or trafficking of prohibited drugs or regulated drugs or chemicals without proper prescription, inside school premises or within its immediate vicinity or outside the school during an academic function, school activity or social function, and any other violation of the provisions of R.A. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002 (see Appendix on The Comprehensive Dangerous Drugs Act of 2002, p. 170).
2. Possession of firearms, or other deadly weapons, explosives, or substances within University premises or during University functions or activities in or outside the campus.

1 *Exclusion.* Exclusion is a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon the promulgation of the resolution for exclusion.

3. Lewd, immoral conduct or indecent exposure and/or behavior; violation of the Anti-Photo and Video Voyeurism Act (see Appendix on R.A. 9995, p. 179).

Immoral conduct as defined by the University includes:

- i. Students engaging in sexual acts inside the campus or exposed through photos/videos and posted on any form of social media, even if both are not disqualified by law to enter into marriage;
 - ii. Students appearing in public media in revealing clothing which is tantamount to indecent exposure;
 - iii. Students appearing or in any way involved in sexually explicit scenes or stills in film, television or any form of media
4. Assault, physical or verbal, against a University official, faculty member, or personnel.
 5. Hazing or any rite, practice, or activity conducted for the purpose of admission to membership in an organization, employing acts that expose or subject the applicant to physical or psychological suffering, abuse or injury, or serious affront against the dignity of a person. Participation in such activity, within or outside University premises, is a cause for Exclusion or Expulsion² (see Appendix on Hazing, p. 159).
 6. Establishing an organization — or a student organization formally affiliating with another outside the university — whose principles, guidelines, and/or activities run contrary to the Christian identity of UA&P as expressed in its principles, institutional goals and ideals.

Type B: Offenses Punishable by Exclusion³, Suspension, Community Service, or Payment for Damage of Facilities or stolen property if it is not recovered, as may be called for by the gravity thereof:

1. Membership in or participation in the activities of a fraternity or sorority.
2. Unauthorized use of the name of the University or of an official, faculty member, or personnel thereof.
3. Acts perpetrated in or off-campus that would bring disrepute or harm to the name, honor or integrity of the University, its corporate work, officials, faculty members, personnel, another student or visitor, whether done in person or in any social networking site, website, text messaging or any platform of media

2 *Expulsion.* Expulsion is a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. Grave acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws, may warrant expulsion. Decisions on expulsion by the University shall be subject to the approval of the Chairman of the Commission on Higher Education (CHED). (see Section C on Disciplinary Sanctions, p. 154 & Appendix on Expulsion, p. 159)

3 Depending on the gravity of the offense, the appropriate sanctions will be applied. Offenses that are deliberated upon as seriously grave due to their nature, circumstances, and impact may warrant the highest sanction, i.e. exclusion.

4. Threats and/or any act of disrespect towards a University official, faculty member, personnel, student, or visitor, whether done in person or in any platform of media, such as any social networking site, website or text messaging.
5. Bullying and/or any form of harassment or abuse whether done in person or in any platform of media, such as any social networking site, website and text messaging (see Appendix on Bullying, p. 178).
6. Theft of University or other private property.
7. Vandalism of or willful destruction of property belonging to the school, a University official, faculty member, personnel, another student or to a visitor.
 - a. Spreading of malware in the University system or systems, and committing acts in violation of the Cybercrime Prevention Act of 2012 (see Appendix on R.A. 10175, p. 180)
 - b. Acts committed in violation of the Data Privacy Act (see Appendix on R.A. 10173, p. 179)
 - c. Acts committed in violation of the Anti-Photo and Video Voyeurism Act (see Appendix on R.A. 9995, p. 179)
8. Unauthorized possession and/or consumption of alcoholic beverages within University premises, and/or entering University premises or attending academic functions, school activities or official social functions under the influence of alcohol.
9. Misbehavior in class, during examinations,⁴ in the Library, or other University premises.
10. Instigating, leading or participation in unauthorized demonstrations, disruptive mass action or other similar concerted activities resulting in the disruption, sabotage or boycotting of classes, school activities and/or operations.
11. Acts that undermine or sabotage student electoral processes; employing unethical means or undertaking acts that seek to undermine students' rights of suffrage in student elections.
12. Physical disturbance or scandal, or engaging in a physical fight.
13. Preparation, publication, possession and/or distribution of subversive, indecent or immoral, or other banned materials or media, whether in printed or electronic form.
14. Sexual or other harassment whether done in person or in any platform of media, such as social networking sites, websites, or text messaging (see Policy on the Creation of Safe Spaces in the University, p. 132).
15. Scandalous display of intimacy and affection inside the University premises or online.

4 Misbehavior during examinations automatically merits a failing mark in the exercise. Members of the teaching staff are persons in authority. They may report offenses committed in their presence to the proper authority so that the proper sanctions aside from the failing mark may be imposed after due process.

16. Providing false information in any form to University officials, including but not limited to the following: forgery, falsification, or tampering with academic or official documents of any kind; intentionally making a false statement or misrepresentation of any material fact; giving false testimony; and/or practicing or attempting to perpetrate any fraudulent act, deception, or misrepresentation in connection with one's admission, enrollment, advancement, graduation or other participation or involvement in any other University undertaking, function, or activity including deceit or misrepresentation at examinations or other academic exercises.
17. Libelous or defamatory publications or utterances perpetrated in any medium.
18. Bribery or influence peddling.
19. Gambling.
20. Unauthorized collection or solicitation of money or goods in connection with matters pertaining to the school.
21. Extortion or use of threats to obtain money, property or service from another.
22. Malversation/misappropriation of school/organization funds.
23. Use of force or intimidation of another who is in the exercise of freedom of religious belief.
24. Conviction by any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.
25. Multiple minor offenses (three (3) minor offenses would be considered as one (1) major offense).
26. Violation of disciplinary or administrative issuances, decisions, sanctions and restrictions.
27. Willful failure, disruption, or refusal to comply with disciplinary and other University rules or procedures, or other directives, verbal or written, from the University.
28. Substantially disruptive conduct online.
29. Other acts similar to the above stated offenses

Type C: Cheating, Collusion, or Plagiarism

1st Offense: Automatic failing grade in the exercise and formal warning

2nd Offense: Exclusion

(see section on Academic Integrity, p. 149)

Type D: Offenses Meriting Verbal/Formal Warning or Suspension, Community Service, Verbal Apology, Payment for Damage of Facilities

1. Violations of the Standards of University Attire (see p. 129).
2. Violations of the University's Smoke-Free School Campus and Workplace Policy (see p. 124).
3. Violations of the University's Policy on the Use of Student IDs (p. 126).
4. Unexplained and/or disruptive loitering or unauthorized access to particular premises (see p. 123).
5. Unauthorized and/or improper use of University facilities/property.
6. Unauthorized usage of social networks during class hours.
7. Other misdemeanors or unbecoming conduct or deportment on University premises or during school functions or activities.

1st Offense: Verbal warning

2nd Offense: Written/formal warning

3rd Offense onwards: Written/formal warning

B. OTHER DISCIPLINARY GUIDELINES

POLICY ON MANDATORY RANDOM DRUG TESTING

Approved by the Management Committee on June 14, 2019 (ref. MAN 330/2019)

Overview

In compliance with RA 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002 (see Code of Student Discipline Appendices on the Comprehensive Dangerous Drugs Act of 2002, p. 170), the University of Asia and the Pacific through the Center for Student Affairs (CSA), implemented a Drug-Free Program beginning schoolyear 2003-2004.

In addition, the University continues to improve its Drug-Free Program and makes the necessary amendments based on the Commission on Higher Education (CHED) Memorandum Order no. 18 Series of 2018 (see Code of Student Discipline Appendices on The Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions, p. 171).

The program addresses concerns regarding the impact that drug and substance abuse poses on the health, safety and welfare of university students, and consists of the following interventions: drug awareness information campaign, provisions for counseling and referral through the University's Center for Student Affairs (CSA) - Office of Guidance and Counseling or Office of Student Services, and mandatory random drug testing as a requirement for admission and retention.

The latter intervention, in particular, is a critical requirement in accordance with Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002 and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, mandates the implementation of a mandatory random drug testing program in tertiary schools. The University is pursuing this particular measure in earnest, following extensive consultations with law enforcement agencies and educational institutions which affirmed that a properly conducted mandatory random drug testing program complemented by other measures is an effective deterrent against drug abuse.

In keeping with the University's holistic and comprehensive perspective on student formation, the Drug-Free Program is being undertaken alongside other positive and formative interventions already in place in the University.

Implementing Guidelines for Mandatory Random Drug Testing

1. **Legal Basis.** The implementation of a mandatory random drug testing program in tertiary-level institutions is mandated by RA 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" (see Code of Student Discipline Appendices on the Comprehensive Dangerous Drugs Act of 2002, p. 170) and Commission on Higher Education (CHED) Memorandum Order no. 18 Series of 2018 (see Code of Student Discipline Appendices on The Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions, p. 171)
2. **Drug Testing Facility.** The mandatory random drug test is administered by a Class A Drug Testing Laboratory duly accredited by the Department of Health (DOH) in partnership with the University.
3. **Drug Test Proper.** The drug test consists of two stages: a Screening Test and a Confirmatory Test. The former will check for the presence of prohibited drugs, based on pre-determined parameters agreed upon by the Drug Testing Laboratory and the University. The latter test will be made only if the first test registers positive for traces of prohibited drugs to specifically confirm the presence of a prohibited drug and rule out false "positives".
4. **Frequency and Scope.** Mandatory random drug testing will be held on specific dates during the course of the academic term or school year, at times and intervals determined solely by the University. Any student of the University may be requested to submit to a drug test.
5. **Other Procedures and Guidelines**
 - a. A randomly selected list of names is produced by the Drug Testing Coordinator (DTC) prior to the scheduled drug test.
 - b. On the day of the drug test, students whose names are on the list will be requested, via a written summons, to report to the designated venue for testing.
 - c. Students who refuse to cooperate, disrupt, or who fail to appear for drug testing despite proper notification may be subject to disciplinary action, in accordance with the Code of Student Discipline.
 - d. The Drug Testing Coordinator (DTC), in coordination with the Drug Testing Laboratory personnel, will brief the students regarding procedures for sample collection. As appropriate, students will be accompanied by CSA staff and/or Drug Testing Laboratory personnel during the sample collection process.
 - e. Drug Testing Laboratory personnel and the Drug Testing Coordinator (DTC) will

implement various safeguards to maintain the integrity of the samples, preserve the chain of custody of materials, and ensure the confidentiality of results.

- f. Analysis of the samples will be conducted off-campus at the Drug Testing Laboratory's facilities.
 - g. The Drug Testing Laboratory will transmit the results of the drug test to the Drug Testing Coordinator (DTC) within three (3) weeks. Drug test results should be claimed from the Drug Testing Coordinator (DTC) within seven (7) working days from the date of the announcement that drug test results are ready for release.
 - h. Any student who tests positive, based on the second (or confirmatory) test, will be subject to the Policy on the Processing of Positive Confirmatory Test Results and if necessary, a mandatory drug testing for one year. The mandatory drug testing fee shall be charged to or paid by the student.
6. **Confidentiality.** Test results automatically become the property of the University and will be handled with the utmost confidentiality. Any member of the faculty, administrator, or employee of the University who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and the Data Privacy Act of 2012.
 7. **Non-Compliance.** Non-compliance or the refusal of the student to undergo drug testing shall be subject to appropriate actions in accordance with the Code of Student Discipline. In particular, it will be treated as a Type B offense for "Willful failure, disruption, or refusal to comply with disciplinary and other University rules or procedures, or other directives, verbal or written, from the University", that carries a disciplinary sanction of Exclusion, or Suspension, and/or Community Service, as may be called for by the degree of gravity thereof.

POLICY ON THE PROCESSING OF POSITIVE CONFIRMATORY DRUG TEST RESULTS

Approved by the Management Committee on January 20, 2016

1. In light of due process, any student who tests positive in the second (confirmatory) test under the University's random drug testing program must be notified immediately about the result and required to furnish the University a written explanation about the findings. Thus, the student will also be required to undergo, at the student's own expense a drug dependency evaluation by a government or DOH-accredited physician or drug counselor, the result of which will determine the basis for disciplinary or other action. A positive confirmatory test result is not automatically considered a definitive finding of drug use, until determination of the student's level of drug dependency as well as a psychiatric evaluation to eliminate the possibility of psychiatric disorder as a likely trigger for use is made by a DOH-accredited facility, physician or drug counselor specifically designated by the University. Such a determination is to be made in coordination with the University's guidance or drug counselor, the result of which are furnished in writing to the said office/s.
2. At the same time, any student who tests positive in the second (confirmatory) test will also be asked to go immediately on a leave of absence from the University while he is undergoing the same drug dependency and psychiatric evaluation. The rationale for such leave arises from the University's legitimate authority and inherent responsibility to safeguard the

academic community from any student's propensity for or dependence on prohibited substances, or when on account of a confirmatory drug test such a possibility cannot be ignored. Hence, the student may also be temporarily barred from enrollment, pending the completion of his drug dependency and psychiatric evaluation.

3. Following the Code of Student Discipline, which classifies drug use as a type A offense punishable with dismissal, the student may be dismissed following due deliberation of the case by the Disciplinary Board and review of the same by the Management Committee with the following conditions:
 - a. If the dependency evaluation results in the finding that the student is a drug dependent; and
 - b. If the result of the psychiatric evaluation indicates psychiatric disorder that serves as a strong predisposition to drug use.
4. Alternatively, the University may decide to ask the student to withdraw voluntarily from the school given the abovementioned conditions.
5. Nevertheless, regardless of the outcome of the dependency evaluation, the student is also placed, on the strength of his or her positive confirmatory test, under disciplinary probation for one academic year, provided that he or she signifies compliance with the following conditions:
 - a. At his own expense, submit to subsequent drug tests within the probationary period. The schedule and frequency of such tests shall be subject entirely to the University's discretion. Positive results shall warrant dismissal from the University.
 - b. Continuous and/or regular sessions with the University's guidance or drug counselor within the probation period.
 - c. Should the student be found to have committed any disciplinary offenses during the probationary period, a major (type A, B, or C) disciplinary offense will result in the student's automatic dismissal and a minor (or type D) offense will occasion an automatic review by the DB of the student's status, followed by the imposition of the appropriate sanction.
 - d. If the above conditions have been satisfactorily met, the student's probationary status shall be lifted; otherwise, the student shall be dismissed from the University.
6. Meanwhile, students who contest the result of the second (confirmatory) test, shall be advised to undergo a hair follicle drug test at a government or DOH-accredited facility, designated by the University, at their own expense.

THE DRUG-FREE COMMITTEE (DFC)

I. Composition.

The DFC shall be composed of the following:

1. CSA Executive Director (Head);
2. CSA-Office of Student Services Head (member);
3. Student Affairs Officer for Student Discipline as the Drug Testing Coordinator (DTC)
4. University Legal Counsel (consultant)

II. Specific Powers and Functions of the DFC

The functions of the DFC shall include (but are not limited to) the following:

1. Receive reports of cases with positive confirmatory test results;
2. Deliberate on the case if psychiatric evaluation confirms drug dependency;
3. Submit a report of its findings with the corresponding recommendation or appropriate interventions and/ or sanctions to the Management Committee for approval.
4. Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information for submission to CHED Regional Offices.
5. Attend trainings and conferences for the purpose of enhancing skills and knowledge on latest trends, regulations and policies in handling problems related to dangerous drugs abuse.
6. Review and if necessary, revise the University's Drug Testing Policy when needed.

Definition of terms

1. **Confirmatory drug test** – refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
2. **Dangerous drugs** – include those identified and listed in R.A. 9165 or the Comprehensive Dangerous Drugs Act of 2002 And its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. 9165.
3. **Drug dependent** – refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.
4. **Interventions** - are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level, and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (40 major modalities of the intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/halfway houses, and (4) community-based interventions.
5. **Mandatory drug testing** – refers to the compulsory submission of a student for drug testing in all HEIs as required in the school's student handbook with notice to the parents.
6. **Mandatory random drug testing** – refers to the compulsory conduct of random drug testing of students in all Higher Education Institutions (HEIs) with each student having equal chance of being selected for testing.
7. **Random drug testing** – refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.

SEARCH OR INSPECTION

A search and/or inspection is conducted as a safety and security measure of the University, and as means of preventing possible occurrence/commission of crime, or disciplinary infractions. Moreover, when it is deemed necessary to maintain and secure a campus environment conducive to academic activity and operations, or when there is reasonable ground to believe that a student may have on his person, or in the locker, drawer, bag or attaché case, or any private repository, an object, substance, or property, the possession of which constitutes a violation of law and/or existing rules and regulations of the school, any University official, faculty member, security personnel, or any other academic and/or duly authorized non-academic personnel may conduct a search and/or inspection of a student, any locker, drawer, bag or attaché case, done in the presence of a witness, and in the case of property inspection, in the presence of the owner and a witness. Confiscated items are duly listed, signed by the owner and a witness, and turned over to the Center for Student Affairs or Security Office.

CRIMINAL VIOLATIONS

Without prejudice to the filing of administrative charges for violation of school regulations, the School reserves the right to turn over a student to police authorities for investigation.

DEALINGS WITH OTHERS

Healthy interaction with members of the opposite sex is encouraged. However, acts or gestures that tend to offend other members of the community, including public displays of physical intimacy, are not tolerated.

ANTI-LOITERING POLICY

Approved by the Management Committee on June 7, 2019 (Ref. MAN 321/2019)

To maintain an environment conducive to learning for all members of the academic community, students are reminded of certain areas where a quiet and peaceful atmosphere should be maintained.

Student conduct shall, at all times, convey respect and consideration for the rights of others. In particular, common access areas such as hallways and stairwells are to be kept open for ingress into and egress from a building. Blocking/loitering/making noise in these areas, or other acts that disturb classes or activities in adjoining classrooms, halls and offices are not allowed and are to be avoided.

Official business shall mean transacting matters with University personnel regarding academics, making administrative inquiries, and/or undertaking official student activities.

At the end of the class, students are expected to leave the classroom in an orderly and timely manner. If the teacher is absent, students must vacate the classroom immediately.

Male/female restrooms, dressing rooms and lavatories are for male/female use respectively, as indicated in such premises.

Areas where students may stay while waiting for their next class

- ALB lobby area
- DCB lobby area
- ACB lobby area
- Study Halls A & B
- University Student Commons (USC)
- Cafeteria
- DCB Plaza
- CAS Garden

Areas where students may stay while being mindful of their noise levels

- ALB ground floor (i.e. pond area)
- CAS Ledge
- University Library

Areas where students may not loiter to avoid disturbance to those actively using the facilities

- PSB mezzanine areas (e.g. track oval, martial arts area, etc.)
- Restrooms

Areas where students are not allowed to loiter unless on official business

- ALB 2nd floor, stairwell and fire exits
- DCB hallways, stairwell and fire exits
- ACB hallways, stairwell and fire exits
- CAS Building hallways, stairwell and fire exits
- Vacant classrooms and/or function rooms
- Employee lounges (e.g., ACB Roof Deck, Executive Lounge)
- Administrative, academic and/or faculty offices
- Other areas that may be reserved for the exclusive use of University officials, faculty members, and/or personnel (e.g., employee restrooms)
- Parking areas

Creating disturbances or unexplained and/or disruptive loitering in the above areas and offices, or adjacent areas (e.g., CAS ledge, ACB hallways, etc.) where classes and other University functions are ongoing, may be treated as a Type D offense.

SMOKE-FREE SCHOOL CAMPUS AND WORKPLACE POLICY

Approved by the Management Committee on May 17, 2019 (Ref. MAN 281/2019)

The University of Asia and the Pacific is committed to a safe and healthy environment for all its staff, students, and visitors. As an educational institution, it has an obligation to promote healthy and positive lifestyles and safeguard an environment conducive to learning and working.

Recognizing the use of tobacco products and other smoke-generating products such as electronic cigarettes as a health, safety, and environmental hazard, the University enforces the amended Smoke-Free School Campus and Workplace Policy to protect the right of the minors under its care and ensure that the non-smokers are not exposed to secondhand smoke.

In compliance with the Tobacco Regulation Act of 2003, Executive Order No. 26 s. 2017 entitled “Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places”, as well as the Labor Standards of the Department of Labor and Employment (DOLE), the University is a smoke-free campus and has no designated smoking area. Sale, advertisements, or promotion of cigarettes or other tobacco products including electronic smoking devices is not allowed in campus and within 100 meters from any point in the perimeter of the University.

Students, personnel/staff members, and visitors/guests may not use any tobacco product or electronic smoking device at any time within the campus, including non-school hours (24/7). In particular, this prohibition applies:

- Within school grounds and University property (e.g. University vehicles or vehicles provided for official University business);
- During and in the course of any school-sponsored or school-related event on-campus or off-campus. University employees, school volunteers, contractors, other persons performing services on behalf of the University on campus or for official school functions/events either on or off school grounds are prohibited from using tobacco products and electronic smoking device at any time while on duty or in the presence of students.

Further, no student shall be permitted to possess a tobacco product or electronic smoking device while in any school building, while within school grounds or property, or at any school-sponsored or school-related function/event, or at any other time while under the authority of school personnel.

Students and employees may get in touch with the First Aid Station, CSA or HRM if they need additional information and support for smoking cessation and other smoking-related concerns.

Definition of Terms

1. **“Electronic Smoking Device”** refers to any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. It includes any such electronic smoking device whether manufactured, distributed, marketed, or sold in any form such as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other similar product of whatever name or descriptor.
2. **“Smoke or Smoking”** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana or similar product/s, whether natural or synthetic, in any manner or in any form. The term includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
3. **“Tobacco Product”** means and includes:
 - (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human use/consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
 - (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;

(c) Any component, part, or accessory of a tobacco product.

4. “**Tobacco use**” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Enforcement for Students

Any act in violation herein shall be covered by the Code of Student Discipline. Non-compliance with, or violations of this Policy shall be subject to disciplinary sanction. Parents/guardians shall be notified of all violations and actions taken by the school.

Enforcement for Staff

With the implementation of the Smoke-Free School Campus and Workplace Policy applied to employees, in compliance with the Labor Standards of DOLE, any violation committed by an employee shall be subject to the Employee Code of Discipline.

Enforcement for Visitors

Visitors/guests/contractors shall be informed of this Policy and are expected to comply while in the campus and within its immediate surroundings. If needed, they shall be directed to designated smoking areas in Ortigas, Pasig City.

POLICY ON THE USE OF STUDENT IDS

Revisions approved by the Management Committee on January 18, 2016 (ref. MAN 032/2016)

Overview

The University requires its students to wear their student IDs at all times within University premises and present them upon request by the proper school authorities. Failure to do so is considered a disciplinary offense and subject to the appropriate administrative or disciplinary sanction(s).

Rationale

Requiring students to wear their student IDs at all times upon entering and while within school premises allows the University to enforce better campus security, which is a pressing need because the University remains open to guests and because its student population is growing considerably. The wearing of IDs, therefore, is a practice that will allow the University to exercise a modicum of control over the presence and decorum of persons within the university premises as well as ensure their personal safety.

Implementing Guidelines

1. A currently enrolled student of the University is required to wear a valid UA&P ID at all times—i.e., upon entering and within the University’s premises—and to present his ID to the proper school authorities whenever he is requested to do so. In addition, students are required to tap their IDs at the card reader each time they enter and exit the university premises.

The ID should be worn where it is most visible or noticeable so as to easily identify the students. Hence, they are required to wear their IDs properly using an ID lace/lanyard. On the other hand, ID laces/lanyards containing any offensive text/graphics or those representing other schools/organizations will be prohibited.

2. As a corollary, any person who is not a currently enrolled student or employee of the University shall be required to present the necessary credentials at the University entrance(s) and will be issued a **Guest ID**, which he must prominently wear at all times while inside the premises.
3. The proper school authorities shall include security personnel, faculty members, and administrative staff of the University. Any of these persons may either call a student's attention if he observes that a student is not wearing his ID or request a student to present his IDs at various points on campus, including but not limited to the campus gate and building entrances. They may also do the same on other occasions, particularly if there is an apparent disciplinary or administrative incident, if they have reasonable grounds for establishing the student's credentials, or if the student is requesting access to a particular facility or service.
4. In general, any student who fails to wear his or her ID or present it to any person in authority who asks for or requires it shall either be disallowed access to the particular facility or service, or entry into the University. In the latter case, entry into University premises may be allowed only if the student secures a Student Day Pass from the Security Office or a Temporary ID from the Registrar's Office.
 - a. A **Student Day Pass** allows the students who forgot to bring and/or lost their IDs to enter the campus premises for one day only. However, the use of the Student Day Pass is limited to this purpose only; therefore, it cannot be used to access particular services (e.g. borrowing books from the Library) or in availing special student privileges (e.g. discounted parking rate).

The Student Day Pass is issued by the Security Office only after the student's identity has been reasonably established by security personnel. A student is required to wear his Student Day Pass at all times while within school premises.

Procedure in Securing a Student Day Pass

- 1) Register by depositing any valid photo ID at the University entrance reception areas (Pearl Drive or DCB entrances).
- 2) Get a Student Day Pass (ID card) and receive the non-compliance notice.
- 3) Return the Student Day Pass at the reception area before leaving the University premises to claim your deposited ID.

NOTE: The Student Day Pass is valid only on the day it is issued. Each completed transaction by a student, including unauthorized use/failure to return the day pass, is deemed as one incident of non-compliance with this policy and will be reported to the Center for Student Affairs (CSA) as provided for in Section 6 of this policy.

A student who loses or damages the student pass, ID holder and/or lanyard, will be charged with the following fees:

- 1) Student Day Pass – Php 300
- 2) ID holder – Php 50
- 3) ID lanyard – Php 50

- b. Any student who has lost an ID should inform the Registrar's Office and CSA within 24 hours after discovering the loss by filling out the appropriate form on loss of records on ID.

A **Temporary ID** is issued by the Registrar's Office if the student has lost his UA&P ID. The Temporary ID is valid only until the student's replacement ID is processed, upon which the student surrenders his temporary ID to the Registrar's Office.

Students are required to wear the temporary ID at all times upon entry and while within school premises. The Temporary ID may be used to access particular University facilities and avail student privileges only within the specified validity date.

A student who is able to secure a Temporary ID issued by the Registrar's Office after having been issued a Student Day Pass must have the non-compliance notice noted/signed by the issuer of the Temporary ID, and the same notice must be submitted to CSA to cancel the student's record of non-compliance for the day.

5. **Sanctions for ID Policy Non-Compliance.** In general, non-compliance with this policy is categorized as a type D offense (misdemeanor) under the Code of Student Discipline. As such, offenses are subject to the following ladder of disciplinary actions:

- a. 1st and 2nd commission (ID Policy non-compliance notice): A student who fails to present a valid student ID upon entry into the university will be issued a notice of non-compliance. The notice of non-compliance is issued with the Student Day Pass by the security personnel on duty.
- b. 3rd commission (written warning): A student who commits a third offense will be given a written warning from CSA.
- c. 4th commission and above: A student who commits four or more minor offenses will be charged with a major offense and referred to the Student Disciplinary Board for further deliberation or sanction.
- d. Other offenses related to this policy (e.g., failure to wear the student ID while inside the school premises, unauthorized use/failure to return the student day pass, lending and borrowing of IDs, forged passes or IDs, refusal to comply with properly issued directives) are subject to the appropriate disciplinary sanctions (see Code of Student Discipline – Classification of Offenses). Students are obliged to report to CSA any unauthorized use of their IDs immediately upon discovery.

This applies to any of the IDs issued by the University, which includes the UA&P Student ID, Student Day Pass and Temporary ID.

6. **Reporting.** Persons in authority are obliged to report infractions of this policy to the Center for Student Affairs, which in turn records such infractions and determines the appropriate sanction. CSA is also particularly responsible for implementing the sanctions described in paragraphs 5b to 5d above.

STANDARDS OF UNIVERSITY ATTIRE

Revisions approved by the Management Committee on May 15, 2018 (ref. MAN 268/2018)

Rationale

As bearers of the university's institutional culture¹, all members of the University community (e.g., academic personnel, non-academic/administrative personnel and students) are expected to project the collective culture through their overall deportment and bearing. Each one is free to express personal style² or individuality for as long as he or she is able to reflect the university's culture which subscribes to the standards of simplicity, elegance, decency and respect for others.

These standards are inherent in the mandate of the University to create and foster an environment conducive to learning, and are enforced upon all members of the academic community, who work together in a moral unity of mission and purpose.

Having joined the University community of their own free will and having been informed of the institutional culture, UA&P students, academic staff and non-academic/administrative personnel are called to abide by, uphold, and emulate the University Credo, Principles, Institutional Goals and Ideals –

1. In their overall bearing.
2. In a manner consistent with the declared University culture of simplicity, elegance, decency, temperance, and prudence in both clothing and grooming, living this culture on-campus as well as when as they represent the University in official affairs/business off-campus.

In keeping with these Standards and as demanded by the occasion, the University prescribes the following:

- **Business Formal Attire** is clothing appropriate for the workplace and certain activities and occasions that require formality, such as the Incorporation Rites, Equatorial Rites, Eucharistic Procession, University Opening Rites, Graduation Rites and other formal meetings, conferences, seminars, presentations or get-togethers.

For women

- Formal long or three-quarter sleeved tops with or without collar; blazer or cardigan
- Straight-cut, A-line or slightly flared/paneled skirts that cover the knee; full-length slacks or dress pants
- Business-appropriate dresses with sleeves; Filipiniana-inspired dresses; modest national attire of Asia Pacific countries with hemlines below the knee
- Closed/peep-toe dress shoes; dress heels

For men

- Formal long-sleeved collared shirts with matching suit jacket and tie; formal barong tagalog with proper undershirt; formal national attire of Asia Pacific countries
- Full-length slacks, trousers or dress pants
- Dress shoes, oxfords or formal loafers with dress socks

1 "The University of Asia and the Pacific is an academic community where the pursuit and spread of truth are undertaken according to the highest intellectual and professional standards. It shall always remain faithful to these foundational aims to create and spread a culture that strengthens the dignity of the human person...." (Educational Principles of the University of Asia and the Pacific, Mission Statement # 8)

2 "Style is largely a matter of good manners. Good dressing reflects these good manners. And good manners are born of self-mastery." (Maria Castillo, Que la moda no te "incomode," Hacer Familia, 29 September 2004)

- **Business Casual Attire** is clothing appropriate for the faculty and staff to wear in their workplaces and classrooms on regular working days. This style of attire is also appropriate for students taking up courses that require business attire, for students delivering presentations, and for students attending semi-formal occasions or school activities such as conferences, in-house seminars or talks, book launches, career fairs and get-togethers. This type of attire is comfortable but still professional in overall appearance.

For women

- Business-appropriate short or long-sleeved tops/blouses (blazers/cardigans and collars are optional)
- Straight-cut, A-line or slightly flared/paneled skirts or dresses that cover the knee; business-appropriate slacks or pants
- Closed/peep-toe shoes; pumps; dress heels

For men

- Short or long-sleeved collared shirts; coordinating jackets, vests, cardigans or sport coats (blazers and ties are optional); polo barong
- Full-length slacks or trousers
- Dress shoes, oxfords, loafers or closed walking shoes with socks

- **Casual Attire** is clothing appropriate for informal occasions and is a good option for students' daily wear on campus, unless more formal attire is specified by their course. For faculty and staff, casual wear is limited to Saturdays and certain occasions such as outreach activities, teambuilding activities, spring-cleaning days, etc., which are subject to the approval of their immediate supervisor.

For women

- Casual tops with sleeves; casual jackets/sweaters
- Denim or khaki pants; cropped pants or casual skirts that cover the knee
- Strapped sandals, flats, sneakers, athletic shoes, canvas-topped or other casual shoes

For men

- Casual tops with sleeves; casual jackets/sweaters
- Denim or khaki full-length pants
- Sneakers, athletic shoes, canvas-topped or other casual shoes

- **Sports Attire** is clothing appropriate during PE classes, varsity activities, official University tournaments, the Unitas Games (University Sports Day), recreational games and regular workouts. PE students have prescribed PE attire. All types of sportswear are allowed only in the designated sports areas located at the Parking and Sports Building (PSB).
 - Athletic shirts/jerseys with sleeves; cotton shirts with sleeves
 - Athletic pants, jogging pants, jazz pants or sweatpants
 - Shorts (only for men, for varsity players who are wearing their prescribed training or competition uniforms, or as prescribed for PE classes)
 - Athletic shoes with socks

Students and university personnel are expected to change into appropriate casual or business attire before leaving the PSB and returning to their respective classrooms and offices. The designated restrooms for this purpose are located at the 4th floor of the PSB.

During tournaments, only the players are allowed to be in sportswear. Spectators and visitors are expected to wear appropriate casual attire.

Varsity Uniforms. Only varsity athletes can wear their respective uniforms (e.g., jerseys, shorts) during practice and training at the PSB. These uniforms should be reflective of the University's culture at all times. For proper guidance in designing their uniforms, teams are instructed to seek approval from the Center for Student Affairs (CSA).

- **Performance Attire** is clothing appropriate for certain activities or events held in the University that require a specific costume or get-up, such as plays, concerts, and other performances for class or during get-togethers.

While it is understandable that costumes and other performance attire are designed to suit a certain character, theme, or type of performance, it is still recommended that performers dress according to the Standards of University Attire, given that the activity is being held within the University premises. For costumes that are essential to the nature or plot of the production (e.g. native wear), any variation from these Standards must be approved by the Center for Student Affairs Operations Committee.

These guidelines also apply to performances outside UA&P which are presented by groups that carry the name of the University with them (e.g. UA&P theater, music and dance organizations, dance varsities, UA&P Chorale, etc.). Guest performers are also expected to abide by these standards.

Clothing, grooming, or external display that is lavish, ostentatious, immodest or incongruous with femaleness or maleness has no place in the academic setting that is the University. In its stead, simplicity, elegance and decency will be the rule, out of respect for the institution, its benefactors, and constituency.

In keeping with the University culture expressed herein, the following clothing/grooming are unacceptable in campus, including the oratories, regardless of occasion:

- Sleeveless tops, extended sleeves that do not cover the upper arms, tube tops, tank and halter tops, midriff-baring tops
- Low-cut necklines (i.e., more than 2 inches below the clavicle)
- Revealing, flimsy, or see-through tops without the appropriate undergarments
- Shorts (except as indicated in the section on Sports Attire)
- Men's trousers that do not cover the ankle; women's cropped pants that do not cover the knee
- Women's skirts or dresses with hemlines that fall above the knee when standing
- Low-rise jeans or pants that reveal the wearer's abdomen, lower back or undergarments
- Tight-fitting tops and pants; leggings
- Designs that contain explicit or implicit foul language, suggestive and vulgar graphics, suggestive texts, and texts with double meaning
- Ripped, tattered, or frayed clothing/jeans
- Slippers or slip-on footwear (whether flat or with heels)
- Cross-dressing

Unacceptable Business Formal/Business Casual Attire

- Cropped pants; drawstring pants or slacks
- Rain jackets or windbreakers
- Casual sandals; canvas, plastic or rubber-topped shoes

Wearing of the UA&P ID at all times while on the University premises is part of the University Attire. Please refer to the Policy on the Use of Student IDs (p. 126) and the Code of Employee Conduct and Discipline for more guidelines.

Students who are not dressed or groomed in accordance with these Standards shall be prohibited by the guard on duty from entering the campus and may be subject to disciplinary action in accordance with the Code of Student Discipline. Employees will likewise be reported by the guard on duty to HRM office and will be subject to disciplinary action in accordance with the Code of Employee Conduct and Discipline.

Students and employees shall inform their guests of these standards when the latter visit the campus or attend University functions or activities.

Should there be a need for clarification on these standards, students may consult with their teachers, mentors, or members of the Center for Student Affairs (CSA), while employees may consult with their supervisors or members of the Human Resource Management Office (HRM).

POLICY ON THE CREATION OF SAFE SPACES IN THE UNIVERSITY

Approved December 9, 2020 (ref. MAN 523/2020)

** Note: this policy supersedes the former Policy on the Management of Sexual Harassment Cases*

Rationale and Objective. This policy aims to affirm and defend the dignity of the human person as enshrined in the Educational Principles of the University of Asia and the Pacific. Through this policy, a mechanism shall be in place in order to provide individuals who may have experienced sexual harassment a venue where they can address their grievance.

In this connection, and pursuant to the Safe Spaces Act of 2019 (R.A. 11313), the Magna Carta of Women (R.A. 9710), Section 4(b) of the Anti-Sexual Harassment Act 1995 (R.A. 7877), and insofar as may be applicable, the Anti-Violence against Women and Children of 2004 (R.A. 9626), and such other relevant and related laws, and in compliance with CHED Memorandum Order No. 1, Series of 2015, a **Committee on Decorum and Investigation** (“CODI”) is thus created and constituted for the University.

1. **Policy Statement.** The University of Asia and the Pacific shall ensure that the dignity of the persons forming part of its community shall always be affirmed and defended. It shall ensure that reported cases of sexual and similar harassment shall be resolved in an objective and fair manner, within a reasonable time consistent with administrative due process, guided by the spirit of justice and charity. It shall provide appropriate interventions or support to the parties involved while the case is under investigation, until it is resolved.
2. **Offenses defined**
 - 2.1 **Sexual harassment** is committed by a person against another, of the same or opposite sex:
 - 2.1.1 **Work-related.** By one having authority, influence, or moral ascendancy over another in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach, or trainer, and where sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms

of conditions, promotions, or privileges; or where 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;

- 2.1.2 **Education/training-related.** By one in an education or training environment such as a teacher, coach, mentor, advisor, or similar position of ascendancy against:
 - 2.1.2.1 one who is under the care, custody or supervision of the offender; or
 - 2.1.2.2 one whose education, training, apprenticeship or tutorship is entrusted to the offender.
- 2.1.3 By means of an act, or a series of acts, involving any unwelcome sexual advance, request, or demand for sexual favor, or other verbal, non-verbal, or sexually suggestive behavior, committed by a student, an employee, or an official in the work/training/education-related environment, whether physical, online, electronic, or other means provided, as 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 when the sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.
- 2.1.4 The act or conduct need not be overtly or plainly sexual. It may be implicitly sexual, sexually suggestive, or may have sexual underpinnings. In determining whether an act is sexual, the totality of circumstances shall be considered, including, but not limited to, the experience and reasonable expectations of the complainant; the vulnerability of the complainant; and the circumstances of time, place, and manner. The motive of the respondent is irrelevant.
- 2.1.5 For both work-related and education/training-related sexual harassment, the work/training/education-related environment, whether physical, online, or through other means, becomes difficult or not conducive for work, learning, or study because of a single act that is grave or serious, and/or on account of a pattern of behavior that is pervasive or persistent, which creates an atmosphere of fear for the complainant or threatens the complainant's sense of safety and security (intimidating environment), a pervading mood of antagonism or opposition (hostile environment), or an unpleasant atmosphere characterized by discomfort, humiliation, embarrassment, or other negative effect on the complainant's psychological or mental well-being (offensive environment).
- 2.1.6 While sexual harassment often takes place in situations where there is a power differential, it is not limited to such situations. It may be present in peer-to-peer or subordinate-to-superior situations, or between persons of the same status in the University, regardless of sex, gender identity or expression, or sexual orientation.
- 2.2 Other offenses of sexual nature include bullying, stalking, or harassment through any platform of media or communication, whether:
 - a. In peer or professional relationships, including but not limited to peer-to-peer, superior-to-subordinate, or subordinate-to-superior relationships; or
 - b. A student harassing a faculty member, another student, alumni, any employee including University security, service provider, or other contractual partners of the University, or vice versa, committed through the following or similar means:
 - 2.2.1 Any act of lasciviousness punishable under Article 336 of the Revised Penal Code, or any overt sexual advances;

- 2.2.2 Unwelcome or improper gestures of affection or familiarity;
- 2.2.3 Use of lewd or suggestive language or behavior;
- 2.2.4 Use of epithets, derogatory or suggestive comments, slurs or gestures, offensive posters, comments, cartoons, pictures, or drawings that are sexually oriented;
- 2.2.5 Texting, stalking, posting in social media, bullying through the use of sexual or sexually suggestive content;
- 2.2.6 Voyeurism, which refers to the act of taking a photo, video, or other recording of a person performing a sexual act or any similar activity or of capturing an image of the private parts of a person without the latter's consent, or under circumstances in which such person has a reasonable expectation of privacy, even if the sexual act or activity is consensual. It also refers to the act of selling, copying, reproducing, broadcasting, posting, sharing, distributing, showing, or exhibiting the photo, video, or recording of such sexual act or similar activity through any means, without the written consent of the person involved.
- 2.2.7 Request or demand for sexual favors, such as, but not limited to, on the occasion of going out on dates, outings, or the like, with the said purpose; or
- 2.2.8 Any other act or conduct of a sexual nature or for the purpose of sexual gratification, which is generally annoying, disgusting, or offensive to the victim or invasive of the victim's personal privacy;
- 2.2.9 Gender-based online sexual harassment, which is defined as online conduct targeted at a particular person that causes or is likely to cause mental, emotional, or psychological distress, and fear of personal safety. It includes, but is not limited to, the following:
 - a. Physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online, whether publicly or through direct and private messages;
 - b. Invasion of the victim's privacy, directly or indirectly, through cyberstalking or incessant messaging or posting;
 - c. Uploading and sharing without the consent of the victim any form of media that contains photos, voice, or video with sexual content;
 - d. Any unauthorized recording and sharing of any of the victim's photos, videos, or any information online;
 - e. Impersonating identities of victims online or posting lies about victims to harm or degrade their reputation or dignity;
 - f. Filing, posting and/or publishing false and/or derogatory reports, materials, and information, regardless of whether the same is found to be true or not, to online platforms, e-messaging groups, and/or similar sites meant, directly or indirectly, to silence, discourage, threaten, or render uncomfortable victims, their family members, friends or acquaintances, and/or supporters; or
 - g. Any other participation in online and other information technology-related activities related to gender-based "hate crimes," or similar offenses, campaigns, or wrongdoings.
- 2.2.10 Gender-based streets and public spaces sexual harassment that includes, among others:
 - a. Catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs;
 - b. Persistent uninvited or unwelcome comments or gestures about a person's

- appearance;
 - c. Relentless requests for personal details through any means or manner;
 - d. Statement of sexual comments and suggestions, whether verbally and/or in action;
 - e. Public masturbation; exhibition, fully or partially, of private parts; groping; making offensive body gestures at someone; and other similar lewd, offensive, and/or unwelcome sexual actions;
 - f. Any advances, whether verbal or physical, or through any digital or electronics-mediated communication, that are unwanted and have threatened one's sense of personal space and physical safety. This may include cursing, leering or intrusive gazing, and taunting;
 - g. Persistent telling of sexual jokes, use of sexual names, and mentioning of sexually oriented terms and objects;
 - h. Stalking;
 - i. Dating violence, physical, psychological or otherwise; and
 - j. Any other participation in gender-related "hate crimes" or similar offenses, campaigns; or wrongdoings.
- 2.2.11 Gender-based sexual harassment in the workplace, which includes the following:
- a. An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically, or through the use of technology, such as text messaging or electronic mail, or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, and job performance or opportunities;
 - b. Conduct of a sexual nature and/or such other sexually suggestive actions violating the respect due to, and dignity of, a person, which conduct is unwelcome, uninvited, unreasonable, or offensive to the recipient, whether done verbally, physically, or through the use of technology, such as electronic or text messaging or electronic mail, or through any other forms of information and communication systems;
 - c. Any such other conduct related to sex, sexual orientation, or gender identity that is unwelcome and pervasive, and creates an intimidating, hostile, or humiliating environment for the recipient.
- 2.2.12 Rape, as defined under Article 266-A of the Revised Penal Code, which refers to a sexual assault that violates a person's right to personal security and bodily integrity with the essential element of lack of consent.
- 2.2.13 Child sexual abuse, as defined under Republic Act No. 7610 or the "Special Protection of Children Against Abuse, Exploitation and Discrimination Act," which refers to engaging in any form of lewd sexual conduct with a person below 18 years of age, or anyone above 18 years of age but who may be unable to fully take care of or protect himself or herself from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition. This also includes sexual exploitation of a minor. Lack or absence of consent is conclusively presumed from the fact that the child is below 18 years of age.
- 2.2.14 Sexual exploitation, which refers to the use of threat, deception, coercion, abuse of a person's vulnerability or minority, or other similar means to make another person participate in prostitution or the production of pornographic materials as may be punished by statute or local ordinance, including any of the acts prohibited under the Anti-Trafficking in Persons Act of 2003 (R.A. 9208).

2.3 Consent

- 2.3.1 Common among infractions involving sexual encounters is the absence of consent. Consent must be a clear “yes,” communicated by unambiguous words or actions and continuing consistently, and throughout any sexual encounter. Consent previously given may be retracted at any time during the sexual encounter.
- 2.3.2 While consent may be expressed verbally or otherwise, verbal consent on or about the time of the activity is the more reliable form of gauging and ensuring that both parties freely and knowingly engage in sexual activities.
- 2.3.3 In no situation may consent be implied from a person’s manner of dressing.
- 2.3.4 Consent cannot just be implied from a person’s failure to object or say “no,” nor from the fact that a person has a romantic or dating relationship, or erstwhile sexual partnership without any romantic or emotional attachment with another, or from an absence or lack of resistance.
- 2.3.5 Consent to one sexual act is not consent to engage in another, and consent to past acts is not consent to present or future acts.
- 2.3.6 Consent is absent when the complainant is incapable of saying “yes” or “no” because of threat, force, intimidation, deception, violence, victim shock, emotional or physical freeze, impairment or debilitation, or other similar condition/s or circumstance/s; instances of intoxication, being affected by drug use, mental or physical incapacity, or other similar condition; or because the complainant is asleep or unconscious. In determining whether intoxication, being affected by drug use, mental or physical incapacity, or other similar condition has the effect of making a person incapable of giving consent, the circumstances should be such that the individual becomes physically helpless or reasonably incapable of communicating consent or unwillingness to engage in sexual contact or to fully appreciate the consequences of one’s acts.

2.4 Classification of Offenses of Sexual Nature

Classification	Nature of the Report	Receiving Office
Type 1	Student filing a case against any employee, agent, contractors, and/or representative of the University	Managing Director of the Human Resource Management Office (HRM)
Type 2	Student filing a case against another student	Operations Committee of the Center for Student Affairs (CSA OpCom)
Type 3	Employee, agent, contractors, and/or representative of the University filing a case against a student	Operations Committee of the Center for Student Affairs (CSA OpCom) with copy to the Managing Director of the Human Resource Management Office (HRM)
Type 4	Employee, agent, contractors, and/or representative of the University filing a case against another any such other employee, agent, and/or representative	Managing Director of the Human Resource Management Office (HRM)

2.5 Gravity of Offenses of Sexual Nature and Corresponding Sanctions

2.5.1 **Major** - serious, persistent, or pervasive acts that result in serious moral damages.

2.5.1.1 Examples

- a. Sexual harassment
 - i. Sexual relationship/activity between personnel and a student
 - ii. Work-related sexual harassment
 - iii. Education/training-related sexual harassment
 - iv. Unwanted touching, pinching, brushing against, or groping of private parts of the body (genitalia, buttocks, and breast), even if done over clothing
 - v. Unwanted sexual or lascivious touching, pinching, brushing against, or groping any other part of the complainant's body, even if done over clothing
 - vi. Unwanted sexual advance, invitation, or flirtation with non-consensual and lascivious touching
 - vii. Terrorizing the complainant through: unauthorized recording and sharing of any of the complainant's photos, videos, or information online; impersonating the identity of the complainant online; posting lies about the complainant to harm the complainant's reputation; or posting false abuse reports online to silence victims
 - viii. Stalking
 - ix. Exposing or flashing private parts, public masturbation, or similar acts committed for the sexual gratification of the respondent with the effect of demeaning, harassing, threatening, or intimidating the complainant
- b. Other forms of sexual misconduct
 - i. Voyeurism
 - ii. Child sexual abuse
 - iii. Rape
 - iv. Sexual exploitation
- c. Other forms of sexual misconduct
 - i. Engaging in a dating, sexual, or amorous relationship or activity with personnel for whom one has or is scheduled to have a responsibility for assessing, supervising, advising, mentoring, training, guiding, counseling, selecting, or providing administrative support or pastoral care
 - ii. Engaging in a dating, sexual, or amorous relationship or activity with students who are 18 years old or older, and for whom one has or is scheduled to have a responsibility for assessing, supervising, advising, teaching, mentoring, training, guiding, counseling, selecting, or providing administrative support or pastoral care
- d. Any act classified as minor or moderate when the same is serious, persistent, or pervasive
- e. Other analogous acts

2.5.1.2 Sanctions

- a. 1st offense - Employee - Termination

- Student - Suspension¹ of one (1) semester to one (1) year, exclusion², or expulsion³ depending on gravity of offense
- b. 2nd offense - Student - Exclusion

2.5.2 **Moderate** - unwanted sexual behavior with no physical contact or repeated minor infractions which results in significant but not serious moral damages.

2.5.2.1 Examples

- a. Unwanted sexual advance, invitation, or flirtation with no lascivious touching
- b. Request or demand for any unwanted sexual favor or invitation
- c. Offensive sexual remarks about a person's physical appearance
- d. Sending to the complainant, through the use of information and communication technology or other means, photos, audio recordings, or videos with sexual content causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive, or vulgar
- e. Telling sexist, sexual, or smutty jokes or comments to the complainant or sending these through text or electronic mail messages, or other means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive, or vulgar
- f. Offensive sexual body gestures
- g. Repeated but not serious, pervasive, or persistent minor infractions
- h. Other analogous acts

2.5.2.2 Sanctions

- a. 1st offense - Employee - Suspension for six (6) months to one (1) year
- Student - Suspension of 16 to 30 days (or the equivalent of the maximum number of absences allowed in a semester)

- 1 **Suspension** is a penalty whereby the University denies an erring student of attendance in class for a period not exceeding twenty percent (20%) of the prescribed class days for the semester (approximately four class weeks in a semester). A student on suspension is prevented from attending class and thus from taking any examinations, quizzes, or graded recitations. Since he is not excused from these graded works, he receives failing marks for them and is barred from making up for them upon his return.
- 2 **Exclusion** is a penalty whereby the University drops the name of the erring student from the school rolls and immediately issues transfer credentials. In exceptional cases passed upon and determined by the CODI and Management Committee, the school may defer the imposition of the penalty of exclusion and allow the student to finish the current term he is enrolled in.
- 3 **Expulsion** is an extreme penalty imposed on an erring student, consisting of his exclusion from admission to any school in the Philippines (See Appendix on Expulsion).

- b. 2nd offense - Employee - Termination
 - Student - Suspension of one (1) semester to one (1) year, or exclusion
- c. 3rd offense - Student - Exclusion

2.5.3 **Minor** - involve nonrepetitive or isolated instances of intrusive behavior or offensive gender-based remarks or gestures, which results in minimal moral damages.

2.5.3.1 Examples

- a. Sexual harassment
 - i. Catcalling
 - ii. Cursing with sexual content directed at the complainant
 - iii. Use of words, gestures, or actions that ridicule on the basis of the complainant's sex, gender, or sexual orientation, identity and/or expression, including misogynistic, transphobic, homophobic, or sexist remarks, slurs, words, or comments
 - iv. Ogling or leering
 - v. Unwanted requests for one's personal details, such as name, contact and social media details, or destination
- b. Inappropriate behavior
 - i. Unwanted touching, pinching, or brushing against any part of the complainant's body when not sexual or lascivious in nature, but is invasive of one's personal boundaries, and carried out even after the complainant previously objected to the behavior or after disapproval was made known by the complainant, or the behavior may reasonably be expected to cause the complainant to feel unsafe or uncomfortable even without explicit objection or disapproval
- c. Other analogous acts

2.5.3.2 Sanctions

- a. 1st offense - Employee/Student - Written warning and reprimand, without prejudice to mandatory attendance in Sexual and Gender Sensitivity seminar and/or such other equivalent learning intervention.
- b. 2nd offense - Employee/Student - Suspension of 1-15 days
- c. 3rd offense - Employee - Suspension of six (6) months to one (1) year
 - Student - Suspension of 16 to 30 days (or the equivalent of the maximum number of absences allowed in a term), or for one (1) semester
- d. 4th offense - Employee - Termination
 - Student - Suspension of 1 year, or exclusion

2.5.4 In addition to the sanctions prescribed above, any one or a combination of the following corrective measures may likewise be imposed, depending on the circumstances, as the case may be:

- a. Written/personal apology;
- b. Personal development sessions (counseling, moral guidance, anger management,

- etc.);
- c. Community service;
- d. Loss/temporary suspension of privileges;
- e. Mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist;
- f. Restriction against participation in School and University activities and against further contact with aggrieved parties;
- g. Ban from entering campus, facilities, office, or sites;
- h. Deferment of graduation;
- i. Removal from office;
- j. Disqualification from administrative appointment;
- k. Disqualification from promotion in rank;
- l. Non-renewal of contract;
- m. Prohibition from re-hiring;
- n. Non-readmission; or
- o. Other similar measures.

2.6 Other inappropriate behavior

Unwanted touching, pinching, or brushing against any part of the complainant's body, when not sexual or lascivious in nature but is invasive of one's personal boundaries and privacy, is also considered inappropriate behavior. While acts of this nature are not by themselves sexual harassment, complaints involving these acts shall be filed with and taken cognizance of by the CODI. For these acts to be considered inappropriate, complainants must have previously objected to the behavior, have made efforts to make known their disapproval, or the behavior may reasonably be expected to cause them to feel unsafe or uncomfortable even without their explicit objection or disapproval.

Reports or complaints for these inappropriate behavior by personnel other than the acts described in 2.5 shall be processed in accordance with the University Employee Code of Discipline .

Reports or complaints for inappropriate behavior by students other than the acts described in 2.5 shall be processed in accordance with the applicable Student Handbook/Code of Student Discipline.

3. CODI Composition

The **CODI** shall be composed of the following:

3.1 For Type 1 Cases

- 3.1.1 HRM Managing Director (Chair⁴); if HRM director is not a female, any senior female HRM personnel;
- 3.1.2 CSA Executive Director (Vice Chair);
- 3.1.3 A student member (preferably female) publicly known to possess a positive attitude or criteria (recommended by the CSA OpCom and approved by ManCom). He/ She may or may not be the same as the representative to the Student Disciplinary Board;

4 A designate may be appointed in cases where they may be possible conflict of interest (e.g. involvement of a mentee/student being counseled) or ex officio Director is incapacitated. In this case the HRM Director shall nominate their proposed designate from among its members with the corresponding reasons to the ManCom for approval (Ref.: MAN 244/2018).

- 3.1.4 Senior faculty member (jointly recommended by HRM and CSA Directors and approved by ManCom);
- 3.1.5 Senior administrative employee (preferably female and jointly recommended by HRM and CSA Directors and approved by ManCom); and
- 3.1.6 A parent (preferably female) publicly known to possess a positive attitude or criteria (recommended by the CSA OpCom and approved by ManCom).

3.2 For Types 2 and 3 Cases

- 3.2.1 CSA Executive Director (Chair⁵); if CSA Executive Director is not a female, any female member of the CSA OpCom or a senior female CSA personnel;
- 3.2.2 An OpCom member of the unit to which the student belongs or supervising OpCom member or Unit Head to which the employee belongs (Vice Chair);
- 3.2.3 A student member (preferably female) publicly known to possess a positive attitude or criteria (recommended by the CSA OpCom and approved by ManCom). He/She may or may not be the same as the representative to the Student Disciplinary Board;
- 3.2.4 Senior faculty member (jointly recommended by HRM and CSA Directors and approved by ManCom);
- 3.2.5 Senior administrative employee (preferably female and jointly recommended by HRM and CSA Directors and approved by ManCom); and
- 3.2.6 A parent (preferably female) publicly known to possess a positive attitude or criteria (recommended by the CSA OpCom and approved by ManCom).

3.3 For Type 4 Cases

- 3.3.1 The HRM Managing Director as Chair; if HRM director is not a female, any senior female HRM personnel;
- 3.3.2 The supervising OpCom member (preferably female) or Unit Head of the concerned employee, as Co-Chair;
- 3.3.3 A senior faculty member (recommended by HRM and approved by ManCom);
- 3.3.4 A senior administrative staff employee (recommended by HRM and approved by ManCom); and
- 3.3.5 A non-supervisory employee (recommended by HRM and approved by ManCom).

- 3.4 **Nomination.** The CODI Chairman shall nominate the other members of the CODI (i.e., student member, senior faculty member, senior administrative staff, and parent) to ManCom, who will take care of appointing them. Term of these CODI members is at least one (1) year, except for the OpCom member who will be appointed on a per case basis depending on the school where the student involved comes from, or the unit where the faculty or staff involved comes from.

To enable the timely review of complaints and to form a pool of qualified persons to review cases, the ManCom shall appoint to the CODI more than one faculty, administrative staff, student, and parent members. The assignments of CODI members to review specific complaints or cases shall be determined based on the type of case defined in Section 3.1.

4. Qualifications and Attributes of the University CODI Chairperson, Co-Chairperson, and Members

-
- 5 A designate may be appointed in cases where there may be possible conflict of interest (e.g. involvement of a mentee/student being counseled) or ex officio Director is incapacitated. In this case the CSA OpCom shall nominate their proposed designate from among its members with the corresponding reasons to the ManCom for approval (Ref.: MAN 244/2018).

- 4.1 The Chairperson, Co-Chairperson, and members of the CODI must possess the following attributes:
 - i. Good moral character;
 - ii. Known integrity, probity, and independence;
 - i. Proven track record of leadership in an administrator position for at least five (5) years;
 - ii. At least five (5) years experience in fact-finding and investigation of disciplinary cases (within or outside the University); and
 - iii. Has been a regular employee of the University for at least 5 years
 - iii. Proven and demonstrable understanding of gender and/or sexual orientation and identity issues;
 - iv. No prior record of involvement as a respondent, defendant, or accused in any case within or outside the University involving sexual harassment, other forms of sexual misconduct, inappropriate behavior, or any form of gender-based discrimination;
 - v. No prior involvement in any case which may affect one's credibility;
 - vi. Excellent interpersonal skills and able to work collaboratively with others;
 - vii. Excellent verbal and written communication skills; and
 - viii. Able to analyze voluminous information and exercise critical thinking.
- 4.2 Student representatives must be in good academic standing, must be nominated by the CSA OpCom and must be 18 years old at the time of their appointment.
- 4.3 Parent representatives must be members in good standing and nominated by the CSA OpCom.
- 4.4 Employee representatives must be employees of the University for at least five (5) years, regardless of the status or nature of their employment, and must have experience in fact-finding and investigation of disciplinary cases or similar experience.
- 4.5 In all cases, the CODI must be headed by a woman, and not less than half of its members shall be women.

5. Specific Powers and Functions of the CODI

The functions of the CODI shall include (but are not limited to) the following:

- 5.1 Receive complaints of sexual harassment or other related sexual offenses;
- 5.2 Investigate complaints of sexual harassment or other related sexual offenses in accordance with the prescribed procedure;
- 5.3 Submit a report of its findings with the corresponding recommendation to the disciplining authority through CSA or HRM, as appropriate, for decision;
- 5.4 Lead in the conduct of discussion about sexual harassment and other sexual offenses within the University to increase the community's understanding of it and prevent incidents;
- 5.5 Conduct such other activities that would engender a safe environment for both men and women in the campus.
- 5.6 Exercise other powers as may be necessary to effectuate the Act and similar offenses.
- 5.7 Jurisdiction - The Committee shall have jurisdiction over all (a) current employees, whether regular or probationary; (b) current faculty, whether full time or part-time;

(c) all employees who have subsisting and executory employment contracts with the University; (d) external mentors; and (e) all current students, whether regular, irregular, or probationary or on Leave of Absence (LOA), since students who are on LOA are still considered students of the University.

An administrative complaint can no longer be lodged before the CODI against a former employee, alumnus, or alumna of the University.⁶

6. Procedure

6.1 Complaint

Suspected, possible, or impending sexual harassment (Section 2.1), other forms of sexual misconduct (Section 2.2), or inappropriate behavior may be reported formally or informally.

6.1.1 A **formal report** is a Complaint submitted in accordance with Sections 6.1.3 to 6.1.4 of this Policy. Disciplinary proceedings may be initiated only by filing a complaint.

6.1.2 An **informal report** is a report to HRM, CSA, or person-in-authority, which does not comply with the requirements of Sections 6.1.3 to 6.1.4 of this Policy. It may be done verbally or in writing or using the CODI Incident Report form.

Reporting may be done anonymously; however, it may limit the University's ability to effectively respond to the report.

6.1.3 Formal complaints of sexual harassment are highly sensitive and confidential in nature and shall be filed with the CODI through the following:

6.1.3.1 The CSA OpCom through the Student Affairs Officer for Discipline⁷, or the Discipline Officer, if (a) both parties involved are students or (b) the complainant is a student.

6.1.3.2 The HRM Managing Director, assisted by the HRM Specialist for

6 In instances when the University still received a complaint against a former employee or student concerning GBSH acts alleged to have occurred while the alleged perpetrator was still affiliated with the University, the latter must, in compliance with the Safe Spaces Act and the CMO, comply with the following protocol:

1. On its own initiative or by referral of the offended party, the University shall conduct an investigation, or provide for appropriate psychosocial or medical services to the offended party. These services may include the following: a) Guidance and spiritual counseling; b) Referral to an agency offering professional help; c) Support from the Gender and Development ("GAD") Focal Committee; d) Coordination with women's organizations and advocacy; and e) Available legal support;
2. The University shall respect the privacy of the victim and exert efforts to determine his/her readiness and willingness to pursue a case against the perpetrator. In the event that the victim decides to go to court, it shall be incumbent upon the educational and training institutions to make the proper referral for legal assistance; and
3. The University shall report all complaints or cases of education- and training-related sexual harassment and other related sexual offenses and the status thereof to the CHED Regional Office ("CHEDRO") and CSC and DOLE, as may be applicable.

7 The SAO for Discipline shall function as secretariat to the CODI for Types 2 & 3 cases. The secretariat is not technically part of the CODI but is critical to CODI proceedings especially in the administrative tasks such as coordination, documentation, and archiving. This will facilitate the work of the Chair and the other members of the CODI (Ref.: MAN 267/2018).

Employee Relations⁸, if (a) both parties involved are employees or (b) the complainant is an employee.

- 6.1.3.3 The officer-in-charge of receiving the complaints shall also determine, upon receipt of the Complaint, if the offended party needs immediate assistance, such as counseling, and/or medical services, and the same shall, to the extent possible, be provided, should the complainant choose to avail of such. The complaints shall be forwarded to the CODI within forty-eight (48) hours from receipt therefrom.
- 6.1.4 The Complaint shall be in writing and signed by the complainant, and notarized, in accordance with Section 9, Rule I, Part XIV of the Commission on Higher Education Memorandum No. 01 Series of 2015 (the “CMO”), as the standard procedural requirements in the CODI. It shall contain the following:
 - 6.1.4.1 The full name and address of the complainant;
 - 6.1.4.2 The full name, address, and position of the respondent;
 - 6.1.4.3 A brief statement of the relevant facts; and
 - 6.1.4.4 Evidence in support of the complaint, if any.
- 6.1.5 Even if an individual does not want to file a Complaint or does not request that the University take any action on behalf of a student, staff, or faculty member, and school authorities have knowledge or reasonably know about a possible or impending act of sexual harassment or sexual violence, the University should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation as may be warranted by the established facts.

When the offended party does not wish to file a Complaint, the CODI shall examine the available information and determine if there are other possible sources of direct or circumstantial evidence, such as individuals who personally witnessed the incident who may be willing to be interviewed, or CCTV or audio/video recordings, photos, or written messages, without prejudice to compliance with privacy and similar laws. The CODI shall submit a report to the CODI Chair summarizing the actions taken and the evidence gathered, if any.

- 6.1.6 The withdrawal of the Complaint at any stage of the proceedings shall not preclude the CODI from proceeding with the investigation where there is truth or merit to the allegations in the Complaint, or where there is documentary or other evidence that can prove the offense complained of, or where the good name of the University is imperiled.

The same may apply in situations where the complainant does not wish to have his or her name disclosed to the respondent. Hence, in these situations, the CODI, on its own, may proceed with the conduct of an independent investigation.

It is imperative, however, that in order to comply the requirements of administrative

8 The HRM Specialist for Employee Relations shall function as secretariat to the CODI for Types 1 & 4 cases. The secretariat is not technically part of the CODI but is critical to CODI proceedings especially in the administrative tasks such as coordination, documentation, and archiving. This will facilitate the work of the Chair and the other members of the CODI (Ref.: MAN 267/2018).

due process, it would be inevitable that all pieces of evidence, including the testimony and relevant personal information of the complainant (including his or her name) would have to be *disclosed and made available to respondent, should any formal investigation be conducted*. This would also satisfy the respondent's constitutional right to confront his or her witnesses face to face, and to be informed of all the allegations against him or her. However, the University shall undertake and implement measures to keep in confidence the identities of the parties vis-à-vis third parties, e.g. the use of nomenclatures like "John Doe," "Jane Doe," "AAA," and "BBB," to protect the privacy of the parties in any report or notice (unless there be any legal requirement or order to the contrary).

- 6.2 **Notices.** Upon receipt of the Complaint and finding that it is sufficient in form and substance, the CODI shall immediately inform the complainant's School/College/Unit of the filed complaint.

Within three (3) days from receipt of the Complaint, the CODI shall notify the respondent in writing of the complaint and direct the latter to file a sworn written response/comment to the Complaint, within three (3) days from receipt of notice, with proof of having furnished the complainant a copy of the response. The complainant shall have three (3) days from receipt to submit to the CODI a sworn counter-statement or response.

Within the same three-day period, should the complainant be a student, the parents/guardian of both the complainant and respondent shall be informed in writing of the complaint.

- 6.3 **Investigation.** Three (3) days after receipt of the complainant's counter statement/response or upon expiry of the said period, the CODI shall convene to consider all written submissions and other evidence from other sources.

- 6.4 **Preventive suspension.** Upon receipt of the last submission as described in 6.3 above, the respondent may be placed on a preventive suspension, if the CODI finds the continued presence of the respondent on campus, or even online in case of online or blended learning, creates a hostile academic environment or that respondent's presence is prejudicial to a fair and objective investigation or to the well-being of the complainant(s) and/or any other concerned party/ies, or is necessary for an enabling work/academic environment, informing respondent of the preventive suspension in writing.

Preventive suspension shall take effect upon receipt of the notice and shall last no longer than thirty (30) calendar days (for employees) and no longer than the allowable number of absences before incurring FDA (for students).

A person placed on preventive suspension shall be prohibited from:

- i. Attending classes or rendering work in any form for the University;
 - ii. Entering any of the campuses, offices, or buildings of the University unless authorized in writing by the CODI;
 - iii. Using any of the facilities and services, whether physical or online, of the University, such as clinic, library, research platforms, IT, gymnasium;
 - iv. Participating in University activities or undertakings on or off-campus, including those which are online or virtual; and
 - v. Representing the University in any activity or undertaking of whatever nature.
- 6.5 **Protective measures.** Apart from the preventive suspension in 6.4, the CODI may order other protective measures as may be necessary to ensure orderly proceedings or prevent

aggravation or damage.

HRM shall be notified of all protective measures affecting employees for proper recording, implementation, and coordination with the concerned units.

Unit Heads that are involved in the implementation of protective measures affecting students shall likewise be notified of such measures.

i. “No Contact Order”

A No Contact Order (“NCO”) is a protective measure employed by the University prohibiting one party from communicating with the other, or both parties from communicating with each other, either directly or through emissaries, to protect the safety and general welfare of the parties involved.

The NCO may extend to prohibiting communication with a party’s family, friends, supporters, and witnesses, as may be warranted under the circumstances.

A copy of the NCO shall be furnished to all relevant offices of the University that need to ensure and monitor compliance with the Order.

ii. “Cease and Desist Order”

A Cease and Desist Order (“CDO”) is issued by the CODI to parties and/or their witnesses, or by the University/School CODI to persons not directly involved in a case, to prevent them from doing acts that are contrary to law or the provisions of this Code and Rules, and which are in any case harmful to persons and property and/or could work to undermine or frustrate CODI processes.

iii. “Adjustment in Work/Class Arrangements”

To the extent practicable, CODI, in coordination with the heads of the affected Schools/offices/departments, may order adjustments to work assignments or location, and class arrangements, if the circumstances of the case necessitate.

If the respondent is a teacher and the complainant is a student, the arrangement should be that which would be least disruptive for the student and the most conducive to protecting the student’s best interests without compromising the academic standards of the University.

6.6 CODI Investigation

6.6.1 The CODI shall examine all the documents submitted by the complainant and the respondent, as well as documents/evidence readily available from other sources. Should the Committee find need for more clarification, it may invite parties or witnesses to appear and answer questions from its Committee members, which shall not take up more than two (2) successive closed-door sessions.

6.6.2 All proceedings before the CODI shall be conducted under strict confidentiality. In the course thereof, and deference to the rights of all parties involved and of witnesses, both parties are barred from publicly discussing the case with persons who are not involved in the case, and from posting the case, identities of parties, and details concerning the case in social media and similar public platforms or fora.

7. CODI Investigative Report

7.1 Within seven (7) working days from their receipt of the last submissions, the CODI shall submit its Investigative Report to the Management Committee (ManCom) with a copy furnished to HRM or CSA OpCom as the case may be, pursuant to 2.4 above. The Report

shall include the CODI's findings and recommendation on the appropriate corrective action(s) and disciplinary sanction warranted by their findings, in light of the University Code of Discipline. Should the respondent be a student and is found to have committed an offense, the University reserves the right to cancel the student's diploma or issue an expulsion order.

- 7.2 **Management Committee (ManCom) Decision.** Within five (5) working days from the receipt of the CODI Investigative Report, the ManCom shall render its decision, affirming, modifying, or supplanting the CODI findings, sanctions, or recommendations.
- 7.3 **Notice of ManCom Decision.** Within three (3) days from the date of the ManCom Decision, CODI through the designated Chair (e.g., HRM Managing Director or CSA Executive Director pursuant to Sec. 3) shall notify in writing the complainant and the respondent of the said ManCom Decision.

8. Appeal

- 8.1 Either party may appeal the ManCom Decision by filing a written appeal with the CODI, with the grounds relied on, within five (5) working days from the receipt of the ManCom Decision with copy furnished to the other party.
- 8.2 During the time that an appeal is pending, the respondent/s shall not be allowed in the University campus, unless the period of preventive suspension has elapsed.
- 8.3 Upon lapse of five (5) working days from receipt of the decision, and in the absence of a perfected appeal by either party within such period, the ManCom decision shall be immediately final and executory. No further appeal shall be entertained thereafter unless there are new details or information that were not submitted to CODI in its investigation.
- 8.4 The ManCom shall resolve the appeal within five (5) working days from receipt of the records of the case or the last required submission, or upon lapse of such period, furnishing a copy thereof to the CODI and the CODI designated Chair (e.g., HRM Managing Director or CSA Executive Director). The ManCom decision on appeal shall be immediately final and executory. No further appeal shall be entertained thereafter.
- 8.5 The CODI designated Chair (e.g., HRM Managing Director or CSA Executive Director) shall notify in writing the aggrieved party on the ManCom decision on appeal within three (3) working days upon its receipt of the ManCom decision thereof.

9. Non-Retaliation. Committing or insinuating acts of retaliation due solely to the filing of an informal report or complaint, or to participation in administrative procedures or investigations under this Code and Rules is a major infraction that is subject to disciplinary action, up to and including termination or dismissal.

- 9.1 Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or any adverse action related to employment or education against a person who reports an incident of sexual harassment or other form of sexual misconduct, or who testifies, assists, or participates in any proceeding, investigation, or resolution of a sexual harassment/sexual misconduct report or complaint.
- 9.2 The filing of a disciplinary complaint or other legal action against one who instituted a false Complaint/report for sexual misconduct, sexual harassment, inappropriate behavior, or analogous acts under this Code and Rules or who bore false witness in proceedings under this Code and Rules is not retaliation if there is a reasonable basis for such disciplinary complaint or legal action.

- 9.3 A complaint for retaliation shall be filed with the HRM Office (for violations by faculty members or employees) or Discipline Office (for violations by students) copy furnished the CODI.
- 9.4 The University CODI Chairperson shall designate a member of the CODI to sit as a member of the Disciplinary Committee investigating or hearing the complaint for retaliation.

10. False Complaint

- 10.1 Any employee or student who makes a false Complaint/report of sexual misconduct, sexual harassment, inappropriate conduct, or analogous acts under this Code and Rules shall be subject to disciplinary action.
- 10.2 The University CODI, on its own accord, or the complainant may file an appropriate complaint (against the one who makes the false Complaint/report) with the HRM Office Adhoc Committee (for violations by personnel) or the CSA Discipline Office (for violations by students).
- 10.3 The mere fact that a Complaint of sexual misconduct, sexual harassment, inappropriate behavior, or analogous acts under this Code and Rules is dismissed or the respondent is not found guilty of such charges does not necessarily constitute a false complaint. A Complaint is false only if there is proof that the allegations were fabricated and the Complaint was filed with malice.

11. Duties of the UA&P Community⁹

- 11.1 It is a duty of every member of the University community to report cases of sexual harassment and other sexual offenses to either the HRM or CSA. Reporting may be in any form, but members of the University are encouraged to accomplish and submit a CODI Incident Report Form to the HRM or CSA as soon as possible.
- 11.2 Any University official, administrator, supervisor, or teacher who witness, are informed of, have knowledge, or reasonably know about any suspected, possible, or impending sexual harassment (Section 2.1) and other forms of sexual misconduct (Section 2.2) have the mandatory duty to accomplish a CODI Incident Report form and submit it to the CSA or HRM within forty-eight (48) hours from knowledge. Failure to do so is a ground for disciplinary action under the University Employee Code of Discipline.
 - 11.2.1 The duty to report does not apply to those who are informed of a suspected incident of sexual harassment, other form of sexual misconduct, or inappropriate behavior when such was disclosed under a priest-penitent, lawyer-client, physician-patient, or counselor-counselee relationship, unless otherwise provided in their respective professional codes of ethics.
- 11.3 The members of the CODI, the Disciplinary Board, and the University officials and other members of the community must keep in mind that the objective of the herein process is not limited to simply imposing the sanction if so warranted, but, more importantly, that there be personal formation and reform, and a commitment to become a citizen who is mindful and respectful of the inalienable dignity and rights of others, regardless of gender,

9 In the event that a complainant wishes to remain anonymous, and no other single witness wishes to name himself/herself thereby precluding the accused from confronting the evidence against him/her, the University still has the duty to “take immediate action to eliminate the same acts, prevent their recurrence, and address their effects.”

sexual orientation, or gender identity or expression, consistent with the institutional principles, mission, and mandate of the University.

- 11.4 The University through the Registrar's Office shall report within a reasonable time all complaints/cases of education and training-related sexual harassment and other related sexual offenses and the status thereof to the CHEDRO or DOLE as may be applicable.
- 11.5 The CODI Chair (CSA Executive Director or the HRM Managing Director) shall have custody of all records of all cases. Records of sanction/s given to students shall be included in the individual folder of the students kept in the Registrar's Office. All data/information/communication/records generated by a Complaint/case shall be subject to the standards of privacy and secure custody required under the Data Privacy Act of 2012 (R.A. 10173).
- 11.6 The CODI, together with the CSA OpCom and HRM, shall develop a mechanism for a periodic evaluation of proceedings taken herein and propose to ManCom changes or measures promotive of the objectives expressed herein.

ON ACADEMIC INTEGRITY

Reference: **The Handbook of Academic Integrity of UA&P**

- <https://bit.ly/uapacademicintegrityhandbook>

Released on July 9, 2024 (ref. MAN 157/2024)

.....

Article IV. Academic Integrity for Students

1. Learning is much more than obtaining high marks in papers or exams. Teachers and mentors of the University, as well as family members and classmates, expect students to behave with moral uprightness and personal integrity in doing all academic work and extracurricular activities. Honesty, hard work, and personal responsibility are foundational to a student's success in the University and beyond.
2. All work submitted – homework assignments, papers, examinations – are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citation lies with the individual student, guided by the faculty members and mentors.
3. The exact words of another author must be put in quotation marks and credit be given to that author. Paraphrasing is permitted, but students must cite the author just as if exact quotes were used. If a student paraphrases and does not cite the author, it is considered plagiarism.
4. A student that reiterates or draws on ideas or facts used in another paper that he or she is writing or has written must cite that other paper as a source. A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.
5. A student's papers and other work are expected to be submitted to only one course. If the same or similar work is to be submitted to any other course, the prior written permission of the teacher must be obtained. If done within the same or similar term, the prior written permission of all teachers involved must be obtained.
6. At all times, a student must be responsible and honest, and must always aim for personal growth and a genuine desire for lifelong learning.

In summary, a student shall exhibit the following traits —

When working alone:

Dos	Don'ts
Clarify and broaden what they know and understand.	Falsely claim what others said.
Earn their keep because they studied well.	Belittle their efforts.
Accept and learn from their mistakes.	Feel guilty for refusing to participate in any form of cheating.
Cite their sources properly.	Conceal the research they did.
Study hard always but without risking their health.	Panic and end up doing shortcuts for the sake of being able to submit.
Ask help from their teacher, mentor, and classmates if they are having a hard time with a subject.	Procrastinate or succumb to laziness.

When working with others:

Dos	Don'ts
Contribute substantially and/or collaborate to discern a problem.	Work in isolation or put little effort in collaborating.
Expand each other's understanding of a problem or topic.	Simply consolidate individual contributions without discussing the full group output with one another.
Enhance an atmosphere of honesty and integrity.	Engage in passive-aggressive behavior or guilt-trip their classmates.
If they are done with their requirements, help their classmates who are struggling with the subject.	Do the assignments of their classmates, even if for pay or if they are close friends.
Report immediately and discreetly to their teacher any cheating or early signs of freeloading/free riding in group works they may have witnessed.	Engage in a 'free riding' behavior.

.....

Article V. Academic Dishonesty

1. Below is a list of examples of academic dishonesty. The list is not exhaustive, but teachers and students are expected to know them and act accordingly:
 - a. Cheating during exams or tests, whether on campus or online.
 - b. Collusion, which "occurs when people work together in a deceitful way to develop a

submission for an assessment which has been restricted to individual effort.”¹⁰

- c. Plagiarism, which is using the work of another person and misrepresenting such as one’s own.
2. Cheating can take the following forms, whether attempted, failed, or consummated:
 - a. Any form of unauthorized communication with classmates during exams, whether verbal or through passing of notes or any material relevant to the subject matter through text messaging, online chats, or any digital platform;
 - b. Looking or glancing at the test papers/exams of other students;
 - c. Showing or sharing their test paper/exam with others;
 - d. Using unauthorized materials, such as notes, phones, etc., during exams.

All exams, whether written or oral, take-home, in-class, or online, are evaluation tools used to measure the learning that was achieved by each individual student. For the results of the evaluation to be valid, students are expected to answer their exams accordingly, and avoid the assistance of others or use unauthorized tools or sources.

3. Collusion, by its nature, involves cooperation with others in order to achieve an improper, immoral, or unlawful purpose known to all who are conspiring. The following table illustrates a helpful contrast between (legitimate) cooperation and collusion.¹¹

<i>Collusion</i>	<i>Cooperation</i>
Planning a response together for an individual assessment with both students agreeing to pass it as one’s own for an unlawful purpose.	Analyzing the assessment question together.
Paraphrasing someone else’s assignment and submitting it as one’s own with the consent of the student whose work was copied.	Practicing paraphrasing skills together and sharing tips.
A group misrepresenting that a group member contributed to the group output when there was in fact no contributed work.	Sharing work evenly among the group members.
Getting someone else to do their assessment task.	Getting help from a peer learning adviser or tutor.

4. Plagiarism is using the work of others and misrepresenting it as one’s own. It can happen in many forms, including but not limited to:
 - a. Verbatim repetition of another’s words without attribution;
 - b. Paraphrasing another’s work without acknowledgment or attribution;
 - c. Verbatim and/or exact rendition of output produced by an artificial intelligence (AI) tool/platform, e.g. ChatGPT (verbal output), Dall-E (graphic design), JukeDeck (music), etc.;
 - d. Not acknowledging the use of an AI tool/platform as part of the process

¹⁰ La Trobe University, Melbourne, Australia, <https://policies.latrobe.edu.au/document/view.php?id=221&version=1#:~:text=Collusion%3A%20a%20form%20of%20cheating,been%20restricted%20to%20individual%20effort>

¹¹ <https://latrobe.libguides.com/academic-integrity>

- e. Improper/incomplete citations;
- f. Submitting a “ghost-written” work (work that was arranged to be written by someone else and submitted as one’s own);
- g. Writing a paper for another student;
- h. Submitting using false/fictional data, information, or source;
- i. Sharing assignments, exams, or forums with other students;
- j. Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them;
- k. Using or disseminating materials to third-party websites that buy or sell course work;
- l. Submitting a paper, assignment, quiz, or exam (or portion thereof) that was submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from the teacher(s);
- m. Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc. without proper citation and reference, or permission when required by the rights owner;
- n. Doing course work or other course activity as a group or team without prior written faculty direction, authorization, or consent;
- o. Consulting source materials or other students without prior written faculty consent;
- p. Presenting statistics, facts, or ideas that are not one’s own, or not common or public factual knowledge either by the general population or commonly known within the particular discipline, without citation, even if a student views the material as common knowledge in one’s own educational background.

Examples of Plagiarism¹²

The original source:

“Knowledge Management (KM) is the management of ensuring the organizational knowledge needs are met while utilizing the organization’s existing assets. Knowledge supports decisions about the organization’s products and services as well as its processes and procedures used in production. When knowledge is not managed, the organization is put at risk for losing internal sources that contain knowledge.”

A plagiarized version of the above (because it rearranges words and does not give a source) may read as follows:

“Knowledge Management (KM) ensures that the managers of organizations meet the needs as well as utilize organizations existing assets. Knowledge decisions support the organization’s products and services in addition to its processes and procedures used in production. If knowledge is not managed, organizations are at risk for losing various sources of information containing knowledge.”

This is an appropriate paraphrased version (the concept is portrayed in an accurate manner and the author gets credit for it):

“Everhart (2003) notes that Knowledge Management (KM) encourages managers to meet organizational needs while using the organization’s current assets. Additionally, knowledge can help an organization make decisions regarding its products and services, processes and procedures. If organizations mismanage their knowledge networks, the organization can lose valuable resources (p. ____).”

12 American Public University Handbook

.....

Article VII. Processing of Offenses against Academic Integrity

1. The consequences for academic dishonesty can be very serious and may include suspension and expulsion from the University. Academic dishonesty is a Type C offense and is treated separately from other disciplinary offenses. For a first offense, the sanction is an automatic failing grade in the exercise and a formal written warning. A second offense shall merit exclusion. The faculty member concerned shall exercise full jurisdiction in first-time cases involving academic or Type C offenses. Due process should be observed through the following:
 - a. Reporting, notice, and investigation
 - b. Referral, deliberation, and resolution
 - c. Implementation of sanction
2. The faculty member, with the guidance of his/her Department Chair or Program Director, is granted reasonable discretion in determining culpability and in executing the appropriate corrective actions given to the student, e.g., failing grade in the exercise. Where applicable, the student's College/School/Institute shall issue the formal warning and report the case to the Center for Student Affairs (CSA) and the Registrar's Office for recording purposes.
3. In the following instances, the case shall be referred to the CSA through the Student Affairs Officer (SAO) for Student Discipline, with the endorsement of the Department Chair or Program Director:
 - a. the student involved was reported and found to have committed the same offense (Type C) more than once;
 - b. the student involved was reported and found to have committed other grave offenses (Type B)31;
 - c. the offense has brought dishonor or places the name or reputation of the University at risk;
 - d. with the attendant circumstances, or considering the impact of the offense on the interest of the academic community, the offense is deemed to merit a sanction graver than the prescribed sanctions set forth in the Code of Student Discipline.
4. Where the offense is found to constitute dishonesty, or where aggravating circumstances attended the offense, the SAO may refer the case to the Student Disciplinary Board (DB) for determination of a sanction graver than the prescribed sanctions set forth in the Code of Student Discipline.
5. The DB is an ad hoc body convened to deliberate and review disciplinary cases, where the sanction ranges from suspension of more than three (3) days to exclusion, and/or on decisions on Type C or D offenses that are under appeal by a student.
6. The SAO shall facilitate communication between the DB and other parties involved in the case during the deliberation and shall communicate the final decision to the student(s), with copy to the OpCom(s) of the academic unit(s) to which the student(s) belong, and to the Office of the Registrar.
7. A Type C offense (without details) is recorded by the University Registrar and appears in a certificate of good moral character when requested.

C. SANCTIONS FOR DISCIPLINARY CASES

Disciplinary administrative sanctions in the University are deemed educational tools and only subsidiarily punitive, on the premise that colleges and universities are established as teaching institutions, and not penal facilities. Hence, these sanctions are meted out only if the stay of the student is no longer beneficial to him, or is inimical or dangerous to fellow students, or imperils the academic community or its learning environment.

There are three categories of disciplinary administrative sanctions for serious offenses or violations of school rules and regulations:

1. **Expulsion.** An extreme penalty imposed on an erring student, consisting of his exclusion from admission to any school in the Philippines. Decisions on expulsion by the University shall be subject to the approval of the Chairman of the Commission on Higher Education (CHED) (see Appendix on Expulsion, p. 159).
2. **Exclusion.** A penalty whereby the University drops the name of the erring student from the school rolls and immediately issues transfer credentials. In exceptional cases passed upon and determined by the Disciplinary Board and Management Committee, the school may defer the imposition of the penalty of exclusion and allow the student to finish the current term he is enrolled in.
3. **Suspension.** A penalty whereby the University denies an erring student of attendance in class for a period not exceeding twenty percent (20%) of the prescribed class days for the semester (approximately four class weeks in a semester).

Preventive suspension of the same maximum duration may be applied if: a) the evidence is strong and b) facts warrant that the continued stay of the student imperils the normal operations of the school or poses danger to life or property. Preventive suspension may be imposed immediately, pending disciplinary inquiry.

If a student on preventive suspension is found to have violated a University rule, the period served shall be considered part of the penalty.

A student on suspension is prevented from attending class and thus from taking any examinations, quizzes, or graded recitations. Since he is not excused from these graded works, he receives failing marks for them and is barred from making up for them upon his return.

The exception is when a student under preventive suspension is found not to have committed an offense, in which case, he shall then be allowed to take examinations and quizzes missed. His absences from classes on account of suspension shall not be counted against the attendance requirements.

In all disciplinary cases, sanctions shall be applied only after due process is observed.

All documents pertinent to a case shall be kept in the University records for a period of one year for reference in case of appeals filed with appropriate bodies outside the University.

D. THE STUDENT DISCIPLINARY PROCESS

The disciplinary process essentially involves three major stages:

- (1) **Reporting, notice, and investigation**
- (2) **Referral, deliberation, and resolution**
- (3) **Implementation**

Reporting, Notice, and Investigation

1. A possible disciplinary offense is reported in writing to the Center for Student Affairs – Student Affairs Officer (SAO) in charge of disciplinary matters. Any member of the University—faculty, staff, or student—may file a complaint or report with the SAO. Such a report or complaint must be filed in writing and signed by the complainant.
2. The SAO receives and records the report.
3. The SAO conducts a preliminary investigation as needed in order to determine whether or not there is reasonable basis for the complaint or report or whether or not a *prima facie* case exists.
4. If after the preliminary investigation the SAO determines that there is a reasonable basis for the complaint or report, the SAO informs the student(s) or parties involved and their parent(s) or guardian(s) through a written Charge Notice (cc: the OpCom(s) concerned) to allow the student(s) under investigation to prepare an answer in their defense within five (5) working days.
5. After receipt of the answer, the SAO may undertake further inquiries as needed to establish *prima facie* evidence for a disciplinary case.

Referral, Deliberation, and Resolution

6. On the basis of his/her investigation, the SAO determines whether or not there is a *prima facie* case or if a disciplinary offense was committed and refers the case to the CSA OpCom, along with a recommendation for action. This determination is made and communicated in writing to the proper deliberating body (Student Disciplinary Board) no later than one (1) week after the investigation is concluded. The SAO also informs the OpCom(s) concerned of the steps they have taken and the date they expect feedback on the case.
7. Depending on the type of offense, referral shall be made as follows:
 - (a) **Major or Type A and B Offenses.** Major offenses are always referred by the SAO to the Disciplinary Board (DB). The SAO serves as the secretariat to the Disciplinary Board in such cases (see No. 9 below).

Exceptions to this are offenses related to lewd or indecent behavior, or violations of the Anti-Sexual Harassment Act, which, given their delicate nature, need not undergo the Disciplinary Board's review. Sexual harassment cases and other offenses of sexual nature will be referred by the CSA OpCom to the Committee on Decorum and Investigation (CODI) and are governed by a separate policy (see Policy on the Creation of Safe Spaces in the University, p. 132).

- (b) **Minor or Type D Offenses.** The SAO exercises full jurisdiction in cases involving minor or Type D offenses, where the offense may receive a maximum suspension of three (3) days.

For minor cases that warrant a sanction of suspension, the SAO shall, in consultation with the CSA OpCom, resolve the case and impose such sanctions as borne out by the facts adduced. In cases where the repeated commission of a minor offense may merit a graver sanction, the SAO refers the case to the Disciplinary Board. If the student appeals the decision of the SAO on a minor offense, the case is automatically referred by the SAO to the Disciplinary Board.

- (c) **Academic or Type C Offenses.** Type C offenses are academic offenses and are treated separately from other disciplinary offenses.

The faculty member concerned shall exercise full jurisdiction in first-time cases involving academic or Type C offenses. The faculty member, with the guidance of his Department Chair or Program Director, is granted reasonable discretion in determining culpability and in executing the appropriate corrective actions given to the student, e.g., failing grade in the exercise. Where applicable, the student's College/School/Institute shall issue the formal warning and report the case to the CSA for recording purposes.

On the other hand, the case shall be referred to the CSA, with the endorsement of the Department Chair or Program Director, in instances where:

- (1) the student involved was reported and found to have committed the same offense (Type C) more than once;
- (2) the student involved was reported and found to have committed other grave offenses (Type B);
- (3) the offense has brought dishonor or has placed the name or reputation of the University at risk;
- (4) with the attendant circumstances, or considering the offense's impact on the interest of the academic community, the offense is deemed to merit sanction graver than the prescribed sanctions set forth in the Code of Student Discipline.

The University as an academic institution places a premium on intellectual honesty. Where the offense is found to constitute dishonesty, or where aggravating circumstances attended the offense, the SAO may refer the case to the DB for determination of a sanction graver than the prescribed sanctions set forth in the Code of Student Discipline. The SAO shall facilitate communication between the DB and other parties involved in the case during the deliberation and shall communicate the final decision to the student(s), with copy to the OpCom(s) of the academic unit(s) to which the student(s) belong, and to the Office of the Registrar.

Please note that Type A, B, C & D offenses (without details) are reflected in the transfer credentials of the student when a certificate of good moral character is issued upon request from the Registrar's Office.

8. In the cases described in No. 7 above, the deliberating body shall determine/find whether or not the student(s) committed an offense and shall impose the specific sanction, if warranted. In all cases, the respondent's refusal to cooperate shall be noted and may itself constitute a Type B offense, but will not hamper disciplinary proceedings, and a decision may be rendered with the evidence at hand. The body may also entertain appeals from the student(s) in the course of the deliberation. Thereafter, the body communicates its decision in writing to the SAO.
9. **Disciplinary Board.** The Disciplinary Board (DB) is an ad hoc body convened to deliberate and review disciplinary cases, where the sanction ranges from *suspension* of more than three (3) days to *exclusion*, and/or on decisions on type C or D offenses that are under appeal by a

student. Exceptions are sexual harassment cases and other offenses of sexual nature which are referred to CODI and cases related to lewd or indecent behavior which are studied directly by the CSA OpCom. The DB shall be under the supervision of the CSA Operations Committee.

Composition

- (a) Five (5) voting members consisting of:
- One (1) senior faculty member designated as Disciplinary Board Chair. The Chair shall preside over DB meetings, facilitate decision-making, and be accountable for the decision of the DB.
 - One (1) senior faculty member
 - One (1) member from the OpCom of the college/school to which the student belongs and
 - Two (2) student representatives

Voting members of the DB are nominated by the Executive Director of the CSA OpCom and appointed by ManCom. They shall hold a term of at least one (1) school year. In case of conflict of interest in the composition of the DB, the members concerned shall be replaced by the CSA OpCom in consultation with the ManCom, with other similarly qualified faculty members or students, as the case may be.

- (b) Three (3) non-voting members consisting of:
- A designated CSA OpCom representative to support and guide the DB to arrive at an equitable decision that will uphold the University's principles and welfare of parties involved.
 - The University Legal Counsel for due process oversight, and compliance with University policies.
 - The Student Affairs Officer for Discipline (SAO) who shall be present at all DB meetings as secretariat of DB proceedings and shall facilitate communication between the DB and other parties. The SAO shall, when requested by the DB, undertake additional investigations pertinent to the case.

Functions

The DB shall:

- (a) Review material turned over to it by SAO and may request the student(s) concerned or faculty members, staff, or officers of the University who may have some information regarding the incident under investigation to appear before the Board and present evidence of their own knowledge. The DB may direct the SAO to conduct any additional investigation it deems necessary.
- (b) Exercise full discretion in determining the probative weight of evidence presented. Apart from the fundamental due process requirements in administrative proceedings applicable to schools, and the standards of impartiality, justice, and fair play, the DB shall not be bound by technical rules or procedure. Its findings shall be grounded on established facts, not hearsay, of such degree of certainty as the evidence adduced in the DB would support. In its findings or decisions, the majority prevails.
- (c) Review the sanction recommended on a case. Guided by proportionality and the best interest of all parties, it may affirm or lower the imposed sanction.

Process

- (a) A student's failure to appear without sufficient case before the DB at the appointed hearing despite previous notice may, at the DB's discretion, be considered a Type B offense consisting of "willful failure, disruption, or refusal to comply with disciplinary and other University rules or procedures, or other directives, verbal or written, from the University."

In such event, DB proceedings shall proceed *ex parte* without prejudice to the respondent student's appearance at subsequent hearings. A decision or resolution of the case shall be rendered based on the evidence adduced.

- (b) Should the DB recommend *exclusion* or *expulsion*, or a lower sanction for an offense punishable by *exclusion* or *expulsion*, the CSA OpCom shall review the bases of the DB decision in light of compliance with due process and university policies before elevating the DB recommendation to the ManCom. Should the CSA OpCom disagree with the DB recommendation/decision, the CSA OpCom shall justify its dissent based on the records of the case. The ManCom shall then review the case in question and the sanction, taking into account the recommendations of the DB and the CSA OpCom. Recommendations on expulsion shall be subject to the approval of the Chairman of the Commission on Higher Education (CHED).
- (c) Except where the sanction imposed is *exclusion* or *expulsion*, decisions of the DB are final and immediately executory.
- (d) Where the sanction imposed is *exclusion* or *expulsion*, the student(s) concerned may appeal the decision to the ManCom, beyond which there is no further appeal. Should the ManCom affirm the DB decision for exclusion, it shall be final and immediately executory. A DB decision for *expulsion* shall be submitted immediately to the Commission on Higher Education (CHED) before it is enforced or implemented.

Implementation

10. The resolution or decision is communicated in writing to all parties concerned—including the parents or guardian(s) as the case may be, the relevant OpCom(s), and the Office of the Registrar—by the SAO through a Notice of Disciplinary Action. The SAO shall facilitate the implementation of the sanction in collaboration with the OpCom(s) and the Office of the Registrar. Thereafter, the SAO closes the case by completing the case documentation and placing it in the disciplinary archives. A copy of the decision shall also become part of the student's official record.

Confidentiality (in all stages of the proceedings):

1. The parent/s or guardian of a student involved in disciplinary cases shall at the earliest instance, be notified, regardless of the age of the student/s.
2. Sensitive personal information, as defined by law, shall be handled with confidence, both as to access and as to safekeeping. Access to such information shall be allowed only to authorized University faculty members or official/s in the exercise of their authority herein. The University body or official having jurisdiction over a case shall ensure compliance.

Code of Student Discipline Appendices

ON EXPULSION

RE-AMENDMENT TO PARAGRAPH 146, SUB-PARAGRAPHS A AND C
THE MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS, SEVENTH EDITION, 1970
AS CONTAINED CONTAINED IN CIRCULAR NO. 16, 1970

The penalty of expulsion is an extreme form of administrative sanction which debars the student from all private and public schools. To be valid and effective, the penalty of expulsion requires the approval of the Secretary of Education. Expulsion is usually considered proper punishment for gross misconduct or dishonesty and/or such offenses as hazing, carrying deadly weapons, immorality, drunkenness, vandalism, hooliganism, assaulting a teacher or any other school authority or his agent or a student, instigating, engaging in activities resulting in damage to campus or school facilities, property or injury to persons, preventing or threatening students of faculty members or school authorities from discharging their duties or from attending classes or entering the school premises, forging or tampering with school records or transfer forms, or securing or using such forged transfer credentials.

ON HAZING

REPUBLIC ACT NO. 11053

AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED “AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR”

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

SECTION 1. A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

“SECTION 1. Short Title. – This Act shall be known as the “Anti-Hazing Act of 2018”.

SEC. 2. Section 1 of the same Act is hereby amended to read as follows;

“SEC. 2. Definition of Terms. – As used in this Act:

“(a) Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing

membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

“(b) Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

“(c) Organization refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) Schools refer to colleges, universities, and all other educational institutions.”

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. Prohibition on Hazing. – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations: Provided, That the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purposes of this Act: Provided, further, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement for employment in any business or corporation.”

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:

“SEC. 4. Regulation of School-Based Initiation Rites. – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided*, That:

“(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) The initiation rites shall not last more than three (3) days;

“(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

“(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

“The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

“Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

“School officials shall have the authority to impose, after due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.”

SEC. 5. Section 3 of the same Act is hereby amended to read as follows:

“SEC. 5. Monitoring of Initiation Rites. – The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.

SEC. 6. A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows:

“SEC. 6. Registration of Fraternities, Sororities, and Other Organizations. – All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

“A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: Provided, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: Provided, further, That schools shall promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.

“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization.”

SEC. 7. A new section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

“SEC. 7. Faculty Adviser. – Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty advisers has knowledge and consented to the commission of any of the unlawful acts stated therein.”

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. Role of Educational Institutions. – The responsibility of schools to exercises reasonable supervision in loco parentis over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign at the start of every semester

or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

“Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations. – All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members, which shall be updated yearly from the date of registration.”

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations. – Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not falling under the definition of hazing as used in this Act;

“(e) The initiation rites shall not last more than three (3) days;

“(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and

“(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SEC. 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

“SEC. 11. Monitoring of Initiation Rites of Community-Based and All Similar Fraternities, Sororities, or Organizations. – The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of the initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC. 12. Nullity of Waiver and Consent. – Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

SEC. 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

“SEC. 13. Administrative Sanctions. – The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction.”

SEC. 14. Section 4 of the same Act is hereby amended to read as follows:

“SEC. 14. Penalties. – The following penalties shall be imposed:

“(a) The penalty of reclusion perpetua and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

“(b) The penalty of reclusion perpetua and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

“(1) All persons who actually planned or participated in the conduct of the hazing;

“(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

“(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or advisers can do so without peril to their person or their family;

“(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

“(6) Members of a fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

“(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

“(d) The penalty of reclusion temporal and a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts prescribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar. Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board.”

“(e) The penalty of prison correccional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The president and repeated proposal or

invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be prima facie evidence of vexation for purposes of this section; and

“(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: Provided, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate motu proprio and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by fraternities, sororities, and other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing or where there is actual knowledge of hazing but such officials failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if the same can be done without peril to their person or their family.

“The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is prima facie evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

“Any person charged under this Act shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

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

“Any conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.”

SEC. 15. A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. Implementing Rules and Regulations (IRR). — The Commission on Higher Education (CHED), together with the Department of Education (DepED), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”

SEC. 16. Separability Clause. — If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

SEC. 17. Repealing Clause. — Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SEC. 18. Effectivity Clause. — This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) PANTALEON D. ALVAREZ
Speaker of the House of Representatives

(SGD.) AQUILINO “KOKO” PIMENTEL II
President of the Senate

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

(SGD.) CESAR STRAIT PAREJA
Secretary General
House of Representatives

(SGD.) LUTGARDO B. BARBO
Secretary of the Senate

Approved: June 29, 2018

(SGD.) RODRIGO ROA DUTERTE
President of the Philippines

ON SEXUAL HARASSMENT

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 hereby declared unlawful.

Section 3.

Work, Education or Training 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 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 environment or employment, 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, conditions, promotions, or privileges; if the refusal to grant the sexual favor results in the 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 impair the employee's rights or privileges under existing labor laws; or
 3. the above acts 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 passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 4. when the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to 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 defer 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 procedures 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 subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- b) create a committee on decorum and investigation of cases of sexual

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

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

In the case of educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, 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 solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

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 no less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (10,000) or more than Twenty thousand (20,000), or both such fine and imprisonment at the direction 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 publication in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) EDGARDO ANGARA (SGD.) JOSE DE VENECIA, JR.
President of the Senate 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.

(SGD.) EDGARDO E. TUMANGAN (SGD.) CAMILO L. SABIO
Secretary of the Senate Secretary General, House of Representatives

(SGD.) FIDEL V. RAMOS * Published on February 18, 1995, Malaya, Manila, Philippines
President of the Philippines

THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002

REPUBLIC ACT NO. 9165

AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED...

Article III. Dangerous Drugs Test and Record Requirements

Section 36. Authorized Drug Testing.

Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods: the screening test which will determine the positive result as well as the type of the drug used, and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes.

The following shall be subjected to undergo drug testing:

.....

- c) Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses whether in public or private schools under this Section will be borne by the government;

Article IV. Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act

Section 41. Involvement of the Family.

The family, being the basic unit of the Filipino society, shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. Student Councils and Campus Organizations.

All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. School Curricula.

Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- 1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- 2) Preventive measures against drug abuse;
- 3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- 4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- 5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools.

For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

CHED MEMORANDUM ORDER (CMO) No. 18 Series of 2018 **THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING** **OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS (HEIs)**

In accordance with Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended, in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this “IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION (HEIs).”

RULE I

RATIONALE AND BACKGROUND

Section 1. The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the complementary roles of public and private higher education institutions (HEIs) and shall exercise reasonable supervision and regulation thereof. Thus, all HEIs are enjoined to include in their student's handbook the conduct of mandatory random drug testing of students, with notice to the parents. Aside from random drug testing, a Higher Education Institution may, within the parameters of its institutional academic freedom, also include in its Student's Handbook a policy for the conduct of mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements.

RULE II **STATEMENT OF POLICIES**

Section 2. The State recognizes the primary responsibility of the family and the complimentary role of the educational institutions and parents for the education and awareness of its members on the ill-effects of dangerous drugs;

- 2.1** It is a government policy to foster a spirit of shared purposes and cooperation among the members and elements of the educational community and between the community and other sectors of society at all times. Only in such atmosphere can the true goals and objectives of education be fulfilled.
- 2.2** The Commission on Higher Education (CHED), as part of its mandate, has the duty to continuously monitor the effectiveness of the dangerous drug abuse prevention program through their respective regional/field offices and may enlist the assistance of any government agency or instrumentality to carry out the objectives of the program.
- 2.3** The HEIs shall have mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities and no smoking and alcoholic drinking environment inside and outside the school campus as mandated in CHED Memorandum Order (CMO) No. 09, s. 2013.
- 2.4** The CHED recognizes the academic freedom of all HEIs, particularly in implementing a policy on mandatory random drug testing of their students or as part of the schools' admission and retention requirements.

In keeping with the dangerous drug abuse prevention program of the government, the Local Government Units (LGUs), the Philippine National Police (PNP), or any authorized law enforcement agency may carry out any legitimate drug-related operation within the school premises, provided that the same shall be coordinated to the concerned HEIs prior to the conduct thereof.

- 2.5** The conduct of random drug testing of students in tertiary schools is mandatory pursuant to Section 36(c) of RA 9165.
- 2.6** The random drug testing under Dangerous Drug Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes and shall guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

RULE III **OBJECTIVES**

Section 3. These implementing guidelines specifically aim to:

- 3.1** promote a "drug-free" campus and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth;

- 3.2 instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment;
- 3.3 strengthen the collaborative efforts of concerned agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) against the use of illegal drugs and in the treatment of dangerous drug users and dependents;
- 3.4 establish a stronger partnership between the government and the HEIS in providing programs and activities intended to facilitate the holistic and well-rounded student development; and
- 3.5 ensure that the drug testing policies of HEIS are reasonable and not violative of the fundamental rights of the students.

RULE IV SCOPE AND COVERAGE

Section 4. These implementing guidelines for the conduct of drug testing of students in all HEIS shall follow the parameters laid down by Republic Act No. 9165, the Comprehensive Dangerous Drugs of 2002 and its Implementing Rules and Regulations (IRR), as well as the Dangerous Drugs Board (DDB) Regulation No. 6, Series of 2003, as amended by Dangerous Drugs Board (DDB) Regulation No. 3, Series of 2009”.

RULE V DEFINITION OF TERMS

Section 5. For purposes of these guidelines, the following terms are defined as follows:

- 5.1 **Accreditation** — refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH
- 5.2 **Confirmatory drug test** — refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 5.3 **Current students** — refer to existing and currently enrolled students in an authorized higher education institution.
- 5.4 **Dangerous drugs** — include those identified and listed in R.A. 9165 or the “Comprehensive Dangerous Drugs Act of 2002” and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.
- 5.5 **DOH-accredited physician** — refers to a physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.
- 5.6 **Drug abuser** — refers to a person who uses or administers to himself or allows others to

administer dangerous drugs to himself without medical approval. He belongs to any of the three categories:

- **The Experimenter** — one who, out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;
- **The Casual user** — one who, from time to time, uses or administers or allows others to administer to him dangerous drugs in an attempt to refresh his mind and body or as a form of play, amusement or relaxation; and
- **The Drug dependent** — one who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

5.7 Drug dependency — refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.

5.8 Drug dependency examination — refers to a procedure conducted by a DOH-accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.

5.9 Drug dependent — refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

5.10 “Drug-free” campus — refers to the HEIS with intensive and unrelenting campaign against drug trafficking and use of dangerous drugs through an integrated system of planning, implementation and enforcement of anti-drug policies, programs and projects, as shown by the following:

- Non-availability of drug supply;
- Absence of drug user/dependent;
- Absence of drug pusher; and
- Existence of drug awareness, preventive education and information, and other related programs.

5.11 Drug testing — the process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.

5.12 Drug Testing Coordinator— refers to the point person, duly appointed by the head of the HEI tasked with handling drug testing program.

5.13 Higher Education Institutions — refer to an institution of higher learning primarily offering bachelor and advanced degree programs.

5.14 Interventions — are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) communitybased interventions.

5.15 Laboratory — refers to a private or government facility capable of performing a test on a specimen to determine the presence or absence of dangerous drugs therein.

- 5.16 Mandatory drug testing** — refers to the compulsory submission of a student for drug testing in all HEIS as required in the school's student handbook and with notice to the parents.
- 5.17 Mandatory Random Drug Testing** — refers to the compulsory conduct of random drug testing of students in all HEIS with each student having equal chance of being selected for testing.
- 5.18 Prevention** — is the promotion of drug-free lifestyle through strategies such as advocacy, information, dissemination, and training for capability building.
- 5.19 Random drug testing** — refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.
- 5.20 Random selection** — refers to the unbiased process of selecting students who are to undergo drug testing.
- 5.21 Screening drug test** — refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- 5.22 Student-Applicants** — refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).
- 5.23 Tertiary Education** — refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

RULE VI DRUG TESTING OF STUDENTS IN ALL HEIS

Section 8. Pursuant to Section 36 (c) of RA 9165, all HEIS are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIS shall incorporate in the Student's Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with the DDB Regulation No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

Section 9. Institutional Policy. The conduct of mandatory random drug testing of students in all HEIS must have prior approval of the school's governing boards and passed through the necessary consultation process.

Section 10. Consultation. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

Section 12. The HEIS shall present at the consultation the policy requiring mandatory random drug testing of students.

Section 13. Consultation Period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.

Section 14. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

Section 15. Drug Testing as a requirement for admission and retention. Aside from mandatory random drug testing, a Higher Education Institution may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

Section 16. Conditions for Drug Testing as a requirement for admission and retention. All HEIS may implement a mandatory drug testing as part of the school's admission and retention policy, provided that:

- 16.1** The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;
- 16.2** In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned ,
- 16.3** The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations; and
- 16.4** If the student is found to be drug dependent, the appropriate sanction, intervention, and/ or rehabilitation, shall be imposed in accordance with the schools' Student Handbook and other applicable laws, rules and regulations.

RULE VII **CONFIDENTIALITY CLAUSE**

Section 17. All HEIS shall guarantee the strict confidentiality and integrity of the drug test results.

- 17.1** All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIS should also ensure the provision of non-discriminatory intervention services.
- 17.2** In relation to Rule VIII hereof, the pertinent provisions of RA No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the "Processing of Personal Information" to protect vital important interests of the data subject, including his life and health.

RULE VIII **SANCTIONS**

Section 18. In order to ensure compliance with this CMO, the Commission en banc may, upon the recommendation of CHED Legal and Legislative Services (LLS), impose appropriate sanctions depending on the nature and seriousness of the violations thereof, in accordance with applicable laws, rules and regulations.

Section 19. Any member of the faculty, administrator, or employee of the HEI who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and other applicable laws.

Section 20. The refusal of the student to undergo drug testing under this CMO shall be subject to appropriate actions in accordance with the schools' Student Handbook, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

RULE IX

MONITORING AND REPORTING

The implementation of this CMO shall be periodically monitored by the concerned CHED Regional Offices (CHEDROs) which shall thereafter submit a corresponding report to CHED Central Office (CHED-CO) to ensure that the goal for a “drug-free” environment in the campus is met.

Section 21. Higher Education Institutions (HEIs)

- 21.1 For regulatory purposes, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), all HEIS shall submit to CHEDROs a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing, including among others the names of the drug testing laboratories that conducted the test, as well as the summary of the drug test results.
- 21.2 All HEIS shall establish a Drug-Free Committee (DFC) which shall formulate their internal drug testing rules, which shall provide among others, the drug education/awareness, prevention and control initiatives.
- 21.3 The HEIS through the Drug-Free Committee (DFC) shall monitor their students to protect them from engaging in dangerous drug-related activities, as well as those undergoing interventions, treatment or rehabilitation.
- 21.4 The HEI shall designate the head of the DFC and the drug testing coordinator (DTC) who shall implement the drug testing program in the campus. The names and composition of the DFC shall be submitted to CHEDROs.
 - 21.4.1 The DFC shall have the following responsibilities:
 1. Compose the Selection board for the conduct of the drug testing in the campus, with representation from the students, faculty and parents as members.
 2. Closely coordinate with the concerned agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing, and to establish appropriate institution-level interventions if needed.
 3. Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information for submission to the CHEDROs.
 4. Recommend to the school's governing board the appropriate interventions, depending on the results of the drug testing.
 5. The DFC and the Guidance Counselors of HEIS shall be trained for the purpose of enhancing their skills in handling the problems on dangerous drug abuse.

RULE X

THE IMPLEMENTATION AND REPORTORIAL REQUIREMENTS UNDER THESE GUIDELINES

Section 22. All heads of public and private HEIs, in collaboration with the concerned CHEDROs, shall ensure and oversee the implementation of Mandatory Random Drug Testing in accordance with these Guidelines.

Section 23. The CHEDROs shall prepare and submit reports annually, or at any time if needed, to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of this CMO

Section 24. The CHEDROs are mandated to disseminate these implementing guidelines to the

HEIs, conduct school visits, and monitor the conduct of actual drug testing

RULE XI

FEE REQUIREMENT

Section 25. In relation to this CMO, all fees shall be in accordance with pertinent DOH and DDB rules and regulations.

Section 26. The fee for drug testing prior to admission will be borne by the student applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the authorized facility of the HEI if any.

Section 27. In cases of drug testing in DOH-accredited HEI Clinic, the HEI may determine the permissible rate for the drug testing fee, in accordance with the DDB Regulation No. 01, s. 2004 entitled “Prescribed Drug Test Fee for Government-Owned and Private Drug Testing Laboratories Accredited by the Department of Health” and DDB Regulation No. 09, s. 2007 “Amending Board Regulation No. 01, s. 2004.”

RULE XII

EFFECTIVITY

Section 30. This CMO shall take effect beginning Academic Year (AY) 2019-2020, after fifteen (15) days of its publication in the Official Gazette or in newspaper of general circulation. The required copies of this CMO shall be filed with the Office of the National Administrative Register (ONAR) of the U.P. Law Center. This CMO shall remain in force and effect until revoked or amended.

RULE XIII

TRANSITORY PROVISION

Section 31. All existing Higher Education Institutions (HEIs) shall be required to fully comply with the provisions of this CMO beginning Academic Year (AY) 2019-2020. A Higher Education Institution (HEI) operating after the start of AY 2019-2020 shall comply with the provisions of this CMO, within one (1) year after the start of the school year of its operation.

Issued this 2018, Quezon City, Philippines.

ON BULLYING

Reference: REPUBLIC ACT NO. 10627 (ANTI-BULLYING ACT)

.....

Section 2. Acts of Bullying. – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or 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 the other 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:

- a. 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;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;

- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

ANTI-PHOTO AND VOYEURISM ACT OF 2009 (R.A. 9995)

Section 2. Declaration of Policy. - The State values the dignity and privacy of every human person and guarantees full respect for human rights. Toward this end, the State shall penalize acts that would destroy the honor, dignity and integrity of a person.

.....

Section 4. Prohibited Acts. - It is hereby prohibited and declared unlawful for any person:

- (a) To take photo or video coverage of a person or group of persons performing sexual act or any similar activity or to capture an image of the private area of a person/s such as the naked or undergarment clad genitals, public area, buttocks or female breast without the consent of the person/s involved and under circumstances in which the person/s has/have a reasonable expectation of privacy;
- (b) To copy or reproduce, or to cause to be copied or reproduced, such photo or video or recording of sexual act or any similar activity with or without consideration;
- (c) To sell or distribute, or cause to be sold or distributed, such photo or video or recording of sexual act, whether it be the original copy or reproduction thereof; or
- (d) To publish or broadcast, or cause to be published or broadcast, whether in print or broadcast media, or show or exhibit the photo or video coverage or recordings of such sexual act or any similar activity through VCD/DVD, internet, cellular phones and other similar means or device.

The prohibition under paragraphs (b), (c) and (d) shall apply notwithstanding that consent to record or take photo or video coverage of the same was given by such person/s. Any person who violates this provision shall be liable for photo or video voyeurism as defined herein.

DATA PRIVACY ACT OF 2012 (R.A. 10173)

Section 2. Declaration of Policy. - It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

.....

Section 12. Criteria for Lawful Processing of Personal Information. - The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- (a) The data subject has given his or her consent;

- (b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- (d) The processing is necessary to protect vitally important interests of the data subject, including life and health;
- (e) The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
- (f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

CYBERCRIME PREVENTION ACT OF 2012 (R.A. 10175)

Section 2. Declaration of Policy. — The State recognizes the vital role of information and communications industries such as content production, telecommunications, broadcasting electronic commerce, and data processing, in the nation's overall social and economic development. The State also recognizes the importance of providing an environment conducive to the development, acceleration, and rational application and exploitation of information and communications technology (ICT) to attain free, easy, and intelligible access to exchange and/or delivery of information; and the need to protect and safeguard the integrity of computer, computer and communications systems, networks, and databases, and the confidentiality, integrity, and availability of information and data stored therein, from all forms of misuse, abuse, and illegal access by making punishable under the law such conduct or conducts. In this light, the State shall adopt sufficient powers to effectively prevent and combat such offenses by facilitating their detection, investigation, and prosecution at both the domestic and international levels, and by providing arrangements for fast and reliable international cooperation.

.....

CHAPTER II - PUNISHABLE ACTS

Section 4. Cybercrime Offenses. — The following acts constitute the offense of cybercrime punishable under this Act:

- (a) **Offenses against the confidentiality, integrity and availability of computer data and systems:**
 - (1) **Illegal Access.** — The access to the whole or any part of a computer system without right.
 - (2) **Illegal Interception.** — The interception made by technical means without right of any non-public transmission of computer data to, from, or within a computer system including electromagnetic emissions from a computer system carrying such computer data.
 - (3) **Data Interference.** — The intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message, without right, including the introduction or transmission of viruses.

(4) **System Interference.** — The intentional alteration or reckless hindering or interference with the functioning of a computer or computer network by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data or program, electronic document, or electronic data message, without right or authority, including the introduction or transmission of viruses.

(5) **Misuse of Devices.**

(i) The use, production, sale, procurement, importation, distribution, or otherwise making available, without right, of:

(aa) A device, including a computer program, designed or adapted primarily for the purpose of committing any of the offenses under this Act; or

(bb) A computer password, access code, or similar data by which the whole or any part of a computer system is capable of being accessed with intent that it be used for the purpose of committing any of the offenses under this Act.

(ii) The possession of an item referred to in paragraphs 5(i)(aa) or (bb) above with intent to use said devices for the purpose of committing any of the offenses under this section.

(6) **Cyber-squatting.** — The acquisition of a domain name over the internet in bad faith to profit, mislead, destroy reputation, and deprive others from registering the same, if such a domain name is:

(i) Similar, identical, or confusingly similar to an existing trademark registered with the appropriate government agency at the time of the domain name registration:

(ii) Identical or in any way similar with the name of a person other than the registrant, in case of a personal name; and

(iii) Acquired without right or with intellectual property interests in it.

(b) **Computer-related Offenses:**

(1) **Computer-related Forgery.** —

(i) The input, alteration, or deletion of any computer data without right resulting in inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether or not the data is directly readable and intelligible; or

(ii) The act of knowingly using computer data which is the product of computer-related forgery as defined herein, for the purpose of perpetuating a fraudulent or dishonest design.

(2) **Computer-related Fraud.** — The unauthorized input, alteration, or deletion of computer data or program or interference in the functioning of a computer system, causing damage thereby with fraudulent intent: Provided, That if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(3) **Computer-related Identity Theft.** — The intentional acquisition, use, misuse, transfer, possession, alteration or deletion of identifying information belonging to another, whether natural or juridical, without right: Provided, That if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(c) **Content-related Offenses:**

(1) **Cybersex.** — The willful engagement, maintenance, control, or operation, directly or indirectly, of any lascivious exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.

(2) **Child Pornography.** — The unlawful or prohibited acts defined and punishable by Republic Act No. 9775 or the Anti-Child Pornography Act of 2009, committed through a computer system: Provided, That the penalty to be imposed shall be (1) one degree higher than that provided for in Republic Act No. 9775.

(3) **Unsolicited Commercial Communications.** — The transmission of commercial electronic communication with the use of computer system which seek to advertise, sell, or offer for sale products and services are prohibited unless:

- (i) There is prior affirmative consent from the recipient; or
- (ii) The primary intent of the communication is for service and/or administrative announcements from the sender to its existing users, subscribers or customers; or
- (iii) The following conditions are present:
 - (aa) The commercial electronic communication contains a simple, valid, and reliable way for the recipient to reject receipt of further commercial electronic messages (opt-out) from the same source;
 - (bb) The commercial electronic communication does not purposely disguise the source of the electronic message; and
 - (cc) The commercial electronic communication does not purposely include misleading information in any part of the message in order to induce the recipients to read the message.

(4) **Libel.** — The unlawful or prohibited acts of libel as defined in Article 355 of the Revised Penal Code, as amended, committed through a computer system or any other similar means which may be devised in the future.

Section 5. Other Offenses. — The following acts shall also constitute an offense:

- (a) **Aiding or Abetting in the Commission of Cybercrime.** — Any person who willfully abets or aids in the commission of any of the offenses enumerated in this Act shall be held liable.
- (b) **Attempt in the Commission of Cybercrime.** — Any person who willfully attempts to commit any of the offenses enumerated in this Act shall be held liable.

Section 6. All crimes defined and penalized by the Revised Penal Code, as amended, and special laws, if committed by, through and with the use of information and communications technologies shall be covered by the relevant provisions of this Act: Provided, That the penalty to be imposed shall be one (1) degree higher than that provided for by the Revised Penal Code, as amended, and special laws, as the case may be.

Section 7. Liability under Other Laws. — A prosecution under this Act shall be without prejudice to any liability for violation of any provision of the Revised Penal Code, as amended, or special laws.

APPENDICES

ACADEMIC GUIDELINES FOR A.Y. 2025-2026	184
PROGRAM-SPECIFIC APPENDICES	185
• Junior College Program Appendices	183
• Lex Honors Program Academic Policies	192
• Juris Doctor Program Academic Policies	193
• MABA Program Academic Policies	200
• BS Accountancy Retention Policy	202
• MScM Evening Program Academic Policies	204
OTHER POLICIES	206
• Policy on Copyright of Instructional Materials	206
• Policy on Suspension/Cancellation of Online and Onsite Classes	210
• Policy on Official Out-of-Campus Trips	211
MANDATE TO THE UA&P STUDENT BODY	217
UA&P STUDENT GOVERNMENT CONSTITUTION	218
UA&P OMNIBUS ELECTION CODE	226
WHO'S WHO IN UA&P	238
CAMPUS MAP	243
BUILDING DIRECTORY	244
ONLINE SERVICES DIRECTORY	247
OFFICE DIRECTORY	249
UNDERTAKING	252

Academic Guidelines

for A.Y. 2025-2026

The Academic Guidelines for AY 2025-2026 will be included upon final approval from the Management Committee.

Junior College Program Appendices

DEPED CHILD PROTECTION POLICY (D.O. No. 40, s. 2012)

I. GENERAL PROVISIONS

.....

Section 2. - Statement of Policy

Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development (Article XV, Section 3 [2]).

The Constitution further provides that all educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency. (Article XIV, Section 3 [2]).

The Convention on the Rights of the Child (CRC) aims to protect children from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse. The same Convention establishes the right of the child to education, and with a view to achieving this right progressively, and on the basis of equal opportunity, it obliges the government to take measures to encourage regular attendance in school and reduce drop-out rates. Thus, it is mandated that all appropriate measures be undertaken to ensure that school discipline is administered in a manner consistent with the child's human dignity, and in conformity with the CRC.

Towards this end, the Department of Education (DepEd), in collaboration with its partners and stakeholders, shall ensure that all schools are conducive to the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions involving children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children, as enunciated in the CRC. Teachers and learning facilitators especially in learning centers are their substitute parents, and are expected to discharge their functions and duties with this in mind. In this connection, the Family Code empowers the school, its administrators and teachers, or the individual, entity or institution engaged in child care to exercise the special parental authority and responsibility over the child, while under their supervision, instruction or custody.

The Department recognizes that cases of abuse may arise as a result of the difficult situations faced by teachers and other officials within and outside school.

DepEd has adopted the policy to provide special protection to children who are gravely threatened or endangered by circumstances which affect their normal development and over which they have no control, and to assist the concerned agencies in their rehabilitation.

Furthermore, this Department aims to ensure such special protection from all forms of abuse and exploitation and care as is necessary for the child's well-being, taking into account the primary

rights and duties of parents, legal guardians, or other individuals who are legally responsible and exercise custody over the child. DepEd recognizes the participatory rights of the child in the formulation and implementation of policies, and in all proceedings affecting them, whether they be victims or aggressors, either directly, or through a representative.

Accordingly, this Department reiterates a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse, and hereby promulgates this Department Order.

Section 3. - Definition of Terms

- A. “Child” - refers to any person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition; (RA 7610). For purposes of this Department Order, the term also includes pupils or students who may be eighteen (18) years of age or older but are in school.
- B. “Children in School” - refers to bona fide pupils, students or learners who are enrolled in the basic education system, whether regular, irregular, transferee or repeater, including those who have been temporarily out of school, who are in the school or learning centers premises or participating in school sanctioned activities.
- C. “Pupil, Student or Learner” - means a child who regularly attends classes in any level of the basic education system, under the supervision and tutelage of a teacher or facilitator.
- D. “School Personnel” - means the persons, singly or collectively, working in a public or private school. They are classified as follows:
 - a. “School Head” - refers to the chief executive officer or administrator of a public or private school or learning center.
 - b. “Other School Officials” include other school officers, including teachers, who are occupying supervisory positions or positions of responsibility, and are involved in policy formulation or implementation in a school.
 - c. “Academic Personnel” includes all school personnel who are formally engaged in actual teaching service or in research assignments, either on a full-time or a part-time basis, as well as those who possess certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and other similar persons. They may include school officials who are responsible for academic matters, and other school officials.
 - d. “Other Personnel” includes all other non-academic personnel in the school, whatever may be the nature of their appointment and status of employment.
- E. “Child Protection” - refers to programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence.
- F. “Parents” - refers to biological parents, step-parents, adoptive parents and the common-law spouse or partner of the parent;
- G. “Guardians or Custodians” - refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child.
- H. “School Visitor or Guest” - refers to any person who visits the school and has any official business with the school, and any person who does not have any official business but is found

within the premises of the school. This may include those who are within the school premises for certain reasons, e.g. student teachers, catechists, service providers, suppliers, bidders, parents and guardians of other children.

- I. “Child Abuse” - refers to the maltreatment of a child, whether habitual or not, which includes any of the following:
 - 1) psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
 - 2) any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
 - 3) unreasonable deprivation of the child’s basic needs for survival, such as food and shelter; or
 - 4) failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child’s permanent incapacity or death (Sec. 3 [b], RA 7610).
- J. “Discrimination against children” - refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.
- K. “Child exploitation” - refers to the use of children for someone else’s advantage, gratification or profit often resulting in an unjust, cruel and harmful treatment of the child. These activities disrupt the child’s normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

- 1) Sexual exploitation - refers to the abuse of a position of vulnerability, differential power, or trust, for sexual purposes. It includes, but it is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud or through abuse of a victim’s vulnerability.
 - 2) Economic exploitation - refers to the use of the child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution and consumption of goods and services. This includes, but is not limited to, illegal child labor, as defined in RA 9231.
- L. “Violence against children committed in schools” - refers to a single act or a series of acts committed by school administrators, academic and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:
 - 1) Physical violence refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.
 - 2) Sexual violence refers to acts that are sexual in nature. It includes, but is not limited to:

- a. rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;
 - b. forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in, the creation or distribution of such films; indecent publication or material; and
 - c. acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion, or through inducements, gifts or favors.
 - 3) Psychological violence refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.
 - 4) Other acts of violence of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.
- M. "Bullying or Peer Abuse" - refers to willful aggressive behavior that is directed, towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly:
- 1) Bullying - is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:
 - a. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
 - b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
 - c. Taking of property;
 - d. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt;
 - e. Deliberate destruction or defacement of, or damage to the child's property;
 - f. Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
 - g. Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and
 - h. Restraining the liberty and freedom of a pupil or student.
 - 2) Cyber-bullying - is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.
- N. "Other acts of abuse by a pupil, student or learner" - refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of 'bullying' in the preceding provisions, including but not limited to acts of a physical, sexual or psychological nature.

- O. “Corporal Punishment” - refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including, but not limited to the following:
- 1) Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child’s body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
 - 2) Striking of a child’s face or head, such being declared as a “no contact zone”;
 - 3) Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
 - 4) Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
 - 5) Deprivation of a child’s physical needs as a form of punishment;
 - 6) Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child’s health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
 - 7) Tying up a child;
 - 8) Confinement, imprisonment or depriving the liberty of a child;
 - 9) Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
 - 10) Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
 - 11) Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and
 - 12) Other analogous acts.
- P. “Positive and Non-Violent Discipline of Children” -is a way of thinking and a holistic, constructive and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students’ adult lives, and using everyday situations and challenges as opportunities to teach life-long skills and values to students.

II. DUTIES AND RESPONSIBILITIES

...

Section 7. - Schools

The School Heads shall have the following duties and responsibilities:

- A. Ensure the institution of effective child protection policies and procedures, and monitor compliance thereof;

- B. Ensure that the school adopts a child protection policy;
- C. Ensure that all pupils, students or learners, school personnel, parents, guardians or custodians, and visitors and guests are made aware of child protection policy (Annex “C”).
- D. Organize and convene the Child Protection Committee for the school;
- E. Conduct the capacity building activities for the members of the Child Protection Committee and Guidance Counselors/Teachers;
- F. Conduct disciplinary proceedings in cases of offenses committed by pupils, students or learners;
- G. Ensure that the participatory and other rights of children are respected and upheld in all matters and procedures affecting their welfare;
- H. Maintain a record of all proceedings related to bullying or peer abuse and submit after each school year to the Division Office the report and a copy of the intake form (Annexes “A” & “B”, respectively);
- I. Conduct the appropriate training and capability building activities on child protection measures and protocols;
- J. Ensure that the school adopts a student Code of Conduct to be followed by every pupil, student or learner while on school grounds, or when traveling to and from school, or during a school-sponsored activity, and during lunch period, whether on or off campus;
- K. Adopt such conflict resolution mechanisms that respect the rights of indigenous peoples, provided that they conform to this Department Order and they uphold the rights of the child;
- L. Coordinate with the appropriate offices and other agency or instrumentality for appropriate assistance and intervention, as may be required in the performance of its functions;
- M. Coordinate with the Department of Social Welfare and Development or, the appropriate government agencies or non-governmental organizations on a Child Protection Hotline for reporting abuse, violence, exploitation, discrimination, bullying and other similar acts and for counseling;
- N. Ensure that all incidents of abuse, violence, exploitation, discrimination, bullying and other similar acts are addressed in accordance with the provisions of this Department Order.

Section 8. Duties and Responsibilities of School Personnel

Article 218 of the Family Code of the Philippines provides the following responsibilities of school administrators, teachers, academic and non academic and other personnel:

- A. Exercise special parental authority and responsibility over the child while under their supervision, instruction and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution.

Articles 220 and 233 of the Family Code of the Philippines, Presidential Decree No. 603, and other related laws enumerated the following duties and responsibilities of the above mentioned persons and personnel over the children under their supervision, instruction and custody:

- B. Keep them in their company and support, educate and instruct them by right precept and good example;
- C. Give them love and affection, advice and counsel, companionship and understanding;
- D. Enhance, protect, preserve and maintain their physical and mental health at all times;
- E. Furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company and prevent them from acquiring habits detrimental to their health, studies and morals;
- F. Represent them in all matters affecting their interests;
- G. Inculcate the value of respect and obedience;
- H. Practice positive and non-violent discipline, as may be required under the circumstances; provided, that in no case shall corporal punishment be inflicted upon them;
- I. Perform such other duties as are imposed by law upon them, as substitute parents or guardians; and
- J. School personnel shall also strictly comply with the school's child protection policy.

Section 9. Duties and Responsibilities of Pupils, Students and Learners

Pupils, students and learners shall have the following duties and responsibilities:

- A. Comply with the school's regulations, as long as they are in harmony with their best interests. Pupils, students and learners shall refrain from:
 - i. Engaging in discrimination, or leading a group of pupils or students to discriminate another, with reference to one's physical appearance, weaknesses and status of any sort;
 - ii. Doing any act that is inappropriate or sexually provocative;
 - iii. Participating in behavior of other students that is illegal, unsafe or abusive;
 - iv. Marking or damaging school property, including books, in any way;
 - v. Engaging in fights or any aggressive behavior;
 - vi. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material; and
 - vii. Performing other similar acts that cause damage or injury to another.

An allegation that any of these acts has been committed shall not be used to curtail the child's basic rights, or interpreted to defeat the objectives of this Department Order.
- B. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons;
- C. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity; and
- D. Observe the Code of Conduct for pupils, students and learners.

Lex Honors Program Academic Policies

** applicable starting with the incoming
freshman batch of S.Y. 2024-2025*

1. **Nature of Program.** The Lex Honors Program is an honors program analogous to the Straight Bachelor's-Master's Program mentioned in CHED Memorandum Order No. 15, Series of 2019. It is a "3+4" program, that is, it consists of: a) 3 years leading to a Bachelor of Arts (pre-law degree, composed of UA&P's liberal arts curriculum and arts majors and electives in the fields of humanities, Asia Pacific Studies, political economy, economics and management, and b) 4 years leading to a Juris Doctor or JD (law) degree.
2. **Policies for Pre-law.** In addition to UA&P's policies and procedures for undergraduate programs, the following shall apply to the pre-law component of the Lex Honors Program:
 - 2.1 Admission criteria. The Program requires an average of 85% in Senior High School in order to qualify.
 - 2.2 Full-time; no dropping of subjects. Students must be enrolled full-time. Dropping of subjects is not allowed.
 - 2.3 Retention. Students must maintain a general weighted average (GWA) of 2.25 or higher in the pre-law and must neither drop nor fail any subject in order to be retained in the Program. A student who fails to maintain these qualifications, that is, is disqualified, automatically exits the program and must shift to a regular 4-year bachelor's degree course.
 - 2.4 Curriculum and electives. Students must strictly follow the Lex Honors Program curriculum, including the electives. In taking electives, they must check for prerequisites, go for academic advising and, as needed, request a written endorsement from the Lex Honors Program Director.
 - 2.5 Mentoring. Students must see their mentor on a regular basis.
3. **Transition to UA&P JD.** Lex Honors Program students who complete the pre-law curriculum are entitled to a seamless transition to the UA&P JD program and are exempted from the UA&P JD admission requirements, with the sole exception of the undergraduate diploma which they must secure from the Registrar and present to the Institute of Law.
4. **Transfer to Other Law Schools.** The Lex Honors Program requires continuity between the pre-law and JD components to be able to achieve program outcomes, particularly insofar as alignment with UA&P's institutional culture is concerned. Thus, a student who intends to study law in another law school is deemed to be exiting the program and must first shift to and complete a regular 4-year bachelor's degree course before he or she can be issued an undergraduate diploma.
5. **Policies for JD.** Upon their admission to the UA&P JD program, Lex Honors students shall be subject to all UA&P JD program policies.
6. **Equatorial Rites.** Lex Honors Program students join the UA&P equatorial rites at the midpoint of the Program, that is, on the fourth year.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Juris Doctor Program

Academic Policies

Excerpts from the Juris Doctor Student Handbook 2022, as amended by recent Institute of Law memos, will be included upon final approval from the Institute of Law Executive Committee and the Management Committee.

Master in Applied Business Analytics (MABA) Academic Policies

updated for S.Y. 2024-2025

The general academic policies of the UA&P apply to the MABA program, except as otherwise provided in this document. In case of conflict between the general academic policies of the University and the MABA Academic Code, the latter shall prevail.

I. RETENTION.

A student shall be allowed to enroll in the subsequent academic term if he/she:

- a. Has maintained a General Weighted Average Grade (GWA) of 2.25 or better, computed at the end of the term when he/she has cumulatively taken at least twelve (12) units. The GWA shall be based on all subjects completed at and/or credited by the University,¹ including those taken in compliance with the Residency Rules, if applicable.
- b. Has not gone beyond the maximum residency period (see section below).

II. MAXIMUM RESIDENCY.

The normal period for completion of the program's requirements is two (2) years. The student can course his/her curriculum for a maximum of four (4) years. A student's residency is computed from the date of first enrollment and is inclusive of periods that he/she is on Leave of Absence (LOA) from the University.²

III. APPEAL.

A student who fails to comply with either the Retention or Maximum Residency policy may write an appeal to the office of the Program Director of the MABA Program. An Appeals Committee will be convened to decide on his/her request.

- a. A student who is allowed to enroll despite not complying with the Retention Policy will be placed on probation.
- b. A student can be allowed to extend the maximum residency only for meritorious reasons up to twelve (12) months. An additional three (3) month extension, which is equivalent to one (1) term may be granted only in the following cases:
 - i. the student only needs to enroll in the last subject in the program, i.e. Capstone 2 (project implementation), or
 - ii. the student only needs to complete an INC rating in Capstone 2 (project implementation), the final course in the program.
- c. A student who is allowed to extend his/her residency beyond the normal maximum period shall be required to take an additional two (2) unit subject under the MABA program or

¹ Please refer to p. 54 of this Handbook to learn how to compute your General Weighted Average (GWA). The GWA is rounded off to the nearest two decimals.

² UA&P Student Handbook 2025-26, Maximum Residency Rule, p. 60.

under another graduate course related to the field for each term during the extension period. However, for students who are only completing their remaining Capstone 1 (project proposal) or Capstone 2 (project implementation) INC ratings, there is no need to take an additional two (2) unit subject.

IV. PROBATION.

- a. **Purpose.** A student is placed on probation for the purpose of helping him/her continue in the program and improve his/her performance. He/she will not be allowed to go on a leave of absence, withdraw or enroll in fewer units than the regular load stipulated in the program during the probation period. However, underloading may be allowed for reasons duly approved by the Appeals Committee.
- b. **Period.** The length of the probation period will be determined by the Appeals Committee on a case-to-case basis.

BS Accountancy Retention Policy

** applicable to Entry Batch S.Y. 2024-2025 onwards*

Qualifying Exams Overview

The BS Accountancy (BSA) Program is a time for rigorous training for a fulfilling career as a Certified Public Accountant (CPA), which begins with the successful passing of the Licensure Examination for CPAs (LECPA). The qualifying exams (QEs) are held to assess each student's gradual preparedness for the LECPA at the end of each year of study.

All BS Accountancy (BSA) students take a QE at the end of their 1st year, 2nd year, and 3rd year of the curriculum, except those who are exempted based on the criteria given in the next subsection. The passing grade per qualifying exam is 75%. The 1st year and 2nd year QEs are administered in two modes: written (70%) and oral (30%), while the 3rd year QE is a written exam only. All QEs are a combination of theory and problem questions.

First Year Retention Policy

Students who receive a final grade of at least 1.50 in each of the following subjects are EXEMPTED from the 1st Year QE:

- ACC111.1 – Financial Accounting and Reporting 1 (3 units)
- ACC111.2 – Financial Accounting and Reporting 2 (3 units)

All other students are required to take the exam. Those who fail the QE are required to retake the QE after undergoing a Fundamentals of Accounting Bootcamp. Those who pass will advance to the 2nd year. Those who retake the QE and fail a second time are advised to shift out of the BSA Program.

Second Year Retention Policy

Students who receive a final grade of at least 1.50 in each of the following subjects are EXEMPTED from the 2nd Year QE:

- ACC112.1 – Intermediate Accounting 1 (6 units)
- ACC112.2 – Intermediate Accounting 2 (6 units)

All other students are required to take the exam. Those who fail the QE are advised to shift out of the BSA Program. Those who pass will advance to the 3rd year. There are no retakes or bootcamps for the 2nd Year QE.

Third Year Retention Policy

Students who receive a weighted average (WA) of at least 1.75 for the following subjects are EXEMPTED from the 3rd Year QE. The WA is calculated based on the student's first take of the following courses:

- ACC414 – Accounting for Government and Non-Profit Organizations (3 units)
- ACC115 – Cost Accounting and Control (3 units)
- ACC413 – Accounting for Special Transactions (3 units)
- ACC121 – Financial Management (3 units)
- ACC401 – Valuation Methods (3 units)
- ACC123 – Strategic Cost Management (3 units)
- ACC133 – Income Taxation (3 units)

- ACC134 – Business Taxation (3 units)
- ACC391 – Auditing and Assurance Principles (3 units)
- ACC124 – Accounting Information System (3 units)
- ACC392 – Auditing and Assurance: Concepts and Applications (6 units)

All other students are required to attend an intensive review course before taking the 3rd Year QE. Those who pass will advance to the 4th year. Those who fail the QE after having attended the review course are advised to shift out of the BSA Program.

For Entry Batch S.Y. 2023-2024 and earlier:

- I. All students must take a retention exam at the end of their 2nd year in the curriculum. However, those who receive a final grade of at least 2.00 in each of the following courses are EXEMPTED from the retention exam:

- ACC111.1 – Financial Accounting and Reporting 1
- ACC111.2 – Financial Accounting and Reporting 2
- ACC112.1 – Intermediate Accounting 1
- ACC112.2 – Intermediate Accounting 2

Those who have not successfully completed the retention requirements under (I) may not take 3rd Year BSA specialization subjects.

- II. Upon proceeding to the 3rd year, the student must obtain a weighted average (WA) of at least 2.00 in the following major accounting subjects:

- ACC414 – Accounting for Government and NPO
- ACC115 – Cost Accounting and Control
- ACC123 – Strategic Cost Management
- ACC121 – Financial Management
- ACC133 – Income Taxation
- ACC391 – Auditing and Assurance Principles
- ACC124 – Accounting Information System
- ACC413 – Accounting for Special Transactions
- ACC392 – Auditing and Assurance: Applications
- ACC132 – Regulatory Framework & Legal Issues in Business
- ACC411 – Accounting for Business Combinations
- ACC309 – Auditing in a CIS Environment

- III. Those who received a 3.50 in any of the above subjects listed in (I) and (II) may still be retained in the program, provided that the student passes the Retention Exam, or maintains the required WA. The WA is calculated based on the student's first take of any course.

- IV. Those who fail the requirements under (I) and (II) are asked to shift out of the program to BS Management Accounting or to the other programs within the University.

Master of Science in Management (MScM) Evening Program Academic Policies

The general academic policies of the UA&P apply to the MScM Evening Program, except as otherwise provided in this document. In case of conflict between the general academic policies of the University and the MScM Evening Program, the latter shall prevail.

RETENTION POLICY

A weighted average of 2.00 by the end of the first year is needed for retention in the program. There should be no two failing grades in a similar subject or any two subjects.

ATTENDANCE AND COURSE REQUIREMENTS

- A. To earn credit units for any course, students are required to attend at least 80% of the scheduled sessions and submit the course requirements that the instructor has specified for the course. The maximum number of absences for a 3-hour class with twelve (12) sessions is three (3).
- B. Audit students (those who are taking specific courses on an audit basis only) will receive a Certificate of Completion for each course in which they have enrolled, provided that they have attended at least 80% of the scheduled sessions. They are not expected to submit the course requirements. Audit students may sit in at three (3) courses at the most (9 units). Courses taken on audit will appear as AUDIT on the student's transcript of records.
- C. Queries related to the Program or about any course may be addressed to the Program Director.

COURSE WITHDRAWAL

A student may, with the permission of the course instructor and with the concurrence of the Program Director, withdraw from any course that he or she has enrolled in, provided that the withdrawal is made within the period indicated in the Academic Calendar.

THESIS COMPLETION AND MAXIMUM RESIDENCY POLICY

Students enrolled in the Program who have completed their academic coursework but who are not able to graduate on time because of their pending thesis or project paper requirement will be subject to the following policies:

- A. A student who is not able to complete his or her thesis or project paper on time, i.e., by the end of the second year of coursework, will be given a grade of Incomplete (INC) and will be allowed an additional semester to finish the thesis or project paper. He or she will be required to pay only the registration and library fees upon enrollment for the additional semester.
- B. If the student is still not able to finish the thesis or project paper by the end of the additional semester and decides to finish it in the following semester, he or she will be required to pay

a thesis or project paper completion fee equivalent to 1 unit x fee per unit, in addition to the registration and library fees.

- C. The amount of the completion fee will vary, depending on the number of years of delay (see table in E).
- D. The maximum required residency (MRR) for the two-year program is four (4) years (the last two years of which will be reckoned from the time the student completes the academic coursework for the second year of the program of study). Students who have exceeded the MRR need to apply in writing to the Program Director for the extension of their residency. Only up to two (2) years of extension may be granted. A student's residency is inclusive of periods that s/he is on leave of absence (LOA).
- E. Students who have exceeded the MRR will be required to enroll and attend a graduate course on Audit after due consultation with the Program Director.

Semesters/Years Delayed	Thesis/Project Paper Completion Fee	Additional Requirements
1 semester	1 unit	None
2 semesters	2 units	None
2 years after the 2nd year	3 units x fee per unit	Enroll in 3 units of MScM subject for every school year of delay
1-2 years beyond MRR	4 units x fee per unit	Enroll in 6 units of MScM subjects for every year of extension
3-5 years beyond MRR	5 units x fee per unit	Enroll in 9 units of MScM subjects for every year of extension

ACADEMIC AWARDS

The University confers these academic awards to students of graduate schools with stand-alone graduate programs: High Distinction and With Distinction.

The following are the eligibility requirements for the awards:

- A. The student should have been enrolled continuously during the regular semester with at least 6 units per semester until all required academic units are completed. The student must have completed the course within two years from the time of the first enrollment.
- B. The required GWA for the academic awards are:
 - a. With High Distinction: GWA of 1.00 to 1.20
 - b. With Distinction: GWA of 1.21 to 1.50
- C. Candidates for the awards should have no grade below 2.50 and no incomplete grades at the time of the submission of the grades.
- D. The student should have passed the final thesis defense.

In addition, to be part of the Dean's List, a student should get a GWA of 1.50 flat or better for the semester.

POLICY ON COPYRIGHT OF INSTRUCTIONAL MATERIALS

Effective as of January 19, 2021 (ref. MAN 036/2021)

Article I. Nature of the Policy. - The policies set here are suppletory to the rights and requirements provided for under provisions of Republic Act No. 8293 or the Intellectual Property Code of the Philippines, as amended by Republic Act 9502 and Republic Act No. 10372 (hereinafter “IP Code”) and Republic Act No. 10055 or the Philippine Technology Transfer Act of 2009 (hereinafter “Technology Transfer Act”), and all other relevant laws and treaties of the Philippines.

The policies laid out herein relate exclusively to copyright issues pertaining to instructional materials. Accordingly, relevant provisions of the University and faculty guidelines, Student Handbook, guidelines pertaining to the use of the University name and seal, and other related marks, are considered incorporated herein.

Article II. Definition and Coverage. - The legal definitions contained in prevailing intellectual property related laws are incorporated herein and are controlling. For the purposes of this policy, however, the following specific terms are to be understood as follows:

1. “Instructional material” refers to all types of teaching and learning materials created, assembled, and used by a teacher in specific form to facilitate student understanding of lessons. They serve as the main basis for content input in the form of knowledge, skills, and values that teachers want students to understand, acquire, and apply to demonstrate their understanding.

Instructional materials have several objectives, which are providing information, explaining procedures, giving feedback, developing thinking skills, addressing misconceptions, or encouraging participation.

There are different instructional materials. Instructional materials can include but are not limited to hand-outs, worksheets/exercises, worked examples, rubrics, manuals, research papers, PowerPoint presentations, video clips, sound and graphics, animations, digital photographs, major examination questions, teacher-made quizzes, and even multimedia content.

Instructional materials can either be:

- a. “Original work”: refers to an instructional material that is not a copy or a revised version. In principle, original instructional materials are crafted to suit the needs of a specific class or even students. Teachers are encouraged to design and produce original work because they know the needs and interests of their own students in relation to a subject or course. Therefore, the original instructional materials are authored and developed based on key factors such as the course goals, the University’s Mission, educational principles, and the student’s background information (e.g. prior knowledge, instructional needs such as scaffolding the content, addressing personal interests to highlight relevance, etc.).
- b. “Curated work” - refers to instructional materials that exist and are made available for teacher use. The teacher is free to select, combine, arrange, and present the instructional materials for teaching and learning purposes only. The curated work could be distributed for student use or could be posted in a class website strictly for educational use. The curated work should therefore not be used other than for this purpose. Moreover, the curated work should not be redistributed outside of the purpose for which it was intended.

Depending on the instructional purpose, these materials can be used, re-used, or serve as a reference during class sessions/learning scenarios such as lecture, discussion, group work,

peer tutorials, laboratory work, simulation, demonstration, research, or projects. While instructional materials can be re-used or can serve as reference after the completion of a course, students who have completed a course or persons who have ceased to be a member of the academic community are prohibited from selling or deriving revenue from the instructional materials.

2. “Author”: refers to the teacher (full-time or part-time), administrative staff, or any employee of the University who made, adapted, evaluated, or developed the instructional materials aligned with the learning outcomes and responsive to the needs and interests of his students.
3. “University” refers to the University of Asia and the Pacific (UA&P), any of its Schools and departments, or duly designated representative acting on behalf of the University.
4. “Student” refers to an individual enrolled for academic studies with the University of Asia and Pacific, regardless of the number of units, including the period of interregnum between semesters and school years, or is on official leave of absence, so long as there is an express intent or expectation to continue as such on the side of either the student or the University, said individual shall be considered a student and continue to be so until his relations with the University as such is formally or expressly terminated or he has graduated (i.e., formally received his academic degree).

Article III. University Rights.

1. Intellectual property rights on instructional materials that were developed by the Author in relation to his duties with the University are deemed owned by the University. In relation to curated works, the manner in which the curated work was assembled and presented, if such assembling and presentation was made in relation to his duties with the University, then such manner of assemblage and presentation shall be owned by the University.
2. In principle, the Author of instructional materials shall safeguard the intellectual property rights of the university pursuant to law.
3. Upon submission of such instructional materials to a department or upon distribution to a class, the loading of such instructional materials in our learning management system (LMS), the use of University funds or property in the creation of such instructional materials, the creation of the instructional materials within University work hours, or when the instructional materials have been commissioned by the University or a duly designated representative thereof (whether pursuant to academic or administrative work, or work in relation to third parties), shall prima facie categorize such instructional materials as being done in relation to the Author’s duties with the University.
4. Instructional materials owned by University shall be so watermarked. Unless the Author has pre-watermarked the instructional material he owns, in accordance with Article IV below, or if such involves curated works clearly owned by the Author or by a third party, the Operations Committee of the department to which the Author belongs is authorized to immediately watermark the hard copies of such instructional materials, indicating ownership and reservation of surrounding rights by the University. Such watermarking can be done upon submission of such instructional materials to the department or otherwise immediately before distribution to students. For instructional materials in soft copy/digital/electronic form, the Academic Technologies Section (ATS) is authorized to immediately watermark any instructional material to indicate ownership and reservation of surrounding rights by the University upon such material being loaded in our LMS. Such watermarks shall comply with the proper format and guidelines of the University.
5. The University is exclusively entitled to derive and retain any revenue arising from such

instructional materials that it owns; Provided, that, in deriving and retaining such income, as well as publishing or distributing such instructional materials, the University will do so in a manner that best serves the public interest.

6. In keeping with the social function of copyright protection to encourage the creation of new knowledge, any instructional material owned by the University, as provided herein, upon proper evaluation if such material conforms to the University's Mission, educational principles, and guidelines, as well as other considerations of prudence, may be shared in common with the entire University strictly for academic use and purposes, which include the use thereof for teaching including multiple copies for classroom use, scholarship, and research. The University, in any case, shall retain copyright and other surrounding rights, over such instructional materials.
7. In every use and/or communication of instructional materials, there shall be, at all times, proper attribution of authorship.
8. Sale or waiver of rights. Nothing herein shall be considered as preventing the University, at any time, to acquire copyright ownership and other surrounding rights over works owned by the Author(s), students, or other rights holder(s), in accordance with such terms as are freely agreed upon. Furthermore, nothing herein shall be considered as preventing the University from selling or waiving its rights over instructional materials it owns to or in favour of the Author or to any person, if such shall promote the purposes of human dignity, the public interest, or the common good.

Article IV. Author Rights.

1. All intellectual property rights on instructional materials that were created by the Author (over which the Author has copyright (e.g., not the University where he previously made it for) prior to being engaged to the University or prior to being assigned duties that require him to make such instructional materials are owned by the Author.
2. Should an Author, using different instructional materials or works that he created in accordance with Article III, Par. 1 above, re-assemble, re-compile, or otherwise present such instructional materials or works in a new manner in relation to his duties with the University, then intellectual property rights to such re-assembled, re-compiled, or new form of presentation are owned by the University; Provided, furthermore; that presentation by the Author of his instructional materials on video, audio, or any such format, when such presentation was made in relation to his duties to the University, rights to the video, audio, or any such format of the presentation shall also be owned by the University; Provided, finally; that if a written and legally valid agreement exists between the University (or its duly designated representative) and the Author(s), then the provisions of such agreement will apply, without prejudice to the application of relevant laws.
3. Should the Author decide to watermark his instructional material to indicate his rights, the said watermark should be in the proper format and guidelines of the University if such instructional material will be used in relation to his duties within the University or identify him to the public as a member of the University.

Article V. Students.

1. Intellectual property rights to works done/authored by a student, regardless if it was made in his own time or arising from the demands of his course work, or of any academic work required of him as a student of the University, or as part of his extra-curricular activities, including any original and creative assignment, project, paper or thesis, or video or audio work pertain exclusively to the student.

Should the student decide to watermark his authored work to indicate rights, the said watermark

should be in the proper format and guidelines of the University if such instructional material will be used in relation to fulfilling any of the requirements or duties of his as a student of the University or identify him to the public as a student of the University.

2. However, any such work, as described in the foregoing paragraph, if such is formally commissioned in advance by a faculty member, administrative official or employee, or by any duly designated representative of the University, in relation to the faculty member's work or work in relation to the University, independent and distinct from the student's course or academic work or student organization activity, intellectual property rights to such work/s shall be determined in accordance with the provisions of Articles III and IV above.

Any work or commission required of the student by the University or its representative, faculty, official, or employee, as well as the arrangements surrounding the same, shall always adhere to University guidelines, values, and every ethical consideration.

3. Notwithstanding the provisions of the immediately preceding paragraph, any original or creative work done by a student arising from a commission by the University or its representative, faculty, official, or employee, independent and distinct from the student's course or academic work or student organization activity, that is the subject of written agreement and not falling under the ambit of Articles III and IV herein, rights to such work thereof shall be governed by the provisions of such written agreement, without prejudice to the provisions of relevant laws and University guidelines, values, and every ethical consideration.

Article VI. Agreements with third parties.

1. Whenever research or a related activity is subject to an agreement between the University and a third party or entity where such agreement sets forth obligations or restrictions concerning copyright or the use of copyrighted materials, materials resulting from such research or related activity shall be governed by handled in accordance with the parties' agreement. In negotiating with third parties, project directors and the University shall strive to protect and advance the public interest, as well as obtain the widest latitude and rights for the individual Author(s) and the University consistent with the public interest and this policy, including the sharing of royalties or income.

Article VII. Committee on Intellectual Property.

1. Overall Responsibility. The University Committee on Intellectual Property (the "IP Committee"), appointed by the Management Committee, shall be responsible for interpreting this policy. The IP Committee shall continue to work on revising, updating, or developing policy relating to intellectual property rights, either upon its own initiative or upon suggestion by the Management Committee. Any amendment or new policy shall become effective upon approval by the Management Committee.
2. Appeals. The IP Committee shall receive and hear complaints and decide on disputes or appeals made in relation to this policy (or in relation to any future amendments or policies made in relation to intellectual property rights). Final decisions made by the IP Committee in such cases shall become effective upon adoption by the Management Committee; Provided, that; the Management Committee, on its own accord, may revise, revoke, or remand such decision for study by the IP Committee.
3. Government compliance and related matters. The IP Committee shall work with and assist the University Library and the Office of Academic Quality Assurance (AQA) in matters relating to their respective functions. The IP Committee shall also advise the various Operations Committees of the University on matters relating to intellectual property.

POLICY ON SUSPENSION/CANCELLATION OF ONLINE AND ONSITE CLASSES

Revisions approved November 8, 2023 (ref. MAN 458/2023)

1. Cancellation of onsite and online classes (which covers faculty members) and work (for the rest of the staff), and all other activities (seminars, conferences, liturgical celebrations, etc.), is automatic whenever the PAGASA announces Signal No. 3 over the Greater Manila Area.
2. The University also follows announcements by Malacañang, the Commission on Higher Education, and Pasig City Government (PCG) as regards cancellation of classes or work for other reasons, e.g., inclement weather, geological disturbances, political events, special holidays. When cancellation/suspension of classes is announced, only onsite classes are affected, unless otherwise specified. Classes should be shifted to alternative delivery modes (synchronous or asynchronous) to the extent possible.
3. When the decision to call off ongoing classes or work (onsite or online) is left to school officials, it is best that they continue until the Management Committee can decide later on in the day. Cancellation of classes and cancellation of work are two separate decisions. [see praxis in the next section]
4. If and when the Management Committee does decide to cancel classes or work [say, for the afternoon]:
 - a. Students or staff members who had earlier decided not to come onsite or have not been able to come at all will not be penalized for their absence. [If MANCOM decides to continue class or work, students who missed class and staff members who did not report for work can discuss their situation with their teachers/immediate supervisor.]
 - b. There shall be provisions for scheduled activities that, exceptionally, cannot be canceled or postponed. The University Secretary will designate a point-person from among the Administrative Assistants in the Executive Offices to coordinate the required support services, and those assigned to man the activity will be given overtime pay. For such coordination to proceed in an orderly fashion, the decision to cancel work shall be announced at least an hour prior to the cancellation of work.
 - c. The University Secretary will authorize the Human Resource Management Unit to announce the decision (as well as the point-person to coordinate activities that are not canceled) via the internal website and Viber. S/He shall also instruct the Center for Student Affairs and the security services of the University accordingly.

Praxis on Suspension of Classes and Cancellation of Employee Work

1. Suspension of classes
 - a. The Center for Student Affairs monitors developments and gathers all information necessary for making a decision on whether there is a need to cancel classes. The CSA Director confers with the University Registrar and the VP for Academic Affairs. The Director gets in touch with the University Secretary to inform him/her of their recommendation.
 - b. The University Secretary may decide to make further consultations in order to reach a decision. Once the decision is finalized, s/he communicates the Decision to the Director

of Student Affairs, the University Registrar, and to the Head of the Security Office. CSA coordinates with CCO to post the announcement.

2. Cancellation of employee work

- a. The Human Resource Management monitors developments and gathers all information necessary for making a decision on canceling work. The HRM Manager confers with the Vice President for Administrative Affairs. HRM gets in touch with the University Secretary to inform him/her of their recommendation.
- b. The University Secretary may decide to make further consultations in order to reach a decision. Once the decision is finalized, s/he communicates the decision to the HRM manager, and to the Head of the Security Office. HRM coordinates with CCO to post the announcement.

POLICY ON OFFICIAL OUT-OF-CAMPUS TRIPS

Revisions approved September 28, 2018 (ref. MAN 600/2018)

I. GENERAL RULES

1. Official out-of-campus trips encompass all off-campus activities of students that are either organized or officially endorsed by the University. These include local off-campus activities and international trips that may be curricular (i.e., part of the curriculum), co-curricular (i.e., complementary to the academic program such as study tours and activities organized by professional organizations), or extracurricular in nature (i.e., activities organized by the Center for Student Affairs, the University Student Government, student organizations and interest groups, varsity teams and sports clubs). These trips also include activities organized by specific units in the University which involve our students [e.g., Junior Marketing Communications (JMC) under the Corporate Communications Office (CCO); Junior Networking Society (JNS) under the Public and International Affairs Office].

This policy does not cover out-of-campus trips organized by student groups that are not recognized by the Center for Student Affairs (CSA) or trips organized by external entities that are undertaken by UA&P students on their personal initiative (i.e., activities that are not officially endorsed by UA&P). Personal initiatives of individual students, faculty members, staff, and alumni are likewise not covered by this policy. All these activities are not classified as UA&P official trips.

2. As a general rule, the University does not encourage the organization of out-of-campus trips as an essential part of a course. The only exceptions to this rule are trips mandated by the government (e.g., rural service of students of medicine) or trips that are integral to the essential learning objectives of a program (e.g. a field trip to gather specimens for a science course).
 - a. A trip is integral to the essential learning objectives of a program if there is no other means that may be used to achieve those learning objectives.
 - b. A learning objective is essential if its inclusion is demanded by the very nature of the program as organized by the best universities locally and internationally.
3. Out-of-campus trips that are not an essential part of a course are extraordinary in nature.

They are considered (i) only after exhausting all means within the university environment, and (ii) only if their benefits, far from being merely marginal, really outweigh the costs and the extra work.

II. CRITERIA AND IMPLEMENTING GUIDELINES

1. When organizing an out-of-campus trip, the following criteria are to be considered:
 - a. **Objectives of the trip.** Any out-of-campus trip, no matter how it is arranged, impacts on both the time and resources of students. Since the academic load is already heavy and the cost of education already high, it is therefore best to keep demands to what is necessary and indispensable. As a general rule, everyone should have access to basically the same learning opportunities without having to incur additional expenses, and interventions outside the university environment are limited only to optional enrichment (e.g. hands-on exposure).

In this light, government-mandated trips must be assessed with a view to fulfilling the minimum requirement; course-required trips are limited to what are truly indispensable to meet the course objectives; and extra-curricular trips should not prejudice students who opt not to participate for whatever reason. This last criterion is especially true for foreign trips, which are ordinarily not made part of any curriculum or syllabus precisely so as not to prejudice those who cannot afford them.

- b. **Academic requirements.** The relevant academic authority must resolve all potential conflicts of class attendance and requirements before proceeding with an out-of-campus trip. Unless other arrangements are made, attendance in the class that follows its regular schedule has priority over the trip: an absence in the former in order to join the latter counts as a cut, but not vice-versa; and entitlement to make-up work is not automatic.

A parallel activity providing similar acquisition of knowledge of required practical competencies and achieves other learning objectives of the trip, or a make-up class (if applicable), shall be given to those who cannot participate. Off-campus trips that are not part of the curriculum shall not be given any grade equivalent and non-participants shall not be required special projects, exams, or any other graded activity.

- c. **Accountability.** Personnel-in-charge (PIC) should be designated with clearly outlined roles before, during, and after the off-campus activity. For proper accountability, the person/s in charge of an out-of-campus trip should be a faculty member or a person/s of sufficient authority within the University. As a standard, the accompanying personnel should be gender-specific (i.e., for mixed groups, at least one male and one female personnel should be present), and when deemed necessary due to the nature of the activity, at least one accompanying personnel should have appropriate first aid and medical emergency training. Students and upperclassmen may be involved in the planning and implementation of the activity, especially in helping to coordinate large groups of participants, but always under the direction of the person/s in charge. The designated PIC shall be responsible for all aspects of the trip from planning, implementation, monitoring, and evaluation.

A notarized consent form (Annex 1) signed by the parent, legal guardian, or spouse is a necessary requirement for a student to be able to join the trip. We should note,

however, that even with the consent form, academic staff such as teachers and mentors accompanying the students continue to act in loco parentis with the duty to exercise the diligence of “a good father of a family,” failing which, the University may be held liable for injury to the students. Hence it is important that, from the very start, high standards are established to ensure that every moment of the trip is an extension of classroom learning, that virtues such as order, punctuality, appropriate use of time and resources, sobriety and temperance, etc. are lived, and that nothing untoward happens.

In addition to the consent form, parents/guardians must provide a medical clearance signed by a physician from the University clinic or any medical institution. A clearance of a student with medical condition may include precautionary measures and the assistance to be extended in case of difficulties.

In case of emergencies and urgent matters, parents/guardians and the relevant school authorities should be informed by the person/s in charge. For grave situations (accident, illness, disciplinary case, extreme delays, etc.), the person/s in charge should advise the Operations Committee or Unit Head without delay and if applicable, coordinate with the insurance provider.

- d. **Discipline.** Students must be reminded to conduct themselves suitably according to University policies and standards. The Code of Student Discipline—including the Standards of University Attire and the relevant house rules determined by the competent authority—applies to the students, faculty, and staff during the trip.
- e. **Schedule of activities.** The duration of the trip, the venues to be visited, and the activities planned must be clearly allied to the activity objectives, which in turn should conform to the policy rules above. As much as possible, trips should be to nearby venues (within Metro Manila) only and should not require an overnight stay.

The schedule should include the itinerary (with clearly established traveling times) and fixed times for activities. To ensure good use of time, leisure or free periods are kept to a minimum. At the same time, the schedule should accommodate sufficient time for reflection and free discussion of what students have seen or heard. The person/s in charge must be diligent in following the schedule, observing prudence in introducing changes.
- f. **Fees and material requirements.** All fees and trip requirements must be planned with sufficient lead time (before enrollment for course-required trips and at least at the beginning of the semester for optional enrichment trips) prior to making logistic arrangements. The schedule of fees should include a provision for insurance (individual/group) for all participants and a breakdown of fund sources. Organizers must take care of ensuring that the expenses of the accompanying personnel shall not be unduly subsidized by students. For GYP or CDE Center-related trips in particular, the expenses of teachers shall not be charged to the students. Once finalized, students and parents must be provided with a list of fees and personal belongings/materials to bring (notebooks, equipment, clothing, personal hygiene kit, medicine, etc.).
- g. **Means of transportation.** Since the University also takes responsibility for the behavior and performance of each driver and vehicle selected for the duration of the trip—including having to answer for a student who drives his car together with classmates—it is generally more prudent to hire a roadworthy bus/vehicle

as evidenced by their updated legal documents (vehicle registration, insurance, government certifications) and select a competent driver with a valid license for this purpose. Should the organizer opt to hire a transportation provider or tour operator, a signed agreement with these service providers must be secured and their franchises duly validated.

Trips involving travel by air or sea must be given serious thought because of the additional preparation and safety factors that must be taken into account, and the additional costs that are ordinarily not negligible.

- h. ***Student welfare and quality of venue.*** Since out-of-campus trips can be studied and planned way ahead of time, their organization and arrangements should be suitably foreseen with a view to minimizing improvisation or risk—whenever possible, with on-site visits by persons with criteria.

If an overnight stay cannot be avoided, sleeping quarters should be strictly gender-specific, with male and female quarters in separate buildings, and with each room occupied either by one person or by more than two (on no account should there be two persons to a room). Appropriate accommodations and facilities should be made accessible to students with special needs. The faculty member/s in charge must also be housed close to the students' sleeping quarters or its vicinity. The house rules should include prohibiting smoking, alcoholic beverages and prohibited substances inside sleeping quarters or their vicinity, and the schedule for lights-out should be determined, with provisions for students who need to stay up late to finish work.

- i. ***Safety and security measures and due diligence.*** Organizers should bring a first-aid kit during the trip and draw up Risk Assessment Procedures and a corresponding Emergency Preparedness Plan that can be implemented in case of untoward incidents. Notwithstanding, the designated PIC must always observe prudent safety measures such as checking the weather condition, and observe due diligence before and during the trip. To a certain extent possible, organizers should provide the students with continued access to health, guidance and counseling services during long trips. Minors are expected to be closely supervised, and CDE kids must be accompanied by a parent or guardian. Additional due diligence applies to trips involving young learners whose jurisdiction falls under the Department of Education (please refer to the DepEd Order No. 66 s. 2017).

2. The proponent/s should refrain from publicizing or organizing a trip until written approval is given by the relevant authorities.
3. The academic Operations Committees (OpComs) ordinarily have the competence to approve out-of-campus trips related to academic courses and activities of professional organizations while the CSA OpCom has the competence to approve trips related to extracurricular activities organized by CSA, USG, student organizations and student interest groups, varsity teams and sports clubs. The only exception to this are overnight trips, those involving travel by air or sea, and extraordinary trips (i.e., trips that are not an essential part of a course), which require consultation with the Management Committee (ManCom). Official overnight and international trips of JMC and JNS members will only have to be submitted to the ManCom by CCO and PIA for information. For all off-campus trips involving Junior College students and CDE Center pupils, an Activity Proposal must first be submitted to the Department of Education Schools Division Office for approval.

4. The following steps have to be undertaken for each type of activity:

a. **Trips related to academic courses and professional organizations**

- i. Proposals for out-of-campus trips related to a School/College, its academic courses, and professional organizations are processed at the department/program level before they are endorsed to the respective academic OpCom. The proposal should address the criteria outlined in II. 1 above.
- ii. The academic OpCom studies and decides on the proposed trips except in cases of overnight trips and those involving travel by air or sea, which need ManCom concurrence (cf., II. 2 above).
- iii. Recollection-seminars are within the competence of the OpCom but will need further consultation with the ManCom should it be held in venues other than those of the PFCED (please refer to MAN 343/2014).

b. **Trips related to extracurricular activities (CSA, USG, student organizations and student interest groups, varsity teams and sports clubs)**

- i. The organizing party submits a proposal to the CSA OpCom, addressing the relevant criteria outlined in II.1 above.
- ii. The CSA OpCom studies and decides on ordinary activity proposals. Overnight trips and those involving travel by air or sea shall require consultation with the Management Committee (ManCom), except for regular activities organized by the Center for Student Affairs (e.g., LEAD seminars).

c. **Off-campus activities organized by external entities**

- i. The University allows students to participate, on an official capacity as UA&P delegate, in off-campus activities organized by external entities, provided they are endorsed officially by the CSA OpCom or an academic OpCom. In this case, the OpCom has the capacity to endorse the activity and approve the students' official participation in local trips, while ManCom consultation is needed for international trips.
- ii. Once approved, CSA or the concerned academic unit extends the necessary assistance to the students to facilitate their participation and secures the external entity's commitment to ensure our students' safety and welfare. The endorsing unit then requests the student and his/her parent to sign a waiver form (Annex 2).
- iii. Retreats organized by study centers are recognized by the University as official activities and need not require further approval. Implementing guidelines are covered by a separate policy (please refer to MAN 118/2016).

d. **Official trips of JMC and JNS members**

- i. By virtue of the teams' creation to assist the University in marketing and public relations, all official trips of JMC and JNS members need not be approved by the ManCom. CCO and PIA are nonetheless advised to observe the relevant criteria enumerated in II. 1 above, especially those pertaining to norms of prudence and due diligence:
 - a. Conflicts in class attendance and class requirements should be resolved.
 - b. Parent's consent must be obtained.
 - c. The accompanying personnel should be gender-specific.
 - d. Students must observe and uphold University policies and standards.
 - e. A provision for insurance must be included in the trip expenses.
 - f. Sleeping quarters should be strictly gender-specific and on no account should there be two persons occupying one room.

- g. Safety and security measures must be implemented to ensure student welfare.
 - ii. As a measure towards institutional accountability, CCO and PIA shall inform the ManCom of scheduled overnight and international trips involving students before the travel date.
 - e. Ordinarily, plans for UA&P-organized trips are finalized and approved before the start of the school year, for inclusion in the budget. If the trip requires ManCom consultation, approval should be sought at least six weeks before the deadline for submission of budget proposals.
 - f. Exceptionally, for trips not foreseen before the start of the school year, approval should be sought at least two months before the activity date or at least before making any logistic arrangements (e.g., booking flights or accommodations) or commitments to service providers (e.g., tour operators).
- 5. Final details of the trip (see items listed in II. 1 above) should be communicated clearly to the students and their parents through an announcement at least a month before a local trip and two months before a scheduled international trip. A pre-departure orientation or briefing shall be conducted with the participating faculty, students, and parents to convey necessary information and reminders, including precautionary measures, and if applicable, basic laws and rules of a country to be visited and their cultural ethic.
- 6. An evaluation report, including an accounting of funds, must be prepared and submitted to the Operations Committee no later than two weeks after the out-of-campus trip.
 - a. A debriefing after the trip must be conducted by the concerned faculty with the students. Students should be asked to write notes of experience, commenting on the success or failure of the trip, fulfillment of learning objectives, and points for improvement.
 - b. Aside from writing notes of experience, faculty members must also recommend whether similar trips can be held in the future.

Mandate to the UA&P Student Body

The University of Asia and the Pacific, through the Center for Student Affairs, mandates the student body to participate actively and responsibly in the management of the corporate vision of the institution. The areas of participation are stipulated as follows: all programs of formation, whether curricular, co-curricular, or extra-academic. Any further precision to this stipulation will be determined through subsequent agreements between official representatives of the student body and the University administration. The exercise of this mandate may be suspended during any period when the University judges that the mandate is not being fulfilled properly.

In particular, the student body is mandated to constitute for itself a government that will manage, regulate, and enforce such participation. This government will also be tasked with promoting a work ethic among the student body, based on the principle of solidarity that will allow such student participation.

The student body is also mandated to appoint a student council, acting as an advisory board to the University on the management of the corporate vision insofar as such management impinges on the common good of the student body.

The University reserves to itself the pronouncement nihil obstat on any law, decree or regulation passed by the student government.

Constitution of the Student Government of the University of Asia and the Pacific

PREAMBLE

We, the students of the University of Asia and the Pacific, seeking to serve God, our country, and our fellow men, in the prudent and responsible exercise of our freedom to pursue the truth and the good, by establishing a Student Government committed to a holistic education for thought and action, the norms of Wisdom, Solidarity, and Professional Competence, do hereby ordain and promulgate this Constitution.

Article I

GENERAL PROVISIONS

- Section 1.** This organization shall be called the Student Government of University of Asia and the Pacific.
- Section 2.** This Constitution shall be called as the “Constitution of the Student Government of the University of Asia and the Pacific”.
- Section 3.** This Constitution shall guide and govern the structure and processes of the Student Government of the University of Asia and the Pacific.
- Section 4.** For the purposes of this Constitution, the following definitions shall apply, unless indicated otherwise:
- (a) “students” and “student body” refer to the undergraduate and graduate students of University of Asia and the Pacific;
 - (b) “University” shall refer to the University of Asia and the Pacific, and it shall include the Colleges, Schools, and Institutes in the University;

Article II

BILL OF RIGHTS

- Section 1.** Every student has the right to have representation in the University Student Government.
- Section 2.** Every student has the right to run as and vote for a candidate for an elective position in the University Student Government as stipulated in Article IV of this Constitution.

- Section 3.** Every student has the right to air views and opinions, which shall be acted upon if deemed necessary by the University Student Government.
- Section 4.** Every student has the right to be properly informed of the activities of the University Student Government.
- Section 5.** Every student has the right to a responsible Student Government, the members of which shall be held accountable to the student body.

Article III

THE PRINCIPLES AND OBJECTIVES OF THE UNIVERSITY STUDENT GOVERNMENT

- Section 1.** The University Student Government (USG) subscribes to:
 - 1.1 the corporate vision of the University to offer holistic formation grounded on wisdom, solidarity and professional competence;
 - 1.2 the normative, administrative and tradition-building structures of the University which embody this corporate vision; and
 - 1.3 the principles of subsidiarity and solidarity.
- Section 2.** The University Student Government commits itself to:
 - 2.1 serve the student body by promoting the common good of the students;
 - 2.2 enhance the holistic formation administered to the students;
 - 2.3 help achieve legitimate goals pursued in common by students and other sectors in the University; and
 - 2.4 preserve in the University a professional and family atmosphere conducive to the integral development of the students.
- Section 3.** To these ends, the University Student Government shall:
 - 3.1 participate actively and responsibly in the management of the corporate vision of the University in the following programs of formation: curricular, co curricular and extra academic activities;
 - 3.2 organize and oversee official student activities;
 - 3.3 teamwork with the students, with the administration, and with other sectors of the University;
 - 3.4 serve as a channel of communication between students and the administration and between students and other sectors of the school;
 - 3.5 oversee relations among the students as well as those among the administration, and other sectors of the school; and
 - 3.6 establish external linkages with different sectors of society.

Article IV

THE UNIVERSITY STUDENT GOVERNMENT

- Section 1.** The University Student Government (USG) shall serve as the highest executive office. Policies and decisions of the USG shall be implemented by the entire

student populace. The University Student Government shall have power to:

- 1.1 accept reports of possible violations of laws (of this constitution) and submit a preliminary report to CSA, which in turn shall conduct the requisite inquiry
- 1.2 create ad hoc committees and appoint committee officers whose appointments are not otherwise provided for herein;
- 1.3 review COMELEC decisions regarding School/Institute/College representative elections upon formal request by any student to that end;
- 1.4 formulate and enforce policies upon approval and recognition of the Center for Student Affairs (CSA); and
- 1.5 endeavor to have recognition and representation to the Management Committee (ManCom) in matters involving student welfare and affairs, subject to the approval of the ManCom.

Section 2.

The SG shall be composed of the President, Internal Vice President, External Vice President, Secretary, Finance Officer, the Sports and Varsity Officer, and the Student Interest Groups Officer.

- 2.1 The **President** shall:
 - 2.1.1 represent the UA&P student body;
 - 2.1.2 direct and oversee the activities of the SG in pursuit of its vision and objectives;
 - 2.1.3 preside over all SG meetings; and
 - 2.1.4 make a quarterly report of the SG's activities to the student body.
- 2.2 The **Internal Vice President** shall:
 - 2.2.1 assist the President in his/her duties;
 - 2.2.2 assume the President's functions and responsibilities in his/ her absence or whenever necessary;
 - 2.2.3 direct and oversee the Academic Affairs Committee (AAC) and the International Students Committee (ISC):
 - 2.2.3.1 The **Academic Affairs Committee (AAC)** shall heed the curricular concerns of the student body, promote a school environment conducive to learning and student participation, and cooperate with the University administration in the pursuit of academic excellence of the programs;
 - 2.2.3.2 The **International Students Committee (ISC)** shall heed the concerns of the international students, mediate between the international students and SG, and promote student participation and integration and in the school; and
 - 2.2.4 appoint the heads of these committees, subject to the approval of the SG.
- 2.3 The **External Vice President** shall:
 - 2.3.1 direct and oversee the external affairs of the SG;

- 2.3.2 represent the SG in external activities; and
- 2.3.3 represent SG in external organizations, alliances, and networks at the discretion of the SG;

2.4 The **Secretary** shall:

- 2.4.1 gather and disseminate the essential information regarding USG activities to members of the Student Government;
- 2.4.2 serve as the liaison between the Center for Student Affairs (CSA) and the University Student Government;
- 2.4.3 inform the student body regularly of the SG and other university activities;
- 2.4.4 take note of the minutes of SG meetings; and
- 2.4.5 safeguard all important and pertinent SG documents.

2.5 The **Finance Officer** shall:

- 2.5.1 direct and oversee SG fund-raising activities;
- 2.5.2 handle and safeguard the funds of the SG;
- 2.5.3 shall maintain a comprehensive SG financial record throughout his/her term; and
- 2.5.4 make available a copy of the SG financial records upon reasonable request.

2.6 The **Student Interest Groups Officer (SIGO)** shall:

- 2.6.1 oversee the university's non-sports co-curricular and extra-curricular activities;
- 2.6.2 be a mediator between the heads of the non-sports co-curricular and extra-curricular organizations and the SG;
- 2.6.3 coordinate between and among the different non-sports co-curricular and extra-curricular organizations by maintaining a public calendar of extra-curricular activities; and
- 2.6.4 form a **Student Interest Group (SIG) Committee** composed of the SIG representatives appointed by their respective SIGs.

2.7 The **Sports and Varsities Officer (SVO)** shall:

- 2.7.1 foster the development of sports in the University; and
- 2.7.2 oversee, coordinate, and organize the university's sports activities which include:
 - 2.7.2.1 student sports organizations; and
 - 2.7.2.2 varsities.

Section 3. The SG shall meet regularly to facilitate planning, decision-making, reporting, and evaluation of activities and developments.

Section 4. The SG shall decide by a simple majority vote with the President casting the last vote. Once a decision is reached, each officer shall fully support it.

Article V ATTAINMENT OF OFFICE

Qualifications

- Section 1.** A candidate for any position of the Institute/College/School (ICS) Representatives shall have the following qualifications on the day of filing his candidacy:
- 1.1 enrolled for the current semester with a total of at least 15 units as certified by the University;
 - 1.2 no grade of 3.5 in 3 units in the previous semester and a cumulative general weighted average of at least 2.50;
 - 1.3 not found guilty of violating any University disciplinary or academic rules and principles; and
 - 1.4 for the Office of the President and Vice President, at least enrolled for one year in the University;

Manner of Election

- Section 2.** All electoral procedures concerning the ICS Representatives shall be governed by the rules and regulations set by the COMELEC.
- Section 3.** The candidate who garners the most number of votes shall be declared the winner.
- Section 4.** Electoral cases, protests, and petitions shall be forwarded to the COMELEC.

Institute/College/School (ICS) Representatives¹

- Section 5.** An election of an ICS Representative shall be deemed valid only if at least 50%+1 of the ICS student population casts its votes.
- Section 6.** Elections shall be held no later than the last week of February.
- Section 7.** In case of a tie, the COMELEC shall organize a special election for the ICS Representative no later than 2 weeks following the regular elections.
- Section 8.** If a position is contested by only 1 candidate, 50%+1 of the votes must be obtained, otherwise special elections shall be organized.

University Student Government (USG)

- Section 9.** The ICS Representatives shall hold five (5) regular planning sessions, with complete attendance including the SG Adviser, within two weeks after the

¹ Amendments to Article V Sections 5 and 8, and Article VIII Section 5, were passed through a valid referendum on November 18, 2022. The referendum was headed by the University Student Government of A.Y. 2022-2023.

elections for the discussion of the delegation of duties.

- 9.1 The Chairman of the OpCom of the Center for Student Affairs (CSA) shall serve as the SG Adviser.
- 9.2 An Assistant SG Adviser may be designated by the CSA OpCom Chairman, upon approval of the CSA OpCom, when circumstances would necessitate one.

Section 10. Only the University Student Government President shall be elected by the ICS Representatives.

- 10.1 The election of the President shall be held on the last day of the regular planning sessions;
- 10.2 The SG Adviser shall preside over the said election;
- 10.3 The President shall win by simple majority vote; and
- 10.4 No ICS Representative is allowed to abstain from voting.

Section 11. The elected SG President shall appoint the remaining positions according to Article III of this Constitution.

Vacancies and Tenure

Section 12. The term of the SG officers shall begin on the last day of the second semester and end on the last day of the second semester of the following year.

Section 13. In case the position of the SG President becomes vacant, the Internal Vice President shall assume the position, a new ICS Representative shall be elected from the non-represented ICS, and there will be a re-appointment of positions by the new President.

Section 14. In the event of any vacancy in the SG, other than the President, special elections shall be held in the non-represented ICS by the COMELEC, and there will be a re-appointment of positions by the President, if necessary.

Accountability

Section 15. Elected SG officers and committee heads shall refrain from serving as officers or project heads in any organization outside the Student Government within the University.

Section 16. Officers of the University Student Government shall be removed from office by impeachment, suspension, or any other appropriate sanctions for willful violation of this constitution, gross neglect of their duties or for any grave offense or misconduct reflecting their moral character.

Section 17. Any motion for impeachment of any officer may be initiated by any student.

- 17.1 The complainant shall file a formal written case addressed to the Center for Student Affairs (CSA) - Discipline Board which will make a preliminary finding of the substantial merit of the case.
- 17.2 If the case is found to be meritorious, the CSA - Discipline Board shall form an adhoc committee that will investigate the matter for no more

- than 20 working days.
- 17.3 The decision of the CSA - Discipline Board shall be final and irrevocable.

Article VI

STUDENT INTEREST GROUPS (SIGs)

- Section 1.** A UA&P Student Interest Group (SIG) shall be defined as a Center for Student Affairs-recognized organization which complements academic theory through formative activities according to its objectives. The SIGs' objectives shall be in line with the corporate vision of the University.
- Section 2.** The recognition of these SIGs shall be at the complete discretion of the Center for Student Affairs.
- Section 3.** The SIGs shall coordinate with the Student Interest Group Officer to ensure proper cooperation and effective teamwork with the Student Government and the whole University body.

Article VII

COMELEC

- Section 1.** The Commission on Elections (COMELEC) shall be composed of seven (7) students representing each of the ICSs appointed by the University Student Government from a list of COMELEC-endorsed nominees.
- Section 2.** The term of the COMELEC shall begin on the last day of the second semester and end on the last day of the second semester the following year.
- Section 3.** No student who is a member or is known and openly affiliated with any political party in the university shall be eligible for membership in the COMELEC.
- Section 4.** The COMELEC members shall elect from among themselves a Chairman who shall direct COMELEC operations and preside over meetings.
- Section 5.** The COMELEC shall draw up and administer procedures for executive branch elections, pursuant to the provisions of this Constitution.
- Section 6.** COMELEC decisions shall be made through a simple majority vote. In the case of a tie, the Chairman shall break the tie. Once a decision is reached, each member shall fully support it.
- Section 7.** No COMELEC member shall be eligible to run for any office in the Student Government in the year immediately following his term in the COMELEC.

Article VIII AMENDMENTS

- Section 1.** Any amendments to this Constitution may be proposed by any member of the student body by submitting a formal petition to the University Student Government.
- Section 2.** The SG shall organize itself into a Constitutional Convention, annually, if amendments to this Constitution shall be considered. This Constitutional Convention shall be completed no later than February 1.
- Section 3.** If the proposed amendment is deemed valid by a two-thirds majority vote of the SG, then a referendum shall be held.
- 3.1 The referendum shall take place within twenty to forty days following the Convention.
- 3.2 The SG shall duly inform the student body of such referendum at least fifteen (15) days before it is held.
- Section 4.** The SG, as a standard operating procedure, shall designate an ad hoc commission responsible for informing the student body of the referendum within the specified time stipulated in Section 3.2 of this Article and organizing the referendum. The ad hoc commission shall be dissolved only after the referendum unless otherwise mandated by the SG.
- Section 5.** An amendment may be passed with a two-thirds majority of votes cast in a referendum in which at least 50%+1 of the student population cast its votes.

Article IX TRANSITORY PROVISIONS

- Section 1.** This Constitution shall take effect immediately after ratification by 52.5% of the student population approving it.
- Section 2.** No amendments to this Constitution shall be made within one school year of its implementation.
- Section 3.** All incumbent members of the University Student Government shall remain in office until the new Student Government elected under this Constitution shall have been sworn into office.
- Section 4.** This Constitution, upon the establishment of any campuses, shall continue to stand as the University Constitution and shall apply mutatis mutandi.

- Ratified on August 15, 2012.
- Amendments to Article V Sections 5 and 8, and Article VIII Section 5, were passed through a valid referendum on November 18, 2022. The referendum was headed by the University Student Government of A.Y. 2022-2023.

UNIVERSITY OF ASIA AND THE PACIFIC

2018 Omnibus Election Code

ARTICLE I

GENERAL PROVISIONS

Section 1. Title

This Code shall be known as the University of Asia and the Pacific Omnibus Election Code.

Section 2. Right and Duty to Vote

It shall be the right and duty of every bona fide student of the university to cast his vote.

Unless otherwise specified by the Constitution, bona fide students are those currently enrolled at the University.

Section 3. Applicability

This code shall govern all electoral procedures concerning the University Student Government (USG), as well as all referenda and plebiscites requested by the student government.

Section 4. Date of Elections

Unless otherwise specified by the Constitution or determined in special cases by the COMELEC, the regular date of elections for the officers of the University Student Government (USG) shall be held at the 2nd Semester of the school year, but no later than the last week of March.

Elections would mean the casting of votes.

Section 5. Postponement of Elections

Elections may be postponed or suspended by the COMELEC should the holding of free, fair, honest, orderly, and peaceful elections become impossible.

- 5.1 For any serious cause involving external factors such as force majeure, national and school holiday, and analogous causes of such nature, the COMELEC motu proprio, after due notice, shall postpone elections therein to a date after the cessation of the cause.
- 5.2 For any serious cause relating to human intervention such as violence, fraud, pending disqualification cases and analogous causes of such nature, the

COMELEC motu proprio or upon petition by any interested party, after due notice and hearing of the en banc, shall postpone elections therein to a date not earlier than three (3) school days after the cessation of the cause for such postponement or suspension of the election, but not later than six (6) school days after the date of election not held or suspended.

School days would mean Monday to Saturday.

Section 6. Failure of Elections

If, for any reason, the requisite for a valid election as stipulated by the Constitution and/or by this Code is not met, the COMELEC shall declare a failure of elections, and shall hold a special election as provided for in this Code.

Section 7. Call for Special Elections

The COMELEC shall call for special elections should there be vacant positions in the University Student Government (USG).

- 7.1 In cases where regular elections yield undetermined representatives due to failure of elections, a tie, or abstain winning the elections, the COMELEC will declare the positions vacant and organize special election for the contested position not later than thirty (30) school days following the proclamation of winners.
- 7.2 In the event of vacancy in the University Student Government (USG) and/or any arising from

causes such as leave of absence, expulsion, impeachment, voluntary resignation, and other causes of such nature, special elections shall be held by the COMELEC within thirty (30) school days from the occurrence of the cause.

In all cases of special elections, the voting population shall be determined by the COMELEC.

Section 8. COMELEC funding and election expenses

The COMELEC shall derive funds directly from the Center for Student Affairs (CSA), which shall be included in the miscellaneous fees.

All expenses as may be necessary and reasonable relating to the elections, referenda, plebiscites and similar exercise shall be paid by the COMELEC. As such, the COMELEC shall submit a budget proposal and a liquidation report for approval and budget release at the start and end of the elections.

Section 9. COMELEC Adviser

The COMELEC Adviser shall be chosen by the Center for Student Affairs (CSA) from the pool of recommendations made by the COMELEC Commissioners. The role of the Adviser shall be to give counsel. The COMELEC shall not be obliged to follow the advice of the Adviser.

ARTICLE 2 THE COMELEC

Section 1. Composition

The COMELEC shall be comprised of the COMELEC Commissioners, the COMELEC administrators, the COMELEC Adviser and all the other COMELEC volunteers.

Section 2. Duties and Responsibilities

The duties and responsibilities of the COMELEC, and its commissioners, administrators and volunteers are as follows:

- 2.1 Pursuant to Article VII, Section 5 of the Constitution, the COMELEC shall have exclusive jurisdiction on the enforcement and administration of this document relative to the conduct of elections for the purpose of ensuring free, fair, clean, honest, orderly and peaceful elections. It shall:
 - A. Promulgate rules and regulations regarding candidacy, campaign, elections, special elections, plebiscites and/or referenda;
 - B. Provide information to the student body of the University regarding all election laws, procedures, and other matters related to candidacy, campaign, elections, special elections, plebiscites and/or referenda;
 - C. Release final decisions, directives and instructions on matters involving campaign, elections, special elections, elections issues, plebiscites and/or referenda;
 - D. Hear and resolve protests, appeals and complains pertinent to the conduct of candidacy, campaign, elections, special elections, plebiscites and/or referenda; and
 - E. After due process and for just cause, have the power to cancel the certificate of candidacy of any candidate or revoke the accreditation of any political party found to be in violation of the provisions of this Code, or recommend any student, candidate or political party found to be guilty of election offense for disciplinary action by the Center for Student Affairs for due process.
- 2.2 The COMELEC commissioners, in conducting/ensuring free, fair, clean, honest, orderly and peaceful elections, shall:
 - A. Screen all COMELEC volunteers and appoint COMELEC administrators from its pool of volunteers;
 - B. Exercise direct and immediate supervision and control over all COMELEC administrators and COMELEC volunteers in the university in the performance of their duties;
 - C. It may discipline erring members of the commission and after due process and for just cause, relieve erring Commissioners and/or volunteers from their duties and positions;
 - D. Summon parties and/or independent candidates to a pending case and take testimony in any investigation or hearing before it, or whenever COMELEC deem it necessary;
 - E. Be the sole administrator of the conduct of elections for the University and all authorized

university-wide referenda and plebiscites. It shall be charged with canvassing of the election returns and the proclamation of the winners;

- F. The COMELEC may, as the need arises avail of the assistance of the USG and/or other duly recognized student organization in the canvassing of election returns;
 - G. After due process and for just cause, shall recommend any student found in violation of this Code to the Center for Student Affairs;
 - H. Prepare and submit election report to the Center for Student Affairs and/or to the appropriate University authorities;
 - I. Have judicial power over the review and recognition of the accreditation of all the political parties at the start of the school year;
 - J. Have exclusive and initial jurisdiction over all election protests and offenses involving the elections for the USG officers and all authorized university-wide referenda and plebiscites; and
 - K. Other functions (i.e. revision of Omnibus Election Code, creating and producing election rules and regulations in line with the Omnibus and the Constitution) which may be deemed necessary to exercise free, fair, clean, honest, orderly and peaceful conduct of elections.
- 2.3 The COMELEC administrators, in conducting/ensuring free, fair, clean, honest, orderly and peaceful elections, shall:
- A. Exercise direct and immediate supervision on all the sub-committees of COMELEC (Human Resource for Parties and Candidates, Human Resource for Volunteers, Logistics, Marketing, and other necessary committees);
 - B. Screen, supervise and lead the COMELEC volunteers upon the directive of the COMELEC commissioners; and
 - C. Other tasks and responsibilities assigned by the COMELEC commissioners.
- 2.4 The COMELEC volunteers shall assist the commissioners and administrators in conducting/ensuring free and fair elections. They shall:
- A. Assist in the polling area during the dates of the elections;
 - B. Assist in the canvassing of votes; and
 - C. Other tasks assigned by the COMELEC Commissioners.

The COMELEC shall perform such functions as the need arises for the full implementation of this Code, consistent with the requirement of free, fair, clean, honest, orderly and peaceful elections.

Section 3. Term

The terms of all members of the COMELEC shall be governed by the following provisions:

- 3.1 For the COMELEC commissioners, their term begins upon appointment by the University Student Government (USG) and ends upon resignation or graduation. The incumbent COMELEC will remain in office until a new set of COMELEC Commissioners are appointed.
- 3.2 For the COMELEC administrators, their term begins upon appointment by the COMELEC commissioners and ends on the last day of the same academic year.
- 3.3 For the COMELEC volunteers, their term begins after the screening of the COMELEC administrators and ends on the last day of the same academic year.

Section 4. Qualifications

Any person aspiring to be a member of the UA&P-COMELEC (i.e. Commissioner, Administrator, and Volunteer) must possess the following qualifications:

- 4.1 A bona fide student of the University of Asia and the Pacific:
 - A. The COMELEC commissioner and administrator must have spent at least a year in the University (e.g. incoming 2nd year college student or incoming grade 12).
 - B. The COMELEC volunteer can be of any year level.
- 4.2 Shall not be a member, nor be affiliated with any political party in the University; and
- 4.3 Not be found guilty of any grave offense/s of the provisions in the Code of Discipline as certified by the Center for Student Affairs. Grave offenses are those punishable by suspension or dismissal.

Section 5. Appointment of COMELEC Commissioners

The process of the appointment of COMELEC Commissioners is as stipulated in the Constitution.

Section 6. Election of Chairperson

The COMELEC Commissioners shall elect among themselves a Chairperson, who shall direct all COMELEC operations and preside over meetings.

Section 7. Voting on COMELEC Decisions

The COMELEC decisions shall be made through a simple majority vote of the COMELEC Commissioners therein, excluding the Chairperson. The Chairperson shall only vote in order to break a tie. Once a decision is reached, each member shall fully support it.

Section 8. Restrictions

All COMELEC members shall not be eligible to run for any office in the University Student Government within the school year following his/her term in the COMELEC.

ARTICLE 3 POLITICAL PARTIES

Section 1. Composition

A political party shall be comprised of at least fifteen (15) party members and vote among themselves a party leader, who will direct and oversee all party activities. The party leader can and shall speak for the party during meetings or consultations conducted by the COMELEC.

Section 2. Functions

The different political parties have the following responsibilities:

- 2.1 Recruit and nominate students for elective positions in the USG in adherence to the requirements of the Code; and
- 2.2 Create project/s that are in line with this Code, the Constitution, the University vision and mission, and their own political goals.

Section 3. Recognition

All parties shall undergo two levels of deliberation; first, by the COMELEC and second, by the Center for Student Affairs (CSA) to be able to participate in the elections. The basis for recognition will be the documents submitted by the political parties:

- 3.1 Name and description of the political party;
- 3.2 Mission, vision, and objectives of the political party;
- 3.3 Copy of the political party's constitution;
- 3.4 Full and complete names of all party members, their respective year levels and courses, positions in the party, and contact information (email and mobile number);
- 3.5 At least one proposed project for the school year;
- 3.6 Documentation and evaluation of past projects (only for political parties requesting for recognition);
- 3.7 List of affiliations and activities outside the university if there are any; and
- 3.8 Any other information which the COMELEC regards as important to hold free, fair, clean, honest, orderly and peaceful elections.

New and existing political parties who wish to participate in the elections must submit the requirements mentioned to the COMELEC not later than September.

Section 4. Recruitment

No student may hold membership in two political parties. The parties may continue recruiting additional members only until the start of the campaign period. It shall be the responsibility of the parties to inform the COMELEC of any changes in their membership.

ARTICLE 4 ELIGIBILITY OF CANDIDATES AND CERTIFICATES OF CANDIDACY

Section 1. Qualifications

Any candidate for any position should have the qualifications stipulated in the Constitution.

Section 2. Nuisance Candidates

The COMELEC may motu proprio or upon a verified petition of any interested party cancel or refuse to give

due course to a certificate of candidacy. It should be shown that the said certificate of candidacy was filed to put the election process in mockery, dispute, or to cause confusion among the voters by the similarity of the names of the registered candidates. Any other circumstances or acts which clearly demonstrate that the candidate has no bona fide intention to run for office for which the certificate of candidacy has been filed, and thus prevent a faithful determination of the true will of the electorate shall be cancelled.

Section 3. Filing of Candidacy

A period of at most five (5) school days for the filing of candidacy shall be provided for all elections. The filing of candidacy will begin the day after due notice. The COMELEC may call for an extension when necessary. Candidates are required to submit the following for the filing of candidacy enclosed in a brown envelope:

- 3.1 Name and nickname, student number, year level, and course;
- 3.2 Two (2) pcs. of 2x2 inches picture (white background, business attire, printed in photo paper)
- 3.3 Position desired;
- 3.4 Organizations and/or affiliations;
- 3.5 Proposed Projects for the year with three (3) to five (5) sentence descriptions each;
- 3.6 Platforms;
- 3.7 Recommendation letter from any faculty member;
- 3.8 Letter from the Registrar's Office and Discipline Office certifying that the candidate is a bona fide student without any disciplinary case;
- 3.9 Complete names of representatives, and their respective contact numbers, year levels and courses:
 - A. Each independent candidate should have five (5) representatives;
 - B. Each political party should have ten (10) representatives who may not necessarily be a member of the party, but whose actions (e.g. violations) will be attributed to the party; and
- 3.10 Any other information which the COMELEC regards as important to hold free, fair, clean, honest, orderly, and peaceful elections.

Section 4. Certificates of Candidacy

No person shall be eligible to run for any office unless he files a sworn certificate of candidacy with the COMELEC, within the period fixed, herein:

- 4.1 The certificate of candidacy shall state that the person filing is announcing:
 - A. His candidacy as a representative of his respective Institute/College/School (ICS), and that he is eligible as its representative;
 - B. The political party to which he belongs;
 - C. His date of birth;
 - D. That he will defend and support the Constitution;
 - E. That he will obey the laws, legal orders and decrees promulgated by the duly constituted authorities;
 - F. That the obligation imposed by his oath is assumed voluntarily, without mental reservation or purpose of evasion; and
 - G. That the facts stated in the certificate of candidacy are true to the best of his knowledge.
- 4.2 The COMELEC shall have the power to require such other annexes to the certificate of candidacy, as it may deem appropriate, provided that such requirements are not unduly oppressive or unreasonable.
- 4.3 Unless otherwise specified by the COMELEC, certificates of candidacy shall be issued during the orientation of eligible candidates.
- 4.4 Upon its issuance, candidates holding executive positions within the committees and departments of the University Student Government (USG) must submit a resignation letter noted by the moderator to the COMELEC.
 - A. Executive positions are those that are part of the decision-making body as defined by their respective constitution such as the President, Vice-President, Senior Manager and/or other positions of equal rank.

Section 5. Withdrawal from Candidacy

A person who filed for a certificate of candidacy may, prior to the election, withdraw the same by submitting to the COMELEC a written declaration of withdrawal within three (3) days after the deadline of filing of candidacy. The COMELEC will deal with exceptions on a case-to-case basis.

Section 6. Deliberation of Candidates

The set of candidates qualified to run shall be determined by the COMELEC based on submitted requirements.

Section 7. Announcement of the Official List of Candidates

The COMELEC shall announce the official list of candidates for the University Student Government (USG) elections, and all other organizations stipulated in the Constitution, not later than six (6) school days after the deadline for the filing of candidacy and shall furnish a copy to the Center for Student Affairs (CSA) and to the Academic Operations Committee (OpCom).

ARTICLE 5

CAMPAIGN AND ELECTION PROPAGANDA

Section 1. Duration of Campaign

Unless otherwise stipulated by the COMELEC, election campaign shall be allowed only during twelve (12) school days immediately preceding the date of election. A moratorium period beginning on the school day before the elections until the winners have been proclaimed by the COMELEC shall be imposed. During which, any form of campaign by the candidates or parties shall not be allowed.

- 1.1 The candidates, party heads, and/or party representatives will be held responsible for taking down all their on-campus campaign materials from the campus by 7:00 am of the day of the moratorium period, unless otherwise specified by the COMELEC.
- 1.2 All candidates and party members and representatives are not allowed to share, post, or interact with digital campaign materials through social media and/or other forms of online communications.
- 1.3 For continuity purposes, candidates and political parties are not required to take down digital campaign materials.

Section 2. Campaign Materials and Other Forms of Campaign

All forms of campaign shall be subjected to the COMELEC's review and approval. The COMELEC shall hold the candidates and the parties responsible for the campaign materials they use or campaign strategy they implement.

- 2.1 Physical and Digital Campaign Materials
 - A. Distribution of campaign materials without the approval of the COMELEC shall constitute an election offense.
 - B. The removal, destruction, obliteration, or tampering with or prevention of the distribution of lawful campaign materials during the campaign period shall be sanctioned by the COMELEC as stipulated in this Code.
 - C. The use of email, internet groups, electronic websites, internet messengers, SMS, and other electronic means are allowed.
 - D. Each political party and/or independent candidate shall submit a list of all their campaign materials, and a liquidation report at least one (1) school day before the posting of campaign materials.
- 2.2 Room to Room Campaign
 - A. The COMELEC shall allow room-to-room campaign with the approval of the proper Operations Committee (OpCom) for all authorized university-wide elections, referenda, and plebiscites.
 - B. Each political party and/or independent candidate should give the schedule of classes they want to campaign in with the name of the professor concerned to the COMELEC three (3) school days before the start of the campaign period.
 - C. Each political party and/or independent candidate is to organize their own room-to-room campaign.
- 2.3 Other Forms of Campaign
 - A. Noise barrage and rallies on the school grounds or around the block of the campus are prohibited.
 - B. The use of megaphones, public address systems and other devices of the same nature are not allowed.
 - C. Other forms not stipulated in this Code shall undergo review and approval by the COMELEC.

Section 3. Place Restrictions

Placement of the approved campaign materials shall be determined by the COMELEC recognizing the mandate of the University Administration through proper channels.

Section 4. Supporters of Candidates

All members of the University of Asia and the Pacific (UA&P) community may endorse their preferred candidates except for:

- 4.1 Any member of the faculty, administration, and university staff (including maintenance staff, and security guards)
- 4.2 All members of the COMELEC including commissioners, administrators, and volunteers shall not wear campaign colors, carry campaign materials intended for promotion, or mention any sort of bias for/against any candidate and/or political party particularly within the duration of the election period.
- 4.3 Candidates are shall be prohibited from approaching any COMELEC member for endorsement purposes.

Section 5. Miting de Avance

All miting de avance and other election-related gathering/event shall be regulated by the COMELEC.

- 5.1 Any political party, independent candidate, and/or independent organizations may be responsible for holding their own miting de avance, but must notify the COMELEC at least five (5) school days before the event. Otherwise, the event shall not be allowed to take place.
- 5.2 The miting de avance shall take place during the campaign period.
- 5.3 All rules and regulations on the conduct of miting de avance shall be determined by the COMELEC.

ARTICLE 6 **VOTING**

Section 1. Voting Population and Voter's List

The COMELEC shall determine the voter's list based on the voting population, depending on the kind of election to be held. The voting population shall be composed of bona fide students enrolled in the 4-Year Program (including TELUS and other programs of similar nature), 5-Year Program, 6-Year Program, and 7-Year Program.

The list of voters along with the students' name, student number, year, and course for election purposes may be requested by the COMELEC from the Registrar's Office.

Section 2. Polling Area and Polling Period

The COMELEC shall establish the polling area where the students may cast their votes and stipulate guidelines regarding the voting area. Unless otherwise specified by the COMELEC, polling period will last for three (3) school days from 9:00 AM until 6:00 PM.

- 2.1 Only persons bearing authorized identification tags of the COMELEC and bona fide students who will be casting their votes shall be allowed to stay in the polling area.
- 2.2 At least one (1) COMELEC Commissioners must be present at the polling area during the polling hours, aside from the COMELEC volunteers and adviser.
- 2.3 Candidates and/or other students affiliated with the political party and/or independent candidate/s shall not be allowed within the polling area, unless they are voting and when deemed necessary by the COMELEC.
- 2.4 For transparency, the COMELEC shall provide updates on the number of votes cast to the student body at the end of each school day of the polling period.

Section 3. Supervision and Control during the Casting of Votes

The COMELEC Commissioners, administrators, volunteers, and adviser shall have the sole power to supervise elections in the polling area.

Section 4. Computerized Elections

A computerized system shall be the primary means of election. The COMELEC shall have the responsibility of ensuring the continuance of clean, honest, and effective elections. Thus, the COMELEC shall follow the

rules instituted herein.

- 4.1 Computerized elections shall require the following:
 - A. At least two (2) or more computers shall be situated in the designated polling area for election purposes
 - B. A COMELEC PIN unique to every student that shall be provided upon registration to prevent a voter from voting more than once
 - C. Backup data after every hour from the computers and/or kiosks
- 4.2 Voting Procedures for computerized election are as follows:
 - A. Voters must present their valid school ID for registration and verification in the sign-in booth.
 - B. The voters will be provided with a unique COMELEC PIN and shall be directed to the computers.
 - C. The interface in the computer shall require the voter's student number, student PIN, and the COMELEC PIN in order to login.
 - D. Once the voter has chosen his candidate by marking a tick box, the interface shall ask him to verify his choice. After verification, the voter can no longer alter his vote.
- 4.3 In the event of the election system crashing, the COMELEC shall enforce the following:
 - A. If the system crashed within the election period, and the system shall be restored within the day, elections will resume the succeeding days through computerized voting.
 - B. If the system crashed within the election period, and can no longer be repaired, in which the COMELEC already has back-up of those who already voted, the COMELEC shall resort to manual elections the succeeding day. The votes in the back-up data shall be considered valid and will be included in the canvassing. Voters whose votes were not stored in the back-up data shall vote again in the manual elections.
 - C. The election period will be extended for one (1) day, unless otherwise specified by the COMELEC.

Section 5. Manual Voting

Manual voting shall be conducted when computerized elections are unavailable, particularly as a form of contingency for power or network interruption, and/or if deemed necessary by the COMELEC.

- 5.1 Voting Procedures for manual elections are as follows:
 - A. Voters shall sign-in and sign out at the polling booth before and after they cast their votes.
 - B. The commissioner present at the polling area shall check the ballots for any missing information and/or erasures.
 - C. Should there be missing information, the commissioner shall ask the voter to fill in all the blanks.
 - D. If there are erasures in the ballot, the commissioner must counter-sign the ballot in the presence of the voter to remove any suspicion of vote tampering during canvassing.
 - E. Once the ballot is inspected, the commissioner must sign on the allotted space and place the ballot inside the ballot box.
- 5.2 The COMELEC shall prescribe the format of the ballots which will be in the form of tick boxes. The ballots shall contain the information listed below. Any other form renders the vote cast invalid.
 - A. Space for the student number;
 - B. Candidates and their political party including abstain;
 - C. Ballot number;
 - D. Space for date and the signature of the COMELEC Commissioner present in the polling area;
 - E. Space for the signature of the voter; and
 - F. All other pertinent information that the COMELEC may deem necessary.
- 5.3 The COMELEC shall prescribe the ballot boxes where the voters shall place their ballots.
 - A. On the first day of the election period, each political party and/or independent candidate shall assign at least one (1) representative to inspect the ballot boxes with the presence of the COMELEC commissioners. After which, the boxes shall be sealed in preparation for the election. Commencement of this activity shall begin whether or not all representatives are present after due notice.
 - B. Likewise, the ballots shall be inspected by the COMELEC commissioners and at least one (1) party and/or independent candidate representative at the end of the election period.

Inspection shall commence whether or not all representatives are present after due notice.

ARTICLE 7

CANVASSING OF VOTES

Section 1. Conduct of Canvassing of Votes

The rules for the conduct of canvassing of votes shall be prescribed by the COMELEC.

Section 2. Opening of Ballot Boxes

All sealed ballot boxes shall be opened by the COMELEC Commissioners on the date and time designated by the body, in the presence of the party and/or independent candidate representatives.

Section 3. Time and Venue to Hold the Canvassing of Votes

Canvassing should be held in the closed rooms, prescribed by the COMELEC, immediately after the closing of elections and shall continue until the canvassing is finished, unless otherwise specified by the COMELEC.

Section 4. Official Poll Watchers

Each political party and/or independent candidate shall be entitled to appoint at least one (1) watcher per canvassing room. The watchers shall have the right to be present at, and take note of, all the proceedings of the COMELEC. They have the task to:

- 4.1 Read the election returns without touching the ballots;
- 4.2 To file a protest on any irregularity in the election returns submitted;
- 4.3 To obtain from the COMELEC a resolution from the protest filed; and
- 4.4 Other rights and duties in accordance to the provisions of this Code in ensuring free, fair, clean, honest, orderly, and peaceful elections.

Section 5. Required Number of Votes

The elections shall be governed by a required number of votes pursuant to Article V of the Constitution:

- 5.1 For elections to be considered valid, at least 70% of the voting population must cast its votes. Otherwise, a failure of elections shall be declared for the Institute/College/School (ICS) that failed to reach the minimum required number of votes.
- 5.2 For a lone candidate (aside from abstain) to win the elections, at least 60% of the total votes cast must be obtained. Otherwise, special elections shall be organized.
- 5.3 For a candidate to win the elections where there are two or more candidates vying for the position (including abstain), the plurality of the votes must be obtained.
- 5.4 In the case of disqualification, where only one candidate is left in the midst of the elections, Article V Section 8 of the Constitution shall apply and the candidate shall be treated as a lone candidate.

Section 6. Invalid, and Null Votes

The COMELEC shall distinguish valid votes from invalid, and null votes.

- 6.1 Valid votes are votes that do not fall under the definition of invalid, and null votes.
- 6.2 Invalid votes are not counted in the number of votes cast. Votes are considered invalid if:
 - A. There are erasures or unnecessary marks on the ballot, not duly signed or noted by any COMELEC Commissioner
 - B. The ballot does not follow the format prescribed by this Code
 - C. The ballot has incomplete information such as the lack of signature, student number, and other pertinent details
- 6.3 Null votes are counted in the number of votes cast. Votes are considered null if:
 - A. The candidate voted is suddenly unable to continue his candidacy for reasons such as disqualification, suspension, health deterioration, and other causes of similar nature in the midst of elections.

Section 7. Persons allowed in the Canvassing Rooms

All students (except for the candidates) are allowed in the canvassing room but are not allowed to participate in the canvassing of votes. Only the persons mandated to be in each of the canvassing rooms for the canvassing of votes to begin and allowed to participate in the procedures are the following:

- 7.1 At least one (1) COMELEC Commissioner;

- 7.2 COMELEC Adviser or designated person from the Center for Student Affairs (CSA); and
7.3 At least one (1) poll watcher per political party and/or independent candidate

In case the abovementioned persons are not in the designated canvassing area in at most one hour after the specified time for canvassing, the COMELEC may declare a failure of elections, since the ballots cast would not be counted.

Section 8. Recount

A petition for a recount with valid grounds (such as the count not matching) must be received by the COMELEC within during the canvassing of votes.

ARTICLE 8

PROCLAMATION, INDUCTION, AND HOLDING OF OFFICE

Section 1. Proclamation and Withdrawal

Unless otherwise specified by the COMELEC, winners in the election shall be proclaimed not later than three (3) school days after the culmination of canvassing, wherein the official tally of election returns are duly signed by all COMELEC Commissioners and the COMELEC Adviser.

The representatives elect may withdraw from their position as Institute/College/School (ICS) representative by submitting to the COMELEC a written declaration of withdrawal from office within three (3) school days after the official proclamation of winners. The COMELEC shall not recognize withdrawal from any position beyond the days stipulated herein unless the reason for withdrawal is for a cause not imputable to him and beyond his control.

Guidelines for the replacement of the representative/s who withdraw are stipulated in the Constitution.

Section 2. Induction of Officers

After the five (5) regular planning sessions (Article 5, Section 9 of the USG Constitution), the officers shall be inducted into office not later than the first month of the succeeding academic year, unless otherwise specified by the COMELEC.

Section 3. Holding of Office

The officers elect shall hold office as stipulated in the Constitution.

Section 4. Failure to Assume Office

Any elected Institute/College/School (ICS) representative who fails to assume his office within ten (10) school days of proclamation, shall be relieved of his duty or position unless the said failure is for a cause not imputable to him and beyond his control.

Guidelines for the replacement of the relieved representative/s are as stipulated in the Constitution.

ARTICLE 9

ELECTION OFFENSES AND PROTESTS

Section 1. Violations

Any violation of the provisions in this Election Code shall be considered an election offense. The following shall be guilty of an election offense:

- 1.1 Any person, association or group who gives, offers or promises money or anything of value or any other similar incident, in order to persuade anyone to vote for/against any candidate or withhold his vote in the election;
- 1.2 Any person, association or group who makes any representation to persuade the voting public to restrain from casting his vote in the election;
- 1.3 Any person or group who, directly or indirectly, terrorizes, threatens or actually causes, inflicts or produces any violence, injury or damage upon any person or group or uses any dishonest device or scheme to force such person or group to vote or to refrain from voting;
- 1.4 Any person who, directly or indirectly, threatens, intimidates or actually causes, inflicts or produces any violence, injury, punishment or damage upon any COMELEC member in the performance of their election duties;

- 1.5 Any person who uses under any form whatsoever, directly or indirectly, funds from the government-recognized national political parties for any election campaign or partisan political activity;
- 1.6 On voting:
 - A. Any person who votes more than once in the same election.
 - B. Any person who votes in replacement of another, whether with or without consent. The person who allows another to vote in his place is also held responsible.
- 1.7 On Canvassing:
 - A. Any member of the COMELEC with the duty of reading the ballot during the counting, who intentionally fails to read the vote duly written on the ballot or misreads the vote actually written or reads the name of a candidate who is not listed on the ballot.
 - B. Any member of the COMELEC who is in charge of tallying the votes on the tally board or sheet, election returns or any other form who intentionally fails to record a vote or records erroneously the votes as read or records a vote where no such vote has been read.
- 1.8 Any person who intentionally disrupts the canvassing procedure.
- 1.9 Any person who, for any cause whatsoever, disrupts the peace of the election process or performs any act prejudicial to the free, fair, clean, honest and peaceful conduct of elections; and
- 1.10 Any person who fails to comply with the guidelines stipulated by the COMELEC at the beginning of the election period.

Section 2. Election Protest or Election Offense

The COMELEC shall distinguish between and election protest and election offense:

- 2.1 An election protest is any question related to or that will affect the proceedings of the COMELEC, which may be formally raised by any bona fide student directly addressed to the COMELEC.
- 2.2 An election offense is any reports of violation filed against a candidate and/or a party which may be formally raised by any bona fide student directly addressed to the COMELEC.
- 2.3 In dealing with election protests and offenses, the COMELEC will adhere to the following procedures:
 - A. All election protests shall be filed in writing with the COMELEC not later than three (3) days after the occurrence or discovery of the cause for the respective election protest.
 - B. All reports of election offenses shall be filed in writing with the COMELEC not later than three (3) days after the occurrence or discovery of the violation. After which the COMELEC shall duly inform and provide the offender of the violations and the consequent sanctions. The offender may submit a written defense/complaint to the report within three (3) school days from the date of receipt of notice. Any election offense not replied to by the alleged offender within the period prescribed shall be deemed true and shall merit the appropriate sanction.
 - C. The COMELEC shall render its decision one (1) school day after the expiry date of the required response.
 - D. The COMELEC's decision on election protests and/or election offenses may be appealed to the Operations Committee of the Center for Student Affairs (CSA OpCom) upon consultation with the University Legal Counsel not later than two (2) school days from the receipt of the copy of the decision appealed from.

Section 3. Sanctions

Violations of persons affiliated with any political party and/or independent candidate shall merit an offense. Each offense is sanctioned with a point, the value of which varies depending on the severity and gravity of the offense as evaluated by the COMELEC. The corresponding point to each unique offense shall be specified in the guidelines set by the COMELEC through a formal memo.

There will be a maximum of ten points, and accumulation of such will merit a disqualification.

Violations of persons who are not affiliated with any political party and/or independent candidate shall be investigated by the COMELEC and shall be directed to the Center for Student Affairs for resolution.

Section 4. Jurisdiction on Election Protests and Offenses

The COMELEC shall have exclusive jurisdiction over all election protests and/or election offenses, except in the case of appeal in Article 9.2.D, wherein the jurisdiction over the matter the appeal is concerned with is turned over to the CSA OpCom.

ARTICLE 10

AMENDMENTS

Section 1. Call for Amendment

The COMELEC, or upon the request of any bona fide student through a formal written letter, may propose any amendment or revision of this Code, or call a convention for that purpose. A public notification will then ensue to justify the need for an amendment.

Section 2. Call for Convention

The COMELEC may call for a convention for the purpose of amending or revising this Code upon the validity of the request for an amendment.

The convention will be composed of COMELEC Commissioners and at least one representative from all the recognized political parties.

Each recognized political party and COMELEC Commissioner shall be entitled with one vote.

Section 3. Amendments

No amendments shall be made within three (3) years of its approval, unless there are changes that are related and may affect this Code, for example, a new Constitution is ratified.

ARTICLE 11

TRANSITORY PROVISIONS

Section 1. Effectivity

This Code shall take effect immediately after the convention. The manner of ratification is through a majority vote that is fifty percent plus one (50% + 1) by the members of the convention.

Section 2. Applicability

Upon any changes in any related documents (ex. Constitution) or in the structure of the University, this Code shall apply *mutates mutandi*.

Section 3. Pending Actions

Pending actions arising before the effectivity of this Code shall be governed by the rules then in force.

ARTICLE 12

FINAL PROVISIONS

Section 1. Reorganization of the COMELEC

The COMELEC is hereby authorized to reorganize its office within twelve (12) months of the implementation of this Code for the purposes of ensuring free, fair, orderly, honest and peaceful elections, discharging its judicial powers, and in maintaining its independence under the Constitution.

Section 2. Repealing Clause

All election laws, decrees, rules and regulations or parts thereof, inconsistent with the provisions of this Code and the Constitution are hereby repealed.

Section 3. Effectivity

This Code shall become effective starting August 2018, after its approval.

Who's Who in UA&P

Board of Trustees

University of Asia and the Pacific Foundation, Inc. (UA&PFI)

Amb. Jose L. Cuisia, Jr., **Chairman**
Mr. Omar T. Cruz, **Vice Chairman**
Atty. John Philip R. Yeung, **President**
Dr. Bernardo M. Villegas, **Vice President**
Mr. Paul Joseph M. Garcia, **Treasurer**
Mr. Manuel I. Ayala, **Member**
Ms. Judy Rosario G. Cam, **Member**
Mrs. Pauline G. Fermin, **Member**
Mr. John Eric T. Francia, **Member**
Dr. Roberto Miguel S. Roque, **Member**
Ms. Ma. Esther O. Santos, **Member**
Mr. Francisco C. Sebastian, **Member**
Mr. Miguel Alissandro V. Tan, **Member**
Mrs. Grace Q. Tomelden, **Member**
Dr. Antonio N. Torralba, **Member**
Corporate Secretary: Ms. Viory Yvonne T. Janeo

Management Committee

Atty. John Philip R. Yeung, **President**
Dr. Fe Gladys B. Golo, **Vice President for Academic and Faculty Affairs**
Mrs. Aurea F. Cruz, **Vice President for Finance and Administrative Affairs**
Ms. Viory Yvonne T. Janeo, **University Secretary**

College of Arts and Sciences (CAS)

Dean.....	Dr. Maria Asuncion L. Magsino
Vice Dean, Academic Affairs; Student Affairs.....	Dr. Moreal N. Camba
Vice Dean, Faculty Affairs.....	Dr. Dean Edward A. Mejos
College Secretary.....	Ms. Agnes Clarizza S. Enriquez
Program Director, AB Humanities; MA Humanities.....	Dr. Joachim Emilio B. Antonio
Program Director, Junior College of the 6YP.....	Mrs. Aurea F. Cruz
Deputy Program Director, Junior College of the 6YP.....	Mrs. Elerosa B. Caparas
Department Chair (OIC), Arts.....	Ms. Andrea Carmeli O. Abulencia
Department Chair, Asia Pacific Studies.....	Dr. Philip Michael I. Paje
Department Chair, English.....	Dr. Judy S. Tanael
Department Chair, Filipino.....	Dr. Moreal N. Camba
Department Chair, History.....	Ms. Mary Josefti C. Nito
Department Chair, Literature.....	Mrs. Meryl Kei C. Hernandez
Department Chair, Philosophy.....	Dr. Dean Edward A. Mejos
Department Chair, Physical Education.....	Mr. Christian S. Dominguez
Department Chair, Religion.....	Fr. Peter Edward M. Cabreros

School of Economics (SEC)

Dean.....	Dr. Peter L. U
Vice Dean.....	Ms. Viory Yvonne T. Janeo
School Secretary.....	Mr. Perry Fernand O. Reyes
Program Director, BS Business Economics; MS Industrial Economics.....	Dr. Peter L. U
Deputy Program Director, BS Business Economics; MS Industrial Economics.....	Ms. Viory Yvonne T. Janeo
Program Director, M Applied Business Economics.....	Dr. George N. Manzano
Program Director, M Business Economics.....	Dr. Victor A. Abola
Deputy Program Director, M Business Economics.....	Mr. Danilo J. Mojica
Program Director, PhD Business Economics.....	Dr. Jovi C. Dacanay

School of Education and Human Development (SED)

Dean.....	Dr. Ernesto D. Grió
Vice Dean.....	<i>vacant as of publication date</i>
School Secretary.....	<i>vacant as of publication date</i>
Program Director, B Early Childhood Education; MA Education major Early Childhood Education.....	Dr. Angelito Z. Antonio
Program Director, BS Human Capital Development; MS Human Capital and Organizational Development.....	Dr. Jesusa R. Reyes
Program Director, BS Psychology.....	Dr. Angelito Z. Antonio
Program Director, MA Education major Adolescent Development and Education.....	Dr. Ernesto D. Grió
Program Director, MA Education major Educational Leadership.....	Dr. Ernesto D. Grió
Program Director, MA Education major Values Education.....	Dr. Angelito Z. Antonio
Director, Child Development and Education Center.....	Ms. Melissa Antoinette C. Garcia

School of Management (SMN)

Dean.....	Dr. Anna Maria E. Mendoza
Vice Dean, Innovation and Enterprise.....	Dr. Eligio Ma. P. Santos
Vice Dean, Faculty Affairs and Research.....	Dr. Ruel V. Maningas

School Secretary	Ms. Jodie Claire A. Ngo
Program Director , <i>BS Accountancy; BS Management Accounting</i>	Dr. Anna Maria E. Mendoza
Program Director , <i>BS Business Administration major Management; BS Business Administration major Management with specialization in Business Analytics</i>	Ms. Jodie Claire A. Ngo
Program Director , <i>MS Management</i>	Ms. Lota Kristine S. Nable
Program Director , <i>BS Entrepreneurial Management; M Entrepreneurial Management</i>	Dr. Eligio Ma. P. Santos
Program Director , <i>M Applied Business Analytics</i>	Dr. Ruel V. Maningas
Program Director , <i>Southeast Asia Business Studies</i>	Mr. Gerardo Ignacio B. Ongkingco

School of Media and Marketing (SCM)

Dean	Dr. Jerome G. Kliatchko
Vice Dean	Dr. Francine C. Racho
School Secretary	Dr. Veronica L. Isla
Program Director , <i>AB Integrated Marketing; MA Integrated Marketing</i>	Dr. Francine C. Racho
Program Director , <i>AB Media and Entertainment Management; MA Media and Entertainment Management</i>	Dr. Veronica L. Isla

School of Sciences, Engineering, and Technology (SSE)

Dean	Dr. Noemi B. Torre
Vice Dean	Dr. Maria Teresa R. Carale
School Secretary	Dr. Varsolo C. Sunio
Program Director , <i>BS Civil Engineering</i>	Engr. Michael John S. Delos Santos
Program Director (OIC) , <i>BS Data Science</i>	Dr. Eva M. Rodriguez
Program Director , <i>BS Industrial Engineering</i>	Dr. Varsolo C. Sunio
Program Director (OIC) , <i>BS Information Technology; M Information Technology</i>	Mr. Anthony A. Saul
Department Chair (OIC) , <i>Information Science and Technology</i>	Mr. Anthony A. Saul
Department Chair (OIC) , <i>Mathematics</i>	Dr. Eva M. Rodriguez
Department Chair , <i>Natural Sciences</i>	Dr. Edwin L. Olmos

School of Social Sciences, Law, and Governance (SLG)

Dean	Dr. Nicomedes B. Alviar
Vice Dean	Dr. Jeremy Benigno I. Gatdula
School Secretary	Mr. Garry M. Perez
Program Director , <i>AB Political Economy; MA Political Economy with specialization in International Relations and Development</i>	Ms. Natividad Cristina J. Gruet

Institute of Law

Dean	Dr. Jeremy Benigno I. Gatdula
Vice Dean	Atty. Diosdado B. Marasigan
Institute Secretary	Atty. Jesus Joel Mari D. Arzaga
Program Director , <i>Juris Doctor</i>	Dr. Jeremy Benigno I. Gatdula
Program Director , <i>Lex Honors</i>	Atty. Joaquin E. San Diego

Continuing Real-World Education (CORE)

Executive Director	Mr. Danilo J. Mojica
Vice Director	Dr. Ferdinand S. Piñgul

Admissions Office (ADM)

Managing Director.....Mr. Rey Vincenzo Y. Cruz

Assets and Facilities Management Group (AFM)

Managing Director.....Engr. Paulino C. Lazarte
Campus Maintenance and Planning Manager.....Arch. Raymund A. Go

Center for Student Affairs (CSA)

Executive Director.....Dr. Cecilia M. Resurreccion
Vice Director.....Mr. Joseph Noel R. Parcon
Operations Committee Secretary.....Ms. Ma. Concha B. de la Cruz
Head, Office of Student Services.....Mrs. Arianne A. Vito Cruz
Head (OIC), Office of Guidance and Counseling.....Mrs. Katherine Olivia M. Nazal
Head (OIC), Office of Student Mentoring.....Mrs. Fatima Anne E. Boado
Head, Office of Student Development.....Mrs. Karla Ava Marie P. Lozano
Head, Office of Sports Development.....Ms. Jemima Katrina C. Fajardo
Head, Office of Career Services.....Mrs. Ayza Q. Figureo

Center for Teaching and Learning (CTL)

Managing Director.....Mr. Jason N. de Villa

Chaplaincy (CHP)

Head Chaplain.....Fr. Carlos Vicente G. Estrada
Assistant Head Chaplain.....Fr. Edgardo F. Soria
Chaplaincy Council Secretary.....Fr. Alfred Robert V. Cruz

Corporate Communications Office (CCO)

Managing Director.....Mrs. Trinidad C. Alcazaren

Corporate Planning and Review Unit (CPR)

Managing Director.....*vacant as of publication date*

Data Privacy Office (DPO)

Data Protection Officer.....Mr. Joel G. Pira

Financial Management and Reporting Group (FMR)

Managing Director.....Mr. Sofio S. Angulo, Jr.

Fund Development Office (FDO)

Managing Director.....Dr. Imelda P. Estillore

Human Resource Management Office (HRM)

Managing Director.....Mrs. Ma. Theresa P. Benitez

Digital Transformation and Technology Office (DTT)

Managing Director.....vacant as of publication date

University Library (LIB)

University Librarian.....Mrs. Hazel Anne T. Pestio

University Research Office (URO)

Executive Director.....Dr. Veronica E. Ramirez

Office of Academic Quality Assurance (AQA)

Managing Director.....Ms. Ma. Humildad F. Claro

Office of Alumni Affairs (OAA)

Officer-in-Charge.....Ms. Maria Gabriela U. Juarez

Public and International Affairs Office (PIA)

Managing Director.....Mrs. Trinidad C. Alcazaren

Registrar's Office (REG)

University Registrar.....Dr. Fe Gladys B. Golo

Research and Extension Cluster (R&E)

Chair.....Mr. Colin L. Hubo

Vice Chair.....vacant as of publication date

Operations Committee Secretary.....Mr. Perry Fernand O. Reyes

Center for Research and Communication (CRC)

Acting Office Manager.....Mrs. Rio Angela Q. Larracas

Center for Food and Agri Business (CFA)

Executive Director.....Mrs. Marie Annette G. Dacul

Center for Social Responsibility (CSR)

Executive Director.....Mr. Colin L. Hubo

Head (acting), BIGGKAS+ Technical Working Group.....Mr. Colin L. Hubo

University Student Government (USG) S.Y. 2025-2026

President | SCM Representative.....Michael Seth S. Fuentes

Internal Vice President | SLG Representative.....Matthew Gabriel M. Caudal

Acting External Vice President | SMN Representative.....Ianford F. Fadriquela

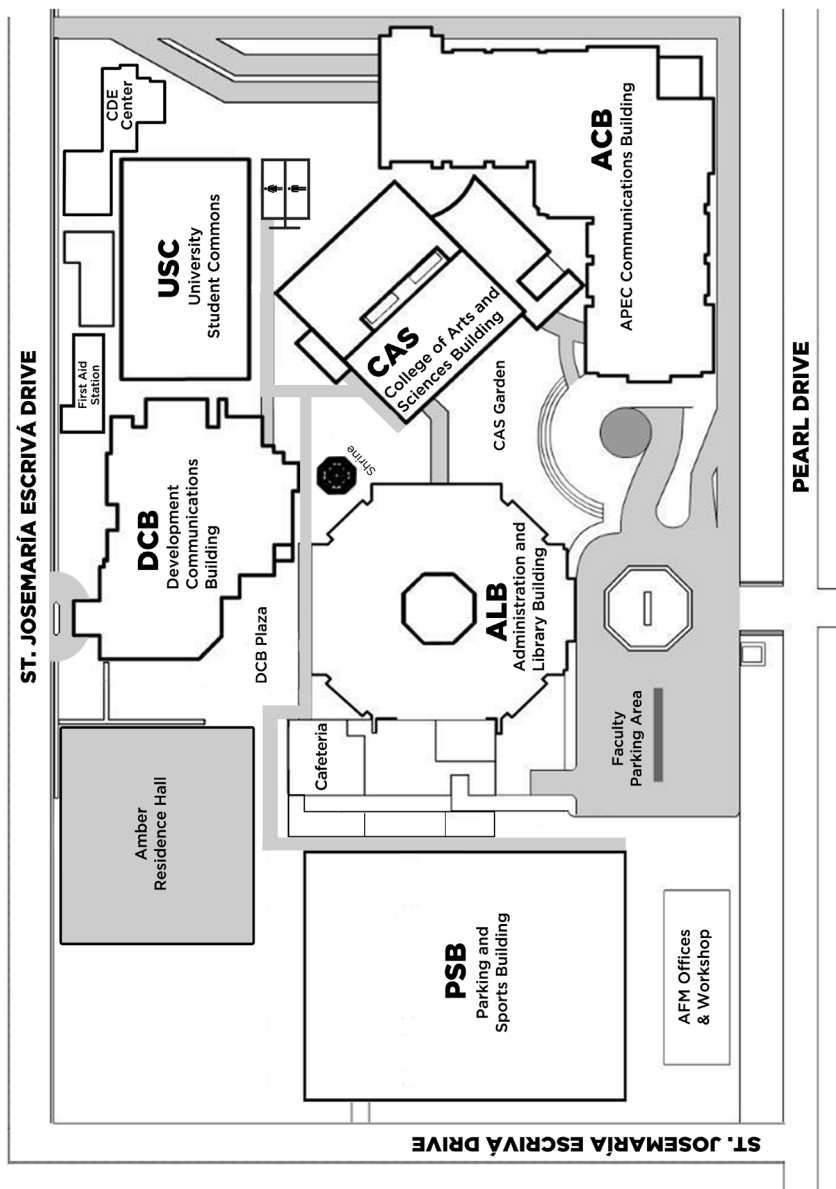
Secretary | SEC Representative.....Muguih Jazzrhye C. Nerez

Acting Finance Officer | CAS Representative.....Paul Brandon A. Almadro

Student Interest Groups Officer | SED Representative.....Franz Jansen E. Mariano

Sports and Varsities Officer | SSE Representative.....Luise Angela P. Paner

Campus Map



Building Directory

Administration and Library Building (ALB)

1st Floor	Office of Alumni Affairs (OAA) Alumni Lounge Living Room Case Rooms 1 and 2 Dining Halls 1 and 2 Executive Lounge Executive Café Executive Café Meeting Rooms 1 and 2 ALB Oratory Chaplain's Room Cafeteria Classrooms
2nd Floor	Human Resource Management Office (HRM) Executive Offices (EO) • Office of the President • Office of the VP for Academic and Faculty Affairs • Office of the VP for Finance and Administrative Affairs • Office of the University Secretary • University Secretariat Continuing Real-World Education (CORE) Corporate Planning and Review Unit (CPR) Fund Development Office (FDO) Public and International Affairs Office (PIA) University Research Office (URO)
3rd Floor	University Library (LIB) - Undergraduate Library
4th Floor	University Library (LIB) - Graduate Library University Library Café

Development Communications Building (DCB)

Lower Ground Floor	Celestino Dizon Auditorium Hanns Seidel Hall
Upper Ground Floor	Bookstore Chaplaincy Office Visitors Room Chaplain's Room
Mezzanine	AFM – Safety and Security Office
2nd Floor	Sancta Maria Stella Orientis Oratory Chaplains' Rooms

APEC Communications Building (ACB)

Basement 2	Employees' Parking FMI - ServiceMaster Office
Basement 1	Employees' Parking
1st Floor	ACB Promenade Admissions Office (ADM) The Nest - Center for Teaching and Learning (CTL) - CTL Production Studio and Recording Booths - Learning Space SMN - Entrepreneurial Management (EM) Start-Up Laboratory SMN - Business-Academe Partnership (BAP) Center
1st Landing (1.5)	Assets and Facilities Management Group (AFM) - General Services Section / Lost and Found - Reservations Section
2nd Floor	Li Seng Giap Auditorium (lower level) Classrooms
2nd Landing (2.5)	Corporate Communications Office (CCO)
3rd Floor	Li Seng Giap Auditorium (upper level) Classrooms
3rd Landing (3.5)	Office of Academic Quality Assurance (AQA)
4th Floor	PLDT Lecture Hall Classrooms
4th Landing (4.5)	Center for Student Affairs (CSA) Office of Student Services (OSS)
5th Floor	Telengtan Hall Assets and Facilities Management Group (AFM) Reservations Section - Multimedia Team Classrooms
5th Landing (5.5)	Center for Research and Communication (CRC)
6th Floor	School of Economics (SEC) School of Management (SMN) Center for Food and Agri Business (CFA)
6th Landing (6.5)	Center for Research and Communication (CRC)
7th Floor	College of Arts and Sciences (CAS) School of Education and Human Development (SED) School of Social Sciences, Law, and Governance (SLG) Center for Social Responsibility (CSR)
Roof Deck	Employees' Lounge Digital Transformation and Technology Office (DTT)

College of Arts and Sciences Building (CAS)

1st Floor	Classrooms
2nd Floor	Registrar's Office (REG) Financial Management and Reporting Group (FMR) Center for Student Affairs (CSA) • Operations Committee • Office of Guidance and Counseling (OGC) • Office of Student Mentoring (OSM) • Office of Student Development (OSD) • Office of Career Services (OCS) Arts Laboratories
3rd Floor	School of Media and Marketing (SCM) IT Laboratories Classroom
4th Floor	Science Laboratory Physics Laboratory Methods and Ergonomics Laboratory Classrooms UA&P Credit Cooperative Office
5th Floor	School of Sciences, Engineering, and Technology (SSE)

Parking and Sports Building (PSB)

1st Floor	Parking Facilities Security Office
2nd Floor	Parking Facilities
3rd Floor	Parking Facilities
4th Floor	Sports Facilities PSB First Aid Station
4th Floor Lower Mezzanine	CAS – Department of Physical Education Center for Student Affairs (CSA) • Office of Sports Development (OSP) Student Activities Room
4th Floor Upper Mezzanine	Elevated Running Track

University Student Commons (USC)

Ground Level	Dining Area and Food Concessionaires USC First Aid Station
Mezzanine Level	Discussion Rooms University Student Government (USG)

Other Buildings, Areas and Offices

Child Development and Education (CDE) Center - beside the University Student Commons
CAS Ledge, Garden and Shrine

DCB Plaza - between the DCB and Cafeteria

AFM - Building and Equipment Maintenance Section - beside the PSB

Online Services Directory

INFORMATION

- **A PDF version of this Handbook may be viewed and downloaded at:**
bit.ly/uapstudenthandbook2025-26
- **Online Announcement Facebook Group (UA&P Voice Out)**
 facebook.com/groups/uapvoiceout
- **Dragons' Lair (Student and Employee Portal)**
 dragon.uap.asia

ACADEMIC LIFE

- **Canvas** - *cloud-based learning management system*
 uap.instructure.com
- **EmpowerED** - *online enlistment/enrollment; viewing of class schedules and grades*
 prod-student.uap.asia
- **DTT Help Desk** - *technical support for UA&P accounts, student campus wi-fi access, software downloads, etc.*
 uapasia.jitbit.com  dttdesktop@uap.asia
- **Registrar's Office (REG)**
 registrar@uap.asia  facebook.com/uap.registrar
- **Financial Management and Reporting Group (FMR)**
 fmr.biu@uap.asia
- **Admissions Office (ADM)**
 admissions@uap.asia / scholars@uap.asia
- **University Library (LIB)**
 library.uap.asia  library@uap.asia / lib.infodesk@uap.asia

CAMPUS LIFE

- **Center for Student Affairs (CSA)**

 csa.uap.asia  csa.inquiries@uap.asia

CSA Operations Committee

 csa-opcom@uap.asia / feedback@uap.asia

Office of Student Services (OSS)

-  csa.studentservices@uap.asia  facebook.com/uapstudentservices
- *Student Welfare & Feedback Form* - bit.ly/uapSWFF2025-26
 - *Guidelines for Processing Excuse Slips for Absences due to Sickness* - bit.ly/ExcuseSlip-Sickness-Guidelines
 - *Excuse Slip Application Form for Absences due to Sickness* - bit.ly/uapESAF-2025-26
 - *Student Discipline Incident Report Form* - bit.ly/uap-DIRform
 - *CODI Incident Report Form* - bit.ly/uap-CODIform

Office of Guidance and Counseling (OGC)

-  guidance@uap.asia  facebook.com/uap.ogc
- *Guidance Appointment Form* - bit.ly/UAP_GuidanceReferralForm

Office of Student Mentoring (OSM)

 mentoring@uap.asia  facebook.com/uapmentoring

Office of Student Development (OSD)

-  osd@uap.asia  facebook.com/uapstudev  uap.osd
- *Guidelines for Student Organizations in UA&P* - bit.ly/uap_studentorg_guidelines2021

Office of Sports Development (OSP)

 sportsdev@uap.asia  facebook.com/uapsportsdev

Office of Career Services (OCS)

 careerservices@uap.asia  facebook.com/uapcareerservices

- **Office of Alumni Affairs (OAA)**

 alumni@uap.asia

 facebook.com/uapoa  @uapoa  uapoa

Office Directory

UA&P Trunk Line

8637-0912 to 26

Admissions Office (ADM)

✉ admissions@uap.asia / scholars@uap.asia

ACB G/F 310; 321

Assets and Facilities Management Group (AFM)

✉ afm@uap.asia

Building and Equipment Maintenance

near PSB 311

General Services

ACB 1.5/F 258

Bookstore

DCB G/F 221

Reservations

ACB 1.5/F 215

Housekeeping

ACB 1.5/F 240

Concessions

ACB 1.5/F 240

Safety and Security Office

Pearl Drive Entrance

320

DCB Entrance

263

PSB Entrance

327

Security Office

PSB G/F 711

Chaplaincy (CHP)

✉ smso@uap.asia

DCB G/F 285

Corporate Communications Office (CCO)

✉ info@uap.asia

ACB 2.5/F 301; 342

Corporate Planning and Review Unit (CPR)

ALB 2/F 407

Fund Development Office (FDO)

✉ fdo@uap.asia

ALB 2/F 262

Executive Offices (EO)

University Secretariat

ALB 2/F 260; 306

Financial Management and Reporting Group (FMR)

✉ fmr.biu@uap.asia

Cashier

CAS 2/F 338; 631-2181;
634-2832

Purchasing Section

CAS 2/F 250; 331

Human Resource Management Office (HRM)

✉ hrm@uap.asia

ALB 2/F 381; 337;
266; 216

Digital Transformation and Technology Office (DTT)

✉ dtt.helpdesk@uap.asia

ACB RD 235; 386

University Library (LIB)

✉ lib.infodesk@uap.asia

Undergraduate Library

ALB 3/F 279

Graduate Library

ALB 4/F 292

University Research Office (URO) ✉ uro@uap.asia	ALB 2/F	
Office of Alumni Affairs (OAA) ✉ alumni@uap.asia	ALB G/F	397; 635-3141
Public and International Affairs Office (PIA) ✉ pia@uap.asia	ALB 2/F	206; 408
Office of Academic Quality Assurance (AQA) ✉ aqa@uap.asia	ACB 3.5/F	332
Registrar's Office (REG) ✉ registrar@uap.asia	CAS 2/F	226; 322
Center for Food and Agri Business (CFA)	ACB 6/F	345
Center for Research and Communication (CRC)	ACB 6.5/F	350
Center for Social Responsibility (CSR)	ACB 7/F	396; 360; 302
Center for Teaching and Learning (CTL) ✉ ctl@uap.asia	ACB G/F	
Center for Student Affairs (CSA) ✉ csa.inquiries@uap.asia		
OpCom Secretariat	CAS 2/F	290
Office of Student Services (OSS) ✉ csa.studentservices@uap.asia	ACB 4.5	280; 297
First Aid Station ✉ firstaidstation@uap.asia	USC G/F	252
USC First Aid Station	PSB 4/F	380
PSB First Aid Station		
Office of Guidance and Counseling (OGC) ✉ guidance@uap.asia	CAS 2/F	365
Office of Student Mentoring (OSM) ✉ mentoring@uap.asia	CAS 2/F	300
Office of Student Development (OSD) ✉ osd@uap.asia	CAS 2/F	344
Office of Sports Development (OSP) ✉ sportsdev@uap.asia	PSB 4/F	380
Office of Career Services (OCS) ✉ careerservices@uap.asia	CAS 2/F	267

College of Arts and Sciences (CAS)		
Faculty & Staff - <i>Junior College; Humanities; Arts; Asia Pacific Studies; English; Filipino; History; Literature; Philosophy; Religion</i>	ACB 7/F	277; 278
Department of Physical Education	PSB 4/F	286
Arts Laboratories	CAS 2/F	361
School of Economics (SEC)		
Faculty & Staff - <i>Industrial Economics; Business Economics</i>	ACB 6/F	362
Faculty & Staff - <i>Applied Business Economics</i>		375
Faculty & Staff - <i>Strategic Business Economics</i>		222
School of Education and Human Development (SED)		
Faculty & Staff - <i>Early Childhood Education; Adolescent Development and Education, Human Capital Development; Educational Leadership; Psychology; Values Education</i>	ACB 7/F	271; 376; 378
School of Management (SMN)		
Faculty & Staff - <i>Accountancy</i>	ACB 6/F	317
Faculty & Staff - <i>Applied Business Analytics</i>		309
Faculty & Staff - <i>Management</i>		243
Faculty & Staff - <i>Business Administration</i>		383
Faculty & Staff - <i>Entrepreneurial Management</i>		371; 244; 363
Faculty & Staff - <i>Southeast Asia Business Studies</i>		207; 241
School of Media and Marketing (SCM)		
Faculty & Staff - <i>Integrated Marketing; Media and Entertainment Management</i>	CAS 3/F	232
School of Sciences, Engineering, and Technology (SSE)		
Faculty & Staff - <i>Math; Natural Sciences; Civil Engineering; Information Technology; Data Science; Industrial Engineering</i>	CAS 5/F	316; 336
Science Laboratories	CAS 4/F	314
IT Laboratories	CAS 3/F	354
School of Social Sciences, Law, and Governance (SLG)		
Faculty & Staff - <i>Political Economy; Law</i>	ACB 7/F	368; 323; 339

Street Address

University of Asia and the Pacific
 Pearl Drive, Ortigas Center, Pasig City 1605
 Metro Manila, Philippines

P.O. Box

University of Asia and the Pacific
 P.O. Box 13673, Ortigas Center Post Office
 Pasig City 1605, Metro Manila, Philippines

UNDERTAKING

Instructions: After reading the UA&P Student Handbook 2025-26 Edition, the student shall print this page, accomplish this **UNDERTAKING** with a wet signature, and submit it to the Registrar's Office not later than **August 29, 2025 (Friday)**.

Undertaking PDF file for printing:

bit.ly/uapUNDERTAKING-2025-26

To: The University of Asia and the Pacific

Having chosen to be in the University of Asia and the Pacific and having read the Academic Code, Retention Policy, Code of Student Discipline and other policies included in the UA&P Student Handbook 2025-26 Edition, including the University Credo, Principles, Institutional Goals and Ideals, I bind myself to abide by, uphold, and emulate them and all related issuances from the University administration, in keeping with my status as a member of the academic community.

.....
Student's Signature

.....
Student's Full Name

.....
Student No.

.....
Parent's/Guardian's Name & Signature (for students below the age of 18)

.....
Date Signed (Month, Day and Year)