



# STUDENT HANDBOOK

Republic of the Philippines  
University of Rizal System  
Province of Rizal



# STUDENT HANDBOOK

BOR Resolution No. 26, Series of 2025

**2025**

## TABLE OF CONTENTS

<b>I. INTRODUCTION</b> .....	1
<b>II. URS VISION, MISSION, CORE VALUES, BRAND AND QUALITY POLICY</b> .....	1
<b>III. HISTORY OF THE UNIVERSITY</b> .....	2
<b>IV. UNIVERSITY LOGO AND VECTOR</b> .....	2
<b>V. ACADEMIC PROGRAMS (CURRICULAR OFFERINGS)</b> .....	5
<b>ARTICLE I. ACADEMIC POLICIES AND REGULATIONS</b> .....	9
Section 1. Student Admission .....	9
1. Incoming First Year College.....	9
2. A. Transferees from Non-URS/Other Schools .....	9
B. Transferee from URS Campus .....	10
3. International Students .....	10
4. Old Student Returning (OSR) .....	11
5. Criteria for Special Group .....	11
Section 2. Evaluation of Student Performance.....	12
2.1 Incomplete Grade .....	13
2.2 Officially Dropped.....	13
2.3 Unofficially Dropped.....	13
Section 3. Registration .....	13
Section 4. Withdrawal of Registration and Refund .....	14
Section 5. Academic Load .....	14
Section 6. Dropping/Adding/Changing of Subjects .....	14
Section 7. Shifting of Courses .....	15
Section 8. Cross Enrolment .....	15
Section 9. Probation and Dismissal.....	16
Section 10. Attendance and Punctuality.....	16
Section 11. Maximum Residence.....	16
Section 12. Leave of Absence .....	16
Section 13. Enrolment Procedure .....	17
<b>ARTICLE II. GRADUATION</b> .....	19
Section 1. Graduation Requirements .....	19
Section 2. Honors .....	20
Section 3. Special Awards .....	20

3.1	Distinguished Graduate Award .....	20
3.2	Loyalty Award .....	20
3.3	Dignity Award.....	21
3.4	Service Award.....	21
3.5	Outstanding Student Teacher Award .....	21
3.6	Outstanding Student-Trainee Award.....	22
3.7	Proficiency Award .....	22
3.8	Leadership Excellence Award.....	22
3.9	Outstanding Award .....	23

**ARTICLE III. SCHOLARSHIP AND FINANCIAL ASSISTANCE .....** 23

Section 1.	Academic Scholarship.....	24
Section 2.	Service Scholarship .....	24
2.1	Athletics .....	24
2.2	Cultural Arts .....	25
Section 3.	Officers of the Federation Executive Committee .....	25
Section 4.	Externally Funded Scholarship.....	25
Section 5.	Study Grant Program for Barangay Officials and their Legitimate Children Dependents .....	26
Section 6.	Scholarship Screening Committee .....	26
Section 7.	Other Policies and Guidelines .....	26
Section 8.	Grounds for Termination of Grants (specifically for grantees under the TDP, TES, DOST, DBP-RISE, or other national government funded financial assistance program) .....	27

**ARTICLE IV. STUDENT WORK PROGRAM .....** 27

**ARTICLE V. STUDENT WELFARE ASSISTANCE .....** 28

I.	General Provisions.....	28
Section 1.	Title .....	28
Section 2.	Coverage.....	28
Section 3.	Membership .....	28
Section 4.	Definition of Terms .....	28
Section 5.	General Procedures for the Claim of Benefits .....	29
Section 6.	Provision for Cash Advance .....	29
II.	Accident Benefits .....	29
Section 1.	Eligibility .....	29

Section 2. Minor Accident Claims .....	30
Section 3. Major Accident Claims .....	30
Section 4. Requirements.....	30
Section 5. Effectivity of Claims.....	30
III. Permanent Disability Benefits .....	30
Section 1. Eligibility .....	30
Section 2. Double Claims.....	30
Section 3. Requirements.....	31
Section 4. Effectivity of Claims.....	31
IV. Death Benefit.....	31
Section 1. Eligibility .....	31
Section 2. Claims .....	31
Section 3. Requirements.....	31
Section 4. Effectivity of Claims.....	31
V. Other Use of Funds for Student Welfare, Development, and Services .....	31
Section 1. Student Welfare and Development .....	32
Section 2. Student Services .....	32
Section 3. Limitations.....	32
Section 4. Procedures for Request .....	32
Section 5. Funding and Liquidation.....	32
Section 6. Funds Availability .....	32
<b>ARTICLE VI. RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE .....</b>	<b>33</b>
Section 1. General Provision and Standard of Conduct.....	33
Section 2. Identification Card .....	33
Section 3. School Uniform and Dress Code .....	34
Section 4. Use of Sakbay.....	36
Section 5. Prohibited Behavior/Acts and Disciplinary Sanction.....	36
Section 6. Disciplinary Sanction.....	39
Section 7. Procedural Requirements .....	42
Section 8. Discipline and Legal Compliance Policies.....	42

**ARTICLE VII. STUDENT ORGANIZATIONS AND ACTIVITIES** ..... 44

    Section 1. Organizational Structure ..... 44

    Section 2. Classification of Student Organizations..... 45

    Section 3. Application for Recognition ..... 45

    Section 4. Registration ..... 46

    Section 5. Recognition and Operational Status..... 47

    Section 6. Specific Guidelines for the Recognition of Student Publications ..... 47

    Section 7. Authority to Operate ..... 48

    Section 8. Disqualification of Organization..... 48

    Section 9. Conduct of Activities ..... 48

    Section 10. Specific Rules for Student Organizations..... 50

    Section 11. Student Organization Finances..... 51

    Section 12. Membership ..... 52

    Section 13. Student Organization Officers ..... 53

    Section 14. Student Organization Adviser ..... 53

    Section 15. Supervision of the Student Organizations and Their Activities ..... 54

**ARTICLE VIII. STUDENT SERVICES** ..... 56

    Section 1. Library Services ..... 56

    Section 2. Guidance and Counseling Services ..... 56

    Section 3. Health Services ..... 56

    Section 4. Student Admission ..... 56

    Section 5. Psychological Testing ..... 56

    Section 6. Registrar..... 56

    Section 7. Scholarship and Financial Assistance ..... 57

    Section 8. Multi-Faith Services..... 57

    Section 9. Culture and the Arts ..... 57

    Section 10. OJT and Placement/ Internship Program ..... 57

**ARTICLE IX. OTHER SERVICES**..... 57

    Section 1. International Affairs ..... 57

    Section 2. Business and Resource Generation..... 58

        2.1 Cafeteria and Food Court ..... 58

        2.2 Printing..... 58

        2.3 University Function Hall ..... 58

    Section 3. ID Production ..... 58

Section 4. Security and Parking .....	58
Section 5. Dormitory.....	58
Section 6. Audio Visual Education Center (AVEC) .....	58
Section 7. Auditorium (Eulogio “Amang” Rodriguez Tanghalang Sining (EARTS) and Dumagat Hall) .....	58
Section 8. Internet Cafè .....	58
Section 9. Student Center.....	59
Section 10. Ecumenical.....	59
Section 11. Statistical Center .....	59
Section 12. Gymnasium .....	59
Section 13. Quadrangle/Sunken Oval .....	59
Section 14. Water Refilling Station.....	59
Section 15. Food Analytic and Research Services Laboratory .....	59
Section 16. Alumni Center and Park .....	60
Section 17. Service Road and Guarded Parking Area .....	60
Section 18. Material Recovery Facilities .....	60
Section 19. Health and Wellness Center.....	60
Section 20. Model University Resilient and Smart (URS) Building.....	60
<b>ARTICLE X. OTHER REGULATIONS .....</b>	<b>60</b>
A. Republic Act No. 7079 .....	60
<i>Campus Journalism</i>	
B. Implementing Rules and Regulations on the Implementation of Republic Act No. 7877 and Republic Act No. 11313 .....	66
– <i>Anti-Sexual Harassment Law</i>	
– <i>Safe Spaces Act</i>	
C. Republic Act No. 8049.....	73
<i>Anti-Hazing Law</i>	
D. Other Laws .....	76
Republic Act No. 8371 <i>The Indigenous Peoples’ Rights Act of 1997</i>	
Republic Act No. 10627 <i>The Anti-Bullying Act of 2013</i>	
Republic Act No. 7277 <i>Magna Carta for Disabled Persons</i>	
Republic Act No. 10175 <i>The Cybercrime Prevention Act of 2012</i>	
<b>AWIT NG PAMANTASAN .....</b>	<b>77</b>
<b>AGREEMENT OF COMPLIANCE .....</b>	<b>78</b>

# ABOUT THE UNIVERSITY

## A. INTRODUCTION

This student handbook is specifically intended for the citizens of our country desiring to acquire the knowledge and skills offered by the University of Rizal System (URS). The handbook contains items of interest such as vision, mission, core values, brand, quality policy, history, university logo, and vector, academic programs and academic policies and regulations, registration and academic loading, students' classification, course completion, graduation requirements, scholarship and financial aid, disciplinary measures, student activities, student services and other services, policies on-campus publications, and other relevant concerns.

## B. UNIVERSITY VISION, MISSION, CORE VALUES, BRAND, AND QUALITY POLICY

### VISION

The leading University in human resource development, knowledge and technology generation, and environmental stewardship.

### MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

### CORE VALUES

<b>R</b>	Responsiveness
<b>I</b>	Integrity
<b>S</b>	Service
<b>E</b>	Excellence
<b>S</b>	Social Responsibility

### URS BRAND

*"Nurturing Tomorrow's Noblest"*

### URS QUALITY POLICY

The University of Rizal System commits to deliver excellent products and services to ensure total stakeholders' satisfaction in instruction, research, extension, production, and dynamic administrative support and to continuously improve its Quality Management System processes to satisfy all applicable requirements.

## C. HISTORY OF THE UNIVERSITY

The University of Rizal System is a merger of two (2) state colleges and a University extension campus—the Rizal Polytechnic College, Rizal State College and the Rizal Technological University Antipolo Annex. The passage of Republic Act 9157 on June 7, 2001 established the University of Rizal System with URS Tanay as the main campus and its satellite campuses in Morong, Pililla, Rodriguez, Angono, Binangonan, Cainta, Antipolo, Cardona and Taytay.

Rizal State College was originally named Rizal National Agricultural School created through Republic Act 1560 on June 16, 1956, and later evolved into Rizal College of Agriculture and Technology, a chartered state college in the Province of Rizal on June 24, 1983 through Batas Pambansa Blg. 622. It was later renamed Rizal State College by virtue of Republic Act 7858 on January 21, 1995. Through the years, the College expanded and established extension campuses in Pililla, Rodriguez, Angono, Binangonan and Antipolo City.

Rizal Polytechnic College was first established as the Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976, and to Morong National Comprehensive High School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School and later renamed Rizal Technological and Polytechnic Institute (RTPI) on August 10, 1983 through Batas Pambansa 469. RTPI became a state college, the Rizal Polytechnic College, on March 1, 1995 through Republic Act 7933 with extension campuses in Cainta and Cardona.

Rizal Technological University Antipolo Annex became part of the fusion of the two state colleges.

URS offers quality-assured and sustainable programs and processes as audited and certified by the ISO 9001-2015, CSC HRM Prime, Times Higher Education, and UI Green Metrics. URS is sustaining its global competitiveness by advancing the development goals and aspirations of the Province of Rizal and the nation, through its dynamic and responsive administrative support, who are committed to continuous improvement, in the fulfillment of its excellent public service in instruction, research, extension, and production, to ensure stakeholders' satisfaction and sustainable development.

## D. UNIVERSITY LOGO AND VECTOR



The University seal is the representation of the vision and mission of the University of Rizal System. Specifically, the figures depicted in the seal have meanings.

<b>Map of Rizal</b>	The service area and location of the University.
<b>Rope</b>	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds.
<b>Pillar</b>	The school as a Citadel of Learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners.
<b>Diploma</b>	The achievement for all the efforts of the students, the faculty, the parents, the staff, Administration, the alumni and the community to attain quality education.
<b>Gear</b>	The technology innovations which unify and facilitate the operational management of the University as a system.
<b>Orbit</b>	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Extension and Production.
<b>Leaves</b>	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people.
<b>2001</b>	The year when Republic Act No. 9157 lapsed into law.
<b>Globe</b>	The challenges of global education.
<b>Wide Space</b>	The prospects of the University in providing relevant and responsive course offerings and community service.



**The birth of the URS Mighty Giants**  
(as the official vector of the university of Rizal System)  
By Dr. Medardo B. Bombita  
Date of Official Commencement of Use: September 16, 2013)

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon God and Goddesses, Giant's possessed overwhelming physique and power beyond human capacity. The basic

form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

As an “icon” in the URS vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive for Greatness and Excellence.”

“Go, Go, Go, Mighty Giants!”

*Note:*

*Credit is given to **Maestro Jerson C. Dela Rosa**, Alumnus of RTPI Batch 1995, Fine Arts Graduate of the Far Eastern University and a Universal Artist at Creativewurkz.*

## **E. ACADEMIC PROGRAMS**

### **URS ANGONO**

**Bachelor of Arts in Journalism**  
**Bachelor of Arts in English Language Studies**  
**Bachelor of Fine Arts**

*Major in:*

Visual Communication

**Bachelor of Science in Hospitality Management**  
**Bachelor of Music**

*Major in:*

Music Education

**Bachelor of Science in Tourism Management**  
**Bachelor of Secondary Education**

*Major in:*

English

Filipino

**Bachelor of Elementary Education**

### **URS ANTIPOLO CITY**

**Bachelor of Science in Hospitality Management**  
**Bachelor of Science in Tourism Management**  
**Bachelor of Secondary Education**

*Major in:*

Filipino

English

Mathematics

Social Studies

**Bachelor of Elementary Education**  
**Bachelor of Science in Business Administration**

*Major in:*

Marketing Management

Human Resource Management

**Bachelor of Science in Office Administration**  
**Bachelor of Science in Civil Engineering**

- Annex of URS Morong

**Bachelor of Science in Computer Engineering**

- Annex of URS Morong

### **URS BINANGONAN**

**Bachelor of Science in Accountancy**  
**Bachelor of Science in Business Administration**

*Major in:*

Financial Management

Marketing Management

Human Resource Management

**Bachelor of Science in Office Administration**  
**Bachelor of Science in Information System**  
**Bachelor of Science in Information Technology**

### URS CAINTA

#### **Bachelor of Secondary Education**

*Major in:*

English

#### **Bachelor of Elementary Education**

#### **Bachelor of Technology and Livelihood Education major in Industrial Arts**

#### **Bachelor of Science in Information Technology**

- Annex of Binangonan

#### **Bachelor of Industrial Technology**

*Major in:*

Automotive Technology

- Annex of Morong

### URS CARDONA

#### **Bachelor of Science in Fisheries**

#### **Bachelor of Science in Biology**

- Annex of URS Morong

### URS MORONG

#### **Bachelor of Science in Civil Engineering**

#### **Bachelor of Science in Electrical Engineering**

#### **Bachelor of Science in Computer Engineering**

#### **Bachelor of Science in Mechanical Engineering**

#### **Bachelor of Science in Electronics Engineering**

#### **Bachelor of Science in Biology**

*Major in:*

Animal Biology

Microbiology

#### **Bachelor in Human Services**

#### **Bachelor of Science in Psychology**

#### **Bachelor of Science in Mathematics**

#### **Bachelor of Science in Computer Science**

#### **Bachelor of Secondary Education**

*Major in:*

Science

English

Mathematics

#### **Bachelor of Elementary Education**

#### **Bachelor of Industrial Technology**

*Major in:*

Architectural Drafting

Automotive Technology

Construction Technology

Electronics Technology

Electrical Technology

Heat, Ventilating, Air-Conditioning, and Refrigeration (HVACR) Technology

Mechanical Technology

#### **Bachelor of Science in Hospitality Management**

- Annex of URS Antipolo

#### **Bachelor of Technology and Livelihood Education**

*Major in:*

Home Economics

Industrial Arts  
Information and Communication Technology

**Bachelor of Technical Vocational Teacher Education**

*Major in:*

Drafting Technology  
Electrical Technology  
Automotive Technology  
Civil and Construction Technology  
Electronics Technology  
Heating, Ventilating, and Air-Conditioning Technology  
Mechanical Technology  
Welding and Fabrication Technology

**URS PILILLA**

**Bachelor of Arts in Political Science**

**Bachelor in Public Administration**

**Bachelor of Arts in English Language Studies**

**Bachelor of Science in Psychology**

**Bachelor of Science in Business Administration**

*Major in:*

Marketing Management

**Financial Management**

**Human Resource Management**

**Bachelor of Science in Office Administration**

**Bachelor of Secondary Education**

*Major in:*

English

Social Studies

**Bachelor of Elementary Education**

**URS RODRIGUEZ**

**Bachelor of Science in Business Administration**

*Major in:*

Financial Management

Marketing Management

Human Resource Management

**Bachelor of Science in Office Administration**

**Bachelor of Secondary Education**

*Major in:*

English

Mathematics

Science

Filipino

Social Studies

**Bachelor of Elementary Education**

**Bachelor of Science in Agriculture**

*Major in:*

Animal Science

Crop Science

**Bachelor of Science in Social Work**

**URS TANAY**

**Bachelor of Science in Agricultural and Biosystems Engineering**

**Bachelor of Science in Agriculture**

**Bachelor of Science in Business Administration**

*Major in:*

Marketing Management

Financial Management

Human Resource Management

**Bachelor of Science in Office Administration**

**Bachelor of Arts in English Language Studies**

**Bachelor of Arts in Political Science**

**Bachelor of Science in Biology**

*Major in:*

Plant Biology

**Bachelor of Science in Psychology**

**Bachelor of Science in Tourism Management**

**Bachelor of Secondary Education**

*Major in:*

English

Mathematics

**Bachelor of Elementary Education**

**URS TAYTAY**

**Bachelor of Secondary Education**

*Major in:*

English

**Bachelor of Science in Nursing**

**Bachelor of Elementary Education**

**Bachelor of Technology and Livelihood Education**

*Major in:*

Information and Communication Technology

## Article I.

# ACADEMIC POLICIES

### Section 1. Student Admission

The student's registration in the University is considered an expression of one's willingness to abide by all the rules and regulations set forth by the University. The process of admission, in coordination with the University Registrar, shall be governed by the following standards and policy guidelines:

#### 1. Incoming First Year College

Graduates of Senior High Schools (SHS), Basic Education Curriculum (BEC), Completers and Passers of Alternative Learning System (ALS), and Accreditation and Equivalent (A&E) assessment may be admitted to the University, provided that they passed the admission screening and evaluation conducted by the University.

##### 1.1 Students desiring to enroll in the University should meet the following:

###### 1.1.1 Submit the following Preliminary Documents for Evaluation:

- Photocopy of PSA Birth Certificate
- Certified True Copy of Grade 11 (SHS) Report Card (1<sup>st</sup> and 2<sup>nd</sup> semester) & Certification if currently enrolled in Grade 12
- Certified True Copy of Grade 12 (SHS) Report Card (1<sup>st</sup> and 2<sup>nd</sup> semester) if graduated
- Certificate of Good Moral Character
- 2 copies of a recent 2x2 picture

1.1.2 Have at least 85% General Weighted Average as reflected in their Report Card for Degree Programs requiring Licensure Examination. However, for non-regulated programs, applicants must have at least 80 % GWA.

1.1.3 The preliminary documents for evaluation have been submitted, and the student shall be given a test permit to take the University of Rizal System Admission Test (URSAT).

1.1.4 All applicants who pass the URSAT will undergo an interview and/or a skills or competency test to be conducted by the Dean or Program Head.

1.1.5 The evaluation of the applicants shall be based on these criteria:

All Regulated, Non-Regulated & Special Programs:

GWA -	20%
URSAT-	60%
Interview/Skills or Competency Test-	<u>20%</u>
	100%

#### 2. A. Transferees from Non-URS/Other Schools

Students from other colleges and universities who wish to transfer must complete all the appropriate documents and undergo screening.

2.1 Applicants must submit the following preliminary documents in photocopy;

- Certified True Copy of Scholastic Records or Transcript of Records;
- Certificate of Good Moral Character from the College / University last attended;
- Transfer Credential (Honorable Dismissal) and/or Certificate of Enrolment if currently enrolled; and
- 2 copies of a 2x2 recent picture.

2.2 Transfer applicants must have a weighted average of at least 2.0 or its equivalent grade for regulated programs and 2.5 for non-regulated programs.

2.3 No failing grade in any subject taken from the previous school.

2.4 Submitted the preliminary documents for evaluation and shall be given a permit to take the University of Rizal System Admission Test (URSAT).

2.5 Has passed the URSAT and shall proceed to the interview for further evaluation.

2.6 Transfer applicants will be evaluated by the following criteria:

All Regulated, Non-Regulated & Special Programs:

GWA -	20%
URSAT-	60%
Interview/Skills or Competency Test-	<u>20%</u>
	100%

2. B. Transferees from URS Campus

- Students may be admitted as transferees upon the recommendation of the Campus Director and/ or Registrar, depending upon the availability of slots;
- The transfer application should be filed two (2) weeks before enrolment and have complied with all other requirements for admission:
  - Transcript of Records/ Transfer Credentials,
  - Certificate of Clearance, and
  - Good Moral Character.

3. International Students

International students who aspire to enroll in the university shall comply with the following requirements:

- Certified true copy of Alien Certificate of Registration (ACR);
- A study permit issued by the Commission on Higher Education (CHED);
- Student Visa by the Bureau of Immigration and Deportation (BID);
- Result of University of Rizal System Admission Test (URSAT);
- Copy of Passport and Visa;
- Form 137/138 (High School Report Card) or its equivalent;
- Academic Credentials/Transcript of Records from University/School
- Official Receipt of Admission Test Payment; and
- Certification of English Language Proficiency Test (i.e., IELTS, TOEFL, or any equivalent certification) from a BI-accredited institution Language Certification Center.

- 3.1 Proceed to the International Development and Special Projects (IDSP) Office for registration and submit a Certified True Copy of the aforementioned requirements.
- 3.2 Proceed to the Campus Admission Office for the screening process, considering the target program requirements.

4. Old Student Returning (OSR)

- 4.1 An Old Student Returning (OSR) may be readmitted to the University from the leave of absence (LOA)/attendance for a maximum of 5 years only.
- 4.2 The students will be re-admitted to a program or any other special program offered by the University upon evaluation of the scholastic rating and approval of the application for re-enrolment by the Registrar per university policy on grade requirements for regulated and non-regulated programs.

5. Criteria for Special Group

Special criteria shall be given admission privilege or bonus point considerations for admission applicants:

SPECIAL CRITERIA	Documentary Requirement	Bonus Point Consideration		
		Board Programs	Non-board Programs	
1	a. Member of an Indigenous Cultural Community (ICC) / Indigenous People (IP)	Standard Admission Document Requirements And ICC / IP or Barangay Certification	No Additional Points	+5%  [Note: Choose only one (1) among 1(a) to 1(e)]
	b. Member of Pantawid Pamilyang Pilipino Program (4ps) / Belongs to a family listed in the Listahan	DSWD Certification		
	c. Graduate of Alternative Learning System (ALS)	Accreditation and Equivalency Assessment and Certification		
	d. Person with Disability (PWD)	PWD ID		
	e. Child of Solo Parent	Solo Parent ID of Parent and PSA Birth Certificate of Applicant		
2	1. Person with Exemplary Artistic or Music Ability	Official Endorsement of University CCA	+5%	Automatic Admission
	2. Person with Exemplary Athletic Ability	Official Endorsement of University Sports Development Unit	[Note: Choose only one (1) between 2 (a) and 2 (b)]	[Note: Choose only one (1) between 2 (a) and 2 (b)]
3	Child of a URS employee	Employee ID of Parent and PSA Birth Certificate of Applicant	No Additional Points	+1%

Based from BOR Implementation Order No. 26, s. of 2024, August 21, 2024

**PROCEDURE ON ADMISSION**

1. File the Application Form for student admission online.
2. Print the Application Form and submit it directly to the OSDS- Student Admission Office together with the requirements.
3. As scheduled, take the University Admission Test, administered by the Head of Admission, Test and Evaluation, and a selected working group committee.
4. Those who passed the URSAT shall proceed to the admission interview and/or skills/competency test at the College and wait for the official release of the results.
5. Qualifiers will be posted at the URS Website.
6. Online confirmation for enrolment of qualifiers will be facilitated and monitored by the Campus Admission Coordinators in coordination with the University Head of Student Admission Unit.

*Note:*

- Priority and non-priority program offerings advisory shall be considered.
- With these admission standards and procedures, each college with recognized retention policies and approved guidelines will be applied.

**Section 2. Evaluation of Student Performance**

The work of the student shall be graded at the end of each semester/ term in accordance with the following system:

Grade	Percentage Equivalent	Verbal Description
1.0	100	Excellent
1.1	98-99	
1.2	96-97	
1.3	94-95	
1.4	92-93	
1.5	90-91	Very Good
1.6	89	
1.7	88	
1.8	87	
1.9	86	
2.0	85	Good
2.1	84	
2.2	83	Fair
2.3	82	
2.4	81	
2.5	80	
2.6	79	

2.7	78	
2.8	77	
2.9	76	
3.0	75	Passing
3.1-5.0	74 and below	Failed
Inc.		Incomplete
AD		Authorized Dropped
UD		Unauthorized Dropped

### 2.1 Incomplete Grade

- A mark of “Incomplete” (INC.) is given if a student whose class standing throughout the semester is passing but fails to appear for the final examination or submits other requirements due to illness or other valid reasons.
- Removal of an “Incomplete” must be done within one (1) academic year from the date the mark was received.
- Failure to comply with the requirement within the allowed period, the Instructor may give a grade of 5.0
- If the student satisfies the requirement set in lieu of the examination, the student maybe given an opportunity to pass.
- Students should secure the Completion Form. A subject will only be considered as passed if the Completion Form has been processed through the Cashier and acted upon by the Subject Instructor and approved by the Registrar; otherwise, the said subject(s) shall be considered failed.

### 2.2 Officially Dropped

A student is deemed officially dropped if he/ she voluntarily drops a subject/s; pays necessary fees to the Cashier within the prescribed period, and files the corresponding Dropping Form to the Registrar’s Office.

### 2.3 Unofficially Dropped

The mark “Unofficially Dropped” (UOD/UD) is given to a student who failed to attend the subject/s for the whole semester and failed to file the necessary Dropping Form.

## Section 3. Registration

- Registration of students shall be on the prescribed period indicated in the Academic Calendar.
- A student is considered officially enrolled when:

Students covered by Free Higher Education (FHE, RA 10931)

- The Registration Certificate has been properly signed by the Registrar.

Students NOT covered by Free Higher Education (FHE, RA 10931)

- Has paid the tuition (in full or in installments) and other fees;
- Official Receipt of payment has been validated, and
- The Registration Certificate has been properly signed by the Registrar.

- Registration of a returning student is dependent on the previous scholastic standing. Application for re-enrolment/ Clearance/ Report of Rating/ Scholastic Records of an old student is required as credentials for enrolment.
- A student is not allowed to enroll in more than one course during his/her stay in the University.
- Rules on the sequencing of the subject (pre-requisite) in the curriculum shall be observed and shall be followed in enrollment.
- A late registration fee is charged to a student who enrolls beyond the scheduled period of enrollment.

#### Section 4. Withdrawal of Registration and Refund

Withdrawal of registration shall be made and shall be approved based on the existing rules and regulations of the University.

- a. A student who withdraws his/ her registration may refund the fees paid, except the Registration Fee.
- b. A student who withdraws his/ her registration within two weeks after the opening of classes shall be entitled to withdraw credentials submitted as a requirement for enrollment.

No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

*Refund: for students NOT covered by Free Higher Education (RA 10931)*

100%	<i>before the start of the semester</i>
75%	<i>1<sup>st</sup> week after the start of the semester</i>
50%	<i>2<sup>nd</sup> week after the start of the semester</i>
25%	<i>3<sup>rd</sup> to 4<sup>th</sup> week after the start of the semester</i>

#### Section 5. Academic Load

- The total number of units for which a student may register/enroll shall be in accordance with the curricular programs the student is enrolled.
- During Inter-Semester, a student shall be allowed a maximum load of 9 units, except for graduating students who shall be allowed up to 12 units.
- Only graduating students are allowed to enroll in overload subjects or a maximum of 28 units, as approved by the Dean and the Registrar. Overloading of subjects for graduating students shall be permitted once.
- Students who are scholastic delinquents are not allowed to have an overload (*Scholastic delinquents are those students who have incomplete and failing grades in 3 or more subjects per semester*).
- The academic load of transfer students shall be limited only to those subjects without prerequisites.

Graduating and non-graduating students shall be required to pass all the prerequisite subjects before they enroll for the on-the-job training (OJT).

#### Section 6. Dropping/Adding/Changing of Subjects

Dropping/adding/changing of subjects shall be made only within the prescribed period and subject to the approval of the Dean.

- 6.1 A student who would like to add/drop/change a subject(s) should secure an Adding/Dropping/Changing Form from the Registrar's Office. Adding/Dropping/Changing should be processed not later than the specified period (*please refer to the Academic Calendar*).

The Adding/Dropping/Changing Form should have the Professor's signature for the subject to be added/dropped/changed. The student should pay the Cashier and submit the form to the Registrar's Office for assessment.

- 6.2 A subject will only be considered officially dropped (OD) if the said Dropping Form has been processed through the Cashier and acted upon by the Dean and the Registrar; otherwise, the said subject(s) shall be considered unofficially dropped. Distribution of the copies of the duly acted upon Dropping Form includes the Office of the Registrar, Dean, Cashier, and the student.
- 6.3 A student may be allowed to change subjects provided that he/she secured and accomplished the Adding/Dropping/Changing Form from the Registrar's Office and processed within the specified period (*please refer to the Academic Calendar*).

The said Adding/Dropping/Changing Form should have the Professor's signature for the subject to be added/dropped. Students should pay the Cashier and submit the form to the Registrar's Office for assessment.

## Section 7. Shifting of Courses

A student may be allowed to shift courses provided that:

- a. he/she secures an application for shifting of program form in the Registrar's Office
  - b. student records shall be evaluated by the Registrar.
- Students who want to shift to regulated programs must have a weighted average of 2.0 or better, and for non-regulated programs, an average of 2.2.
  - Students who want to shift to regulated programs must have a weighted average of 2.0 or better, and for non-regulated programs, an average of 2.2.
  - Students who failed in three (3) major subjects shall be placed on probation for one semester.
  - All students who are shifting their programs should pass the qualifying examination for the program they intend to transfer into.
  - Recommendation for the approval of the change of program should be secured from the Office of Student Development Services.
  - The Dean of the College where the students intend to enroll shall approve the application for shifting of program form before submission to the Registrar's Office.

## Section 8. Cross Enrolment

Only graduating students who are officially enrolled during the term in the University may be authorized by the concerned Dean/Registrar to cross-register in another accredited institution of higher learning, provided the subject/s during a given term is/are not offered in the University.

The subject to cross-enroll should have the same course description and number of units. The cross-enrolment is limited to nine (9) units only.

No student is allowed to cross-enroll in two or more Campuses/Universities. Cross-enrollment of subjects outside the University must have the approval of the Dean and authorization by the Registrar for the subject(s) to be given credit by the University.

Students coming from other universities/ colleges may be allowed to cross-enroll with a permit from their Registrar.

Cross-enrollment should be done within the period of registration.

### **Section 9. Probation and Dismissal**

A student, who, because of poor health, irregular attendance, or low scholastic achievements, fails to meet the standards of the Program he/ she belong to, shall be placed on probation or dismissed from the College under the following conditions:

- a. Probation – a student who receives a final grade of 5.0 in any three (3) subjects at the end of the semester shall be placed on probation by the College and receive a warning from the Dean. Students' load shall be limited to a number of subjects to be determined by the Registrar. If, after the probation period, the student concerned did not show any improvement, he/ she may be dismissed from the College.
- b. Dismissal- a student who at the end of the semester received a final grade of 5.0 in any four (4) or more of his/her subjects at the end of the semester will be dismissed from the University.

### **Section 10. Attendance and Punctuality**

Students who have incurred five (5) accumulated unexcused absences of the required total number of class periods in a given semester shall be dropped from that particular class. Absences due to illness should be supported by a medical certificate signed by the attending physician.

Students who have incurred three (3) accumulated lateness are equated to one (1) absence.

### **Section 11. Maximum Residence**

A student who is enrolled in any program must finish the requirements of a course within a maximum period of actual residence. The maximum actual residence prescribed for a course is as follows:

- 6 years for a 4-year degree course and;
- a maximum of 8 years for Engineering courses

The rule on the maximum allowable period of completing the program exempts the students who are on official Leave of Absence (LOA). Approved LOA shall not be counted towards the maximum residency.

### **Section 12. Leave of Absence**

A student who intends to take leave of absence exceeding one (1) semester

- shall secure from the Registrar's Office a Leave of Absence (LOA) Form

- must submit and file to the College Dean\ Registrar concerned, stating the reason for the leave.
- Any student who withdraws from the University without a formal leave of absence shall apply for readmission as a new student.  
However, a promissory note or request for the extension of residence may be granted on a case-by-case basis, like:
  - Financial reasons supported by a certificate of indigency from the barangay;
  - Working students supported by a certificate of employment;
  - Students who suffered from illness supported by a medical certificate;
  - Thesis status (certification from the adviser).

## Section 13. Enrolment Procedure

### ONLINE ENROLMENT

#### 13.1 Enrolment Guidelines for Incoming Freshmen

STEP 1: Once qualified in the program, students can secure a copy of the result of the University of Rizal System Admission Test (URSAT) from the Admission Office.

- Download the Pass Slip, which states that you are qualified to enroll in your desired course.

STEP 2: Visit <http://110.93.74.78:8080>, log in, and complete the health record form (IMPORTANT) or visit the URS website <http://www.urs.edu.ph>.

Proceed to the Clinic for a medical and dental examination. Students are required to present the X-ray result. After the examination, a student will be issued a Medical Certificate, which will be presented together with the other requirements for enrolment.

For Freshmen only:

- Submission of the following requirements before enrolment:
  - Pass slip
  - 2 pcs recent 2x2 ID picture
  - Original copy of Secondary Report Card/ Transfer Credentials/ Scholastic Records,
  - Original copy of Certificate of Good Moral Character and
  - Photocopy of NSO /PSA Birth Certificate (new students)
- Medical/Dental Certificate and Chest Radiologic Examination (new students)

*\*Documents should be enclosed in a long brown envelope with your full name at the upper left corner (front). (Last Name, First Name, MI) (course). Students with incomplete requirements will not be processed and will be notified through email.*

STEP 3: Go to <http://110.93.74.78/Student Enrolment> and click “Get Your Account” to get your student number, password, and instructions on how to enroll online.

*(Note: Please wait for further announcements from the Campus Registrar)*

STEP 4: The Registrar will check/evaluate the requirements submitted. Once approved, go back to [http://110.93.74.78/Student Enrolment](http://110.93.74.78/Student%20Enrolment), log in to your account, and proceed with the online enrolment. Please make sure to follow the step-by-step instructions on how to use the system. You may use the chat box if you are facing difficulties enrolling online.

STEP 5: Once finished with the online enrolment, print the Registration Form in two (2) copies. One (1) for student copy and one (1) for submission to the Office of the Campus Registrar.

(see *Enrolment Flowchart* posted on the University of Rizal System website)  
<http://www.urs.edu.ph>

### 13.2 Enrolment Guidelines for Transferees

STEP 1: Report to the Program Head/Dean for the evaluation of grades and interview; screening will be based on the admission policy of the College/Program where the student intends to transfer. Once qualified in the program, he/ she may apply and take the University of Rizal System Admission Test (URSAT) at the Admission Office.

STEP 2: If passed, secure a copy of the result of the URSAT from the Office of Student Development Services (OSDS).

STEP 3: Attend the Pre-enrolment Orientation to be conducted by the OSDS. (See the posted schedule.)

STEP 4: Proceed to the Campus Clinic for the medical and dental examinations. Students are also required to present the X-ray result. After the examination, a Medical Certificate will be issued, which will be presented together with the other requirements indicated in Step 5.

STEP 5: Secure Registration Form from the Registrar and/or enrolling staff upon submission of the following requirements:

- Copy of the Result of the University Admission Test (URSAT)
- Transfer Credentials/Scholastic Records
- Certificate of Good Moral Character
- Photocopy of NSO/PSA Birth Certificate
- Medical and Dental Certificates

It is in this step that the student will be assigned a Student Number/account and password for his/her online portal enrolment. Check the information sheet completely and legibly. Once accomplished, proceed to online enrolment assisted by the Registrar.

STEP 6: Pay to the Cashier (if not covered by FHE, scholars shall present Certification of Scholarship, duly signed by the Head of Scholarship).

STEP 7: Report to the Library for the issuance of the Library Card.

STEP 8: Report to the Office of Student Development Services for the issuance of I.D.

STEP 9: Proceed to the Registrar's Office for the submission of the Certificate of Registration.

### 13.3 Enrolment Guidelines for Old Student Returnees and Shifters

STEP 1: Report to the Program Head/Dean for the evaluation of grades.

STEP 2: Fill up application for re-enrolment/shifting. Approval of admission for returnees and shifters will be subject to the existing policies in the College/Program the student intends to re-enroll/shift.

STEP 3: Secure registration form from the Registrar and/or enrolling staff upon submission of the following requirements:

- Approved application for re-enrolment/shifting
- Accomplished Clearance
- Report of Ratings/Grades
- Evaluation of Program Head

It is in this step that students will be assigned a Student Number/account and password for his/her online portal enrolment. Check the information sheet completely and legibly. Once accomplished, proceed to online enrolment assisted by the Registrar

STEP 4: Pay to the Cashier (if not covered by FHE, scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).

STEP 5: Report to the Library for the issuance of a Library Card.

STEP 6: Report to the Office of Student Development Services for the issuance of the Identification Card.

STEP 7: Proceed to the Registrar's Office for the submission of the Certificate of Registration.

## Article II. GRADUATION

### Section 1. Graduation Requirements

Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.

The following requirements shall be submitted to the Campus Registrar's Office:

- Application for Graduation
- Original copy of Form 137
- Approved Thesis Abstract
- Proof of Thesis Hard Bound
- Certificate of Distribution of Hardbound
- Student clearance must be accomplished not later than two weeks before the end of the last semester.

## Section 2. Honors

The following honors are awarded to graduating students who have met the required residence and whose computed weighted grades are as follows:

### Four-Year/Five-Year Degree

- Summa Cum Laude 1.14 to 1.00 (99-100)
- Magna Cum Laude 1.24 to 1.15 (97-98)
- Cum Laude 1.34 to 1.25 (95-96)

*Entry requirement for the evaluation of honor students is the weighted grade.*

- No student with incomplete, conditional and failing grades shall be included in the ranking of honor students.
- The candidate must have finished the degree on the regular schedule of the curriculum.
- All grades of transferees shall be included in the computation of the weighted average.
- All units earned shall be considered in the computation of weighted average.
- Summa Cum Laude shall be awarded to students without a grade lower than 1.7 in all academic subjects.
- Magna Cum Laude shall be awarded to students without a grade lower than 1.7 in all academic subjects.
- Cum Laude shall be awarded to students without a grade lower than 1.7 in all academic subjects.
- Residency requirements – The students should have stayed in the University for at least two (2) years and with a minimum load of 15 units/semester.

## Section 3. Special Awards

### 3.1 Distinguished Graduate Award

This award is presented to a member of the graduating class who best satisfies the following requirements:

- An academic standing with a weighted average of at least 1.9 but not incurring a grade lower than 2.0.
- Has not incurred an incomplete or failing grade.
- An active member/leader of any two (2) organizations as certified by the club president of the organizations/ officers and the Office of Student Development Services en banc in all years (1st year to 4th year) of the student life at URS as evidenced by accomplishment reports.
- An exemplary character as evidenced by accomplishment reports in all years of the student life at URS and as certified by the instructors or club advisers, and absence of any derogatory record in the Office of Student Development Services.

*Note: The one who gets the highest overall rating, number of accomplishments, shall be awarded.*

### 3.2 Loyalty Award

This award is given to members of the graduating class who satisfy the following requirements:

- With residence of at least 14 years without a gap for four-year degree courses, as certified by the Registrar.
- No failing grades.
- An active member/leader of any two (2) organizations as certified by the club president of the organizations/ officers, and the Office of Student Development Services en banc in all years of the student life at URS.

### 3.3 Dignity Award

This award is granted to members of the graduating class who best satisfy the following requirements:

- Has a qualitative point average of 2.5 or better.
- Has worked under the Student Assistance Program for at least three (3) years for degree courses immediately prior to graduation, duly certified by the personnel section chief.
- Or has worked in other companies outside the College for the same length of time, and has submitted a certificate of employment from the employer.
- If self-employed, a certificate should be obtained from the barangay captain of the student's place of residence.
- An active member/leader of any two (2) organizations as certified by the club president and the Office of Student Development Services of the organizations/ officers en banc in all years of the student life at URS.
- An exemplary character exhibited as a worker and as a student, as certified by the Dean and the Employer.

### 3.4 Service Award

This award is given to members of the graduating class who satisfy the following requirements:

- Has a qualitative point average of 2.5 or better;
- Has not incurred failing grades, incomplete, or conditional marks;
- Has an exemplary contribution/participation in the different activities of the school and has won in regional/ national contests, conferences, seminars, and positions held in community organizations;
- Copies of certificates/ medals won should be submitted to the Office of Student Development Services; and
- Has exemplary character as a student, duly certified by the Office of Student Development Services.

### 3.5 Outstanding Student Teacher Award

This award is given to a graduating student who satisfies the following requirements:

- Has an off-campus rating of 1.20 to 1.0
- Has no grade lower than 1.7 in any of his/ her subjects
- Has a Qualitative Point Average (QPA) of 1.7 or better

Basis for overall rating:

Performance in Student Teaching	70%
QPA	<u>30%</u>
	100%

*Note: The one who gets the highest overall rating shall be awarded.*

### 3.6 Outstanding Student Trainee Award

This award is given to a graduating student who satisfies the following requirements:

- Has a practicum rating of 1.20 to 1.0
- Has no grade lower than 1.9 in any of his/ her subjects
- Has a Qualitative Point Average (QPA) of 1.9 or better

Basis for overall rating:

Performance in Student Training	70%
QPA	<u>30%</u>
	100%

*Note: The one who gets the highest overall rating shall be awarded.*

### 3.7 Proficiency Award

This award is given to members of the graduating class who satisfy the following requirements:

- Has passed at least the NC I third-class license.
- Has no grade lower than 2.0 in any of his/ her major subjects.
- An active member/leader of any two (2) organizations as certified by the club president of the organizations/ officers, and the Office of Student Development Services en banc in all years of the student life at URS.

### 3.8 Leadership Excellence Award

This award is given to one (1) notable graduating student with exceptional leadership skills in the college/campus who satisfies the following requirements

1. Versatility 10%  
An officer of an organization duly recognized by the College
  - As President, 5 pts
  - As an officer, 3 pts
  - As an active member, 2 pts
  
2. Productivity as a Leader 40%
  - Institutional/ Regional Level 20pts  
- Has led a project with institutional/ university-wide benefits
  - Department/ College Level 15 pts  
- Has led a project with benefits to the department/ college where he/ she belongs
  - Small Group Level 5 pts  
- Has led in projects with benefits only to a small group, but duly recognized by the department/ college and OSDS
  
3. Service 20%
  - Certificate of voluntary service to the community 10 pts  
- Certificate of voluntary service to a barangay/zone, duly certified by a person in authority
  - Certificate of voluntary service to a college 7 pts
  - Certificate of voluntary service to a department 3 pts

4. Experience in seminars, workshops, clinics, etc. 10%
  - International 5 pts
  - National 3 pts
  - Regional, Provincial 1.5 pts
  - Local .5 pts
5. Personal Qualities 10%
  - Sense of responsibility 2.5 pts
  - Ability to relate with faculty and staff 2.5 pts
  - Ability to relate with peers 2.5 pts
  - Ability to make sound decisions 2.5 pts
6. Interview by the Screening Committee on Honors & Awards 10 %
7. Recommendation letter from the adviser

### 3.9. Outstanding Awards

URS provides at the University level the following: Best Research Award in every category (Descriptive, Feasibility Study, Developmental, and Experimental, Best Qualitative Research) for student researchers; Outstanding Entrepreneurial Award; and Best Student Organization.

## Article III.

### SCHOLARSHIP AND FINANCIAL ASSISTANCE

The Republic Act 10931 was signed into law, known as the Universal Access to Quality Tertiary Education Act of 2017. "This is an act promoting universal access to quality tertiary education by providing free tuition and other school fees in State Universities and Colleges, Local Universities and Colleges, and State-Run Technical-Vocational Institutions."

As cited in Section 2. Declaration of Policy under the Universal Access to Quality Tertiary Education - It is hereby declared that quality education is an inalienable right of all Filipinos, and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. Therefore, the State shall take appropriate steps to make such education accessible to all.

Section 2 (b) Provide all Filipinos with equal opportunity to quality tertiary education in both the private and public educational institutions, and on

Section 2 (c) Give priority to students who are academically able and who come from poor families.

However, on Section 6. Exceptions to Free Tertiary Education. - The following students are ineligible to avail of the free tertiary education:

(a) In SUCs and LUCs:

- (1) Students who have already attained a bachelor's degree or a comparable undergraduate degree from any HEI, whether public or private;
- (2) Students who fail to comply with the admission and retention policies of the SUC or LUC;

(3) Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program;

Those ineligible as cited in Section 6, - Exceptions to Free Tertiary Education, No. 1 and No. 3 (as cited above) and for Old Student Returning (OSR) may avail of the following and may enjoy the privileges of a scholar if he/ she satisfies the following:

### Section 1. Academic Scholarship

A scholarship for 100% or 50% exemption from tuition fees for a semester shall be enjoyed by a student if he/ she satisfies the following requirements:

- 1.1 Has a weighted average of 1.24 or better for 100% free tuition fees and a weighted average of 1.44 to 1.25 for 50% free tuition fee (but to pay the Miscellaneous fees).
- 1.2 Has no grade lower than 1.9.
- 1.3 Has no incomplete grade(s) or failing grades incurred by the applicant
- 1.4 The scholar is required to earn a full semestral load in the course he/ she is taking as prescribed in the curriculum.
- 1.5 The applicant should possess a good moral standing with no derogatory record (minor or major offenses committed) and has leadership potential through participation in authorized school activities, both curricular and co-curricular.
- 1.6 The Head, Scholarship and Financial Assistance shall coordinate with the College Deans in the awarding of Academic Scholarship grants.

### Section 2. Service Scholarship

#### 2.1 Athletics

These are students or individuals with exemplary athletic abilities who have won at the regional/ national level. Grantees are recommended by the Head of Sports Development of the University and must meet the following:

- 2.1.1 Has a GPA of 2.5 or better with no failing grades for a regular academic load, as prescribed in the curriculum, in the preceding semester.
- 2.1.2 Must be a bona fide student of URS or carrying at least 15 units, except for graduating students.
- 2.1.3 Has a good personal character and conduct.
- 2.1.4 Has passed the required try-outs conducted by the Trainer/coach.
- 2.1.5 Has regular attendance during training.
- 2.1.6 Has participated in the regional level of competition (along with a certificate of participation). In the absence of such participation, an athlete must have demonstrated an athletic ability comparable if not better than those who competed in the regional and national level.
- 2.1.7 Section 7, Rule III of the SAPA provides an exclusive list of incentives and benefits schools can provide its recruits and student-athletes:
  - Tuition and miscellaneous school fees including books and other learning materials;
  - Full board and lodging;
  - School and athletic uniforms including supplies, equipment and paraphernalia;

- A reasonable regular monthly living allowance, the amount of which shall be set and standardized by the athletic association to which the school is affiliated with;
- Medical examinations and consultations, emergency medical services, life and medical insurance and other reasonable and similar benefits that would further enhance the academic and athletic performance of the student-athlete; and
- Other reasonable and similar benefits that would further enhance the student-athlete's academic and athletic performance.

*(These benefits are subject to the financial resources of the University)*

2.1.8 Section 8, Rule IV of SAPA also states that schools are not allowed to offer the student-athlete and his immediate family benefits or incentives beyond those enumerated above, which are contrary to the nature of amateur sports and which may result in the commercialization of the student-athlete. Giving anything outside this list or beyond what is considered reasonable will constitute a violation of the SAPA.

## 2.2 Culture and The Arts

This may be availed of by a student or persons with exemplary artistic abilities, like the members of the University Chorale, University Band, University Dance Troupe, and University Theater group/Student Artist. They may enjoy a book allowance in the amount of Php 1,000.00 and must meet the following requirements:

- 2.2.1 Must be a bona fide student carrying a minimum of 15 units semestral load on the course he/she is taking.
- 2.2.2 Has a weighted average of 2.5 or better for 100% free tuition fee.
- 2.2.3 Has not incurred a failing grade. Incomplete grades should be completed before the start of the succeeding semester.
- 2.2.4 Must attend the regular training/ rehearsals.
- 2.2.5 Must render services during university affairs/ programs.
- 2.2.6 The applicant should be included in the University Selection and/or pass the screening as certified by the Coordinators of the URS Dance Troupe/ Theater Arts, URS Band Conductor (for Band Members), and URS Chorale Adviser (for URS Chorale).

## Section 3. Officers of the Federation Executive Committee

They may enjoy book allowance in the amount of Php 1,000.00 and must satisfy the following requirements:

- 3.1 Must be a bona fide student carrying the prescribed academic load or a minimum of 15 units semestral load on the course he/she is taking;
- 3.2 Has a weighted average of 2.5 or better; and
- 3.3 Has not incurred a failing grade. Incomplete grades should be completed before the start of the succeeding semester.

## Section 4. Externally Funded Scholarship

These are various scholarships/ and or financial assistance sponsored by organizations, companies, agencies, or foundations granted to economically challenged

students coordinated through the Head of Scholarship at the Office of Student Development Services.

The following are to be prepared by all applicants aside from the requirements set by the individual sponsor:

- 4.1 A Guarantee letter from the individual sponsor signifying that he/she will pay the full tuition fees of the student-grantee but shall enter into a Memorandum of Agreement with the University, thereafter;
- 4.2 Accomplished Scholarship Application Form;
- 4.3 Parents' latest income tax return (*ITR*) or an affidavit of non-filing of *ITR* (*stating the job and estimated monthly income*)/ or a *Certificate of Indigency from Barangay*;
- 4.4 Photocopy of 4<sup>th</sup>-year high school grades (for freshmen)/ grades obtained during the previous semester (*for old students*) as certified by the Registrar;
- 4.5 Honors/awards/recognition received in high school (*for incoming first-year, if any*);
- 4.6 Latest 2" x 2" ID picture (*3 copies*); and
- 4.7 Vicinity sketch of residence.

## **Section 5. Study Grant Program for Barangay Officials and their Legitimate Children Dependents**

Pursuant to Sec. 393, Paragraph 4 of the 1991 Local Government Code, and the Sangguniang Kabataan Officials (CHED Memorandum Order No. 15, s. 2015). This is a scholarship of 100% free tuition fees, but to pay the miscellaneous fees.

The grantee should accomplish the following:

- 5.1 Scholarship Form (to be secured from the Campus Scholarship Coordinator);
- 5.2 Photocopy of birth certificate; and
- 5.3 Certification that the parent is a Barangay Official.

## **Section 6. Scholarship Screening Committee**

- 6.1 The University Screening Committee will evaluate the performance of the service scholars every semester. The Office of the President will organize the University Screening Committee.
- 6.2 The campus Screening Committee is composed of the College Dean as the Chair, Campus Scholarship Coordinator, and one (1) student representative recommended by the Dean.
- 6.3 Screening and selection of all scholars shall be conducted by the College Dean or Campus Director and the Scholarship Committee, organized by the Office of Student Development Services.
- 6.4 All scholars shall be endorsed by the Campus Scholarship Coordinator, recommended by the College Dean, and confirmed by the Campus Director.

## **Section 7. Other Policies and Guidelines**

- 7.1 The university shall only recognize a scholarship/financial assistance program if there is an existing MOA between both parties, and the grants/financial assistance are deposited into the URS bank account or well-coordinated with the university.
- 7.2 Members of an independent organization are excluded from the book allowance.

Independent Organizations/ clubs are those that do not require financial support from the administration for members' scholarships and organizations' programs and projects, but rather obtain from the organization's IGPs.

- 7.4 A certificate of recognition and a book allowance of 1,000 will be awarded to students who obtained a weighted average of 1.24 or better in a semester, provided he/she has applied for a scholarship recognition which can be secured at the Scholarship Office.
- 7.5 A scholar or grantee is required to maintain at least a passing grade to be eligible for any government-funded scholarships/financial assistance, to be monitored by the Campus Scholarship Coordinators per semester

### **Section 8. Grounds for Termination of Grants (specifically for grantees under the TDP, TES, DOST, DBP-RISE, or other national government-funded financial assistance program)**

The following shall be the grounds for the termination of grants:

- 8.1 Failure to meet the admission and retention policies of the university;
- 8.2 Failure to enroll for at least two (2) academic terms within an academic year;
- 8.3 Suspension of the grantee by the university;
- 8.4 Expulsion of the grantee from the university;
- 8.5 A grantee who has been found to have submitted falsified documents; and
- 8.6 Availing of multiple national government-funded financial assistance programs, except for Free Higher Education under RA 10931.

## **Article IV. STUDENT WORK PROGRAM**

This program provides part-time job opportunities for students, which aims to train and expose them to real work experiences while they earn. Students who meet all criteria for eligibility may be hired to work as student assistants in the University for a minimum of four (4) hours per day to a maximum of twenty (20) hours per week. Interested students who desire to work should:

- be financially in need;
- have at least four (4) hours of straight free period;
- have a cumulative GPA of at least 2.5;
- possess an attitude of love and pride in work;
- be computer literate;
- be of good health.

Requirements:

1. Application Form (HRMO Form 13-A)
2. Accomplished Parent / Guardian consent form with Parent ID;
3. Photocopy of Registration Form of the current semester;
4. Report of ratings of the previous semester;
5. Photocopy of student ID; and
6. Medical Certificate from University Physician.

## Article V. STUDENT WELFARE ASSISTANCE

The Student Welfare Assistance (SWA) is one-year financial assistance fund that will cater to all bonafide college/graduate students who met an accident. A membership fee shall be automatically collected upon enrolment.

A student who meets an accident or sustains an injury should prepare the following to be able to claim financial assistance:

- . medical certificate and hospital abstract or hospital records;
- . original official receipts of expenses, such as medicines and hospital bills;
- . certificate of enrolment from the Registrar's Office;
- . photocopy of his/ her registration card; and
- . photocopy of police report, in case of vehicular accident

He/she should submit all the requirements and fill out the application form at OSDS SWA In-charge.

### I. GENERAL PROVISIONS

#### Section 1. Title

These rules and regulations shall be referred to as the *Implementing Guidelines of the Student Welfare Assistance of the University of Rizal System*.

#### Section 2. Coverage

The SWA shall apply to all bona fide students of the University, including the graduate students, college students, high school to elementary pupils of the laboratory schools who met with an accident and/or suffered from permanent disability, school-related or not, or died during the period covered by the membership fee paid. Other students who did not experience any of these untoward incidents may also benefit through the programs and projects on student welfare, development, and services supported by this fund.

#### Section 3. Membership

Students who are officially enrolled shall be covered by the program, which entitles them to the benefits for that academic year.

#### Section 4: Definition of Terms

The following terms are defined for the purpose of these guidelines:

- a. *Student Welfare* refers to the various conditions that will promote the safety and development of students, as well as the improvement of services to students that will cater to their needs during their stay in the University.

- b. *Accident* refers to any undesirable or untoward incident that results in harm, injury, damage, loss, or casualty to the student. It does not include self-inflicted injuries, quarreling, or acts that are involuntary in nature.
- c. *Major Accident* is an accident, trauma, or injury that led to serious outcomes such as serious disfigurement, impairment of the function of any bodily organ, or caused substantial risk to life.
- d. *Minor Accident* is an accident that has less serious physical injury, but in any way also affects the individual.
- e. *Permanent Disability* is a serious physical or mental impairment, loss of bodily functions that impairs a person from functioning normally, which is caused by an accident.
- f. *School-Related* refers to curricular or co-curricular activities in which the student has participated within or outside the University, from which the accident or untoward incident took place.
- g. *Non-school Related* refers to the activities or situations that are not related to curricular or co-curricular activities, wherein the accident took place.
- h. *Death* refers to the loss of life at any cause, school-related or not.

## Section 5. General Procedures for the Claim of Benefits

To be able to claim the benefits provided by the SWA, the following procedure will be undertaken:

- a. The student or his/her parent/guardian will secure and fill out the Application Form for SWA from the Office of Student Development Services of the Campus;
- b. The form will be signed by the Dean of the concerned student;
- c. Requirements will be submitted to the Campus OSDS;
- d. Campus OSDS checks the completeness/correctness of the requirements;
- e. The University Physician evaluates the medical documents for accident and permanent disability claims;
- f. OSDS endorses to the office of the Campus Director;
- g. The Campus Director makes an endorsement to the Vice-President for Administration and Finance;
- h. The VPAF recommends approval to the University President;
- i. The President approves the claims
- j. The Finance Division processes the claims subject to usual accounting and auditing rules and regulations.
- k. The Cash Unit prepares the check and releases the same to the payee.

## Section 6. Provision for Cash Advance

Petty Cash Fund (PCF) shall be granted to a duly designated PCF Custodian for payment of legally authorized expenses related to SWA in cases of emergencies. COA rules and regulations shall be strictly followed regarding cash advances for PCF.

## II. ACCIDENT BENEFITS

### Section 1. Eligibility

Accident benefits can be claimed by a bona fide student who meets with an accident within or outside the UNIVERSITY premises, school-related or not, within the period covered by the membership fee paid. Students who have officially dropped or

unofficially dropped at the time that the accident took place shall be considered ineligible for the claim.

### **Section 2. Minor Accident Claims**

For School-Related Minor Accidents, the student may claim or reimburse the amount of medical expenses not exceeding a maximum of Php 5,000.00 and Php 3,000.00 for Non-School-Related Minor Accidents.

### **Section 3. Major Accident Claims**

For School-Related Major Accidents, the student may claim or reimburse the amount of medical expenses not exceeding a maximum of Php 15,000.00 and Php 10,000.00 for Non-School-Related Major Accidents.

### **Section 4. Requirements**

- a. Application Form for SWA
- b. Medical Certificate or hospital abstract, or hospital records
- c. Original official and supplementary receipts of expenses, such as medicines, laboratory examination, and hospital bills printed by BIR Accredited Printers.
- d. Certificate of Enrollment from the Registrar's Office or photocopy of Registration Form
- e. Others:
  - photocopy of police report (for vehicular accidents)
  - company/agency report (if accident happened in the company during SIT, OJT, Practicum, ST)
  - Instructor/teacher's report (if the accident happened in the classroom/shop)
  - OSDS Coordinator's Report (if the accident happened within the campus premises but not in the classroom)

### **Section 5. Effectivity of Claims**

The benefits may be claimed only during the school year or the period the membership fee was paid.

## **III. PERMANENT DISABILITY BENEFITS**

### **Section 1. Eligibility**

Permanent Disability Benefits can be claimed by a bona fide student who suffered from permanent disability from an accident, school-related or not, within the period covered by the membership fee paid. Students who have officially dropped or unofficially dropped at the time that the accident took place shall be considered ineligible for the claim.

### **Section 2. Double Claims**

A student who suffered from permanent disability due to an accident that is school-related may claim accident benefits as stated in Section 3 of Rule II, and the permanent disability benefit amounting to Php 20,000.00. However, if the student has committed negligence during the training/school-related activity, which has caused the accident, the claim will be reduced to Php 10,000.00

### **Section 3. Requirements**

The student who will claim permanent disability should submit the same requirements as provided in Section 4 of Rule II.

### **Section 4. Effectivity of Claims**

The benefits may be claimed only during the school year or the period the membership fee was paid.

## **IV. DEATH BENEFIT**

### **Section 1. Eligibility**

Death Benefits can be claimed by a bona fide student who died of any cause, outside or within University premises, school-related or not, within the period covered by the membership fee paid. Students who have officially dropped or unofficially dropped before the time of death shall be considered ineligible for the claim.

### **Section 2. Claims**

The parent/guardian of a student whose death is school-related may claim a death benefit amounting to Php 30,000.00 and an amount of Php 10,000.00 if the cause of death is not school-related.

### **Section 3. Requirements**

The parent/guardian of the student who will claim for death benefit should submit the following:

- a. Application Form for SWA
- b. Death Certificate
- c. Certificate of enrollment from the Registrar's Office or photocopy of his/her registration form.

### **Section 5. Effectivity of Claims**

The benefits may be claimed only during the school year or the period the membership fee was paid.

## **V. OTHER USE OF FUNDS FOR STUDENT WELFARE, DEVELOPMENT & SERVICES**

The accumulating funds of SWA may also be utilized for other projects or activities that promote student welfare and development and improve student services. This will give benefits to the general population of students who did not experience accidents or any untoward incidents.

### **Section 1. Student Welfare and Development**

The funds collected for SWA may also be utilized to support projects on safety measures such as safety equipment, safe work conditions, and safety education pieces of training.

### **Section 2. Student Services**

The funds may also be used to finance projects related to the improvement of student services as provided in CMO No. 09 s. 2013 *Enhanced policies and Guidelines on Student Affairs and Services*, but preferably those that will promote the safety of students.

### **Section 3. Limitations**

Requests on student development shall not include activities of student organizations, international conferences/trainings personally sought or applied for by the student, facilitated by other agencies, and not recognized/endorsed by the University. It also does not include those that are required by the curriculum, such as On-The-Job Training and Practicum.

### **Section 4. Procedures for Request**

The request and approval shall follow the following procedures:

- 1.1 The proponent submits a letter of request or project proposal addressed to the President;
- 1.2 OSDS Campus Coordinator and Campus Director endorse the request to the Vice-President for Administration and Finance;
- 1.3 The VPAF recommends the request for approval to the President;
- 1.4 The President approves the request.

### **Section 5. Funding & Liquidation**

Request for student development and services (Sec. 1 & 2 of Rule IV) shall follow government accounting and auditing rules and regulations.

### **Section 6. Funds Availability**

Request for students' development and services shall be subject to the availability of funds. The fund should maintain a maintaining balance deposit of Php 3,000,000.00.

## **Article VI.**

# **RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE**

As it works to realize its vision and fulfill its mission, the University places a high value on the principles of respect for the dignity and worth of individuals, as well as the cultivation of character. As a result, it works to foster an environment that supports these ideals and believes that each student has a responsibility to uphold them as a member of the academic community. To ensure that the promotion of these values benefits everyone in the university community, with this, the university clearly emphasized its general rules and regulations on student conduct and disciplinary procedures.

This university demands proper and refined behavior from all of its bonafide students. In order to exercise their rights and fulfill their obligations, they must adhere to the guiding principles and ideals of the university. They shouldn't interfere with the university's ability to fulfill its duties. Students must follow the rules and regulations established by the university for its community members in order for it to successfully fulfill its mission.

### **Section 1. General Provisions and Standard of Conduct**

Every student is expected to be imbued with patriotism and nationalism, love of humanity, respect for human rights, civic conscience, ethical and moral values, moral character and self-discipline in keeping the mandates of the educational system under the Philippine Constitution. Thus, within or outside the premises of the university, he/she must act accordingly for corresponding disciplinary administrative actions.

- 1.1 The fundamental values of the university are to foster a welcoming, responsive, and peaceful learning community. With this, it is expected that every student will make constant efforts to observe and comply with the university's rules and regulations, as well as to adhere to the accepted norms of good social behavior and proper conduct.
- 1.2 All students have to show good moral character and act in accordance with the moral values and attitudes listed below:
  - Respect for the Rights and Dignity of Others
  - Honesty and Integrity
  - Humility and Compassion
  - Goal-Oriented and Accountability
  - Fairness and Equitable
  - Obedience and Discipline
  - Punctuality and Cooperation
  - Courtesy and Responsibility
  - Community Minded and Encouraging
  - Nationalism and Commitment
  - Cleanliness and Orderliness
  - God loving

### **Section 2. Identification Card**

Every student officially enrolled must have an identification card validated in each enrolment period and must observe the guidelines or the use of official identification.

- 2.1. Students shall wear their IDs conspicuously at all times while inside the campus.
  - 2.1.1 Those who use a non-validated ID shall be subjected to disciplinary action.
  - 2.1.2. Those who use the ID of another student shall be subjected to disciplinary action.
  - 2.1.3. Graduating students from the university must surrender their ID cards at the Office of the Registrar as a prerequisite to the issuance of clearance by the Registrar.
- 2.2 In case students lost their ID cards, they should:
  - 2.2.1 Report the loss to the person-in-charge of ID production as soon as possible;
  - 2.2.2 Present an alternate picture- bearing identification card and/or current registration form;
  - 2.2.3 Apply for a new ID card at the OSDS; and,
  - 2.2.4 Pay the necessary amount for the new identification card at the OSDS. While the new ID card is being processed, the ID Production In-charge issues a temporary gate pass indicating the number of days, such gate pass will be in effect.
  - 2.2.5 ID cards may only be confiscated by persons in authority when students violate school rules and regulations (*caught in the act*). Upon confiscation of the identification card, the person in authority will submit the same to the OSDS *through the Student Discipline Section* which issues a temporary gate pass, good for three (3) days.

### Section 3. School Uniform and Dress Code

They can be easily recognized as URS students by their school uniform. The university's official school uniform is mandatory attire for all students. Depending on the nature of the internship or on the job training, colleges may mandate a specific uniform requirement

- 3.1 Respect and dignity are prerequisites for wearing the school uniform. Only students wearing the required university uniform will be allowed on school grounds and in the classroom.
  - 3.1.1 Students should be in complete uniform whenever they are in campus during class days.
  - 3.1.2 Male students shall wear sky blue polo, navy blue pants and black shoes.
  - 3.1.3 Female students shall wear the prescribed sky-blue blouse with tie and box-type skirt which shall be below the knee and closed-black heels.
  - 3.1.4 The apparel or uniform for physical education should only be worn during that particular class.
  - 3.1.5 The following attires are not allowed during school days:
    - all kinds of shorts and torn/worn out jeans;
    - spaghetti straps, razor back, tube;
    - blouses and dresses with plunging neckline/backless;
    - midriffs, hanging or crop top blouses or shirts, off shoulder blouses and dresses;

- miniskirts (more than 3 inches and *above the knee*);
- rubber slippers, worn out shoes
- body hugging blouses, haltered blouses and dresses;
- see-through attires;
- sando/sleeveless shirts
- low waist or hip hugging pants; leggings or tights.

3.1.6 Every Wednesday is a washday for students, wearing school or organization t-shirts is highly recommended, but the aforementioned attires are not allowed.

3.2 Grooming should include the following:

3.2.1 Male students may be allowed to wear long hair in a ponytail for religious, cultural, or political reasons, creative endeavors, gender expression, or as a source of income;

3.2.2 Students are allowed to wear tattoos as long as they are minimal, not exposed, striking or attention grabbing;

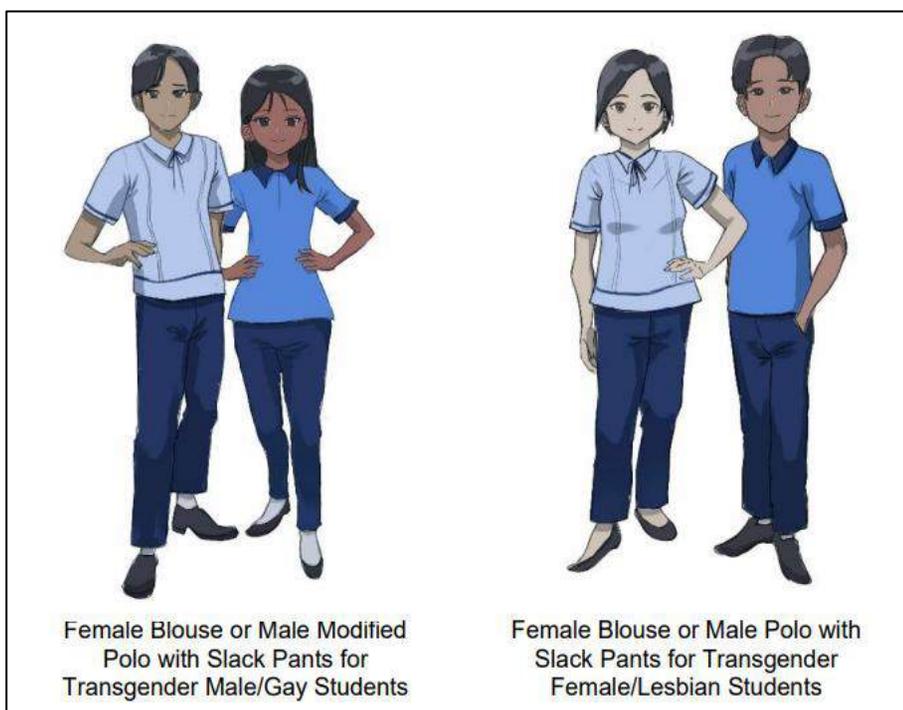
3.2.3 They are not permitted to wear sporting colored or highlighted hair.

3.3 Students with any sexual orientation, gender identity and expression (SOGIE) may wear or use:

3.3.1 Stud earrings with small and simple designs, but excessively destructive earrings including other facial and body piercings with accessories, are not permitted;

3.3.2 Make-up as long as it is not overly dramatic and is applied lightly. (It may include light application of lip gloss, lip tint, blush on, foundation, face powder, eyeliner and other cosmetics). Heavy or *theatrical* make-up are not allowed;

3.3.3 Modified blouse or polo shirts with pants for transgender students as long as they adhere to the university approved uniform specifications.



#### Section 4. Use of Sakbay

- 4.1 The Sakbay, a genuine university graduation costume and a popular alternative to the traditional Western style academic caps and gowns or black toga constitutes the following features: the Baybayin characters, the university logo, meaningful colors, and the border designs and tassels.
- 4.2 All graduating students are required to wear sakbay during commencement exercises with approved graduation attire.

#### Section 5. Prohibited Behavior/Acts and Disciplinary Sanction

##### 5.1 Recreation of the Student Discipline Section/Unit

The Student Discipline Section/Unit is hereby reestablished to serve as the university's implementing arm for all rules and regulations pertaining to student discipline.

For both policy and administrative purposes, the Student Discipline Section/Unit will be placed under the supervision of the Vice President for Academic Affairs.

Specifically, this section/unit is responsible for:

- 5.1.1 enforcing the University's regulations concerning student conduct;
  - 5.1.2 implementing programs and activities to promote student discipline;
  - 5.1.3 serving as the secretariat, records keeper, and coordinating office for all disciplinary cases filed or investigated ad hoc by the University Discipline Committee or the College Investigating Committee;
  - 5.1.4 designating and delegating a person to implement the rules and regulations on student discipline;
  - 5.1.5 receiving student disciplinary complaints;
  - 5.1.6 notifying the parents/guardians about any disciplinary action taken against a student; and
  - 5.1.7 whether they are the responsibility of the College Dean or the Student Discipline Committee, they must monitor or keep an eye on all disciplinary cases that are still open until they are resolved. They should make sure that the rights of everyone involved are protected, and that no one's rights are violated.
- 5.2 With the absence of the Student Disciplinary Section/Unit, their function shall be performed by the Office of Student Development Services (OSDS) in collaboration to the concerned office/unit.
  - 5.3 Whenever a student commits a series of offenses or is accused of a serious offense or irregularity, his/her parents/guardians must be immediately informed by phone, email, or letter to be answered within three (3) school days from the day of receipt or by visit of University personnel. After all means, if the campus does not receive any answer from parents/guardians who, weeks after the notice is released, the campus has the right to impose the sanction.
  - 5.4 Any student who has violated the rules on prohibited behavior is subject to the following disciplinary sanctions.

Category	Offenses	Penalties		
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>4.3.1 Academic Minor Offenses</b>	<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Cutting classes or habitual absenteeism</li> <li>• Cheating/ copying</li> <li>• Plagiarism</li> <li>• Using networking tools (chat, vlogs, emails, text messages, etc.) for any illegal or immoral purposes against the university or its policies</li> </ul>	<ul style="list-style-type: none"> <li>• Reprimand</li> <li>• First Warning</li> <li>• Apology Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Second Warning</li> <li>• Counseling</li> <li>• Apology Letter</li> <li>• College Community Service</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Suspension from classes for 3 days</li> <li>• Promissory Note</li> </ul>
<b>4.3.2 Academic Major (Serious) Offenses</b>	<ul style="list-style-type: none"> <li>• Using the university name without authorization</li> <li>• Forging of school records or other forms of related misrepresentation</li> <li>• Falsifying or tampering academic official record, receipts or any documents</li> </ul>	<ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Initial Investigation</li> <li>• Parent or Guardian Conference</li> <li>• Written Warning</li> <li>• Apology Letter</li> <li>• Counseling</li> <li>• Suspension from classes for 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Final Investigation</li> <li>• Parent or Guardian Conference</li> <li>• Suspension from classes for a minimum of seven (7) days or for a maximum of thirty (30) days</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Legal Authority</li> <li>• Dismissal or Expulsion</li> </ul>
<b>4.3.3 Non-Academic Minor Offenses</b>	<ul style="list-style-type: none"> <li>• Truancy or absentism</li> <li>• Using profane or indecent language</li> <li>• Smoking or vaping inside the campus</li> <li>• Dishonesty</li> <li>• Littering</li> <li>• Gambling</li> <li>• Loitering</li> <li>• Vandalism</li> <li>• Colored or highlighted hair</li> <li>• Gross disrespect or discourtesy to any member of the school community</li> <li>• Improper or Inappropriate wearing of school uniform</li> <li>• Use of cellular phones or any similar communication/ electronic gadget during class hours</li> <li>• Failure to submit the school or student organization's financial or liquidation report on time</li> <li>• Spearheading or knowingly joining unauthorized student activities</li> <li>• Misconduct or misbehavior during campus programs, activities, events, gatherings or competitions</li> <li>• Public display of affection</li> </ul>	<ul style="list-style-type: none"> <li>• First Written Warning</li> <li>• Reprimand</li> <li>• Apology Letter</li> <li>• Counseling</li> <li>• College Community Service</li> </ul>	<ul style="list-style-type: none"> <li>• Second Written Warning</li> <li>• Promissory Letter</li> <li>• College Community Service</li> <li>• Counseling</li> <li>• Suspension from classes for 2 days</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from classes of not less than 15 calendar days</li> </ul>

	<ul style="list-style-type: none"> <li>● Discrimination, stalking, cat-calling, wolf whistling, transphobic acts and other forms of gender-based offenses</li> </ul>			
<p><b>4.3.4 Non-Academic Major (Serious) Offenses</b></p>	<ul style="list-style-type: none"> <li>● Possession, use or bringing in the campus of prohibited or regulated drugs</li> <li>● Unauthorized possession of firearms and/or deadly weapons</li> <li>● Threatening, intimidating, provoking and coercing any member of the school community</li> <li>● Theft or Stealing</li> <li>● Destruction of school property</li> <li>● Fighting or inflicting injury upon any member of the school community, visitor or guests</li> <li>● Imbibing intoxicating drinks or attending school activities/entering campus premises in a state of intoxication</li> <li>● Extortion</li> <li>● Misuse/malversation of school funds</li> <li>● Bullying in any form or modality, including Cyberbullying and Digital Slander</li> <li>● Assault in any form to any member of the school community</li> <li>● Any form of hazing, physical initiation or any activity which inflicts harm or injury upon fellow students or other universities' students.</li> <li>● Sexual harassment, verbal abuse, acts of lasciviousness, sexual assault, rape and other forms of related offenses</li> <li>● Other forms of misconduct</li> </ul>	<ul style="list-style-type: none"> <li>● Reprimand and Warning</li> <li>● Initial Investigation</li> <li>● Parent or Guardian Conference</li> <li>● Counseling</li> <li>● Apology/ Promissory Letter</li> <li>● Suspension from classes for 5-10 days</li> <li>● Restitution or repayment for damaged or loss of property</li> </ul>	<ul style="list-style-type: none"> <li>● Final Investigation</li> <li>● Parent or Guardian Conference</li> <li>● Suspension from classes for a period of not less than thirty (30) days but not more than one (1) semester</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to Legal Authority</li> <li>● Dismissal or Expulsion</li> </ul>

5.5 The grievance procedures or process of complaints must be conducted in the following manner:

5.5.1 The complainant will submit to the dean's office of their respective college or program head of their respective course an affidavit of free statement, pieces of evidence and complaint form within the described prescriptive period of the offense. In the event the offender is the program head or college dean, the said documents may be assessed to the next higher authority;

- 5.5.2 No anonymous complaint shall be entertained unless there is obvious truth or merit to the allegations therein or supported by documentary or direct evidence, in which case the person complained of may be required to comment;
  - 5.5.3 Upon receipt of the complaint, the campus level shall create a fact-finding committee to assess the materiality of submitted documents for probable cause of the allegations claimed by the complainant within five (5) days;
  - 5.5.4 Within five (5) days from receipt of the complaint, sufficient in form and substance, the person/s complained of shall be required to submit his/her/ their counter affidavit/comment. The latter's failure to submit the comment/counter-affidavit/explanation shall be considered a waiver thereof and the primary investigation may be completed even without his/her counter-affidavit/comment;
  - 5.5.5 If necessary, the parties may be summoned to a conference where the investigator may propound clarificatory and other relevant questions;
  - 5.5.6 Within five (5) days from the termination of the preliminary investigation, the committee shall submit the investigation report with recommendations and the complete records of the case to the university president;
  - 5.5.7 If a prima facie case is established during the investigation, the university president may issue either a formal charge or a notice of charge/s under Rule 5 of 2017, known as the Rules on Administrative Cases in the Civil Service (RACCS);
  - 5.5.8 In the absence of a prima facie case, the complaint shall be dismissed.
- 5.6 For cases in violation of the Student-Athlete Protection Act (SAPA), the following shall be applied:
- 5.6.1 A written, signed and sworn complaint regarding a SAPA violation may be filed by any of the following to the college dean, program head or campus director:
    - Student athlete;
    - His/her parents or guardians;
    - Member schools or their alumni;
    - Any person or any entity in behalf of a student-athlete who or a school which, may be affected by any SAPA violation;
  - 5.6.2 SAPA allows complaints to be directed to the athletic association, the Department of Education or Commission on Higher Education;
  - 5.6.3 Athletic associations may at their discretion or upon written complaint, investigate violations of this Act and impose the appropriate penalties;
  - 5.6.4 In violation of sexual harassment and safe spaces act, the provisions of the University Internal Guidelines for the Implementation of Anti-Sexual Harassment Act of 1995 (RA 7877), and Other Related Sexual Offenses and Safe Spaces Act (RA 11313) shall apply.

## Section 6. Disciplinary Sanction

All acts listed above will be considered violations as long as the student is still enrolled at the university, even if they occurred during a holiday, semestral or inter-semestral break.

In addition to the specific violations listed in this handbook, any inappropriate behavior that violates this document will be treated as a violation.

The above cited sanctions apply to the following:

6.1 The offended and the offending parties are both members of the university community;  
Members of the university community, as offended parties include all its students and faculty, staff members, key officials, including parents and other stakeholders.

6.2 To better understand the sanctions, they are defined as follows:

6.2.1 Minor Offenses

They are light violations of rules and regulations for academic or non-academic categories that call for sanctions such as reprimand, warning, apology or promissory letter, counseling and community service.

6.2.2 Major Offenses

They are serious violations of university rules and regulations for academic or non-academic categories that include investigation, parent conference, warrant restitution, suspension, referral to legal authority, dismissal, among other sanctions.

The sanctions are as follows:

6.2.2.1 Reprimand

It refers to the formal or official expression of disapproval due to a violation of the disciplinary rules and regulations of the university.

6.2.2.2 Warning

A formal verbal or written notice or caution may be administered to the offender as part of a disciplinary action.

6.2.2.3 Apology Letter

This is a formal communication addressed to the university/ campus key official/s to make an apology for the offender's violation of the disciplinary rules and regulations of the university.

6.2.2.4 Investigation

An investigation is an inquiry or analysis of a specific problem, event, or incident. It is vital to collect key information through interviews, observations, or document reviews in order to appraise the issue and choose the course of further investigation or action.

6.2.2.5 Parent or Guardian Conference

It is a scheduled meeting between university/campus officials and student's parents or guardians which is intended to discuss and address any difficulties, offenses, or violations committed by students.

#### 6.2.2.6 Counseling

A professional or licensed guidance counselor assists and guides the offender in overcoming personal, social, and psychological problems, conflict or difficulties.

#### 6.2.2.7 Community Service

This is a volunteer work or activity, or donating time and effort to complete the tasks or responsibilities given as a penalty for the offense committed. It also helps the offender understand the importance of looking beyond oneself and taking action and responsibility when needed.

#### 6.2.2.8 Suspension

During a school year or term, the university may suspend a student for a specified number of school days for academic and non-academic serious violations.

Any suspension that results in the loss of an entire term must first receive approval from the Commission on Higher Education (CHED) before it can take effect.

#### 6.2.2.9 Referral to Legal Authority

To ensure legal matters are handled appropriately regarding the major academic or non-academic offense or violence committed by the students a referral to the proper authority must be sought to facilitate the enforcement of university rules and regulations and to provide a structured process for resolving disputes.

#### 6.2.2.10 Expulsion

It is a severe administrative penalty that could prevent a student from enrolling in any school, public or private. The CHED must approve the expulsion penalty for it to be valid and effective.

### 6.3 Other sanctions or penalties

Other sanctions or penalties may be imposed by the university in the exercise of students' academic freedom, including:

- 6.3.1 Retraction or withdrawal of honor;
- 6.3.2 Revocation of the scholarship;
- 6.3.3 Denying the right to graduate;
- 6.3.4 Disqualification from receiving any honor or award;
- 6.3.5 Disqualification from applying for readmission to the university;
- 6.3.6 Disqualification from holding or running for any position through election or appointment; and

- 6.3.7 Other sanctions that the disciplinary board may decide that fall within the parameters of the severity, duration, and scope of the penalties prescribed by the handbook.
- 6.4 The Disciplinary Board has the right to impose additional punishments for any serious or grave offenses if it sees fit.

Both the victim and the perpetrator are members of the university community;

All students, faculty, staff members, key officials, and among others, may have been offended members of the university community.

## Section 7. Procedural Requirements

The procedure to be followed in adjudicating disciplinary cases in general, involves the following steps:

- 7.1 Academic and non-academic minor offenses are to be handled by the College Dean concerned and Head of Student Discipline Section, wherein academic and non-academic major or serious offenses will be handled by the Student Disciplinary.

Tribunal members

*(Tribunal Members are OSDS Director, Head of Student Discipline Section, College Dean, Faculty Representative from the different Colleges, ROTC Representative, USG President, Chief of Security Guard among others).*

- 7.2 The complaint or charge against the student(s) is filed with the Head of Student Discipline Section and/ or OSDS Director.
- 7.3 The student accused will be notified of the complaint in writing by the Head of Student Discipline Section and would be asked to submit written explanation to the complaint.
- 7.4 The tribunal members will convene and investigate the evidence presented by both parties.
- 7.5 The tribunal decides with the corresponding sanction through majority vote.
- 7.6 The tribunal submits the recommendation to the Office of the President for final implementation of the suspension of more than three (3) days, dismissal, or expulsion sanctions in severe cases
- 7.7 For minor cases committed as a second offense, the Dean may submit the case to the OSDS Director for handling.
- 7.8 The student is referred to the Counseling Section for advice and undergoes counselling after implementation of the sanction.
- 7.9 If any appeal to the decision/ sanction imposed is desired, it can be made within 7 days to the Office of the President in writing. The student will be informed if further appeal is possible.

## Section 8. Discipline and Legal Compliance Policies

Discipline and legal compliance policies are essential frameworks in the university that guide conduct and assure compliance with laws and regulations.

- 8.1 Anti-Bullying and Anti-Cyberbullying Policy

- Bullying including physical, verbal, social and cyber-bullying is strictly prohibited.
- Students and parents may report bullying through written or anonymous submission.
- Confirmed acts of bullying will result in guidance intervention, suspension or expulsion based on severity.

#### 8.2 Safe Internet and Social Media use Policy

- Student must use school Wi-Fi and digital platforms responsibly.
- Online behavior that disrupts the school environment, even off-campus may lead to sanctions.
- Offensive or harmful posts (memes, altered images, insults) targeting the school or community are punishable.

#### 8.3 Gender Sensitivity and Anti-Sexual Harassment Guidelines

- All forms of gender-based violence and sexual harassment are forbidden.
- Offenses may be reported in writing or verbally to a trusted school personnel.
- The school ensures confidentiality and will refer severe cases to authorities.

#### 8.4 Child Protection Policy

- Child abuse, exploitation, or neglect in any form (including digital) is a serious violation.
- The Child Protection Committee investigates all reports within 72 hours.
- The school will refer serious cases to the PNP-WCPD, DSWD, or proper legal channels.

#### 8.5 Psychological First Aid and Crisis Response

- Students experiencing trauma or distress may receive psychological first aid (PFA).
- Crisis situations (e.g., death, disaster, violence) will be addressed by trained personnel.
- Referrals to mental health professionals may be arranged if needed.

#### 8.6 Academic Integrity and Digital Cheating

- Plagiarism, unauthorized use of AI tools, or copying assignments is strictly prohibited.
- First Offense: Redo the task or assignment; Second Offense: Zero Grade; and Third Offense: Disciplinary referral.

#### 8.7 Dress Code Policies

- Allow for cultural /religious diversity
- Gender- neutral language must be used (e.g., “students may wear...” instead of “boys/girls must...”)

#### 8.8 Attendance and Online Class Provisions

- Include protocols for online attendance, participation, and asynchronous classwork.
- Guidelines on submitting digital outputs and camera use.

8.9 Gadget/Phone Use Policies

- Define when and how gadgets may be used for educational purposes.
- Rules on device misuse, social media conduct, and academic dishonesty using technology.

8.10 Disciplinary Procedures

Include restorative justice, proper documentation, investigation timelines, and appeal processes.

8.11 Gender and Inclusion Policies

Adopt gender-related mandates and gender fair language.

8.12 Mental Health and Counseling

Include services like psychosocial support, peer support group and referrals

8.13 Learning Modalities and Academic Integrity

Define cheating in online assessments, AI tool use, plagiarism detection, etc.

## Article VII.

### STUDENT ORGANIZATIONS AND ACTIVITIES

The University encourages students to participate in co-curricular and extracurricular activities as part of a well-balanced training. For this purpose, it seeks to encourage the formation of student groups whose activities are geared toward social, cultural, religious, literary, and recreational aspects of student development.

In compliance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services), CHED Memorandum Order No. 63, Series of 2017 (Policies and Guidelines on Local Off-Campus Activities) and CHED Memorandum Order No. 26, Series of 2015 (Policies, Guidelines and Procedures on International Educational Trips [IET] of Undergraduate and Graduate Students),” the following guidelines apply to the operation of student organizations and the conduct of student activities at the University.

#### Section 1. Organizational Structure

All student organizations fall under the umbrella of the Office of Student Development Services (OSDS), which supervises and coordinates matters related to student organizations and their activities through the Student Organizations and Activities Unit.



## Section 2. Classification of Student Organizations

### 2.1 According to the Scope of Membership

- 2.1.1 University Organizations – Student organizations whose members come from two or more campuses of the university and which have been granted university-wide recognition.
- 2.1.2 Campus Organizations – Student organizations whose members come from two or more colleges or institutes within a campus and which have been granted campus-level recognition.
- 2.1.3 College Organizations – Student organizations whose members come from a single college or institute and which have been granted college-level recognition.
- 2.1.4 Program-Based Organizations – Student organizations whose members come from a single academic program.

### 2.2 According to the Nature of Organization

- 2.2.1 Academic Organizations – Student organizations formed based on academic disciplines or programs, including local chapters of national organizations such as Samahan ng mga Mag-aaral sa Sikolohiya, the Philippine Institute of Civil Engineers – University of Rizal System Student Chapter (PICE-URS-SC), the College of Industrial Technology Electrical Student Society (CITESS), and similar groups.
- 2.2.2 Non-Academic Organizations – Student organizations formed around non-academic interests and advocacies, including but not limited to cultural clubs, media and arts clubs, faith-based organizations, sports clubs, special interest groups, and service and social justice organizations.
- 2.2.3 Political Organizations – These include student representative bodies such as the College Student Council, the University Supreme Student Government, and the Student Federation.

## Section 3. Application for Recognition

- 3.1 Any group of ten (10) to fifteen (15) bona fide students for campus-based organizations, and a minimum of thirty (30) bona fide students for university-

wide organizations, may apply to the Head or Coordinator of the Student Organizations and Activities (SOA) Unit to form a student organization, subject to the following provisions:

- 3.1.1 Accomplished Application for Accreditation/Accreditation Form with the following attachments:
  - a. Letter of application for organization recognition or renewal, addressed to the Campus Director for campus-based organizations and to the Director of the Office of Student Development Services (OSDS) for university-wide organizations, stating the organization's goals and objectives;
  - b. Ratified Constitution and By-Laws of the organization (may be waived if the organization is not seeking recognition for the first time and there are no amendments or revisions);
  - c. List of members;
  - d. For new organizations, the list of founding members must include their ages, addresses, program majors, year levels, sections, and signatures;
  - e. Photo gallery of officers and adviser with specimen signatures;
  - f. Declaration of the Organization's Revolving Fund;
  - g. History of the Student Organization;
  - h. Proposed activities/action plan of the organization for one (1) academic year, following the format prescribed by SOA;
  - i. Endorsement from the Culture and Arts Coordinator (for organizations under Culture and Arts); and
  - j. Recommended faculty adviser with a letter of acceptance.
- 3.1.2 The membership of the said organization shall be bona fide students of the University.
- 3.1.3 Newly created student organizations shall undergo an interview with the Head/Coordinator, Student Organizations and Activities Unit.
- 3.1.4 The new organization's goals must not substantially overlap those of any already registered organizations.
- 3.1.5 The applications must be submitted by the deadline established by the Student Organizations and Activities Unit. The organization loses its right to be accredited automatically if the deadline is missed, and it must wait until the next application period for the following academic year.

## Section 4. Registration

- 4.1 All student organizations must complete the online/offline registration processes in order to be officially recognized as an Accredited Student Organization of the University. For the purpose, the following shall be invariably required:
  - a. Duly accomplished application form with all required attachments mentioned in 3.1.1; and
  - b. Additional documents (e.g., financial statement, accomplishment report, evaluation results), as may be required by the Head or Coordinator of the Student Organizations and Activities Unit.

- 4.2 Upon successful screening, evaluation, and approval, a student organization shall be issued a Certificate of Accreditation, which shall serve as official proof of its recognition by the University.

## **Section 5. Recognition and Operational Status**

- 5.1 Student organizations must be officially recognized before operating within the University. The Certificate of Recognition issued by the Student Organizations and Activities (SOA) Unit, upon meeting all requirements, will be valid for one academic year and must be renewed annually for as long as the organization remains active.
- 5.2 A newly formed student group shall be placed on probation for one (1) academic year, after which they must demonstrate evidence of growth in terms of activities, membership growth, and organizational stability. In the absence of such evidence, their application for recognition for the next academic year shall not be considered.
- 5.3 A yearly renewal of the registration or accreditation of all organizations shall be announced by the Student Organizations and Activities Unit two (2) weeks after the start of the academic year.
- 5.4 Any student organization that does not renew its registration shall be automatically considered defunct and will be considered inactive and may be given a chance to renew its accreditation, provided that a written justification is submitted to the SOA. Failure to provide a valid reason will result in losing the right to be recognized for the following academic year.
- 5.5 Unrecognized student organizations that carry out operations and conduct activities in the name of the University must cease operations immediately after being informed of their existence. The right to be recognized for the following two (2) academic years will be forfeited if compliance is not met.

## **Section 6. Specific Guidelines for the Recognition of Student Publications**

- 6.1 The University shall recognize a student publication in accordance with Republic Act No. 7079 (Campus Journalism Act of 1991) and its Implementing Rules and Regulations (DECS Order No. 94, S. 1992), which mandate that educational institutions establish student publications and support their independent operation.
- 6.2 Such publications shall not be subject to the regular accreditation process required of other student organizations. However, the publication shall be formally recognized by the University Administration through the endorsement of the Office of Student Development Services and the Student Organizations and Activities (SOA) Unit. An official memorandum, resolution, or office order shall then be issued declaring the publication as the official student publication of the campus or the University.
- 6.3 Any bona fide enrolled students may propose the establishment of a student publication, with a constitution and by-laws covering editorial board structure, selection procedures, editorial policies, and frequency of publication.
- 6.4 Recognition remains valid as long as the publication meets the following conditions:

- 6.4.1 It remains active (publishing regularly),
  - 6.4.2 Maintains an editorial board and staff who satisfy University and legal standards,
  - 6.4.3 Adheres to ethical and legal requirements (including those under R.A. 7079), and complies with institutional policies.
- 6.5 The Office of Student Development Services, Student Organizations and Activities (SOA) Unit and the Publication Adviser shall oversee compliance with legal, ethical, and policy norms. Disputes or complaints shall be addressed according to university grievance procedures, while preserving the publication's autonomy.

## Section 7. Authority to Operate

- 7.1 The Head or Coordinator of the Student Organizations and Activities Unit (SOA) has the authority to regulate the establishment and operation of student organizations. These organizations must comply with the requirements set by University policies and the regulatory standards prescribed by the Commission on Higher Education (CHED) for both government and non-government institutions.
- 7.2 The Head or Coordinator may also revoke or recommend the revocation of a student organization's authority to operate, based on valid grounds and the recommendation of the Director or Coordinator of the Office of Student Development Services (OSDS), subject to approval by the University President or Campus Director.

## Section 8. Disqualification of Organization

- 8.1 Any student organization that has been granted recognition and which violates its own statement of purpose/constitution, or fails to comply with university policies, is liable to revocation of its certificate of recognition.
- 8.2 Any bona fide student, faculty member, or University official may file a written, sworn complaint against a student organization for violating University policies, rules, or regulations. The complaint must be submitted to the Student Organizations and Activities (SOA) Unit along with any necessary affidavits or supporting documentation.
- 8.3 If the SOA determines that the complaint is valid, it shall forward the complaint to the Director or Campus Coordinator of the Office of Student Development Services (OSDS) for evaluation within five (5) working days of receipt. If a formal hearing is required, the Board of Student Discipline will conduct the hearing and determine the appropriate course of action in accordance with the guidelines outlined in this Handbook.

## Section 9. Conduct of Activities

### 9.1 General Procedure in the Conduct of Activities

#### 9.1.1 Campus and University Level

- 9.1.1.1 All proposed activities at the university level must be endorsed by the Academic Council and/or approved by the University President.

Activities at the campus level must be approved by the Campus Director.

9.1.1.2 Accomplished Student Activity Form one with the following attachments:

- a. Approved Project Proposal;
- b. Approved action plan and resolution of the organization;
- c. Letter of Intent addressed to the Campus Director, Dean of College, and OSDS Coordinator;
- d. Budgetary Allocation;
- e. Reservation of Venue;
- f. Program of Activities;
- g. Profile of Speakers/Facilitators/Resource Person (for Seminars/Workshops);
- h. Parental Consent (for activities beyond school hours/local off-campus/ live-in); and
- i. Other requirements may be required by the Student Organizations and Activities Unit.

9.1.1.3 One week after the activity has been conducted, the following must be submitted to the Office of Student Organizations and Activities/Office of Student Development Services:

- a. Evaluation results of the activity, including one copy of the instrument used;
- b. Accomplishment Report of the activity conducted, supported by documentation stating the number of participants; and
- c. Financial/ Liquidation Report.

#### 9.1.2 Local Off-Campus Activities

9.1.2.1 All proposed local off-campus activities must be endorsed by the Academic Council and/or approved by the University President and must comply with CMO No. 63, s. 2017.

9.1.2.3 One week after the activity has been conducted, the following must be submitted to the Office of Student Organizations and Activities / Office of Student Development Services:

- a. Local Off-Campus Activity Feedback Report; and
- b. All applicable post-activity requirements as stated in CMO No. 63, s. 2017.

#### 9.1.3 International Activities

9.1.3.1 All proposed international activities participated in by students must be endorsed through proper channels to the University President, presented to the Administrative Council and the Board of Finance Committee, and approved by the Board of Regents. Thereafter, compliance with CMO No. 26, s. 2015 must be secured.

9.1.3.2 One week after the activity has been conducted, the following must be submitted to the Office of Student Organizations and Activities / Office of Student Development Services:

- a. Student Activity Feedback Report; and
- b. All applicable post-activity requirements as stated in CMO No. 26, s. 2015.

## 9.2 Permits

- 9.2.1 All activities, including those using URS facilities, must have an approved permit. Use of facilities must be endorsed by the venue approving officers. Permits must be processed early for persons concerned to see the feasibility of the request, especially those involving the use of school facilities, and reach the SOA at least seven (7) working days before the activity. Unless the activity is urgent and coordinated by the administration, permits submitted the day before the activity will NOT be taken into consideration.
- 9.2.2 Conducting non-academic activities or those activities that are not part of or a requirement in the courses or subject during class days must secure a request for exemption from classes approved by the College Dean, Campus Director, and/or VPAA.
- 9.2.3 A Parent's Permit must be attached to the activity permits for events that extend beyond 9:00 PM and/or take place off-campus.
- 9.2.4 No student is allowed to enter the campus premises without an accomplished parental consent form, specifically if the activity takes place on declared NO-CLASS days or weekends.
- 9.2.5 Curfew hours established by the University must be observed in conducting student activities. Activities beyond the curfew hour shall secure a special permit.

## 9.3 Activities with Guests or Visitors

- 9.3.1 Guest speakers or visitor/s of any symposium, lecture, or conference that has been scheduled by a student organization must notify the SOA in advance.
- 9.3.2 A list of visitors should be provided to the guard to be allowed to enter the campus. A visitor's valid ID must be presented upon entry, which will be reclaimed upon leaving the campus premises.

## Section 10. Specific Rules for Student Organizations

### 10.1 Special Provisions for Student Organizations in Conducting Student Activities:

- 10.1.1 All communications, such as invitations, requests, inquiries, and the like, sent by recognized student organizations to offices and individuals outside URS must be noted by Advisers and/or Dean and SOA Coordinators.
- 10.1.2 Other than membership fees, no collections shall be made for any activity unless the project is duly authorized by the Office of Campus Director and/or the Office of the President.
- 10.1.3 The collection of membership fees by student organizations shall be in accordance with their approved Constitution and By-Laws.
- 10.1.4 All solicitation letters for projects/activities must have the approval of the Campus Director/University President, subject to the university policy on solicitation.
- 10.1.5 All recognized student organizations are subject to an annual financial audit by the Internal Auditor or Committee on Audit.
- 10.1.6 No student organization(s) that did not pass the accreditation and/ or have not undergone the accreditation shall be allowed to conduct activities.

- 10.1.7 All activities to be conducted by accredited organizations must be included in their approved action plan; therefore, no activity shall be implemented if it is not part of the said plan.
  - 10.1.8 All activities of accredited student organizations and independent organizations (outside organizations) should submit project proposals to the OSDS for proper assessment and endorsement. Failure to comply means non-approval and discontinuance of the activity.
  - 10.1.9 Student organizations are not allowed to hold activities during the week of major examinations and other dates set by the Office of Student Development Services. No activities should be conducted during the inter-semester.
  - 10.1.10 All accredited student organizations are required to organize at least one (1) major event per semester. Failure to do so shall result in the organization being classified as inactive.
  - 10.1.11 Student organizations under culture and arts shall coordinate with the Culture and the Arts Coordinator for the conduct of their activities.
  - 10.1.12 All approved proposals have to be submitted to the SOA five (5) days before the activity.
  - 10.1.13 Student activities conducted outside the university must be properly coordinated and documented, and must secure the applicable permits. The university shall not be held liable for any untoward incident involving students participating in activities that have not been duly authorized.
  - 10.1.14 Activities to be conducted online must comply with the applicable requirements outlined in Section 8.
  - 10.1.15 A Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) between student organizations and external organizations or institutions must be coordinated with the Local Linkages Unit.
- 10.2 Rights and Privileges of Accredited Organizations Accredited student organizations have the following rights and privileges:
- a. use of the name of the University;
  - b. use of school facilities such as grounds, classrooms, and other areas, subject to rules and regulations on such use, provided other academic activities are not prejudiced;
  - c. request assistance and advice from SOA;
  - d. representation in committees involving student welfare and interests; and
  - e. officers and members of fully accredited organizations may be appointed by the University President or their college dean/director to participate in community activity.

## Section 11. Student Organization Finances

### 11.1 Managing the Funds

- 11.1.1 Student organizations are encouraged to open a bank account with any reputable bank. The authorized signatories shall be the organization's President, Treasurer, and Adviser. At the end of each academic year, the bankbook must be submitted to the Student Organizations and Activities Unit (SOA) for safekeeping and may be retrieved at the beginning of the next academic year upon the organization's reaccreditation.

- 11.1.2 Financial collections must not be allowed to stay long with a person or in an office; hence, they must be immediately deposited in the bank. The adviser must ensure that the money is safely kept and properly used.
- 11.1.3 Funds of the student organization must not be lent to anyone. Any student organization that is found to commit a violation will result in the suspension of its operation and the students involved shall face appropriate disciplinary action.
- 11.1.4 All expenses to be used by the accredited organizations shall not be charged to SDF aside from the approved training and seminars. Organizational funds shall be utilized for expenses of student-initiated activities.

## 11.2 Fund-raising

- 11.2.1 Student organizations may be allowed to conduct fundraising activities by securing a special permit from the University. When deemed necessary, approval from the Department of Social Welfare and Development (DSWD) and/or BIR indicating the beneficiary (ies) of the fund to be raised.
- 11.2.2 The permit must include the purpose of the fundraising. Tickets must be issued with a control number, and the signatures of the organization's chairperson and adviser, and they must be facilitated by the faculty adviser and officers. The generated income needs to be used, tracked, recorded, and reported in the financial report in an appropriate manner.
- 11.2.3 All fundraising and other activities must submit a project proposal to the Office of Student Organizations and Activities for review and recommendation.
- 11.2.4 For accounting purposes, solicitation letters with reply slips must be numbered.

## 11.3 Financial Liquidations and Financial Reports

- 11.3.1 The proper use of organization funds for approved purposes must be supported by official receipts and relevant documentation. The financial liquidation report must be signed by the Adviser, along with the Chairperson or President, Treasurer, and Auditor. This report shall serve as the basis for the approval of subsequent activities.
- 11.3.2 Financial reports for the academic year, including a summary of expenses for all activities, shall be submitted to the Office of Student Development Services (OSDS) for university-wide organizations or to the respective college office for college-based organizations, within two (2) weeks after the final examinations of the second semester. Submission of these reports is a requirement for the clearance of organization officers and advisers from financial accountabilities.
- 11.3.3 All financial reports must be signed by the Internal Auditor designated by the Campus Director prior to submission to the Student Organizations and Activities Unit (SOA).

## Section 12. Membership

- 12.1 All officially enrolled undergraduate students of the University of Rizal System (URS) shall be automatically considered bona fide members of the URS Student Federation, the University Supreme Student Government of their

- respective campus, their College Organizations, and their Program-Based Organizations.
- 12.2 Students who are officially dropped from enrollment shall automatically forfeit their membership in all student organizations and student government bodies.
- 12.3 All members shall perform the following duties and responsibilities:
- 12.3.1 Attend all meetings and activities called upon by the organization that require their presence.
  - 12.3.2 Abide by the prescribed rules, regulations, and other decisions of the organization.
  - 12.3.3 Provide relevant information and/ or suggestions for the benefits and welfare of the student body.
- 12.4 They may join one or more interest clubs and/or university chapters of national organizations, as long as they can maintain their good academic standing.

### **Section 13. Student Organization Officers**

- 13.1 Only bona fide students who wish to serve as student organization officers have the right to be elected in aspiring positions subject to the following requirements:
- 13.1.1 The candidate must not have been subjected to disciplinary action for violating the University's rules and regulations.
  - 13.1.2 The candidate must not have had any failing grades during the previous academic year, provided that any failed courses were previously retaken and passed.
  - 13.1.3 All candidates aspiring for the president or vice-president position must have at least one (1) year of residency on the campus where he/she is seeking a position.
  - 13.1.4 Except for the Student Federation President, no student shall hold two or more top positions, like presidency and/or chairpersonship, in any other student organizations.
  - 13.1.5 Other requirements are provided by the student organization in accordance with its constitution and bylaws.

### **Section 14. Student Organization Adviser**

- 14.1 Each student organization may have a faculty adviser, to be selected by the organization in coordination with the department or office to which the faculty member is assigned.
- 14.2 The student organization shall conduct a special meeting for the selection of its adviser. A copy of the minutes, detailing the discussion and the selected adviser, shall be submitted to the Head or Coordinator of the Student Organizations and Activities Unit (SOA) for endorsement to the Campus Director or Director of the Office of Student Development Services (OSDS).
- 14.3 The following qualifications shall be taken into consideration while choosing the faculty adviser:
- 14.3.1 The adviser must be a full-time faculty member of the University. In case the organization prefers an adviser who is not a full-time faculty member, the Office of Student Development Services may allow it only in the case that there are no available full-time faculty members.

- 14.3.2 The adviser must be connected with the particular academic area as recommended by the Dean.
- 14.3.3 If the organization is non-academic in nature, the faculty adviser shall be knowledgeable in that particular field to be able to assist in the attainment of its goals and objectives.
- 14.3.4 The faculty adviser is limited to working with one (1) organization. This is to ensure that as faculty adviser will devote all of his/her service and loyalty to the student organization.
- 14.3.5 The acceptance of the position of faculty adviser must be done in writing by signing the form letter of acceptance available at the Office of Student Organizations and Activities. The said letter shall be vested with the SOA
- 14.4 The term of appointment for a faculty adviser shall be for one (1) academic year and may be renewed upon the organization's recommendation. If the faculty adviser withdraws before the end of the term, the organization shall recommend a replacement to the Head or Campus Coordinator of the Student Organizations and Activities Unit (SOA).
- 14.5 The adviser shall perform the following duties and responsibilities:
  - 14.5.1 Participate in organization meetings as requested;
  - 14.5.2 Be available for consultation and assist all group members, especially the officers, in the planning and monitoring of activities, making sure that they realize the goals of the organization;
  - 14.5.3 Know well the constitution and bylaws of the organization;
  - 14.5.4 The adviser should request the meeting minutes if he or she is unable to attend a meeting. The minutes of the meeting should be recorded verbally as an addition to the written minutes, never in substitution for the written minutes;
  - 14.5.5 Participate in all organization events, whether they take place on or off campus. In the event that the adviser is unable to attend, the adviser should request another faculty member to do so;
  - 14.5.6 The adviser should ensure the safety of all the officers, members, and other students who may participate in the activity; and
  - 14.5.7 Serve as the organization's liaison between the organization and the University administration. Hence, the adviser can sign the organization's correspondence and request for the reservation of facilities.

## **Section 15. Supervision of the Student Organizations and Their Activities**

- 15.1 University-wide organizations and their activities shall be guided by their respective advisers and supervised by the Head of the Student Organizations and Activities Unit (SOA). Campus-based organizations shall be guided by their advisers and supervised by the Campus SOA Coordinator. College and Program-based organizations shall be guided by their advisers in coordination with the Program Heads and College Deans.
- 15.2 Head, Student Organizations and Activities. Under the supervision of the Director of the Office of Student Development Services, it shall be the responsibility of the Head of the Student Organizations and Activities Unit to oversee and ensure the regular and equitable provision of fundamental student welfare and development programs and services to the student body on all campuses. Specifically, the Unit Head shall have the following duties and responsibilities:

- 15.2.1 Oversees the management of student organizations and activities throughout the entire University System through the Student Organizations and Activities Unit Offices of every campus;
  - 15.2.2 Monitors the implementation of the action plans and evaluates the activities of university student organizations, including linkage with professional organizations for a seminar-workshop and community outreach programs;
  - 15.2.3 Takes part in the review and evaluation of the policies pertaining to student activities;
  - 15.2.4 Sets and implements policies and guidelines for the application, recognition, and operation of all student organizations;
  - 15.2.5 Serves as the Supervisor or Chairperson of the Electoral Board, whose task is to oversee the election of officers for the URS Student Federation; and
  - 15.2.6 Perform other related tasks as deemed necessary by a higher authority.
- 15.3 Coordinator, Campus Student Organizations and Activities. Under the supervision of the Campus Director and Campus Coordinator of OSDS, the SOA Coordinator shall be responsible for the delivery of basic student welfare and development programs and services on the campus. Specifically, the Coordinator shall have the following duties and responsibilities:
- 15.3.1 Reviews the application for renewal and/or recognition of the various student organizations on the campus;
  - 15.3.2 Endorses the list of recognized student organizations;
  - 15.3.3 Checks the requirements/attachments of student organizations to conduct activities;
  - 15.3.4 Approves /disapproves the requests for posting of announcements;
  - 15.3.5 Directs the assigned organizations or offices to keep their bulletin boards properly utilized, updated, and maintained;
  - 15.3.6 Conducts orientation programs for new students and transferees at the beginning of the academic year;
  - 15.3.7 Establishes and maintains a student organization information data system on the Campus;
  - 15.3.8 Supervises and monitors the operation of student organizations in his/her campus, especially ascertaining that handling of finances, fundraising activities, and involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed;
  - 15.3.9 Ensures that the duties and responsibilities of the advisers of student organizations are executed/done;
  - 15.3.10 Serves as the Supervisor or Chairperson of the Student Electoral Board, whose task is to oversee the election of officers for the University Supreme Student Government; and
  - 15.3.11 Performs other related tasks as deemed necessary by a higher authority.

## **Article VIII.**

### **STUDENT SERVICES**

These are basic services that are necessary to serve the well-being of students. These include Library, Guidance and Counseling, Health Services, Student Admission, Psychological Testing, Registrar, Scholarship and Financial Assistance, Multi-Faith Services, Culture and the Arts, and OJT and Placement/Internship Program.

#### **Section 1. Library Services**

It refers to an organization managed by licensed librarians that holds, acquires, builds collections, and provides physical bibliographical and intellectual access to the information they contain.

#### **Section 2. Guidance and Counseling Services**

They include a set of services using an integrated approach to the development of well-functioning individuals, primarily by helping them to utilize their potential to the fullest.

- Counseling – individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes through face-to-face and online interactions.
- Services for Students with Special Needs and Persons with Disabilities are programs and activities designed to provide equal opportunities to Persons with Disabilities (PWDs), indigenous peoples, and solo parents.
- Programs for life skills training, e.g., conflict management and counseling, or testing referrals shall be done whenever necessary.

#### **Section 3. Health Services**

It refers to the provision of primary health care and wellness programs administered by licensed medical, dental, and allied professionals to all students, teachers, and employees.

#### **Section 4. Student Admission**

It refers to the services that take care of the processing of students' entrance and requirements.

#### **Section 5. Psychological Testing**

This refers to the gathering information about student through the use of psychological tests and non –psychometric devices. There shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests administered, scored and interpreted by qualified personnel.

#### **Section 6. Registrar**

The Registrar's Office is the show window of the University and the repository of students' records that evaluates and implements innovation in systematic student record management. This office also manages the enrollment and scheduling of classes of the University and facilitates graduation and provides better services to its clients.

### **Section 7. Scholarship and Financial Assistance**

University Scholarship processes financial assistance and assists poor but deserving students in the pursuit of higher education. Scholarships are awarded on various criteria based on the guidelines and procedures established by the sponsors.

### **Section 8. Multi-Faith Services**

This refers to the provision of an environment conducive to the free expression of one's religious orientation in accordance with institutional principles and policies.

### **Section 9. Culture and the Arts**

It identifies, plans, initiates, coordinates, and evaluates culture and arts promotion, programs, and activities with students, faculty, and staff involvement in the University, in the region, and at the national level. It aims to provide venues for university artists to showcase their talents through cultural activities such as cultural shows, video creations, cultural competitions, seminars, trainings, and workshops.

### **Section 10. OJT and Placement/ Internship Program**

The primary goal of the Internship Program is to provide meaningful training opportunities for the students of the University of Rizal System for the enhancement of their skills and knowledge through the different learning experiences. For this program to be truly effective, all interns must be held accountable and treated like any permanent employee in a similar position. (See Internship Manual with BOR Res No. 049-481-14).

It also assists alumni of the University in job placement and recruitment. It trains students for the demands of the world of work, guides them in learning skills needed for job hunting, and provides them with information and materials about the world of work. It also establishes linkages with government and non-government agencies.

## **Article IX. OTHER SERVICES**

### **Section 1. International Affairs**

This office extends its wings towards achieving a well-balanced international caliber education, which focuses more on the exchange and linkages services between local and foreign universities.

## **Section 2. Business and Resource Generation**

The office offers different products of the University to the students and employees, and to other markets in the community.

### **2.1 Cafeteria and Food Court**

The cafeteria has a variety of food, snacks, and lunch at reasonable prices. Other food stalls can be found within the University, managed by concessionaires.

### **2.2 Printing**

The Printing Office caters to tarpaulin printing, layout and design, publication of materials like invitations, color programs, books, etc., at a reasonable price.

### **2.3 University Function Hall**

The University Function Hall is available for all occasions at an affordable rental fee.

## **Section 3. ID Production**

It is responsible for the production of Identification Cards for students, faculty, and staff of the University.

## **Section 4. Security and Parking**

For the purpose of ensuring that the lives and properties of the University, as well as the students, academic and non-academic employees, and the public are safe and of maintaining peace inside the University premises, the security force is readily available to serve 24/7. Likewise, Gate Pass stickers are available for the safety of vehicle owners. Vehicles inside the Campus are expected to run only at 15 kph.

## **Section 5. Dormitory**

The dormitory is located at URS Morong and Tanay Campuses with spacious bed capacity and laundry areas to serve the occupants.

## **Section 6. Audio Visual Education Center**

The air-conditioned AVR room functions as a venue for seminars, symposia, and meetings upon request. It has a computer unit, a sound system, overhead and opaque projectors, online connectivity, and other equipment.

## **Section 7. Auditorium (*Eulogio “Amang” Rodriguez Tanghalang Sining [EARTS] and Dumagat Hall*)**

The EARTS, which is located at URS Morong, and the Dumagat Hall at URS Tanay, serve as venues for seminars, workshops, training, and other gatherings of faculty and students, and other clientele.

## **Section 8. Internet Café**

The cafe enables the students to send and receive electronic messages around the world, use web services and other internet tools for educational research and advancement.

### **Section 9. Student Center**

The center provides an opportunity for academic and curricular activities and services affecting the welfare of students.

### **Section 10. Ecumenical Chapel**

The chapel provides an avenue for reflection and spiritual upliftment.

### **Section 11. Statistical Center**

The center aims to produce quality research outputs with statistical accuracy, data reliability, and results validity.

### **Section 12. Gymnasium**

The gymnasium serves as the venue for sports development activities of the students, faculty, and non-teaching personnel.

### **Section 13. Quadrangle/Sunken Oval**

The quadrangle and sunken oval are venues for the University's grand celebrations, sports events, and the STRASUC Athletic Meet.

### **Section 14. Water Refilling Station**

The Water Refilling Station assures the URS constituents of safe potable water at minimal cost.

### **Section 15. Food Analytical and Research Services Laboratory**

It provides scientific assistance in the form of quality control, technical services, and food products research and development to private individuals, micro, small, medium enterprises, and government and non-government agencies. The available services include physicochemical and microbiological analysis of food.

### **Section 16. Alumni Center and Park**

The Alumni Center and Park are designed for the homecoming of the original Morong High School from 1945 to the present, including graduates of MNCHS, MNCS, RTPI, and RPC.

An air-conditioned meeting hall is provided where important gatherings of different batches and teacher coordinators are held. Class reunions are held upon permission of

the MHS Alumni Association, Inc. It accommodates Physical Education Classes and rehearsals for stage drama, field day, and other presentations.

### **Section 17. Service Road and Guarded Parking Area**

The service road and guarded parking area are located across the bridge of Sacayin at URS Morong, where student vehicles with URS stickers are parked.

### **Section 18. Material Recovery Facilities**

The Material Recovery Facilities of the Campuses recover the excess materials from building construction, road construction, and repairs of physical facilities. The excess construction materials are labeled and properly recorded so that, in case of minor repairs, they may still be used for economical purposes.

### **Section 19. Health and Wellness Center**

The Health and Wellness Center is envisioned as an innovative facility dedicated to promoting a holistic approach to health and well-being for students, faculty, and staff. The building is equipped with modern facilities such as healthcare facility (with an emergency room, isolation rooms, observation rooms, dental clinic, and a medical doctor's office), a fitness center, a lactation room, a multi-faith room, a space for intellectual innovation, a Gender and Development Office, a Health Records Office, a toddler's room, a safety officer's room, and counseling services.

### **Section 20. Model University Resilient and Smart (URS) Building**

The Model University Resilient and Smart (URS) Building is designed to integrate technology with innovative systems to provide superior learning experiences and outcomes. It features smart classrooms, studios, and laboratories equipped for content creation and learning facilitation, and serves as a hub for advancing understanding and appreciation of the future of university education through modern and advanced learning facilities.

## **Article X. OTHER POLICIES**

Other rules and regulations pertaining to student conduct may be formulated by the Administration from time to time. Likewise, memoranda from the Commission on Higher Education apply and take effect after full and proper dissemination.

### **A. REPUBLIC ACT NO. 7079 - CAMPUS JOURNALISM**

An Act providing for the Development and Promotion of the Campus Journalism and for Other Purposes Pursuant to Section 9 of Republic Act No. 7079, otherwise known

as the “Campus Journalism Act of 1991,” the following rules and regulations for the effective implementation of the said Act are hereby promulgated.

**Rule I  
TITLE**

**Section 1 – Title** – This body of rules shall be known as the Rules and Regulations for the Implementation of Campus Journalism Act of 1991 or “RULES” for short.

**Rule II  
STATE POLICY**

**Section 1 – Declaration of Policy** – It had been declared a State policy to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalisms.

It is, therefore, the duty of the DepEd/ CHED officials, university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary, and tertiary levels of education to support and promote the campus journalism program policies and objectives as provided for in Republic Act No. 7079 and embodied as principles in the Constitution, as well as relevant policies under existing laws.

**Section 2 – Title – Campus Journalism in the Curriculum.** – The DepEd/ CHED shall provide opportunities for the training of the students in campus journalism in the elementary, secondary, and tertiary levels for students who have flair in writing. This may be part of the credits earned by the students in their respective courses.

**Rule III  
DEFINITION OF TERMS**

**Section 1 – Definition of Terms.** – For a better understanding of this Act, terms which are used therein are hereby defined or explained.

- a. *School* – refers to an institution of learning (both public and private) in the elementary, secondary, tertiary, or graduate levels comprising of studentry, administration, teaching faculty, and non-teaching personnel.
- b. *School Community* – refers to the administration, the teaching faculty, the studentry, the non-teaching personnel, the parents of the students enrolled, the alumni, the patrons and benefactors of the institution of learning concerned.
- c. *Student Publication* – any printed material published regularly by and which meets the needs and interest of the studentry.
- d. *Student Journalist* – any bona fide student enrolled for the current semester or term who, having passed the qualification standards of the Editorial Board, performs as a staff member of the student publication. He/she must likewise maintain the same satisfactory academic standing required of all students to be considered a student of the school

- e. *Editorial Board* – In the tertiary, graduate and post graduate levels, it is composed of student journalists who have qualified in placement examinations. It may include a student publication adviser at the option of its members.

In the elementary and secondary levels, it is composed of a duly appointed teacher-adviser, the editor-in-chief, the associate editor, examinations and a representative of the Parent-Teacher Association exists, the Editorial Board shall appoint a student's parent good standing in the school community. The Editorial Board determines the policies to be implemented by the editor-in-chief and staff members of the student publication concerned. However, the associate, managing and section editors have no voting power.

- a. *Editorial Policies* – a set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies and rules and regulations. Said guidelines shall determine the frequency of publication, the manner of selecting articles and feature stories to be accepted for publication, and other similar matters.
- b. *Third Parties* – person outside the school community and who are not within its administrative control and supervision.

#### **Rule IV STUDENT PUBLICATION**

##### **Section 1 – Responsibilities of the Editorial Board, the School Administrative, and the Department of Education, Culture and Sports with regard to the student publication.**

- a. *Editorial Board* – The Editorial Board shall be responsible to the school/ college/ university and to third parties for its decisions, actions, policies and legal consequences arising from such.
- b. *School Administration* – The School Administration, in the exercise of its supervisory authority, shall ensure that the decisions, actions, and policies of the Editorial Board are consistent with existing rules and regulations of the Department of Education, Culture and Sports and other pertinent laws.

The responsibility of the school administration to the third parties shall be limited to the exercise of its supervisory authority (in *loco parentis*) over the editorial board's decisions, actions, and policies.

- a. *Department of Education, Culture and Sports* – The Department of Education, Culture and Sports shall help ensure and facilitate the proper carrying out of the Implementing Rules and Regulations of Republic Act No. 7079. It shall also act on cases on appeal brought before it.
- b. *Legal Adviser* – The Editorial Board, in coordination with the school administration, shall designate a legal adviser who shall serve as an Ombudsman to help resolve legal issues and problems regarding the student publication. The services of the legal adviser shall be an on-call basis whose remuneration shall be provided by the Editorial Board in its budget.

**Section 2 – Student Publication** – There shall be three categories of student publication, namely; (a) Elementary Student Publication; (b) Secondary Student Publication; and (c) Tertiary/ Graduate/ Post Graduate Student Publication.

**Section 3 – Elementary Student Publication** – The elementary student publication shall be utilized to train interested students in: (a) the application of the communication arts in

journalism; (b) the basic mechanism and skills in journalism; (c) the responsibilities and privileges in journalism in relation with the contents of articles to be published; and (d) the use of the student publication in support of the educational development of the learner/student, the school, the community and the country.

**Section 4 – Secondary Student Publication** – The secondary student publication shall be utilized to (a) train interested students in the application of the art and science of journalism; (b) develop intelligent and responsible student leadership and future good citizenship in a free and democratic society; and (c) serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives.

**Section 5 – Tertiary, Graduate and Post Graduate Student Publication** – Tertiary, Graduate and Post Graduate student publications are founded on accepted journalism principles and ethical practices and are regulated by the laws on journalism and press freedom. Primarily, these higher educational level publications shall advocate social consciousness and uphold the interest of the Filipino people. They shall also advance students' rights and responsibilities and promote their general welfare.

**Section 6 – Advertisements** – In as much as advertising is part of student newspaper work and the income there from can help establishments and responsible individuals may be allowed under the following conditions:

- a. As a general principle, student publications should prefer advertisement of commodities the use of which have a relation to education and community welfare, such as books, magazines, school equipment and supplies, agricultural and industrial tools and machinery, wholesome foods, and the like. No advertisements on liquor, cigars or cigarettes and other substances injurious to the health of students, the environment, safety and welfare of the people should be allowed in student publications.
- b. To ensure enough space for worthwhile reading materials not more than ten percent (10%) of the total space on all pages of an issue of the student publication should be devoted to advertising.

## **Rule V FINANCING STUDENT PUBLICATION**

**Section 1 – Funding of Student Publication** – For public schools, student subscriptions, subsidy from savings realized from the school's appropriation, revenues realized from advertisements, donations and grants shall be the sources of funding for the student publication.

In case of the private schools, student subscriptions, subsidy at the discretion of the school administration as may be determined by the head of the school, revenues realized from advertisements, donations and grants shall be the sources of funding for the student publication. In both public and private schools, such funds shall be released automatically to the Editorial Board.

**Section 2 – Preparation of Student Publication Budget** – The Editorial Board shall prepare the budget for the student publication for each semester/year. The budget shall be posted on the school bulletin board and published in the student publication. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and the teacher-adviser during their work at the printing press, office and photo supplies, attendance of the student publication representatives at the annual divisional, regional, and national press conference/workshops, honoraria/allowances for staffers and teacher-adviser, and other incidental expenses.

### Section 3 - Subscription Fee

- a. The Editorial Board, in coordination with the school administration, shall provide a mechanism for the collection of subscription fees to the student publication. The subscription fee shall be determined by the Editorial Board, in consultation with the school administration and the student body in the tertiary, graduate and post graduate levels. In the secondary and elementary schools, the Editorial Board, in consultation with the school administration, the parent-teacher association, and the student body, shall determine the subscription fees to the student publication.
- b. The subscription funds shall be deposited in the account of the student publication in an authorized depository bank through at least two (2) authorized signatories of the Editorial Board.

**Section 4 - Printing of the Student Publication** – The printing of the student publication by a private printer shall be conducted by the Editorial Board in accordance with canvass or public bidding procedures.

**Section 5 – Financial Report of Expenses** – A financial report of expenses shall be prepared by the Editorial Board and student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary/graduate/post-graduate levels properly audited by a COA/ authorized auditor for the public schools. For the public schools, a certified public accountant acceptable to the Editorial Board shall properly audit the financial report of the Editorial Board. Thereafter, a summary financial statement shall be published in the student publication at the end of school term.

**Section 6 – Use of Student Publication Funds** – Subscription fees, savings, donations, grants and other funds collected from other sources for the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by the Editorial Board, any student-staff, teacher-adviser, school administrator/official shall be cause for administrative and/or criminal action against the violator.

## Rule VI PUBLICATION ADVISER

**Section 1 – Publication Adviser** – The faculty adviser of college publications shall be selected by the school administration, in coordination with the editorial Board. The function of the publication adviser shall be one of technical guidance, provided, however, that he/she shall not alter contents nor censor articles or determine allocation of funds. For this reason, the publication faculty adviser or the school administration shall not be held responsible or accountable for any breach of law/regulation pertaining to press/media matters. The Editorial Board, with the exception of the faculty adviser jointly and solidarily shall be held fully responsible for the contents of the students publications.

In the **elementary** and **secondary** levels, the teacher-adviser, performing the function in *loco parentis* in the student publication under whose direction and guidance are student staffers who are minors (below 21 years old students), shall jointly with the adult members of the Editorial Board, be held fully responsible for the contents of the student publication.

**Section 2 – Qualification of the Student Publication Adviser** – The student publication adviser, must possess high capability in the communication arts, especially in written communication, must have a journalism/mass communication training or working experience in school publications.

**Section 3 – Work/ Advising Load** – In the public elementary, secondary and tertiary schools, student publication advising task/ assignment shall be considered as one (1) teaching/ work load.

**Rule VII  
SELECTION OF STAFF MEMBERS**

**Section 1 – Selection of Student Staff Members** – The selection of the chief and other members of the staff of college student publication shall be through competitive examinations prepared, conducted and supervised by a board of judges composed of representatives of the school administration, three faculty member, and two past editors to be chosen by the outgoing Editorial Board, except those as provided for in their respective charters.

**Section 2 – Qualification Standards** – dedication and capacity for hard work on the part of staff members, satisfactory academic standing, good moral character, and wholesome attitude are prescribed as pre-qualification requirements for candidates to editorship and other position in the publication staff.

**Rule VIII  
SECURITY OF TENURE**

**Section 1 – Student Staffers** – A member of the student publication staff must maintain his/ her satisfactory academic standing in order to retain membership in the staff. A student shall not be expelled or suspended solely on the basis of articles he/ she has written, or on the basis of performance of his/ her duties in the publication staff. However, in case of grave violations of the law of the press/media, public policy, public order, and school rules and regulation, if found guilty by competent administrative/ judicial body, the student concerned shall be subjected to disciplinary action by the school administration.

**Section 2 Student Publication Adviser** – The student publication adviser shall perform his/ her function of enabling the student staffers to put out the publication issues within the school year through her advice, guidance, direction and management, and other related duties in order to retain his/her position as student adviser. An adviser shall not be replaced or removed on the basis of article published in the school publication.

**Rule IX  
PRESS CONFERENCES/ TRAINING SEMINARS**

**Section 1 – Press Conferences and Training Seminars** – The Department of Education, Commission Higher Education shall sponsor periodic competitions, press conferences and training seminars/workshops in which student-editors/ writers and teacher-advisers of student publications on tertiary levels shall participate. Such activities shall be held on the institutional and regional levels culminating with the holding of the annual national tertiary school press conferences in place of historical and/ or cultural interest in the country.

**Section 2 – Expenses of Student Publication Staff and other Teacher-Adviser at Press Conferences and Training Seminar** – Expenses relative to the attendance of the student publication staff and their teacher-adviser in the regional and national press conferences and training seminars be charged against the student publication funds.

In case of insufficiency of funds in the tertiary student publications, school funds authorized for the purpose, school savings, donations, grants, and other sources of funds may be used.

**Rule X  
TAX EXEMPTION**

**Section 1 – Tax Exemption** – Pursuant to Paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually, directly and exclusively for the promotion of Campus Journalism as provided for R.A. No. 7079 shall be exempted from donor’s or gift tax.

**B. IMPLEMENTING RULES AND REGULATIONS ON ANTI-SEXUAL HARASSMENT ACT OF 1995 (Republic Act No. 7877) AND SAFE SPACES ACT (Republic Act No. 11313)**

*Based on Implementation Order No. 44, Series of 2022*

**Section 1. Title.** This shall be known as the University of Rizal System (URS) Internal Guidelines on the Implementation of Anti-Sexual Harassment Act of 1995 (RA 7877) and Safe Spaces Act (RA 11313).

A. This complies with the following legal mandates:

1. Section 4 of the “Duty of the Employer or Head of Office in a Work-Related, Education, or Training Environment” is indicated in the Republic Act. 7877 or the Anti-Sexual Harassment Act of 1995, provides that:

The administrative offense of sexual harassment prescribes the standard procedure for the administrative investigation, prosecution, and resolution of sexual harassment cases in the public sector.

2. CSC Resolution No. 01-0940, known as Administrative Disciplinary Rules on Sexual Harassment Cases, states that:

“Sexual harassment violates the dignity of workers and their right to a humane, just, and safe work environment, defeats and impairs morale and efficiency in the workplace, and violates the merit and fitness principle in the civil service.”

3. CSC Memorandum Circular No. 17, series of 2001, “Administrative Disciplinary Rules on Sexual Harassment Cases in the Civil Service,” which states that:

“All national and local government agencies, state colleges and universities, including government-owned or controlled corporation with original charter, shall promulgate or modify their own rules and regulations;” and

4. CHED Memorandum No. 1 s. 2015, known as Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs) states that:

“All HEIs shall ensure the necessary policies and mechanisms are in place to prevent and punish sexual harassment and other related sexual offenses. The provisions herein shall govern the creation of the Committee on Decorum and Investigation (CODI) in all public and private HEIs, as well as the procedures to be followed in the prosecution and investigation of sexual harassment and other related sexual offenses in HEIs in compliance with RA 7877.

5. Republic Act No. 11313 or the Safe Spaces Act which covers all forms of gender-based sexual harassment (GBSH) committed in public spaces, educational or training institutions, workplaces, and online spaces.

This is to establish procedures and standards for the University of Rizal System governing the prevention of sexual harassment and other related sexual offenses, procedures for the resolution, settlement, and/or disposition of cases, as well as prescribing the proper decorum in the workplace for officials, faculty members, employees, students, and trainees.

**Section 2. Affirmation of Policy.** In affirmation of the Declaration of Policy set forth in Section 2 of Republic Act No. 7877, the University of Rizal System shall establish and maintain an environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

**Section 3. Definition of Terms.** As issued in this Internal Guidelines on the Implementation of Anti-Sexual Harassment Act of 1995 (RA 7877) and Safe Spaces Act (RA 11313), the following terms shall mean and be understood as indicated below:

*Sexual Harassment.* As embodied in CSC Resolution No. 01-0940, sexual harassment is an act or a series of acts involving any unwelcome sexual advances, requests or demands for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by a government employee or official in a work-related, training or education-related environment of the person complained of:

- . Work-related sexual harassment is committed under the following circumstances.
  1. submission or rejection of the act or series of acts is used as the basis for any employment decision (including but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the applicant/employee; or
  2. the act or series of acts has the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
  3. the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense, or humiliation to a complainant who may be a trainee, apprentice, intern, tutee, or ward of the person complained of.
- . Education or training related to sexual harassment is committed against one who is under the actual care or constructive care, custody, or supervision of the offender or against one whose education, training, apprenticeship, internship, or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:
  1. submission to or rejection of the act or series of acts as a basis for any decision affecting the complainant, including but not limited to the giving of grades, the granting of honors or a scholarship, the payment of stipend or allowances, or the giving of any benefit, privilege or consideration;
  2. the act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment for the complainant; or
  3. the act or series of acts might reasonably be expect to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee, or ward of the person complained of.

*Student.* It refers to a person duly enrolled in any academic unit or training center of the University of Rizal System.

*Trainee.* It refers to a person undergoing an instructional process undertaken by the university through which an individual is required to obtain any knowledge and skills.

*Victim.* It refers to any employee, student, applicant, or trainee against whom acts of sexual harassment have been committed.

*Employee.* It refers to a person who is holding an official appointment or designation in any unit office (academic or administrative) of the university and includes a casual, contractual, or job-order employee/emergency laborer.

*Faculty member.* It refers to any member of the teaching staff at the university, regardless of academic rank or category.

*Workplace.* It refers to the place or environment where work is being undertaken or training is going on or where an employment or training relationship exists between and among individuals.

**Section 4. The Site.** *Sexual harassment may take place:*

1. in the premise of the workplace or office or of the school or training institution;
2. in any place where the parties were found as a result of work, education or training responsibilities or relations;
3. at work or education or training related social functions;
4. while on official business outside the office or university or training institution or during work, school or training-related travel;
5. at official conferences, forums, symposia, training sessions; or
6. by telephone, cellular phone, fax machine, and electronic mail.

**Section 5. Forms of Sexual Harassment.** It may include the following illustrative forms of sexual harassment (CSC Resolution No. 01-0940, Rule IV):

1. Physical, such as malicious touching, overt sexual advances, gestures with lewd insinuations;
2. Verbal, such as but not limited to, request or demands for sexual favors, and remarks;
3. Use of objects, pictures or graphics, letters or written notes, and text via cellular phones with sexual underpinnings;
4. Other forms of sexual offenses shall include cyber harassment of sexual nature, voyeurism, and bullying with sexual content.

**Section 6. Persons Liable for Sexual Harassment and Other Related Sexual Offenses.** The persons liable to commit sexual harassment and other related sexual offenses are those of the same or opposite sex who are, (CHED Memorandum No. 1, s. 2015, p. 27):

1. having authority, influence or moral ascendancy over another aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer;
2. in peer relationships; and
3. students harassing faculty members or employees.

**Section 7. Duty of the University of Rizal System.** The University of Rizal System shall initiate measures such as (CSC Resolution No. 956161 as cited in RA No. 7877 p.12):

1. prevent or deter the commission of acts of sexual harassment through an extensive awareness campaign or informal education research or survey of data to determine the extent of the problem, the profile of the harassers and the victims and the forms of sexual harassment, including other related sexual offenses and its consequences;
2. implement the procedures for the resolution, settlement or prosecution of acts of sexual harassment provided in these rules and regulations;
3. create a Committee on Decorum and Investigation (CODI) of cases on sexual harassment and other related sexual offenses; and
4. furnish a copy of these implementing rules and regulations to each official, faculty member, employee, trainee, and the student in the University of Rizal System and post a copy thereof in two conspicuous locations in every college/campus/unit of the university.

**Section 8. Committee on Decorum and Investigation and its Functions.** The Committee on Decorum and Investigation (CODI) shall be created in the University of Rizal System. The committee shall perform the following functions (CHED Memorandum No. 01 s. 2015, p. 26):

1. Receive complaints of Sexual Harassment or other related sexual offenses;
2. Investigate sexual harassment complaints in accordance with the prescribed procedure;
3. Submit a report of its findings with the corresponding recommendation to the University President for decision;
4. Lead in the conduct of discussions about sexual harassment within the university to increase understanding and prevent incidents of sexual harassment; and
5. Conduct such other activities that would engender a safe environment for women in the university and training-related programs.

**Section 9. Composition.** The Committee on Decorum and Investigation (CODI) shall include the following.

University Level

Chairperson - Vice President (Preferably Female)

Members

- Other Vice Presidents
- Head, University Human Resource Management Office
- Campus Director/s
- Head, University GAD Center
- University Faculty/Employee
- Representative
- University Student Representative
- Director, Office of Student Development
- Services (OSDS)
- Other Concerned Representative/s

Campus Level

Chairperson - Campus Director (or Female Dean/Head of Unit/Office)

Members

- Campus Human Resource Management Officer
- College Deans/Principal
- Campus GAD Coordinator
- Campus Coordinator, OSDS
- Guidance Counselor
- Campus Faculty/Employee Representative
- Campus Student Representative
- Other Concerned Representative/s

A member of the CODI may inhibit from the investigation if and only if the member is a complainant or a defendant.

When a member of CODI is the person being complained of or a respondent in a sexual harassment case or other related sexual offenses, he/she shall inhibit himself/herself from the deliberations of the committee (CSC Resolution No. 956161 as cited in RA No. 7877, p. 13):

We may add:

A CODI member may inhibit the investigation when the victim is a relative by consanguinity or affinity within the fourth civil degree.

**Section 12. Procedure in the Disposition of Sexual Harassment Cases** (CHED Memorandum No. 01, s. 2015, p. 28-31):

. *Complainant.*

1. The complaint may be filed with the university president or with the CODI. Upon receipt of the complaint by the university president, the same shall be transmitted to the CODI. The complaint must be in writing, signed and sworn to by the complainant, and shall contain the following:
  1. The full name and address of the complainant;
  2. The full name and address of the complainant;
  3. A brief statement of the relevant facts;
  4. Evidence in support of the complaint, if any;
  5. A certification of non-forum shopping; and
2. The withdrawal of the complainant at any stage of the proceedings shall not preclude the CODI from proceeding with the investigation when there is obvious truth or merit to the allegations in the complaint or where there is documentary or direct evidence that can prove the guilt of the person complained of.

B. *Action on the Complaint.*

Upon receipt of the complaint that is sufficient in form and substance, the CODI shall require the person complained of to submit a counter affidavit/comment under oath within three (3) days from receipt of the notice, furnishing a copy thereof to the complainant.

C. *Preliminary Investigation*

1. A preliminary investigation shall be conducted by the CODI. The CODI shall examine all the documents submitted by the complainant and the person complained of, as well as documents readily available from other sources. The parties may submit affidavits and counter-affidavits. All proceedings before CODI shall be held under strict confidentiality.
2. Upon the receipt of the counter-affidavit or comment under oath, the CODI may recommend whether a *prima facie* case exists to warrant the issuance of a formal charge.
3. A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the CODI and shall be terminated within fifteen (15) working days thereafter.

D. *Investigation Report*

Within five (5) working days after the termination of the preliminary investigation, the CODI shall submit the investigation report and the complete records of the case to the university president.

E. *Decision or Resolution After Preliminary Investigation*

If *prima facie* is established during the investigation, a formal charge shall be issued by the university president within three (3) working days of receipt of the investigation

report. In the absence of a prima facie case, the complaint shall be established within the same period.

*F. Formal Charge*

After finding a prima facie case, the university president shall formally charge the person complained of. The formal charge shall contain specifications of the charge(s); a brief statement of materials or relevant facts, accompanied by certified true copies of the documentary evidence, if any; sworn statements covering the testimony of witnesses; a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof; advice for the respondents to indicate in his/her answer whether or not he/she elects a formal investigation of the charge(s); and a notice that he/she is entitled to be assisted by a counsel of his/her choice.

*G. Answer*

The answer, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any, including documentary evidence and sworn statements covering testimonies of witnesses, if there be any, in support of the respondent's case. It shall also include a statement indicating whether he/she elects a formal investigation.

*H. Failure to File an Answer*

If the respondent fails or refuses to file his/her answer to the formal charge within seventy-two (72) hours from receipt thereof without justifiable cause, he/she shall be considered to have waived his right thereto, and formal investigation may commence.

*I. Preventive Suspension*

1. Upon petition of complaint or *motu proprio* upon the recommendation of the CODI, at any time after the service of the formal charge to the respondent,

The university president may order the preventive suspension of the respondent during the formal investigation if there are reasons to believe that he/she is probably guilty of the charges that would warrant his/her removal from service.

0. When the administrative case against the respondent under preventive suspension is not finally decided by the university president within the period of ninety (90) days of his/her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into service.

*J. Remedies from the Order of Prevention Suspension*

The respondents may file a motion for reconsideration with the disciplining authority or may elevate the same to the Civil Service Commission by way of an appeal within fifteen (15) days from receipt thereof.

*K. Conduct of Formal Investigation*

A formal investigation shall be conducted by the CODI if it deems such investigation is necessary to decide the case judiciously, although the respondent does not request a formal investigation. It shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. The said investigation shall be finished within thirty (30) days of the issuance of the formal charge or the receipt of the answer.

*L. Formal Investigation Report.*

Within fifteen (15) days of the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, a report containing a narration of the material facts established during the investigation, the findings and evidence supporting said findings, as well as the recommendations, shall be submitted by the CODI to the University President. The complete records arranged systematically and chronologically shall be attached to the report of investigation.

*M. When Case is Decided*

The disciplining authority shall render his decision on the case within thirty (30) days from receipt of the Report of Investigation.

*N. Finality of Decisions.*

The University President shall render the decision on the case within thirty (30) days of receipt of the report of investigation. A decision rendered by the university president where a penalty of suspension for not more than thirty (30) days or a fine in an amount not exceeding thirty (30) days' salary is imposed shall be final and executory. However, if the penalty imposed is suspension exceeding thirty days lapse of the reglementary period for filing a motion for reconsideration for an appeal, and no such pleading has been filed.

*O. Appeal*

For decisions rendered by the university president, the party adversely affected may file an appeal before the Civil Service Commission.

**Section 13. Classification of Acts of Sexual Harassment.**

(CSC, Resolution No. 01-0940. Pp. 11-14)

1. Grave Offenses shall include, but are not limited to:

- 1.1. Unwanted touching of private parts of the body (genitalia, buttocks and breasts);
- 1.2. Sexual assault;
- 1.3. Malicious touching;
- 1.4. Requesting for a sexual favor in exchange for employment, promotion, local or foreign travel, favorable working conditions or assignments, a passing grade, the granting of honors and scholarships, or the grant of benefits or payment of a stipend or allowance; and
- 1.5. Other analogous cases.

2. Less Grave Offenses shall include but are not limited to:

- 2.1. Unwanted touching or brushing against a victim's body;
- 2.2. Pinching not falling under grave offenses;
- 2.3. Derogatory or degrading remarks or innuendoes directed toward the members of one's sex, or one's sexual orientation or used to describe a person;
- 2.4. Verbal abuse with sexual overtones; and
- 2.5. Other analogous cases.

3. Light Offenses shall include:

- 3.1. Surreptitiously looking or staring a look of a person's private parts or worn undergarments.
- 3.2. Telling sexist/smitty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense, and carried out after the offender has been advising that they are offensive or embarrassing or, even without such advice, when they are by their nature clearly embarrassing offensive or vulgar;

- 3.3. Malicious leering or ogling;
- 3.4. The display of sexually offensive pictures, materials or graffiti;
- 3.5. Unwelcome inquiries or comments about a person's sex life;
- 3.6. Unwelcome sexual flirtation, advances propositions;
- 3.7. Making offensive hand or body gestures at an employee; or
- 3.8. Persistent unwanted contact or attention after the end of a romantic relationship;
- 3.9. Unwelcome phone calls with sexual overtones causing discomfort embarrassment, offense or insult to the receiver; and
- 3.10. Catcall or shrill whistle to the victim.
- 3.11. Other analogous cases.

**Section 14. Administrative Liabilities.** The head of the office who fails to act within fifteen (15) days from the receipt of any complaint for sexual harassment or other related sexual offenses that occur in the university premises that are properly filed against any faculty member and member in that office shall be charged with Neglected of Duty. Any person who is found guilty of sexual harassment shall, after investigation, be meted the penalty corresponding to the gravity and seriousness of the offense

**Section 15. Penalties.** The penalties for light, less grave, and grave offenses are as follows:

1. For light offenses:

- 1<sup>st</sup> offense - Reprimand
- 2<sup>nd</sup> offense - Fine or suspension, not exceeding thirty (30) days
- 3<sup>rd</sup> offense - Dismissal

0. For less grave offenses:

- 1<sup>st</sup> offense - Fine or suspension of not less than thirty (30) days and not exceeding six (6) months
- 2<sup>nd</sup> offense - Dismissal

0. For grave offenses: Dismissal

0. If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

**Section 16. Prescriptive Period.** Any complaint or action arising from the violation of these rules should be filed within three (3) years from the commission of such violation; otherwise, the same shall be deemed to have prescribed.

**Section 17. Amendment.** The University of Rizal System through its Committee on Decorum and Investigation may amend or modify these Internal Guidelines on the Implementation of the Anti-Sexual Harassment Act of 1995 (RA 7877) and Safe Spaces Act (RA 11313) as may be necessary upon approval by the Board of Regents.

**Section 18. Effective Clause.** The Internal Guidelines on the Implementation of the Anti-Sexual Harassment Act of 1995 (RA 7877) and Safe Spaces Act (RA 11313) shall take effect immediately upon approval by the Board of Regents.

## C. REPUBLIC ACT NO. 8049 - ANTI HAZING LAW

**AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE**

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

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

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. 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 Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

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

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

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

1. The penalty of reclusion perpetua (life imprisonment) if death rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated

for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correctional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

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

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

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

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein. Any person charged under this provision 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 a corporation engaged in hazing as a requirement for employment in the manner provided herein.

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

**Section 6** - All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

**Section 7**- This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

## **D. OTHER LAWS**

### **REPUBLIC ACT NO. 8371 - THE INDIGENOUS PEOPLES' RIGHTS ACT OF 1997**

*Republic Act No. 8371*, officially known as the Indigenous Peoples' Rights Act of 1997, is a Philippine law that recognizes, protects, and promotes the rights of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs). It establishes mechanisms to ensure their rights, including the creation of the National Commission on Indigenous Peoples (NCIP), and provides for the appropriation of funds for these purposes.

### **REPUBLIC ACT NO. 10627 - THE ANTI-BULLYING ACT OF 2013**

*Republic Act No. 10627*, officially known as the Anti-Bullying Act of 2013, mandates that all elementary and secondary schools in the Philippines adopt policies to prevent and address bullying. The law defines bullying as any severe or repeated use of written, verbal, or electronic expression, any physical act or gesture, or any combination thereof, that is intended to cause harm or distress to another person.

### **REPUBLIC ACT NO. 7277 - MAGNA CARTA FOR DISABLED PERSONS**

*Republic Act No. 7277*, also known as the Magna Carta for Disabled Persons, is a Philippine law that aims to promote the rehabilitation, self-development, and self-reliance of disabled persons, ensuring their integration into society. It outlines the rights and privileges of disabled individuals and mandates various measures to support their inclusion in education, employment, healthcare, and other aspects of life.

### **REPUBLIC ACT NO. 10175 - THE CYBERCRIME PREVENTION ACT OF 2012**

*Republic Act No. 10175*, officially known as the Cybercrime Prevention Act of 2012, is a Philippine law that defines and addresses cybercrimes. It provides a legal framework for preventing, investigating, and prosecuting offenses committed using computers and computer networks. The law aims to protect the confidentiality, integrity, and availability of computer data and systems.

## **AWIT NG PAMANTASAN**

Ang mga labi ay umusal ng pag-galang,

Ang mga puso'y punuin ng kagalakan,

Taas noong ibandila ang URS nating mahal,

Mga pangarap at mithiin mo sa buhay,

Sa pamantasan mabibigyang katuparan,

Ang mura mong isipan

Pinanday at pinagyaman sa hamon ng panahon.

Ika'y handing tumindig nang may dangal.



Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Province of Rizal



## AGREEMENT OF COMPLIANCE

\_\_\_\_\_ Date

I \_\_\_\_\_, read and understood the provisions of the official University Student Handbook.

I will faithfully comply with and conduct myself as a student of the University according to the handbook to the best of my knowledge and discretion with all fidelity and honesty. I impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

I will be solely accountable for any infraction of the provisions of the handbook.

\_\_\_\_\_ Student's Name & Signature

\_\_\_\_\_ Course/Year/Section

\_\_\_\_\_ Address

\_\_\_\_\_ Contact Number

Conforme:

\_\_\_\_\_ Name of Parent/ Guardian & Signature

