



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education

UNDERGRADUATE
Student Handbook
2014 Edition



OFFICE OF STUDENT AFFAIRS AND STUDENT SERVICES

FOREWORD

How do you start your academic journey in the university right? What is expected of you as a student? How do you cope with the demands of college life? How could you avail yourself of the facilities, services, scholarship grants, and other incentives offered by the government and private groups?

These questions and more find answers in this handbook that has been especially prepared for you. Moreover, it defines the vision, mission, and objectives of the University. It also spells out the duties and responsibilities expected of you. More importantly, it underscores school policies and regulations and even explains to you the co-curricular activities you can join in to balance your academic life and make it meaningful.

The Philippine Normal University is committed to upgrade your education while you are under her wing, as it is concerned with the way you respond to societal demands.

WELCOME TO PNU!

President's Message

On behalf of the Philippine Normal University (PNU) community, I welcome you to the first training school for teachers established by the Americans in Asia. The enduring legacy of PNU since its establishment in 1901 has made itself to be the leading Teacher Education Institution (TEI) in the country by producing a critical number of quality teachers and education leaders. With our mandate as the National Center for Teacher Education (NCTE), we take pride in being the Teacher nurturers of future innovative teachers.



I hope that this handbook will be a useful document to introduce our institution to our visitors, future students, and partners for the advancement of teacher education.

Thank you and again, welcome to PNU.


Ester B. Ogena
PNU President

OFFICIAL SEAL OF THE UNIVERSITY



The Torch stands for the Light that illumines the path in building a temple of immortal souls in future generations; the Open Book means that anyone may come to engraft a branch of knowledge into the stock of wisdom; the Laurel Leaves serve as the emblem of victory, of a courageous flight of success. Truth, Excellence & Service are the Core Values that PNU stands.

PHILOSOPHY

The philosophy of the University is anchored on “Education for Personal Renewal and Social Transformation.”

Personal renewal and empowerment could bring back the mantle of consciousness that is positive and healthy for Filipinos. Let there be an education wherein the Filipinos would believe in themselves, and be confident in their future. Empower them by their heritage, legacy and landmarks to make them stand on an equal footing with other people so that they can contribute to a society that is driven to transform.

VISION

PNU shall become an internationally recognized and nationally responsive teacher education university. As the established producer of knowledge workers in the field of education, it shall be the primary source of high-quality teachers and education managers who can directly inspire and shape the quality of Filipino students and graduates in the country and the world.

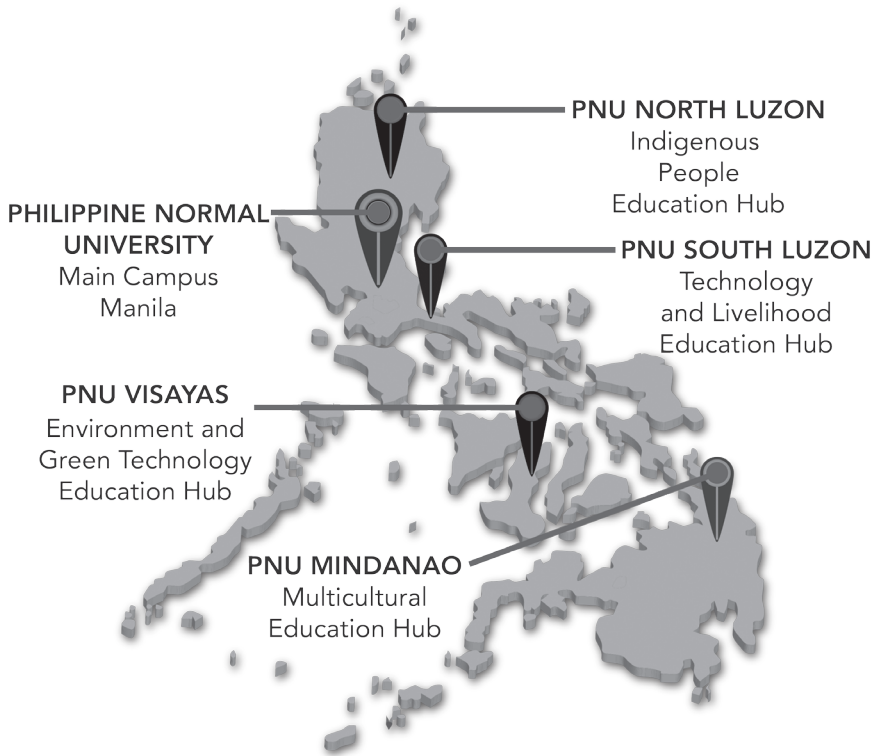
MISSION

PNU is dedicated to nurturing innovative teachers and education leaders.

STRATEGIC DIRECTIONS

1	SHARED VISION OF EXCELLENCE	Solidify internal stakeholders' support in pursuit of excellence thru innovation, influence, and impact.
2	QUALITY ASSURANCE	Institutionalize quality assurance mechanisms that ensure compliance with national and international standards of excellence and implement PNU's distinctive competence in all the products and service.
3	SYSTEMS-BASED SOLUTIONS	Employ proven management technologies and systems as solutions to providing quality, reliable, and efficient academic and administrative support services to sustain the University's competitiveness.
4	BRANDING	Promote a distinct and widely recognized PNU brand as being the source of responsive innovations in teacher education.
5	INTERNATIONALIZATION	Transform PNU as internationally recognized leader in teacher education.
6	COLLABORATION AND PARTNERSHIP	Optimize collaboration and partnership with public and private institutions and organizations to support effective and efficient delivery of University functions.
7	PRODUCT AND SERVICE DEVELOPMENT	Develop well planned products and services that are of value to stakeholders.
8	RESPONSIVENESS TO STAKEHOLDERS	Respond effectively and innovatively to the needs, demands, and requirements of the different stakeholders to actualize/demonstrate the University's relevance and leadership.
9	SUSTAINABILITY	Embed in the University system the value of environmental sustainability, continuing growth, and forward thinking.
10	HUMAN CAPITAL MANAGEMENT	Ensure an enriching, fair, and healthy work environment which promotes professional growth and career advancement for faculty and staff and guarantee a steady supply of highly competent human resource.

CAMPUSES / HUBS



PNU Main Campus is in Manila. PNU has branches in Prosperidad, Agusan del Sur; Alicia, Isabela; Cadiz, Negros Occidental; and Lopez, Quezon.

ACADEMIC PROGRAMS

UNDERGRADUATE PROGRAMS FOR LOCAL AND FOREIGN STUDENTS

Faculty of Arts and Languages (FAL)

Bachelor in English Education (BEE) with Certificates in Teaching Elementary/ Junior Secondary/ Senior Secondary High School

Bachelor in Filipino Education (BFE) with Certificates in Teaching Elementary/ Junior Secondary/ Senior Secondary High School

Bachelor in Literature Education (BLE) with Certificates in Teaching Junior Secondary/ Senior Secondary Education (English Stream)

Bachelor in Music and Art Education (BMAE) with Certificates in Teaching Elementary/ Junior Secondary/ Senior Secondary High School

Faculty of Science, Technology and Mathematics (FSTEM)

Bachelor in Mathematics Education (BME) with Certificates in Teaching Junior Secondary/ Senior Secondary Education

Bachelor in Mathematics and Science Elementary Education (BSMEE)

Bachelor in Science Education with Specialization in Biology, Chemistry, and Physics with Certificates in Teaching Junior Secondary/ Senior Secondary High School

Faculty of Behavioral and Social Sciences (FBeSS)

Bachelor in Social Science Education (BSSE) with Certificates in Teaching Elementary/ Junior Secondary/ Senior Secondary High School

Bachelor in Values Education (BVE) with Certificates in Teaching Elementary/ Junior Secondary/ Senior Secondary High School

Bachelor of Science-Master of Arts in Psychology and Counseling Straight Program

Faculty of Education Sciences (FES)

Bachelor in Early Childhood Education

Institute of Knowledge Management (IKM)

Bachelor in Information Technology Education (BITED) with Certificates in Elementary, Junior High School, and Senior High School Teaching

Bachelor of Library and Information Science

Institute of Physical Education, Health, Recreation, Dance and Sports (IPEHRDS)

Bachelor in Physical and Health Education (BPHE)

Institute of Teaching and Learning (ITL)

Enhanced Basic Education Program (K-12 Curriculum)

Student Teaching Program (Local and International)

TABLE OF CONTENTS

INTRODUCTION

Official Seal of the University	4
University Philosophy, Vision and Mission	5
Strategic Directions	6
Campus/Hubs	7

ACADEMIC PROGRAMS 8

GENERAL DIRECTIVES 14

STUDENT ADMISSION

Phase I: Entry to PNU

Admission Requirements	17
Requirement for Enrolment	18
Admission Requirements for Application of CTP	18
Admission Requirements for Application of Foreign Students	18

Phase II: Entry to Courses/Majorships

Requirement Procedure for the Various Curricular Programs	20
Policies on Transferees in the Undergraduate Level	21

REGISTRATION AND ENROLMENT

Registration	24
Enrolment Procedure	24
Refund of Fees	26

ACADEMIC ADVISING

Designation of Academic Advisers	28
Duties and Responsibilities of Academic Advisers	28
Supervision of Academic Advising	29

ACADEMIC POLICIES

Study Load	31
Acceptance to a Class	31
Attendance	31
Authorized Withdrawal/ Dropping of Courses	32
Guidelines for Dismissal	32
Honorable Dismissal	33
Leave of Absence	33
Incomplete Grade	33
Academic Probation	34
Readmission Procedure	35
On the Residence of the Students	35
Shifting of Course/Changing of Majorship	35
Grading System	36
Graduation	36
Graduation with Honors	37
Composition of the Academic Awards Committee	38
Appeal Mechanism	38
Academic Awards	39
Dean's Lister	39
Loyalty and Special Awards	39
Co-Curricular Awards	40

STUDENT SERVICES

Student Service Program	42
University Scholarship	43
Student Assistantship Program	44
Other Student Services and Facilities	45

STUDENT ORGANIZATIONS AND ACTIVITIES

Policies and Guidelines on Campus Organization	
Supervision of Organization's Operation and Activities	49
Application and Accreditation of Interest Clubs	
and University Chapter Organizations	49
Accreditation/Reaccreditation	49
Certificate of Recognition	50
Disqualification of Organization	50
Classification of Student Organizations and Clubs	50
Membership	51
The Adviser	52
Student Activities: Standard Operational Procedures	53
Permit for Activities	53
Resource Persons, Speakers and Lecturers	55
Non-PNU Participants	55
Reservation of University Facilities for the Conduct	
of Student Activities	55
Use of Bulletin Boards, Posters and Announcements	56
Fund-Raising Activities	56

STUDENT RIGHTS AND DISCIPLINE

Rights of Students	59
Student Conduct and Discipline	63
Dress Code/Uniform	63
Wearing of Official Identification Card	63
School Conduct	64
Disciplinary Sanction for Minor Offenses	67
Disciplinary Sanction for Major Offenses	70
University Committee on Student Discipline	75
Composition	75

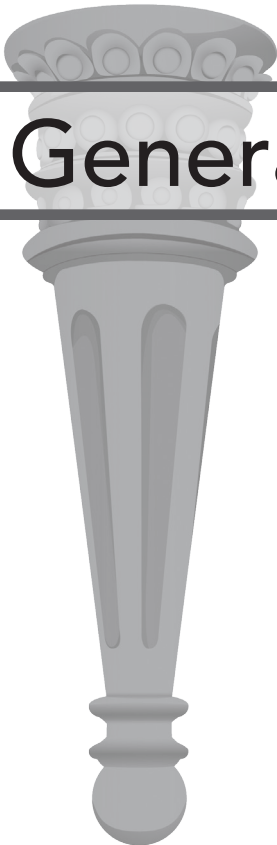
Function and Process	75
Grievance and Complaints	79
Grievance Committee	79
Student’s Complaint against a Faculty Member	79

APPENDICES

Appendix A: Campus Journalism Act 1991	82
Appendix B: Guidelines for the Selection of Co-Curricular Awardees	89
Appendix C: Guidelines on Conducting Field Trips	95
Appendix D: Guidelines on the Use of University Library	97
Appendix E: Anti-Sexual Harassment Act of 1995	104
Appendix F: Student Handbook Revision Committee	108
Appendix G: Student Handbook Review Committee	110
Appendix H: Board of Regents	111
Appendix I: PNU Hymn	112
Appendix J: PNU March	113
Appendix K: References	114
Appendix L: Affirmation	115

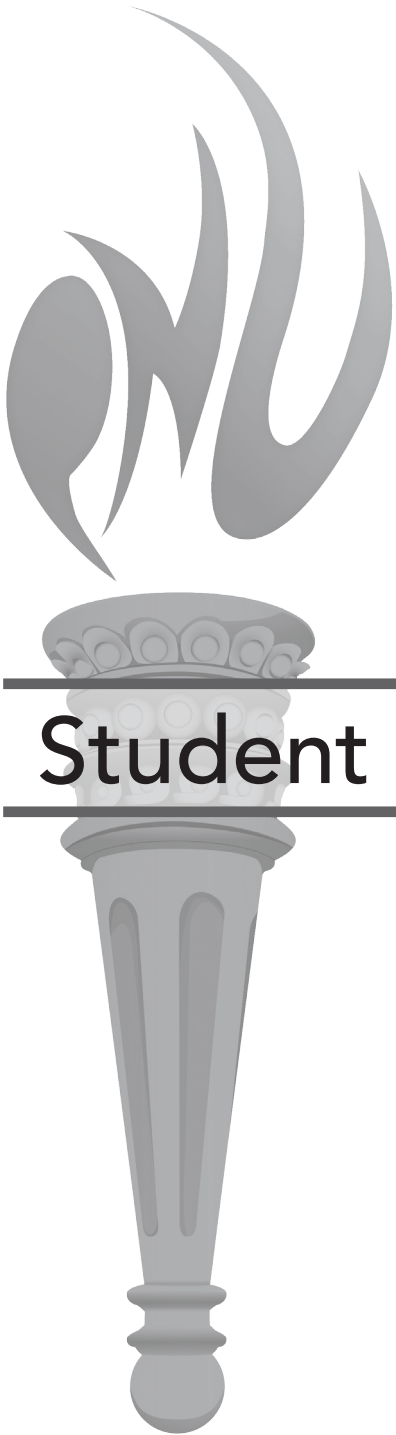


General Directives



GENERAL DIRECTIVES

1. All undergraduate students of the Philippine Normal University (PNU) are required to abide by the provisions of the Undergraduate Student Handbook. They should endeavor to know and understand the content of the Handbook. Ignorance of the provisions does not excuse any student from being sanctioned for non-compliance.
2. All students are expected to act and behave in accordance with the legal, moral and ethical standards within and outside the University premises.
3. Students should observe politeness and courtesy towards school officials, faculty, staff, fellow students and other school personnel within and outside the University premises.
4. Students shall observe the guidelines in the use of the Identification Card (ID).
5. Students shall not be allowed to enter the University premises earlier than 6:00 a.m. unless authorized with a written permit from the Dean of the Office of Student Affairs and Student Services or his/her authorized representative.
6. No student shall be allowed inside the campus after 9:00 p.m. except those involved in co-curricular and extra-curricular activities authorized with a written permit from the Associate Dean and noted by the College Dean.
7. Students who need to stay overnight must be accompanied by a Faculty/ Adviser and must secure a written permit from Office of the Student Affairs and Students Services.
8. Students are responsible to update records of their academic standing and academic deficiencies.



Student Admission

ADMISSION

The Office of Admissions is responsible for the administration of the various admission tests for undergraduate, CTP/PS Specialization, graduate, post baccalaureate and basic education students. It implements policies, handles correspondence and other inquiries about course offerings and application procedures of different academic programs of the University. It takes charge of pre-enrolment of incoming freshmen students and their placement in the chosen courses and majorships/areas of specialization based on the results of the qualifying examination administered by the various academic programs.

ADMISSION REQUIREMENTS

PHASE I: Entry to PNU (PNUAT Applicants)

PNU ADMISSION TEST REQUIREMENTS

A. For Graduating High School Students

- Certified True Copy of Report Card with no grade lower than 80% or its equivalent in English, Science, and Math and no failing grade in the other subjects.

B. Other Applicants

B.1. For High School Graduates

- Fourth Year High School Report Card with no grade lower than 80% or its equivalent in English, Science, and Math and no failing grade in the other subjects (original copy)

B.2. For Transferees

- Transcript of Records/Certification of Grades (no grade lower than 80% or its equivalent in all subjects) and Honorable Dismissal

B.3. Alternative Learning System (ALS)

- Certificate of ALS Accreditation and Equivalency Test

C. Other Requirements

- Two (2) copies of 2"x2" latest colored picture
- *Entrance Test Fee

** Subject to rates approved by the Board of Regents*

REQUIREMENTS FOR ENROLMENT

A. For High School Graduates

- Original High School Card

B. For Transferees

- Original Transcript of Records with Honorable Dismissal

C. For Alternative Learning System (ALS) Graduates

- Original copy of Certificate of ALS Accreditation and Equivalency Test

D. Other Requirements

- Original Good Moral Certificate
- Original copy of NSO Birth Certificate

CERTIFICATE IN TEACHING PROGRAM

ADMISSION REQUIREMENTS (CTP- 30 UNITS OF EDUCATION)

- CTP applicants must be a graduate of any 4-year or 5-year non-education course with a GPA of 2.0 or 85% or better. They must submit the following:
- Transcript of Records with SPECIAL ORDER NO. (if graduated from private school) – Certified True Copy
- *Entrance examination fee
- Two (2) copies of “2x2” pictures, taken in the past six (6) months

** Subject to rates approved by the Board of Regents*

REQUIREMENTS FOR ENROLMENT

- Original Transcript of Records with Special Order No. (if graduated from private school)
- Original NSO copy of marriage contract (for female applicants whose TOR bears the maiden name)

ADMISSION REQUIREMENTS FOR APPLICATION

OF UNDERGRADUATE FOREIGN STUDENTS

1. A formal letter of application addressed to the University President seeking admission to an undergraduate program to be reviewed by the Dean/

Associate Dean/ Faculty of Teacher

2. Authenticated High School Card and authenticated Certificate of Graduation in High School/Diploma with English translations duly certified by the University Registrar of the University graduated from and from the Philippine Embassy of the country of origin
3. A computed Grade Point Average (GPA) equivalent to at least 80% or its equivalent in the PNU Grading System
4. Applicants must have TOEFL/ IELTS/ TOEIC certificate.
5. Applicants who did not meet the required score or do not have TOEFL, IELTS, TOEIC certificate need to take the ELP (English Language Proficiency) prior to taking the PNUAT.
6. Authenticated Birth Certificate
7. Certificate of Good Moral Character
8. A written Personal History Statement with photocopy of Passport (original Passport should be presented)
9. Two (2) copies 2x2 colored picture
10. *Admission test fee
11. Passing score in the PNU Admission Test (PNUAT), Oral Interview, and Medical Examination

** Subject to rates approved by the Board of Regents*

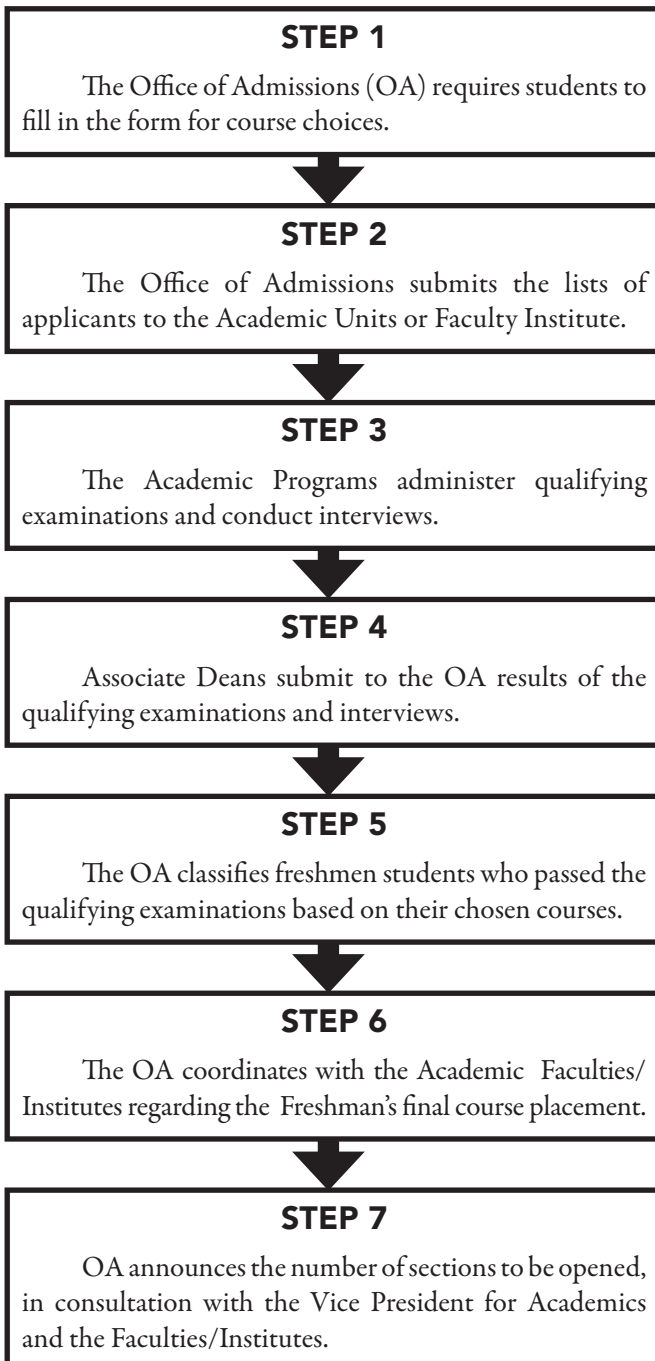
PHASE II: Entry to Courses/ Majorships

In their first year, all students are enrolled in general education courses. Students are required to attend the Orientation Program for majorship and fill up course choice forms indicating their three (3) top choices for majorship. Afterwards, they have to take the Qualifying Exam in a majorship of their choice.

Final admission in any of the chosen courses is based on the following criteria specified by the Academic Programs:

1. Grade requirement
2. Passing the Qualifying Examinations
3. Passing the Oral Interview
4. Other requirements as specified by the program concerned

RECRUITMENT PROCEDURE FOR THE VARIOUS CURRICULAR PROGRAMS



POLICIES ON TRANSFEREES IN THE UNDERGRADUATE LEVEL

(Local and Foreign)

As a government-funded institution, the Philippine Normal University opens its doors to students who have started their tertiary studies in other colleges and universities. The admission of these students is governed by the following existing policies on accreditation:

Rule 1. A course or subject taken in a recognized institution regarded as a reasonable equivalent to a course or subject in the PNU curriculum will be given full credit provided that the grade obtained is at least 85%, 2.0 or “B”. (This is subject to Rule 2.)

Rule 2. No PNU diploma will be granted to a student unless s/he has completed the required courses or at least 50% of the total number of units taken in the last two (2) years of residence in the University.

The specific policies for transferees are as follows:

1. Upon application, the applicant submits such valid credentials such as:
 - 1.1. Transcript of Records
 - 1.2. Honorable Dismissal
 - 1.3. Birth Certificate
 - 1.4. Certificate of Good Moral Character from the Dean of Student Affairs of the school of origin
 - 1.5. Two (2) copies of 2”x2” picture taken in the past six (6) months
2. Applicants with academic deficiencies (Incomplete, Failure/s, Unauthorized Withdrawal and Dropped) in any subject or who have been refused admission in the previous school for disciplinary reasons will be treated the same and will not be qualified for admission.
3. The applicant should pass the PNUAT, oral interview, and medical examination.
4. The applicant must take all the education and majorship courses at PNU.
5. All transferees are considered probationary during their first semester / term in the University. Failure in at least six (6) units will render him/ her ineligible for enrolment in the second semester / term.
6. Admission of transferees is subject to availability of slots as well as the quota specified by the University.

ADDITIONAL REQUIREMENTS FOR FOREIGN STUDENTS

1. A formal letter of application addressed to the University President seeking admission to an undergraduate program to be reviewed by the Dean/Associate Dean/Institute Director.
2. A written Personal History Statement with photocopy of Passport (original Passport should be presented).
3. *Student Visa (Photocopy).
4. Alien Certificate of Registration (Photocopy).
5. Police Clearance from the country of origin/National Intelligence Coordinating Agency (NICA) clearance.
6. Applicants must have TOEFL/IELTS/TOEIC certificate.
7. Red Ribbon Copy of TOR with Certified English Translation (For Foreign Students coming from Foreign University).

**Transferring Foreign Students from Local University.*

TRANSFEREES FROM PNU BRANCHES/SUCS (STATE UNIVERSITIES AND COLLEGES)

1. Minor/ basic subjects with the same course descriptions will be credited.
2. Original Transcript of Records with remarks stated as “Copy for PNU” or “Granted Honorable Dismissal” must be submitted.
3. A recommendation from the Executive Director & Provost is needed.
4. Transferees should not have been dismissed by the school of origin.
5. Admission is subject to availability of slots.



Registration and Enrolment

REGISTRATION

REGISTRATION PROCEDURE

For Returnees:

Returnees (who have filed an official Leave of Absence and for Readmission) and students for re-admission must get approval and permit for re-admission from the University Registrar to be signed by the Associate Deans Directors/Deans.

For Cross-Enrollees:

Cross-enrollees from another institution shall be admitted to the University only upon presentation of a written permit from the University Registrar. The permit shall state the total number of units to be taken by the student and the subject/s s/he is authorized to take in the University.

REQUIREMENTS FOR ENROLMENT

1. Medical Certificate that s/he passed the medical examination as attested by the PNU Medical Officer
2. Original Form 138 (High School Report Card) or Form 137
3. Certificate of Good Moral Character from the Principal or the Guidance Counselor
4. Submitted credentials should be checked by the Office of Admissions to ensure authenticity and completeness. Any falsification of such documents constitutes a ground for disqualification for enrolment
5. Duly accomplished Student's Information Sheet
6. Upon submission of such requirements a student receives a Notice of Admission to be presented to the Enrolment Adviser.

ENROLMENT PROCEDURE

The University adopts an efficient, fast, and systematic registration and enrolment procedure. A student must be officially enrolled in order to receive credit for the course work.

Policy Guidelines and Conditions

1. On-line Enrolment of Incoming Freshmen
 - 1.1. Go to MIS office to activate your student's portal.

- 1.2. Upon activation of your student's portal, log-in to <http://pnuweb.pinnacle.com.ph/pnu/students/> for on-line enrolment.
- 1.3. Tick the check box corresponding to subjects assigned to you and click save.
- 1.4. Double check if all subjects are included and click assess.
- 1.5. Print the assessment form. Present this form whenever you pay in PNU Cashier's office or to any Landbank Branches.
- 1.6. In case you cannot see the enlisted subjects in your student portal kindly go to your respective batch advisers.
2. On-line Enrolment of Regular Students
 - 2.1. Log-in to student's portal at <http://pnuweb.pinnacle.com.ph/pnu/students/>
 - 2.2. Tick the check box corresponding to subjects assigned to you and click save.
 - 2.3. Double check if all subjects are included and click *assess*.
 - 2.4. Print the assessment form. Present this form whenever you pay in PNU Cashier's office or to any Landbank Branches.
 - 2.5. In case, you cannot see the enlisted subjects in your student portal kindly go to your respective batch advisers.
3. On-line Enrolment of Irregular Students
 - 3.1. Proceed to Window 5 of the University Registrar and inquire about the courses offered and available schedules.
 - 3.2. The staff enlists the approved courses and they should appear in your student's portal.
 - 3.3. Go to MIS office to activate your student's portal.
 - 3.4. Upon activation of your student's portal, log-in to <http://pnuweb.pinnacle.com.ph/pnu/students/> for on-line enrolment.
 - 3.5. Tick the check box corresponding to subjects assigned to you and click *save*.
 - 3.6. Double check if all subjects are included and click assess.
 - 3.7. Print the assessment form. Present this form to PNU Cashier's office or to any Landbank branches.
 - 3.8. In case you cannot see the enlisted subjects in your student portal, kindly go to your respective batch advisers.

REFUND OF FEES

A student who withdraws his/her registration or drops a subject may ask for a refund only for the tuition paid, in proportion to the following:

1. Within one week from the start of regular semester / term classes (within the first or second day of summer classes).....70%
2. Within the second week from the start of regular semester / term classes (within the third or fourth day of summer classes).....50%
3. Within the third or fourth week from the start of regular semester / term classes (within the fifth or sixth day of summer classes).....20%

No refund shall be made after the fourth week from the start of regular semester / term classes (after the sixth day of summer classes). Withdrawal without serving notice or without an accomplished dropping form duly signed by the professors concerned and submitted to the Office of the University Registrar is considered unauthorized.



Academic Advising

GUIDELINES ON ACADEMIC ADVISING

Academic advising is a pro-active approach meant to assist students to complete their respective degrees within the prescribed four-year period. Specifically, it helps prevent scholastic deficiencies such as failing grades, incomplete grades, and the inability to take and pass the course required in the curriculum the student is enrolled in.

IMPLEMENTING GUIDELINES

1. Designation of Academic Advisers
 - 1.1. When the students are on their chosen fields of specialization via the qualifying examinations administered by the academic programs the Associate Deans designate faculty members as academic advisers of sophomores to seniors in the major courses.
 - 1.2. The Associate Dean may advise one section or class.
2. Duties and Responsibilities of Academic Advisers

2.1. General

Every academic adviser must extend utmost assistance and guidance to his/her advisees to help them complete and finish their degree at PNU.

2.2. Specific

The academic adviser is expected to do the following:

- 2.2.1. Go over the advisee's certificate of registration during the pre-enrolment period to make sure that s/he is enrolled in the courses prescribed in the chosen curricular program for a given semester / term.
- 2.2.2. Sign the registration certificate to indicate approval of the courses enrolled in.
- 2.2.3. See to it that first year students finish the National Service Program (NSTP) for a period of one year as a graduation requirement.

Regular Academic Advising

- 2.2.4. Prepare an academic cumulative folder for each advisee; submit the same to the program clerk for encoding in the permanent student record.

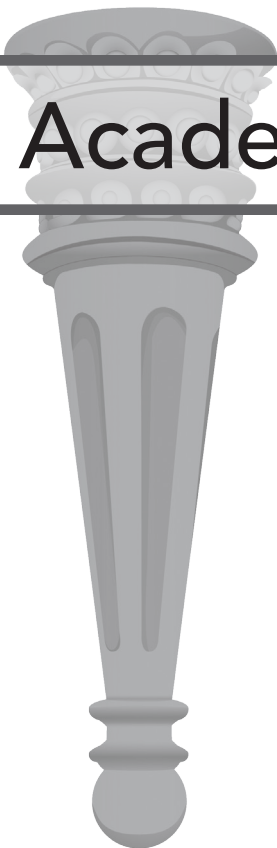
- 2.2.5. Keep a logbook for academic advising indicating the date, brief description of problem/ need and action taken.
- 2.2.6. Post consultation hours at the academic program office/ cubicle.
- 2.2.7. Be available for consultation regarding advisee's needs and problems, e.g., incomplete grades, failures, etc.
- 2.2.8. Determine the academic strengths and weaknesses of advisees and organize peer monitoring study groups within the class.
- 2.2.9. Meet advisees as a group, if and whenever necessary, to discuss common problems.
- 2.2.10. Refer advisees with personal problems to Student Affairs Office for appropriate counseling.
- 2.2.11. Recommend deserving advisees for scholarship, grant-in-aid, student loans, and student assistantships by signing required forms.

3. Supervision of Academic Advising

The Deans and Associate Deans/Director have to see to it that academic advising is properly carried out in their respective Colleges/Faculties/Institutes.



Academic Policies



ACADEMIC POLICIES

STUDY LOAD

An undergraduate student enrolled in a regular semester / term is limited to the specified number of academic units in the curriculum s/he is enrolled in. A working student, however, is allowed to take only 18 units.

A candidate for graduation is allowed to carry a maximum of 30 units in a regular semester / term.

Acceptance to a Class

A student is officially enrolled only after the University Registrar has signed the certificate of registration, and the University Cashier or his authorized representative has indicated payment of fees. The officially enrolled students are listed in the Class List which will be provided by the Registrar to the faculty through the Faculty Portal.

In case a student wishes to drop a course or change his/her class schedule, s/he must file the form to the Office of the University Registrar. Failure to secure the University Registrar's approval will be sufficient ground for giving the student a failing grade in the subject.

ATTENDANCE

A student may be dropped from the class roll after having missed twenty percent (20%) of the total number of hours of recitation, lecture, laboratory, or any scheduled work. The University Registrar and the Dean of Office of Student Affairs and Student Services (OSASS) shall, at the same time, be advised of the action taken by the faculty member by receiving, accomplishing and submitting a Dropping Form in quadruplicate, which is available at the OSASS.

If the majority of the absences incurred by a student are excused, the student may not be given a failing grade; instead, s/he may just be advised to secure an official dropping form.

When a student has been absent from class for one whole week for a semestral/term course or two consecutive meetings for a quarterly course, s/he should write a letter explaining the reason/s behind his/her long absence and secure a Readmission Slip from the Office of Student Affairs and Student Services (OSASS).

A student may be accepted in class even after being late for 15 minutes, but the student should be marked absent during that session. If a student is habitually late, the professor may refer the student to the Office of Student Affairs and Student Services (OSASS) for appropriate action. Any absence incurred immediately after a short vacation (Christmas, Election Day, and others) is normally considered unexcused unless there is a clear and valid reason for the absence.

AUTHORIZED WITHDRAWAL/DROPPING OF COURSES

Authorized withdrawal is a voluntary or termination by a student of his/her attendance from a course or enrolment in the University. It is indicated in the Registrar's record by an "A.W." or Authorized Withdrawal if done with the approval of the proper authorities, as recorded in the Office of the University Registrar.

Students may be dropped if they have accumulated absences of at least twenty percent (20%) of the total number of class hours.

Students may be allowed to drop only before the midterm period, except in cases found meritorious by the faculty, the OSASS, and the University Registrar.

A student who drops a subject without filing a dropping form and securing the approval of the University Registrar shall be given automatically a grade of 70% in the subject.

GUIDELINES FOR DISMISSAL

The following are guidelines on Student dismissal due to poor performance.

1. A student who receives a failing grade in three (3) subjects within a semester / term or five (5) cumulative failing grades or unauthorized withdrawal (UW) at the end of any semester / term will be dismissed from the University.
2. A student with a failing grade shall be given a warning by the University Registrar and referred to the Office of Student Affairs and Student Services for appropriate guidance. The student's load for the succeeding semester / term shall be correspondingly reduced, e.g., by one load if s/he failed in one.
3. A student who is due for dismissal, but who has been enrolled before the dismissal status is ascertained, shall be permitted to remain up to the end of the semester or term in which it occurs. However, the student should be made to understand that dismissal would be enforced just the same at

the end of the semester / term. In case an “Incomplete” grade becomes a failing grade, it is counted against dismissal in the semester / term.

4. The University Registrar sends a letter of Dismissal to the student and his/her parents and to the Associate Dean/Director concerned.

Honorable Dismissal

1. The University Registrar issues an Honorable Dismissal to a student who voluntarily withdraws from the University for purposes of transferring to another school.
2. Any student applying for an Honorable Dismissal should be cleared of all accountabilities before being issued a certificate.
3. Any student who leaves the University for reason of expulsion, shall not be entitled to an Honorable Dismissal.
4. Any student who has been issued Honorable Dismissal cannot be readmitted in the University.

Leave of Absence

The procedures in applying for a leave of absence and extension are as follows:

1. Consult the Guidance Counselor and request a Leave of Absence (LOA) form from the Office of Student Affairs and Student Services (OSASS).
2. Submit to the Office of the University Registrar the application for a leave of absence and extension of enrolment duly signed by parents/guardians and academic head/adviser, guidance counselor and OSASS Dean.
3. Attach supporting documents, e.g., medical certificate, and other proofs to the application.
4. A regular student loses his/her status as a student in residence if the leave of absence exceeds one to two academic years.
5. A renewal of the Leave of Absence shall be determined by the University Registrar. (Leave of Absence will be excluded in the count of four-year term for regular students and five-year term for working students).

Incomplete Grade

A student is given an incomplete grade for any of the following reasons:

1. Failure to comply with the requirements of the course, e.g. projects, term paper, attendance, etc.

2. Failure to take the required examinations like mid-term exam, final exam, unit tests and quizzes.

An incomplete grade shall be completed within one semester / term; otherwise, the student shall automatically be given a failing mark. In the absence of the Professor, the Dean or the Associate Dean may take charge in processing the application for completion of grades.

Procedures for Completing a Grade

1. The student goes to the course professor to settle his/her incomplete grade upon compliance with the requirement s/he lacks.
2. S/he secures and accomplishes application form for completion of grades from the Office of the University Registrar.
3. S/he submits accomplished completion form to the Office of the University Registrar for verification and retrieves the same form after verification.
4. S/he pays at the Cashier's Office and attaches official receipt of payment to the Completion Form which is to be accomplished by the course professor concerned.
5. The professor submits completion form with the assigned rating on or before the due date indicated in the form to the Office of the University Registrar for encoding. Request for extension must be made before the due date
6. A copy is returned by the Office of the University Registrar to the professor concerned.
7. A student with incomplete grades will be allowed to enroll only until after s/he has settled his/her academic deficiencies.

Academic Probation

Students who fail in one or two subjects in a semester / term may be placed on academic probation and are allowed to enroll under the following conditions:

1. They remain on probation for one regular semester / term during which they have to pass all the subjects previously failed.
2. They are allowed to enroll only with limited study load at the discretion of the University Registrar, but in no case may enroll in more than 15 units of course work.
3. Probation is lifted when a student passes all the enrolled units, in a given semester / term.

READMISSION PROCEDURES

1. A former student in good standing with the University at the time of withdrawal may be re-admitted, provided the non-enrolment has not exceeded the prescribed five year period.
2. No student will be considered for readmission if s/he has submitted an accomplished withdrawal form to the Office of the University Registrar before withdrawal.
3. All requests for readmission must be directed to the University Registrar.
4. A student who has accumulated maximum number of academic deficiencies like UW or Failure will not be re-admitted.

ON THE RESIDENCE OF STUDENTS

I. For Regular Students

1. A regular student should finish the course within the prescribed residency time frame (e.g. four years).
2. For reasons beyond his/her control, e.g., illness, financial difficulties, etc., s/he may be allowed a grace period of not more than one academic year.

II. For Working Students

1. A working student may be given a grace period of not more than two semesters / three terms or one academic year.
2. For reasons beyond his/her control, e.g., illness, financial difficulties, etc., s/he may be allowed a grace period of not more than four semesters or two academic years.

SHIFTING OF COURSE/ CHANGING OF MAJORSHIP

Should a student decide to shift or to pursue a course or majorship different from what s/he has started, s/he must write a letter of request with recommending approval of the Associate Deans concerned addressed to the Director of the Office of Admissions. Once approved, the OA letter is then endorsed to the University Registrar so that appropriate changes in the student's records could be made.

GRADING SYSTEM

At the beginning of the semester / term, students have the right to be informed about the criteria for grading as reflected in the course syllabus.

Only duly registered students should be given grades and this can be double-checked through the official class list issued by the Office of the University Registrar through the faculty portal.

The grading system for undergraduate students is as follows:

PERCENTAGE EQUIVALENT	DESCRIPTION
97 – 100	Very Outstanding
94 – 96	Outstanding
90 – 93	Very Satisfactory
87 – 89	Moderate Satisfactory
83 – 86	Satisfactory
80 – 82	Fair
75 – 79	Needs Improvement
74 & below	Failed

GRADUATION

REQUIREMENTS FOR GRADUATION

1. Only students who have successfully completed all the courses in their curricula are eligible for graduation. Students may participate in any commencement activity when all curricular requirements are completed.
2. Completion of all the academic requirements in their chosen degree programs qualifies students to earn their respective diplomas.
3. The students' deficiencies must be made up and all the records be cleared not later than two (2) weeks before the end of the last semester / term.
4. Students who have completed all their requirements at the end of summer (May) or the 1st semester / term (October) may join the regular schedule of graduation exercises in March or April of the following year.

A diploma and transcript of records are issued to the student after s/he has been cleared of all accountabilities in the Clearance Form secured from the Accounting Office. This will be and accomplished and submitted to the Office of the University Registrar.

GRADUATION WITH HONORS

As per BOR Resolutions Nos. U-912, 15 October 2004 and U-1311, s.2008, the general point average (GPA) for candidacy for academic honors are as follows:

ACADEMIC HONORS	GRADE POINT AVERAGE (ALL COURSES)	GRADE POINT AVERAGE (MAJOR COURSES)
Summa Cum Laude	96 or better	92 or better
Magna Cum Laude	92 to less than 96	90 or better
Cum Laude	90 to less than 92	88 or better

Grades from first year to fourth year in all courses with credit units are included in the computation of grades to determine students who are qualified for academic honors.

Guidelines for the Selection of Honor Students

Students considered for academic honors must satisfy the following criteria:

1. Must have taken all courses at Philippine Normal University. Courses taken in consortium institutions shall be considered taken, provided that the enrolment in the said courses has been approved by the Office of the University Registrar
2. Enrolled on full load in all semesters / terms
3. Has not incurred any failing or incomplete grade
4. With no grade lower than 80% in any subject
5. Has shown exemplary behavior and not been proven guilty of any major offense, as attested by the Dean of OSASS.
6. Has actively participated in co-curricular activities as certified by the adviser of an organization

Composition of the Academic Awards Committee:

1. Over-all Chair – Vice President for Academic Affairs
2. Members of the Awards Committee: Academic Deans, Associate Deans/ Faculty representatives, as selected by the over-all Chair, the Dean of OSASS and the University Registrar.

Procedures for the Selection of Honor Students:

1. The University Registrar identifies and evaluates the academic records of the candidates for graduation with honors and prepares a Master List of candidates with corresponding weighted averages.
2. The Awards Committee deliberates on the candidates' worth to determine who are qualified for graduation with honors.
3. The Committee presents the List of Qualified Candidates to the Academic Council for recommendation.
4. The Committee finalizes and recommends to the University President the List of Qualified Candidates after it has been approved by the Academic Council.
5. The University President presents the List of Qualified Candidates to the Board of Regents for approval/confirmation.

Appeal Mechanism

1. A student who wishes to appeal the decision of the Academic Awards Committee should write a letter to the Chair for review. S/he should present substantial evidence/s to support the appeal.
2. The Chair may convene the Academic Awards Committee to give due course to the appeal.

AWARDS AND RECOGNITION

ACADEMIC AWARD

Students graduating with honors are recognized by the University during the annual Recognition Program.

Dean's Lister

Every semester / term, the University awards Certificates of Recognition to students who qualify for the Dean's List based on the following criteria:

1. A rating of 90% or better in each of at least four (4) courses taken in the preceding semester / term
2. No grade lower than 88%
3. No authorized withdrawal, incomplete, and failing grade in any course including Personality Education and NSTP
4. Regular load as prescribed in the curriculum enrolled in
5. Certificate of good moral character issued by the OSASS

A student needs to apply to the Office of Student Affairs and Student Services to be in the Dean's List.

Loyalty and Special Awards

Loyalty Awards are given to graduating students who have studied in any of the PNU branches or in the main campus for as long as he/she has completed his kindergarten, elementary, high school, and college education in PNU.

S/he should not have a failing grade and finished his/her course within the prescribed period.

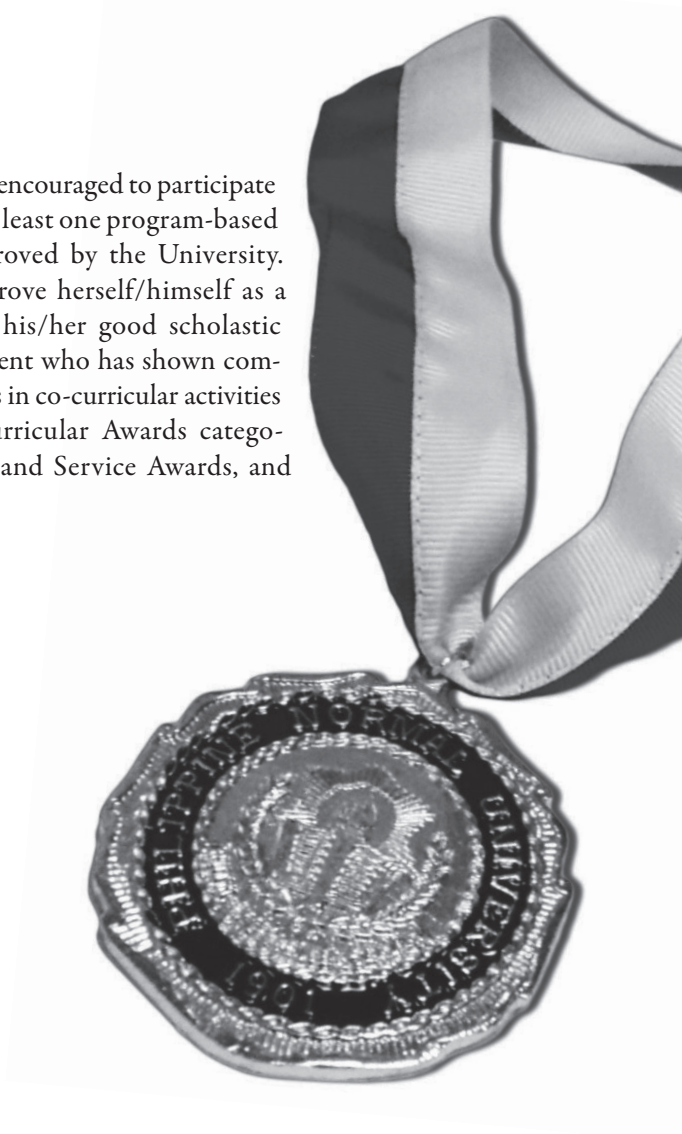
Special Awards

Students who have won in local, regional, national, or international competitions are awarded Certificates of Recognition in appreciation of their efforts in bringing honor to the University.

A special award and cash incentives are given to students who top the Licensure Examination for Teachers (LET).

Co-Curricular Awards

Every PNU student is encouraged to participate actively and creatively in at least one program-based or interest club duly approved by the University. S/he must be able to approve herself/himself as a leader while maintaining his/her good scholastic performance. A PNU student who has shown commendable accomplishments in co-curricular activities may be given any Co-Curricular Awards categorized into (a) Leadership and Service Awards, and (b) Special Awards.





Student Services

OFFICE OF STUDENT AFFAIRS AND STUDENT SERVICES (OSASS)

The **Student Services Program** of the Philippine Normal University is administered and supervised by the **Office of Student Affairs and Student Services (OSASS)**, in coordination with the other units of the University.

Objectives

Specifically, it seeks to:

1. promote the welfare of PNU students by providing relevant and adequate services that respond to their varied needs;
2. enhance the intellectual, cultural, and social environment of the campus for the total development of students at the University; and
3. assist students in decision- making processes and the development and refinement of their intrapersonal, interpersonal, and social relations

STUDENT SERVICES PROGRAM

I. Guidance and Counseling Services

- a. Individual Inventory
- b. Information
- c. Testing
- d. Counseling
- e. Career Development
- f. Research and Evaluation

II. Student Development Services

- a. Personality Education Classes / Guidance Learning sessions
- b. Coordination of Student Activities
- c. Management of Interest Clubs and Organizations

III. Scholarship Services

- a. Coordination of Scholarship Programs
- b. Academic Advising of Scholars

IV. Other Services

- a. Processing of University ID
- b. Lost and Found Corner
- c. Certification of Good Moral Character
- d. Clearance

UNIVERSITY SCHOLARSHIPS

1. Entrance Scholarship

The PNU offers entrance scholarship to entering college freshmen who graduated as valedictorian, salutatorian, 1st, 2nd, and 3rd honorable mention in a graduating class of at least 200 students. To avail oneself of the University Entrance Scholarship, the student should present a certificate duly signed by the principal that s/he graduated with honors.

To maintain the scholarship for the succeeding semesters / terms up to graduation, a student should maintain a GPA of at least 87% and must not have a grade lower than 85%.

2. Full Academic Scholarship

This scholarship is awarded to top twenty (20) students across all levels with GPA of not less than 90%, provided that they carry an academic load of at least 24 units during the semester / term, and provided further, they have no grade below 85% in any previous school term.

3. PNUAT Top Twenty Scholarship

This scholarship is awarded to the top twenty (20) students based on their PNUAT scores.

To maintain the scholarship for the succeeding semesters up to graduation, a student should maintain a GPA of at least 88% and must not have a grade lower than 80%

4. Scholarship for Athletes and Performing Groups:

- PNU Athletic Scholarship
- PNU Chorale Scholarship
- PNU Rondalla Scholarship
- PNU Kislap Sining Dance Troupe Scholarship

5. Scholarships sponsored by Private Organizations and Government Institutions

5.1. PNU Alumni Association Scholarship

This scholarship is sponsored by PNU alumni, either individually or by batch. The recipients are chosen by the PNUAA Scholarship Committee.

5.2. Department of Science and Technology – Science Education Institute – (DOST – SEI) Scholarships

The Science Education Institute (SEI), one of the agencies of the Department of Science and Technology (DOST), administers the

scholarship programs to produce the critical mass of Science and Technology graduates. Its mission is to provide undergraduate scholarship offered at PNU: (1) Project 8102, also known as “Cooperative Pre-Service Education for Science and Mathematics Teachers”; (2) Project 9001, “Partial Scholarship for BSE Major in Physics”; (3) R.A. 7687, “Science and Technology Scholarship”; and (4) Project 5801, DOST- SEI Merit Scholarship”.

The DOST scholars are exempted from taking the PNU Admission Test (PNUAT) since they already passed the National DOST – SEI Undergraduate Scholarship Examination.

5.3. Other Scholarships

The requirements, privileges and obligations of different scholarships vary depending upon the specific criteria of each scholarship.

STUDENT ASSISTANTSHIP PROGRAM

The University is concerned with the full development of the students’ potential through meaningful and relevant programs that respond to varied backgrounds, orientations, personal and professional needs. Thus, the University embarks on a well-defined student assistantship program, which contributes to the total development of prospective teachers through varied learning experiences in work setting within the school.

As provided for in the National Compensation Circular No. 64 (1990), student assistants may be hired to render emergency or temporary services for the following reasons:

1. to provide practicum training
2. to provide extra income
3. to emphasize dignity of labor

Requirements for student assistantship:

1. officially enrolled as a full- time or regular student of PNU
2. must belong to the upper class year level–sophomore, junior, senior (freshman may also apply in the second term)
3. no failing grades in the preceding semester / term and have a GPA of 83% or better
4. carry not more than the prescribed units including specialization courses
5. not enrolled in student teaching or internship
6. parent’s letter of consent

7. possess good moral character

Number of Student Assistants

1. The number of student assistants is based on the varying needs of the different programs / offices / units.
2. Student Assistants shall be assigned to programs / offices that have at least three or more personnel.

Number of Service Hours

As per DBM regulation, a student assistant may serve not more than one hundred (100) hours a month.

Procedure for Application

1. The Office announces the vacancy for student assistantship period of application.
2. Interested students secure application form from the OSASS (during the first two weeks of the semester / term).
3. Head of Office / Program interviews applicant.
4. OSASS determines if the applicant is qualified.
5. The OSASS endorses the list of Student Assistants to the University President as recommended by the Head or Office.
6. Student Assistants attend the orientation conducted by the head of the office / program.
7. Student Assistants attend orientation from OSASS.
8. Student Assistants should wait for the SO issued by HRM Office and coordinate with Cashier's Office for the application of the Landbank ATM Account.

OTHER STUDENT SERVICES AND FACILITIES (MANILA CAMPUS)

1. Guidance and Counseling Office

The Guidance Office is open from 8:00 a.m. - 7:00 p.m., Mondays through Fridays and from 8:00 a.m.- 5:00 p.m. on Saturdays. It offers guidance services to all students of the University and provides counseling to students who need help in their academic, personal, and social problems.

The University Guidance Counselors conduct intake interviews and conferences with students and parents. They handle counseling cases and facilitate growth groups for student development such as seminars, leadership training and intervention program.

2. Campus Ministry

The Campus Ministry serves the religious needs of the University. It provides Christian formation that is relevant to the times in the form of Bible study and prayer groups, Christian leadership, recollection, small library of theological and spiritual reading books. It provides counseling and crisis intervention upon request. It strives to be ecumenical in its outreach activities.

3. Dormitories

3.1. The Normal Hall admits female students of the University for board and lodging.

3.2. The PNU Hostel admits transients attending seminars and meeting at PNU.

4. Food Service

The PNU Luncheonette and The Normal Hall Canteen caters to students, faculty, staff and transients,

5. The University Library

The University Library is housed at the Edilberto P. Dagot Hall. It has a conference room, audiovisual theatre, internet room, multimedia center, archives, teacher education museum, viewing and reading rooms.

Library collections are categorized into Basic Education Section, Children's Literature Section, Periodical Section, Theses Section, Japanese Collection, Foreign Books Section, Filipiana Section, Reference Section, and Special Collection Area. (see appendix D. p. 68).

6. Publication/ Press

The Torch is the official student publication of PNU. The Torch Office is located at the 2nd floor of the Student Center Building.

University Press- Printing and bindery services are available at minimal cost for students. Its office is located at the ground floor of the Financial Management Building.

General Services of the University Press

- a. Prints University ID and other materials such as diplomas, certificates, receipts, reports, information materials, programs, brochures, and other academic, and office forms.

- b. Prints materials such as: invitation cards, birthday cards, letterheads, tickets, receipts, reports, and other related materials.
- c. Does bindery e.g. books, theses, dissertations.
- d. Publishes University academic/ educational materials such as: books, research, journals, newsletters, manuals, lectures, and other related materials.
- e. Coordinates University publication activities.
- f. Reviews and recommends policies governing publication.
- g. Implements policies, programs and activities that encourage and enhance production of educational materials and other related materials.
- h. Initiates and implements activities that promote the University Press services.
- i. Initiates and promotes marketing strategies to enhance sale of publication materials.

7. Health Services

The University Health Services Unit promotes wellness of the students, faculty and staff. The Unit is located between the Library and the Institute of Teaching and Learning (ITL).

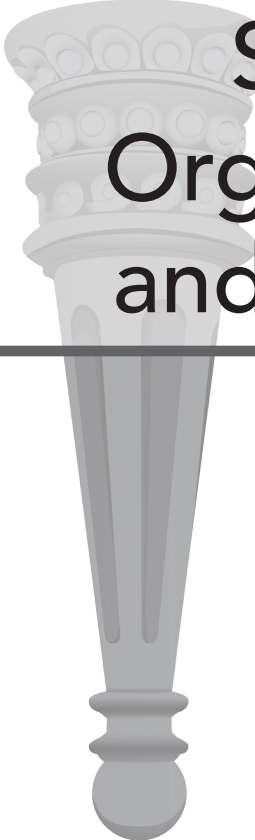
The clinic opens from 7:00a.m – 8:30 p.m., Mondays thru Fridays, and 7:00 a.m. – 6:00 p.m. on Saturdays or for the duration of time the classes are going on.

This unit offers the following health services:

- a. Annual Medical and Dental Examination. All enrolled students shall undergo medical examination annually.
- b. Consultation services for the initial assessment of illness and treatment of minor medical/dental diseases; assessment on the physical fitness of students to participate in programs of Physical Education, athletic activities and recommendation for re-admission to or exclusion from classes.
- c. First aid treatment of common emergency cases.
- d. Referral system with tertiary hospitals/ other dental clinics for further evaluation and management of complicated cases.
- e. Health promotion and sanitation programs such as the regular monitoring of food and water safety and updates on vital health issues.



Student Organizations and Activities



POLICIES AND GUIDELINES ON CAMPUS ORGANIZATIONS

GENERAL POLICIES:

Pursuant to existing rules and regulations, the management and operation of student organizations in the Philippine Normal University shall be governed by the following:

1. Supervision of Organization's Operation and Activities

It shall be the responsibility of the Office of the Student Affairs and Student Services (OSASS) to supervise and regulate the established operation and activities of duly recognized student organizations in cooperation with / or through the PNU Student Government, in providing guidance to attain their goals and objectives, as embodied in their constitution and by-laws.

2. Application of Interest Clubs and University Chapter Organizations

Any group of twenty (20) students may apply to the OSASS through the Office of the Coordinator for Student Activities to form an organization, subject to the following requirements:

2.1. A letter of application shall be filed to the OSASS, duly signed by the twenty (20) founding members stating the name of their association, the proposed activities for one (1) school year, name of the full time faculty adviser or full time administrative staff and a letter of acceptance of advisorship by the full time faculty member or full time administrative staff addressed to the President of the PNU through the Dean of OSASS.

2.2. The constitution and by-laws of the association shall be attached. Triplicate copies of the communications and attachments shall be submitted (one for the OSASS, another for the Student Government, and the third to be given back to the organization upon the approval of application).

2.3. A copy of the 3-year action plan

3. Accreditation/Reaccreditation

Accreditation/Reaccreditation of organizations shall pass through the Student Government (SG) based on a set of criteria and the final approval/decision from the OSASS.

The following shall be submitted for application:

a. List of officers and their respective positions

- b. Name of full time faculty adviser and full time administrative staff and his/her letter of acceptance of advisorship
- c. List of members and corresponding specimen signatures
- d. Annual Accomplishment Reports
- e. Other documents which the committee on accreditation may require

4. Certificate of Recognition

The registration and recognition of a student organization shall be pre-condition for its operation in the University. A certificate of recognition, upon recommendation of the SG shall be issued by the OSASS to a student organization. It shall be effective for one (1) school year and may be renewed yearly as long as the organization is in existence in good standing, and is able to comply with the requirements of Student Government and OSASS.

Any student organization which does not renew registration shall automatically be deemed to have ceased operation.

5. Disqualification of Organization

Violation of any rules and regulations of the University and non-submission of the required documents to OSASS shall be a ground for disqualification of the organization.

6. Classification of Student Organizations and Clubs

6.1. Program- Based Organizations

These are academic-oriented organizations composed of students who will be professionals in the particular major fields or academic disciplines. Direct supervision shall be done by the proper Program Head or his/her authorized representative/ adviser who is a faculty member of the program.

6.2. Interest Clubs

These are student organizations, socio-cultural in nature and not program-based, composed of students who have special or common interest and who come from different curricular year levels.

Interest clubs aim to further develop initiative, creative, leadership, and responsibility among students.

6.3. University Chapter of National Organizations

These are chapters of national organization composed of PNU students who come from different academic disciplines and different curricular year levels.

The National Organizations extend their services and progress to the students through the University Chapter Organizations.

6.4. Student Government (SG)

Each campus has a Student Government to which all bona fide undergraduate students automatically become members. It coordinates its activities with other service units of the University, especially the OSASS.

It shall serve as vanguard for articulating the students' needs and aspiration and in upholding their rights and welfare in the academe.

It shall actively participate in the formulation, implementation and evaluation of University policies on matters affecting the studentry through the representation in the Board of Regents and in the implementing bodies of the Main Campus.

6.5. National Federation of PNU Student Leaders (Pambansang Pederasyon ng mga Lider Estudyante ng Pamantasang Normal ng Pilipinas)

The National Federation of Student Leaders shall be composed of all the Presidents of the different Student Governments of the PNU branches, namely PNU- Manila, PNU- Visayas, PNU- North Luzon, PNU- Mindanao and PNU- South Luzon.

The Office of the Federation shall be located at the Office of the Student Government to which the elected president of the Federation belongs.

6.6. Other Organizations

Other organizations may be established provided they are accredited by the University.

7. Membership

Only the bona fide students are allowed to join student organizations, subject to the following requirements:

- 7.1. They must be full-time students taking an academic load of at least 15 units. Graduating students who carry less than 15 units are special cases.
- 7.2. 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.
- 7.3. They must not be under any academic and/or disciplinary suspension or probation.

7.4. A member is allowed to be an officer of one or more interest clubs or co-curricular clubs in accordance with the provisions of the constitution of such clubs/ organizations.

7.5. Other requirements provided by the organization one wishes to join.

8. The Adviser

Each student organization shall have a faculty adviser. For the PBOs clubs, the Program Heads shall appoint the advisers. In the case of the SG and Interest Clubs and University Chapters of National Organization, the Dean of OSASS shall appoint the advisers upon the recommendation of the organizations concerned.

Criteria for the selection of the Adviser of an Interest Club or a University Chapter of National Organizations are:

- a. S/he must be a full-time faculty member of PNU.
- b. S/he may not be an adviser of more than one organization.
- c. His/her acceptance as an adviser must be indicated in writing, to be filed to the OSASS.

Duties and Responsibilities of the Organization Adviser

The Organization Adviser should:

- a. Be available for consultation especially with the officers of the clubs.
- b. Attend meetings of the organization. If unable to attend, s/he should be informed of what happened through the minutes of the meeting.
- c. Know well the constitution and by-laws of the organization; be available for consultation and assist in the planning and monitoring of activities, making sure that they help attain the organization's objectives.
- d. Be present or be with the students, if the organization's activity is held off-campus, or when the organization is representing the University.
- e. Require the parent's permission for students who join off-campus activities.
- f. Check and approve the posters/ notices/announcements of the organization before they are put up.
- g. Evaluate the performance of the organization and submit a report of this to the OSASS or to the Head of the Program concerned. This report shall be one of the bases for reaccreditation and for determining awards.

- h. Act as liaison between the organization and the University administration. Hence, s/he can sign the organization's communications and request for reservation of rooms and facilities.

The Student Activities Coordinator

The OSASS shall appoint any of its faculty members to act as Student Activities Coordinator for an indefinite term. The SAC must not be an adviser of any student organizations (under any classification), and shall serve as a liaison among student organization, even supervise student activities for the OSASS.

STUDENT ACTIVITIES: STANDARD OPERATIONAL PROCEDURES

1. Permit for Activities

1.1. For Activities on Campus

- 1.1.1. A student or an organization must submit a concept paper regarding its activity (general assembly, fora, symposia, concert, competition, and etc.) at least two (2) weeks before the target date.
- 1.1.2. The concept paper must contain the Title of the Activity, Target Date, and the Target Participants, Significance, Objectives, Rationale, Schedule of the Program/ Activity and Budget Proposal. Should the activity involve selling of tickets or be of fund- raising nature, the concept paper must indicate projected earnings to determine the share of the University. It must be in triplicate copies (one copy for the organization, one for Associate Dean (PBO) or one for OSIC (Interest Club), one for OSASS).
- 1.1.3. The Organization and Student Information Committee Chairperson (OSIC) shall endorse the activity proposal to the Office of Student Affairs and Student Services (OSASS) for approval. (Not applicable for Program-Based Organization)
- 1.1.4. After the concept paper has been approved, the requesting party shall secure and submit a Request for Permit to the OSASS which at least five (5) days before the target date.

- 1.1.5. The maximum duration of an activity for unaccredited organization is two (2) days only.
- 1.1.6. If the time/ duration of the activity will be postponed/ extended, the organization must see to it that a written notice is submitted to the OSASS.
- 1.1.7. The organization is responsible for the cleanliness and orderliness of the venue after the activity. All postings must be removed immediately after the activity has been conducted.

1.2. For Off-Campus Activities

Procedures on the conduct of off-campus activities (ex. outreach, attendance to seminars, recollection, mountaineering, PBO/ Club activities) during school days to facilitate activity monitoring:

- 1.1.8. Write a Letter of Request to the appropriate office/ agency indicating the Purpose of Visit and the Complete Name and Address, Position, Phone Number of Contact Person/s.
- 1.1.9. Submit the Letter of Request (providing the details of the off-campus activity) addressed to the College Dean through the Associate Dean for approval.
- 1.1.10. Submit the approved Letter of Request, together with the list of students joining the proposed activity to the Student Activities Coordinator for approval of the Dean of Office of Student Affairs and Student Services.
- 1.1.11. Forward the approved Letter of Request by the Coordinator for Student Activities to the Dean of Student Affairs and Student Services for approval.
- 1.1.12. The approved Letter of Request must be received by the OSASS at least a week before the actual conduct of the proposed off-campus activity. A written notice must be submitted to the OSASS if there is re-scheduling of the activity.
- 1.1.13. The Faculty/Adviser distributes Parent's Permit upon approval of the Letter of Request by the Dean of Office of Student Affairs and Student Services.
- 1.1.14. The Class President collects the Parent's Permit and submit to the Faculty/Adviser upon signing by the parents concerned, for submission to the OSASS, thru channels.
- 1.1.15. The Faculty/Adviser prepares the excuse letter noted by the Associate Dean.

- 1.1.16. Presentation of the duly approved Excused Letter to the faculty member concerned so their students could be excused from their respective classes.
- 1.1.17. An evaluation report shall be prepared and submitted to OSASS a week after the conduct of the off-campus activity.

2. Resource Person, Speakers and Lecturers

Resource persons, speakers and lecturers, in any program should be favorably endorsed by the faculty adviser sponsoring club or organization. Communications or invitations shall be prepared by the organization duly noted or endorsed by the faculty adviser, with copy furnished to the OSASS and the Security Unit.

3. Non-PNU Participants

The organizations involved are responsible for securing permit to enter the University premises for the Non-PNU participants from OSASS Dean duly noted by the Faculty Adviser. The request/permit and the list of the Non-PNU participants/guests should be submitted to the OSASS at least three (3) days prior to the activity.

4. Reservation of University Facilities for the Conduct of Student Activities

- 4.1. The use of the facility is strictly in accordance with the purpose for which it was requested.
- 4.2. Secure Reservation Form from the University Events Management and Public Relations Office.
- 4.3. The requesting party/ organization/ group/ adviser shall be jointly responsible for:
 - 4.3.1. Cleanliness and orderliness of the facilities after the activity
 - 4.3.2. Damage to facilities during the use/ loss of PNU properties
 - 4.3.3. Physical arrangements necessary for the conduct of the activity
 - 4.3.4. Proper decorum of the student, participants, and guest at all times
- 4.4. Eating inside the Auditorium is strictly prohibited.
- 4.5. The backdrop of the stage shall be free of any markings, lettering, décor, pictures, posters, and the like. Likewise, the use of staple wire, scotch tape, glue, masking tape, thumb tacks, nails, etc. is prohibited.
- 4.6. Any violation of the above rules is a ground for disciplinary action.

- 4.7. Any faculty/ administrative staff/ students of PNU who sought permission to use any of these University facilities on behalf of any organization outside of PNU shall be responsible for any untoward incident and damages that may happen in the use of facilities.

5. Use of Bulletin Boards, Posters and Announcements

All posters or written announcements on campus shall bear the stamp of approval of the OSASS provided the approved pursuit of activities is presented together with the expiration date only on the designated posting area such as the Organization's/ bulletin board, Student Center. Posting includes notice of meetings, announcement of activities, messages to members. Staple wire should not be used to attach postings. Without the approval from the OSASS, such posters may be removed by the said Office.

Postings of advertisements of companies and outside institutions may be approved by the OSASS, if they have a direct bearing on the welfare of the student population and are not contrary to the University policies.

Postings must be removed a day after the activity. Every organization has to remove its own postings. Extreme care shall be taken so that bulletin boards shall not be defaced when postings are removed.

Anybody caught removing or defacing posters within their valid effectivity period shall be liable to disciplinary action.

The maintenance and security unit is authorized to remove any poster or announcement improperly stamped and not posted in the designated place.

6. Fund- Raising Activities

Fund raising projects may be allowed subject to the following rules:

- 6.1. Any accredited student organization may be allowed to sponsor only one major fund-raising activity per school year, provided, that no fund-raising activity shall be scheduled two weeks before the final examinations of each semester / term.
- 6.2. Application to hold a fund-raising activity should be filed with OSASS. It should be duly signed by the president and the adviser of the organization, endorsed by the and/or Associate Dean, VP for Finance and Administration then to the OSASS at least 30 days before the scheduled date for such activity. Such application shall include the following:
 - 6.2.1. Objectives of the fund-raising activity
 - 6.2.2. Nature of the proposed activity, i.e., cultural show, musical show, whether or not it involves sale of tickets, etc.

- 6.2.3. Date, time, and place
- 6.2.4. Beneficiary or purpose of the fund-raising
- 6.2.5. Manner of disbursing funds raised
- 6.2.6. Names of students directly in-charge of fund-raising
- 6.2.7. Endorsement of faculty adviser
- 6.2.8. All tickets, solicitation forms and other materials for fund-raising shall bear the approval of the OSASS aside from that of DSWD

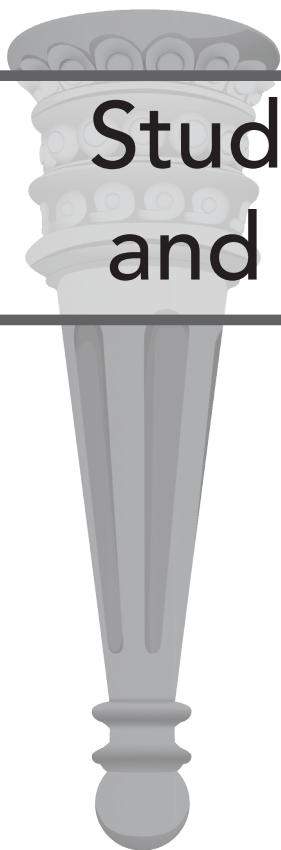
Solicitation funds or merchandise from individuals or firms within or outside the campus shall bear the signature of the adviser and the permission or endorsement of OSASS.

Fund-raising activities to be conducted in cooperation with nationally-linked organizations shall be cleared with the OSASS. Tickets for voluntary contributions or raffles from outside agencies or organizations shall likewise pass through the OSASS and the VPFA.

Every organization conducting a fund-raising activity shall submit a financial report duly noted by the adviser to the OSASS not later than one month after the activity. Failure to do so shall be ground for withdrawal of recognition of the organization.



Student Rights and Discipline



RIGHTS OF STUDENTS

1. *Right against discrimination.* No student shall be denied admission, expelled from the University, punished with disciplinary action, or denied welfare services, scholarships, and other privileges on the basis of his/her physical handicap, medical condition, socio-economic status, political and religious beliefs, sexual orientation, or membership in student organizations. Pregnant students or students with children outside of marriage shall not be discriminated.
2. *Right to academic choice.* A student shall have the right to freely choose his/her major or specialization subject to existing academic policies of the College and their curricula, and to continue his/her study up to graduation except in cases of academic deficiency or violation of disciplinary regulations.
3. *Right to excellent instruction and quality education.* Every student shall have the right to excellent instruction and quality education. Students have the right to a fair grading system and have the right to file grievance against a faculty member's unbecoming classroom behavior or unsatisfactory teaching performance.
4. *Right to organize.*
 - 4.1. Students shall have the right to form, assist, or join student organizations, alliances, or federations in accordance with existing University policies and for purposes not contrary to law.
 - 4.2. Student organizations shall have the right to seek accreditation subject to standards set by the PNU Student Government and the Office of Student Affairs and Student Services. The guidelines for accreditation of student organizations shall be formulated jointly by the Student Government and the Office of Student Affairs and Student Services in consultation with the president/ chairs of all student organizations. No unreasonable requirements shall be imposed on student organizations seeking recognition.
 - 4.3. The administration shall allow student organizations to use school facilities subject to existing rules and regulations, or at such discounted rates except on cases of income-generating projects.
 - 4.4. Student organizations shall have their own leadership structure, their own directions and goals, and plan and manage their accounts.
5. *Right to adequate welfare services.* It shall be the responsibility of the University to provide students with adequate welfare services. These services

and facilities shall include, but should not be limited to:

- 5.1. Adequate, safe, and clean housing facilities, such as dormitories, for students inside campuses;
 - 5.2. Hygienic and healthy cafeteria services, including students' free access to safe and clean drinking water; and
 - 5.3. Free annual medical and dental check-up and first-aid services.
6. ***Right to adequate academic facilities.*** It shall be the responsibility of the University to provide students with adequate academic facilities. These services and facilities shall include, but should not be limited to:
- 6.1. Well-ventilated and spacious classrooms conducive to learning;
 - 6.2. Adequate and up-to-date laboratory, library, research, recreation and physical education facilities, as well as access to the internet and other modern means of academic research;
 - 6.3. Effective communications system to ensure that students are promptly notified of memoranda, communications, announcements, and other relevant information that concerns student welfare and interest
7. ***Right to information.*** Students shall have access to all official public information on matters affecting their welfare. Students shall also have access to their own academic records, the confidentiality of which the school shall maintain and preserve.
8. ***Right to freedom of expression.***
- 8.1. Students shall have the right to freely express their views and opinions within the bounds of decency and propriety. Students can express their grievances or organize activities without undue interference from University and/ or national authorities except only in cases involving violation of the laws, University policies, or damage to human life or property.
 - 8.2. Students shall have the right to peaceably assemble and petition the government and the University for the redress of their grievances. No regulation shall be imposed violating or abridging the student's right to assembly, except regulations as to time, manner, and place, and only on the basis of the protection of the rights of other members of the academic community.
9. ***Academic freedom.*** Students' academic freedom shall consist of, but not be limited to the following:
- 9.1. To express their opinion on any subject of public or general concern

which directly or indirectly affects the students;

- 9.2. To express contradicting interpretations or dissenting opinions inside and outside the classroom, without being subjected to undue prejudice from school authorities;
- 9.3. To participate in policy and decision-making processes which directly impact their academic life;
- 9.4. To participate, through the Student Government, in the drafting and/or revising of the student handbook, a copy of which shall be furnished the students upon admission to the University; and
- 9.5. To publish a student newspaper or similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature subject to University policies.

10. *Right against illegal searches and seizures.*

Except for the following instances, any form of unreasonable search and seizure shall be illegal:

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

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

11. *Access to school records and issuance of official certificates.*

Every student shall have access to his/her own school records, the confidentiality of which the school shall maintain. S/he shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements.

12. *Right to privacy.*

The privacy of communication and correspondence among students shall remain inviolable.

13. *School fees and other tariffs.*

- (a) Except those approved by their own student organizations and the University, all involuntary contributions are prohibited.
- (b) Minimum standards in consultation shall be strictly observed in imposing tuition and other fee increases. To this end, no tuition and other fee increase shall be allowed unless the following procedures are observed:
 - a) Posting of notice of increase in tuition and other fees an academic year prior to the implementation of the proposed increase. The Student Government shall be directly notified on the proposed increase;
 - b) At least one student consultation shall be held with the students to discuss the proposed increase. This shall be attended by the University President or his/her authorized representative. Additional consultations shall be scheduled as the necessity arises;
 - c) Prior to the final approval of the proposed increase, the students, through the Student Government, shall be allowed to present their position to the University President on the proposed increase.

14. *Right to Consultation and Representation.*

- 14.1. The University shall recognize the right of students to be consulted and represented, through the Student Government, in policy-making bodies handling issues that directly affect them.
- 14.2. The students, through the Student Government, have the right to meet with the Student Regent to discuss pertinent University issues and concerns.

STUDENT CONDUCT AND DISCIPLINE

The Philippine Normal University is the National Center for Teacher Education. Every student is expected to serve as role model to the youth, thus, it means observing the rules and regulations on student conduct at all times, on and off campus. S/he should promote and maintain peace and order in the University by observing the rules and discipline, as well by acting in accordance with the principles, traditions and ideals of a Filipino citizen.

A PNU student must always observe positive values upheld by the University to improve his/her character and attitude, to promote good behavior and self-discipline. S/he should respect authority and the rights of fellow students, and protect the good name of the University. Hence, any act tending to cause dishonor to the University, or which is inimical to its best interest and image, or prejudicial to good order and discipline, shall be subject to disciplinary measure.

Dress Codes/Uniform

1. Students shall at all times be neat, clean, and decent in their attire.
2. From Monday to Friday, except Wednesday, students are required to wear the University prescribed uniform for males and females.
3. Shoes are considered part of the uniform. Students are required to wear black leather and leather-like shoes.
4. On Wednesdays or non-uniform days, students are still expected to wear appropriate attire
5. Male students are not allowed to wear earrings and make-up.
6. Males are expected to have proper hair cut. Hair should not be longer than one inch below the hairline. This provision may be waived for religious, cultural, and political beliefs.
7. For both men and women, sporting colored or highlighted hair is not allowed.
8. The Physical Education uniform is to be worn only during P.E. classes or games on the campus, not during academic classes in the University building or premises.

Wearing of the Official Identification Card

The University seeks to promote professionalism and security among the students. The wearing of ID is part of acceptable professional practice. Such professionalism is something that students are expected to emulate.

1. Wearing of the ID upon entering the University and while inside the premises is mandatory. It must be worn properly with the student's picture and signature displayed
2. The ID should be validated every semester / term. Only validated ID will be honored for entrance in the University and use of Library facilities.
3. Entrance to the University campus and its premises may be denied to any student without the official ID.
4. In cases of a lost ID card, the following procedures shall be observed:
 - 4.1. Secure an affidavit of loss from a Legal Office.
 - 4.2. Proceed to OSASS for application of new ID.
 - 4.3. Proceed to the Cashier's Office to pay for ID replacement.
 - 4.4. Present receipt to OSASS for the issuance of temporary pass.
 - 4.5. No student will be allowed for replacement of lost ID more than twice (2x) for the duration of his studies in the University except for valid reason.

School Conduct

1. Students should refrain from staying or loitering along corridors to maintain the smooth flow of on-going classes. They are advised to maximize the use of their free time by staying in the library or other conducive places for studying. When done with their work/assignments, they may sit on proper facilities/ places except on stairways, or tables, or window sills and the like to avoid any accidents.
2. The "GIVE WAY" rule must always be observed. Students are expected to display good behavior whenever they use passageways.
3. A student should cooperate with ordinary classroom procedures or discipline. Those who show disrespect will be dealt with accordingly. Such students must be reported to the Dean of OSASS and may not be allowed to attend the class concerned unless s/he presents to the professor a note from the Dean of OSASS authorizing his/her readmission in class. S/He will be marked absent for all sessions missed.
4. The University respects the individual personalities of students and encourages healthy interaction among them. However, behavior,

which tends to offend other members of the community, will be dealt with accordingly.

5. Respect and honor should be shown to all visitors on campus and the usual norms of etiquette must be carefully observed in the University.
6. Boisterous conduct, such as howling, jeering, or cheering or any action, which tend to distract other students from on-going activities either in class or during conferences, symposia, or assemblies, must be avoided for being unbecoming and out of place.
7. It is considered unethical to whistle, howl, or give unfavorable remarks at others. At no instance should students of the other gender intrude into the privacy of areas designated for the exclusive use of the other gender.
8. A student may participate in any activity outside, (e.g. contest, play, rally, conference, association, or society) as official representative of the University with permission from the proper University authorities.
9. A student may release to the press or similar channels of public communications, news or other related matters with accountability in relation to applicable news.
10. Campus facilities may be used for varied student activities in accordance with specific University regulations and procedures.
11. A student is expected to respect and use school property with diligent care and proper storage after use. Good order requires that all parts of the University be kept clean and everything in its proper place.
12. Every student is expected to maintain the cleanliness of the school surroundings. Snacks and drinks should be taken only within cafeterias or the vicinity of authorized food and drink dispensers. Taking of food or eating inside the classroom is disallowed. Empty bottles, wrappers, cups, or plastic glasses will be disposed of only in trash cans, not thrown into courtyards, lawns, classrooms, or elsewhere.
13. All announcements or posters or similar literature emanating from recognized student organizations shall be coursed through the Adviser and Associate Dean/ Director for comments and recommendations and submitted for approval to the Office of Student Affairs and Student Services (OSASS) for posting purposes. A penalty will be given for the violators like dis-accreditation of the organization.
14. Only bulletin boards designated as posting areas should be used for announcements. Advertisements related to education and student welfare should be preferred and the postings should be removed after serving their purposes.

15. Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentation, athletic activities, and the like, after prior permits from the authorities concerned are secured.
16. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits) are expected to secure a permit from the Dean of Student Affairs. A Visitor/s' List, indicating the purpose of the visit, and the expected time of arrival is forwarded to the security-on-detail for proper information.
17. Use of cell phones during classes and in other areas should be regulated to minimize disturbances.

DISCIPLINARY SANCTION FOR MINOR OFFENSES

MINOR OFFENSES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
1. Non- wearing of the proper uniform	Reprimand and Apology Letter	Community service from 4-8 hours as determined by OSASS	Community service from 16 to 40 hrs as determined by OSASS
2. Inappropriate attire inside the campus like bare back blouses, bare midriff, low or plunging neckline, spaghetti straps, haltered, sleeveless, hanging blouse, see-through garments, skirts two or more inches above the knee, shorts, leggings, beach sandals, and slippers	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS	Suspension from 2-5 days
3. Wearing of make-up and earrings for male students	Reprimand and Apology Letter	Community service from 4- 8 hours as determined by OSASS	Community service from 16 to 40 hrs as determined by OSASS
4. Sporting of colored or high-lighted hair	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS	Suspension from 2-5 days
5. Non-wearing of official school ID and lanyard	Reprimand and Apology Letter	Community service from 4- 8 hours as determined by OSASS	Community service from 16 to 40 hrs as determined by OSASS
6. Non- adherence to classroom rules of discipline	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS	Suspension from 2-5 days
7. Comments, acts or gestures which tend to offend and insult other members of the school/ academic community	Reprimand Apology Letter, Community service from 8 to 40 hrs as determined by OSASS	Suspension from 5-10 days	Suspension from 10-15 days

MINOR OFFENSES	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
8. Intrusion into the privacy of areas designated for the exclusive use of the other gender	Reprimand Apology Letter	Community service from 8 to 40 hrs as determined by OSASS	Suspension from 2-5 days
9. Bringing of food or eating inside the classroom	Reprimand and Apology Letter	Community service from 4- 8 hours as determined by OSASS	Community service from 16 to 40 hrs as determined by OSASS
10. Throwing/ leaving of bottles, cans, wrappers, cups, or plastic glasses in all other areas except in trash cans	Reprimand and Apology Letter	Community service from 4- 8 hours as determined by OSASS	Community service from 16 to 40 hrs as determined by OSASS
11. Unauthorized posting of announcements and similar materials without the approval of OSASS	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS For Organizations: Reprimand and Apology Letter	For students: Suspension from 4-5 days For Organizations: Disqualification from accreditation/ re-accreditation
12. Posting of announcement and similar materials on non-designated areas	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS For Organizations: Reprimand and Apology Letter	For students: Suspension from 4-5 days For Organizations: Disqualification from accreditation/ re-accreditation
13. Using school facilities without prior permits from authorities concerned	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS For Organizations: Reprimand and Apology Letter	For students: Suspension from 4-5 days For Organizations: Disqualification from accreditation/ re-accreditation

MINOR OFFENSES	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
14. Unauthorized charging of electronic gadgets	Reprimand and Apology Letter	Community service from 4-8 hours as determined by OSASS	Community service from 16 to 40 hrs as determined by OSASS
15. Inviting guests from outside (e.g. guest lecturers, students and student organizations who invite guests from outside, speakers, seminar participants, viewers of exhibits) without securing a permit from the Dean of OSASS or his / her authorized representative	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by OSASS For Organizations: Reprimand and Apology Letter	For students: Suspension from 4-5 days For Organizations: Disqualification from accreditation/ re-accreditation

1. All students who have committed violations are to be provided with individual counseling.
2. In cases of third minor offense the parents of the students will be summoned for case conference.
3. A student who commits a similar minor offense for the 4th time will be suspended or dismissed from the University depending on the gravity of the offense.
4. Habitual offenders or those who have committed 5 or more minor offenses (similar or different in nature), will be suspended or dismissed depending on the gravity of the offense

DISCIPLINARY SANCTION FOR MAJOR OFFENSES

MAJOR OFFENSES	1 st OFFENSE ANY OF THE FOLLOWING	2 nd OFFENSE ANY OF THE FOLLOWING
1. Cheating in any form during an examination, test, or written reports including reaction papers, case analysis, experiments, or home works		
1.1. Unauthorized possession of notes or any materials and gadgets relative to the examination or test conduct during the examination	Community service from 8 to 40 hours depending upon the gravity of the offense	Suspension Expulsion
1.2. Copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable.	Community service from 8 to 40 hours depending upon the gravity of the offenses Suspension/Exclusion	Expulsion
1.3. Having someone else take an examination or test for one's self	Exclusion	
1.4. Having someone else prepares a required report or home works	Community service from 8 to 40 hours depending upon the gravity of the offense	Suspension Exclusion Expulsion
1.5. All forms of plagiarism	Suspension Exclusion Expulsion	Expulsion
2. Smoking and possession of cigarettes within 50 meters of the University premises	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension Exclusion Expulsion
3. All forms of gambling		
4. Possession and drinking of liquor/ alcoholic beverages	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension Exclusion Expulsion
5. Entering the University premises under the influence of alcohol and other intoxicants		
6. Bringing in, carrying, possession, or use of prohibited or regulated drugs or chemicals without proper prescription	Expulsion	
7. Extortion and/or mulcting money from fellow students or any member of the community	Suspension	Expulsion

MAJOR OFFENSES	1st OFFENSE <i>ANY OF THE FOLLOWING</i>	2nd OFFENSE <i>ANY OF THE FOLLOWING</i>
8. Unauthorized possession of firearms and/or deadly weapons (bladed knives, ice picks, blunt and sharp instruments, etc.)	Community service from 16 to 40 hours depending upon the gravity of the offense Suspension	Suspension Exclusion Expulsion
9. Gross disrespect or discourtesy in any form towards any member of the University community	Suspension	Exclusion Expulsion
10. Assault upon the person of professors, students, University personnel, or duly constituted authorities	Expulsion	
11. Immoral, indecent, malicious and scandalous acts inside and outside the University including but not limited to posting obscene materials on the Internet, shouting invectives, etc.	Community service from 16 to 40 hours depending upon the gravity of the offense Suspension	Suspension Exclusion Expulsion
12. Public display of affection including but not limited to petting and necking, torrid kissing, etc.	Exclusion Expulsion	
13. Possession/distribution in any form of pornographic material and/or sexual objects within the University, unless with a written permit from the OSASS as part of the requirement as recommended by the faculty concerned	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension Exclusion
14. Forging of school records or other forms of related misrepresentation	Community service from 40 to 80 hours depending upon the gravity of the offense	Suspension Exclusion Expulsion
15. Lending of ID/registration form or using another's ID/registration form	Community service from 8 to 40 hours depending upon the gravity of the offenses	Suspension
16. Using two or more Official ID's		
17. Lending of Official ID/registration form to an outsider for the purpose of fraudulent entry into the University premises	Community service from 40 to 80 hours depending upon the gravity of the offense Suspension	Suspension Expulsion
18. Tampering, mutilating of Official ID	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension

MAJOR OFFENSES	1st OFFENSE <i>ANY OF THE FOLLOWING</i>	2nd OFFENSE <i>ANY OF THE FOLLOWING</i>
19. Theft and robbery in any form and from any source within the University premises	Community service from 40 to 80 hours depending upon the gravity of the offense Suspension Exclusion Expulsion	Suspension Exclusion Expulsion
20. A student convicted by the court of any crime involving moral turpitude committed inside or outside the premises of the University	Expulsion	
21. Any form of hazing, physical initiation, or any activity which inflicts harm of physical injury upon the person of fellow students or other Universities' students	Expulsion	
22. Coercing another student to join any group or organization	Suspension	Expulsion
23. Bullying in any form and modality (In accordance to Anti-Bullying Act of 2013 or RA 10627)	First warning informing the offenders that a second incident shall make them liable under the Act	Minimum of two (2) months to a maximum of six (6) months of mandatory counseling or until a counselor issues a certification of psychological fitness
24. Acts that prevent, coerce, force, or intimidate others from entering the campus or attending classes or other school functions	Suspension Exclusion Expulsion	Expulsion
25. Unauthorized presence of students by 9:00 pm inside the campus	Community service from 8 to 40 hours depending upon the gravity of the offense	Suspension
26. Vandalism or causing deliberate damage to property belonging to the University, faculty and other members of the community	Community service from 16 to 40 hours depending upon the gravity of the offense and payment of cost or repair/restoration Suspension	Suspension Exclusion Expulsion

MAJOR OFFENSES	1 st OFFENSE ANY OF THE FOLLOWING	2 nd OFFENSE ANY OF THE FOLLOWING
27. Engaging in brawls, fistfights, or any trouble-causing acts in school-related activities	Community service from 40 to 80 hours depending upon the gravity of the offense Suspension Exclusion	Expulsion
28. Holding of meetings, rallies, and assemblies inside the campus and with misrepresentation without securing a permit from OSASS at least three (3) working days prior to the event which resulted to damage of properties, facilities, and inflicting harm to others Non-observance of the terms of permit to hold rallies and assemblies inside the campus the permit is not for holding rallies but for the use of facilities	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension Exclusion Expulsion

1. Plagiarism is an act of fraud presenting new ideas as original ideas or product derived from existing source. This involves stealing someone else's work and lying about it afterward.

(<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

Plagiarism may come in the following form:

- a. Copying and submitting another's work, word-for-word without giving credit
 - b. Presenting, translating, summarizing one's work without acknowledgement
 - c. Citing incorrect information, inaccurate, and non-existent sources
 - d. Altering words but maintaining the sentence structure without giving credit
2. The OSASS is empowered to implement disciplinary measures and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline.
 3. Violations that necessitate sanctions like disqualification from graduating with honors or awards, dismissal or expulsion, must be taken up by the University Committee on Student Discipline.
 4. Any student suspended from the University for having committed any of the aforementioned acts shall be barred from occupying any position

of honor or trust in the University as in organizations, student government/council, athletic teams, etc. and the privilege of graduating with academic or co-curricular awards.

5. In all disciplinary cases, parents or guardians shall be fully informed about the misconduct of their children. Equally, in all cases of suspension, a written promise of future exemplary conduct signed by the student and countersigned by the parents or guardians, shall be required as a condition for readmission.
6. Any administrative disciplinary measure taken against a student for violations of any criminal or civil action may be taken against the victim or by proper authorities under the laws of the Philippines.
7. Freedom to peaceful assembly is a constitutional right which the University will respect. Students who wish to ask permission to hold rallies and assemblies should secure a permit from OSASS three (3) working days prior to the event. Should the permit be secured in three (3) working days, it will be ministerial but the students will still be expected to comply with the guidelines set by the authorities regarding the holding of rallies, etc. However, if the permit is secured in less than three (3) working days, it will be discretionary even if the need for the urgency to conduct rallies is clarified.
8. In case of a room-to-room campaign to join rallies or assemblies, both the faculty members and the students should be made aware of the conditions for allowing the RTR activity such as the time limit.
9. The sanctions are defined as follows:
 - 9.1. Suspension- a student is suspended for a minimum period of 5 days to a maximum period of 30 days depending on the gravity of the offense. The number of days of suspension will be decided upon by the University Committee on Student Discipline. A student who is suspended is disallowed to attend classes and student activities within and outside the University.
 - 9.2. Exclusion- a student is barred from graduating with academic and co-curricular awards.
 - 9.3. Expulsion- similar to dismissal except in this case, student expelled is not given honorable dismissal.

UNIVERSITY COMMITTEE ON STUDENT DISCIPLINE

The OSASS is empowered to implement disciplinary measures and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline. In cases of violations where a minor offense is involved, the Dean of OSASS or any of the faculty members of OSASS may conduct an investigation and provide sanctions provided that such sanctions will not go beyond what is prescribed in this Handbook. In cases of violations where a major offense is involved, the Dean of OSASS or the OSASS Student Discipline Coordinator may conduct an investigation and provide corresponding sanctions. The OSASS Dean, if warranted, may convene the OSASS Faculty to serve as committee to discuss and decide on such cases. However, for violations that necessitate sanctions of suspension for at least one semester / term, disqualification from graduating with honors or awards, dismissal, or expulsion, the University Committee on Student Discipline is tasked to discuss and decide such cases.

1. Composition

1.1. Chairman- Vice President for Academics

1.2. Members- Dean of Student Affairs and Student Services, Associate Dean/ Head of the Program to which complainant and respondent belongs, Student Government President, and a Guidance Counselor from OSASS.

2. Functions and Process

The overriding function of the University Committee on Discipline is to decide cases brought before it, taking into consideration the requirements of justice and due process. Hence, its decision should be based on facts and the evidence in support thereof. The committee's decision should be rendered within five (5) days after the hearing. The parties are immediately notified thereof either by phone or by mail, provided that in the case of dismissal or suspension of a student, his / her parents / guardians shall be informed immediately.

Only grave and major offenses may be referred to the Committee for deliberation. Lesser offenses may be referred to and resolved by the Dean and faculty members of OSASS. Moreover, only cases involving students as respondents will be handled by the Committee.

2.1. Filing of Charges

A disciplinary proceeding shall be instituted by the appropriate authority or upon the filing of a written charge specifying the acts of omission constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the Office of the Student Affairs and Student Services, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his/her witnesses, if any, the date of filing, and the substances of the charge.

2.2. Preliminary Inquiry

Upon receiving the complainant or report, the Dean of OSASS, shall determine whether it is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, the Dean of OSASS shall write a letter to the Vice President for Academics requesting for the Committee to be called. Formal charge or charges shall be drawn up and served upon such respondent. In every case, the parents or guardians of the student charged shall be furnished with a copy of the same.

2.3. Answer

Each respondent shall be required to answer in writing within five (5) days from receipt of the charge or charges. Formal investigation shall be held in notice, as provided by law.

2.4. Hearing

Hearings shall begin not later than one (1) week after receiving the respondent's answer or after the expiration of the period within which the respondent must answer.

2.5. Duration of Hearing

No hearing on any case shall last beyond two (2) calendar months.

2.6. Notice of Hearing

All parties concerned shall be notified of the date acted for hearing at least two (2) days before such hearing.

2.7. Failure to Appear at Hearing

Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and hearing shall proceed without prejudice to the party's appearance in subsequent hearings.

2.8. Postponement

Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

2.9. Decision of the Committee on Discipline

The Committee shall decide on each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a big statement of the findings of fact and, the specific regulations on which the decision is based.

2.10. Finality of Decision

Any decision, other than dismissal or expulsion, permanent disqualification from enrolment, or suspension for more one semester/ term or longer, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

2.11. Appeal to the President

In all cases in which final decision is not conferred by the Committee on Discipline, the respondent may file an appeal with the President within ten (10) days exclusive of Sundays and official holidays after receiving the decision.

2.12. Action by the President

The action of the President on recommendation coming from the Committee on Discipline shall be rendered within ten (10) days exclusive of Sundays and official holidays after receiving the appeal.

The President reviews and decides disciplinary cases in which the penalty of suspension for one (1) semester / term or more, dismissal, expulsion, and withdrawal or registration privileges is imposed.

The decision of the President shall be coursed through the Board of Regents for final approval.

2.13. Action by the Board of Regents

The Board may take an action on appeal decision of the President when the penalty imposed is dismissal, expulsion, suspension for more than one (1) semester / term, or any other penalty of equivalent severity.

2.14. Rights of Respondents

- 2.14.1. Not to be subjected to any disciplinary penalty except upon due process of law.
- 2.14.2. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- 2.14.3. To be convicted only on the evidence introduced at the proceedings of which the respondent has been properly appraised;
- 2.14.4. To defend herself/himself personally, by counsel or representative of her/his own choice. If the respondent so desires, but is unable to secure the services of counsel, s/he should manifest that fact two (2) days before the date of hearing, and request the committee to designate counsel for investigation from among the members of the University Constituency.

2.15. Effect on Decision

Decision shall take effect, as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days before any final examination, shall take effect during the subsequent semester / term, except when the respondent is graduating, in which case the penalty shall immediately take effect.

2.16. Records

All proceedings before any Committee shall be set down in writing by a competent stenographer. Original records pertaining to the student shall be under the custody of the Vice-President for Academics. Records are hereby declared confidential and no person shall have access to the same for inspection and/or copying unless s/he is involved therein, or unless he has a legal right, which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

2.17. Immediate Reporting of Students with Pending Disciplinary Cases

- 2.17.1. If the University Registrar is not immediately notified of the pending cases of the student, her/his application for clearance is given due course.

- 2.17.2. No clearance will be issued to any student unless s/he is certified by the OSASS Dean that the pending case is dismissed or that the student has been appropriately penalized if found guilty.

GRIEVANCES AND COMPLAINTS

1. Grievance Committee

Any complaint against a fellow student, faculty member or employee should be submitted in writing to the Dean of Office of Student Affairs and Student Services (OSASS) or to any member of the Grievance Committee composed of the Dean of Office of Student Affairs and Student Services (OSASS) Coordinator for the Student Activities, a Guidance Counselor and the SWECOM chairperson of the Student Government. The Grievance Committee has the function of settling a problem, dispute, or misunderstanding between students and administrative employee and students.

A grievance becomes formal, if it is expressed in writing and duly signed by the person concerned.

The proceedings of a formal complaint investigation shall include the complaint, answer memorandum, recommendation, decision, and excerpts of all proceedings duly signed by all participating parties.

2. Student Complaint against a Faculty Member

- 2.1. The student sees the faculty member during the latter's consultation hours and explains his complaint. In case a student is hesitant in seeing the faculty member, s/he can seek the advice/help of his/her class adviser/and/or the Student Government.
- 2.2. If a student feels that s/he has not obtained the necessary action on his complaint, s/he sees the Guidance Counselor or the Head of the Program concerned who will conduct an immediate investigation of the complaint and decide on the matter.
- 2.3. If the student is not satisfied with the decision, s/he may elevate the complaint to the Associate Dean.
- 2.4. The Associate Dean thus convenes the Grievance Committee to hear and decide the case within five (5) school days.

2.5. A written decision will be furnished by the student and faculty member concerned.

3. Class Complaint against a Faculty Member

- 3.1. The class may ask for a dialogue with faculty members concerned to clarify matters. The Guidance Counselor will now act as facilitator to see to it that everything is in proper order.
- 3.2. If the class members feel that they have not obtained the necessary action, they will submit a formal written complaint to the Associate Dean duly signed by at least 50% of the class. The class officers will see the Head of the Program to settle the complaint.
- 3.3. If the class members feel that the necessary action on their complaint has not been obtained, a written complaint must be filed with the Chairman of the Grievance Committee.
- 3.4. The Committee will take no more than seventy two (72) hours to render its decision. The decision of the committee shall be final.

4. Student Complaint against the Dean

- 4.1. The student(s) ask(s) the Vice President for Academics for a dialogue with the concerned Dean. The Vice President will schedule the dialogue. A third party mutually acceptable to both will act as facilitator.
- 4.2. If the student(s) feel(s) that the necessary action has not been obtained after the prescribed time has lapsed, the student(s) will submit a formal complaint to the President of the University.

APPENDICES

APPENDIX A:	CAMPUS JOURNALISM ACT OF 1991
APPENDIX B:	GUIDELINES FOR THE SELECTION OF CO-CURRICULAR AWARDEES
APPENDIX C:	GUIDELINES ON CONDUCTING FIELD TRIPS
APPENDIX D:	GUIDELINES ON USE OF UNIVERSITY LIBRARY
APPENDIX E:	ANTI- SEXUAL HARASSMENT ACT OF 1995
APPENDIX F:	COMMITTEE ON STUDENT HANDBOOK REVISION
APPENDIX G:	COMMITTEE ON STUDENT HANDBOOK REVIEW
APPENDIX H:	BOARD OF REGENTS
APPENDIX I:	PNU HYMN
APPENDIX J:	PNU MARCH
APPENDIX K:	REFERENCES
APPENDIX L:	AFFIRMATION

APPENDIX A

CAMPUS JOURNALISM

ETHICAL GUIDELINES

Campus Journalism is a training ground for the development of the students' innate talent for writing. Ethical and moral standards, however, are needed to be able to meet the demands of professionalism in Campus Journalism as:

1. Articles, pictures and illustrations should uphold moral values and promote the vision-mission of the Philippine Normal University explicitly stated in this manual.
2. Facts used in articles must be accurate, impartial, and well-researched. Sensational journalism that relies on gossips and hearsay alone which shows ignorance of and disrespect for media ethics should be avoided.
3. Academic excellence should be fostered by the proper choice of themes, use of decent and dignified language and expressed in correct grammar as befitting the reading community in a University.
4. Attacks on the person of any member of the community, students, staff, employees, and administrators should be avoided in respect for their dignity.

CAMPUS JOURNALISM ACT OF 1991

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

INTRODUCTION

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 for the Implementation of the Campus Journalism Act of 1991 or "RULES" for short.

Rule II

STATE POLICY

Section 1. Declaration of Policy- It has 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 a means of strengthening ethical value, encouraging critical and creative thinking and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students' concerned and promoting responsible and free journalism.

It is, therefore, the duty of all officials of the Department of Education (DepEd), school/college/university heads, campus 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 under Republic Act No. 7079, existing laws embodied as principles in the Constitution.

Rule III

DEFINITION OF TERMS

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

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

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

- 5. 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. Such guidelines shall determine the frequency of publication, the manner of selecting articles and features, and other similar matters.

Rule IV

STUDENT PUBLICATION

Section 1. All educational institutions on the elementary, secondary and tertiary levels, public or private, shall be encouraged to establish a student publication.

Section 2. Student Publication- There shall be three categories of student publications namely a) elementary level student publication; b) secondary level student publication; and c) tertiary level student publication.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's fund.

Section 3. The members of the editorial board of the tertiary student publication shall be responsible to the school/college/university and to the third parties for its decisions, actions, policies and legal consequences arising from such.

Section 4. Aims and Purposes of Student Publications- Student publications shall be utilized to train interested students in (a) the application of the communication arts in journalism; (b) the basic mechanism and technical skills in journalism; (c) the responsibilities and privileges in journalism in relation with the contents of articles to be published; (d) the use of the student publication in support of the educational development of the learner/student, the school, the community and the country; (e) the application of the art and science of journalism for technical advancement; (f) developing intelligent and responsible student leadership and good citizenship in a free and democratic society; (g) serving as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; (h) serving as a pool of learning experiences of student journalists; (i) advocating social consciousness and uphold the interests of the Filipino people; and in (j) advancing students' rights and responsibilities as well as in promoting their general welfare.

Rule V

FINANCING STUDENT PUBLICATION

Section 1. Funding of Student Publication- For public elementary and secondary schools, publication fees, subsidy sourced from savings realized from the school's appropriation, revenues, realized from donations and grants, and advertisements shall be the source of funding for the student publication.

For private schools, publication fees, revenues realized from donations and grants, and advertisements shall be the sources of funding for the student publications. Publication fees from the students shall be collected during the enrolment period.

In both public and private schools, all student publication funds shall be automatically released to the student publication staff one month after the last day of enrolment.

Section 2. Preparation of the Student Publication Budget- The editorial board, with the assistance of the student publication staff, shall prepare the student publication budget 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 conferences/workshops, honoraria/ allowances for staffers and teacher-adviser, and other incidental expenses. Disbursement of student publication funds shall be made according to accounting and auditing regulations.

Section 3. Publication Fee

1. The editorial board, in coordination with the school administration, may provide a mechanism for the collection of publication fees from the students. The publication fees shall be determined by the editorial board in consultation with the student body. In the private secondary, and elementary schools, the editorial board shall determine the publication fee for each individual student shall no case be less than what is provided for in DECS Order No. 40, s.1988.
2. The publication 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 and the student publication staff through canvass or public bidding.

Section 5. Financial Repost of Expenses- A financial repost 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 level properly audited by a COA/ authorized auditor for the public schools. For the private schools, a certified public accountant shall properly audit the expenditures based on the approved budget of the editorial board. Thereafter, the audited summary financial statement shall be published in the student publication at the end of the school term.

Section 6. Use of Student Publication Funds- Publication fees, savings, donations, grants, and other funds collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by editorial board, any student- staff, faculty-adviser, and/or 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 a college student publication shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the publication adviser shall be one of technical guidance.

In the elementary and secondary levels, the teacher-adviser, performing the function of special parental authority over the student staffers who are minors shall, jointly with the Parent-Teacher Association, be held fully responsible for the content of the student publication.

Section 2. Work/Advising Load- In the public elementary and secondary school student publication advising task/assignment shall be considered as one (1) teaching work/load.

Rule VII

SELECTION OF THE STAFF MEMBERS

Section 1. Selection of Student Staff Members- The selection of the chief editor and other members of the staff of college student publications shall be through competitive examination prepared, conducted and supervised by a committee composed of representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (students administration and editorial board), and two past editors to be chosen by the outgoing editorial board.

Secondary and elementary student publication staffers should pass a qualifying conducted by a committee composed of the student publication adviser, who shall act as chairperson, the past student-editor as vice-chairman, one (1) faculty member and two (2) former student-editors.

Rule VIII

SECURITY OF TENURE

Section 1. Student Staffers- A member of the student publication staff maintains his/her satisfactory academic standing in order to retain membership in the staff. A student shall not be expelled or suspended on the basis of the articles he/she has written, or on the basis of the performances of his/her duties in the publication staff.

Rule IX

PRESS CONFERENCES/ TRAINING SEMINARS

Section 1. Press Conferences and Training Seminars- The Department of Education shall sponsor periodic competition, press conferences, and training seminars/ workshops in which students-editors/writers and teacher-advisers of students' publication on elementary, secondary and tertiary levels shall participate. Such activities shall be held on the institutional, divisional and regional levels culminating with the holding of the annual national elementary, secondary, or tertiary school press conferences in places of historical and/or culture interest of the country.

Section 2. Expenses of the Student Publication Staff and their Teacher-Adviser at Press Conferences and Training Seminars- Expenses relative to the attendance of the students' publication staff and teacher-adviser in the divisional, regional, national press conferences and seminars shall be subsidized from the student publication funds and from appropriations when funds are available.

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 in RA No. 7079 shall be exempted from donor's or gift tax.

Rule XI

APPROPRIATIONS

Section 1. Appropriations- For the initial year of implementation, the sum of five million pesos (Php 5,000,000.00) is authorized by RA No. 7079 to be charged against the savings of the Department of Education. Thereafter, such amount, as may be necessary, shall be included in the General Appropriations Act.

Rule XII

GENERAL PROVISIONS

Section 1. The Department of Education 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

The DepEd regional office shall have the original jurisdiction over the cases as a result of the decisions, actions, and policies of the editorial board of the school within its area of responsibility. It shall conduct investigations and hearings on these cases and shall report its decision of each case within fifteen (15) days in completing the resolution of each case.

Section 2. The Secretary of Education may amend these “Rules” when there are compelling reasons for amendments, provided that every amendment shall be made in consultation with the representatives of duly recognized student journalism associations and advisers, as well as representatives of the administration, and provided that all amendments shall be in accordance with R.A. No. 7079.

Rule XIII

EFFECTIVITY

Section 1. Effectivity- These Rules and Regulations implementing Campus Journalism Act of 1991 shall take effect immediately after publication and circulation in a DepEd Order to all public and private schools in the country.

APPENDIX B

GUIDELINES FOR THE SELECTION OF CO-CURRICULAR AWARDEES

The University promotes and supports extra- and co-curricular programs and activities aimed at fostering students' holistic learning and development. Every PNU student is encouraged to participate actively in at least one department-based or interest-based organization/club. The University endeavors to give due recognition to graduating PNU students who have given their service and have demonstrated outstanding leadership with their respective organizations or clubs, including those from the student government, performing groups, and athletes.

A. CATEGORIES OF CO-CURRICULAR AWARDS:

In general, there are two major categories of the University's co-curricular awards: (1) Leadership and Service Award and (2) Special Awards.

1. LEADERSHIP AND SERVICE AWARD

This is given to a student who has demonstrated outstanding performance as a leader or member of any duly-recognized and accredited interest club or department-based organization that has been in existence for the last three (3) consecutive years.

The faculty adviser of an interest club or department-based organization is tasked to nominate/recommend one student for this award. The nominee should meet the general and specific criteria for the Leadership and Service Award. Qualified students who meet the required number of points based on the specific criteria may be given one of the two awards:

1.1. Leadership Award

1.2. Service Award

The PNU Student Government, as a body, can nominate one student for the Student Government Award.

In addition, two special awards are given in relation to student leadership and service: the Jose Rizal Most Outstanding Leader Award and the Dominador J. Salas Leadership Prize.

2. SPECIAL AWARDS

Special award is given to a student who has demonstrated outstanding involvement in activities of selected student organization or a special cultural

group in the University. Likewise, a Loyalty Award is also awarded to a student who has studied at PNU from kindergarten or elementary to college.

The criteria specific for the different special awards are to be determined by the Adviser/Director of the nominating organization or department.

B. CRITERIA

1. GENERAL CRITERIA

- The award must be given to a graduating student.
- The awardee should have completed all academic course requirements before application.
- The awardee should have a maximum of four years residence in the University.
- The awardee should have no failing grades in any subject including Personality Education and NSTP (except for the Loyalty Award).
- The awardee has never committed any major infraction against University rules and regulations nor has s/he been proven to have been involved in any immoral or illegal act.

2. SPECIFIC CRITERIA FOR LEADERSHIP AND SERVICE AWARD

Productivity as a Leader	30%
Service	25%
Participation in Competitions/Contests.	12.5%
Participation Significant Seminars, Workshops, Conferences .12.5%	
Versatility.	10%
Academic Standing	10%

- In Productivity as a Leader or Service, the awardee should have a minimum of 10 points earned through his/her membership in the organization/club s/he is representing.
- A nominee should have an average score that meets the cut-off points for an award. To wit:

Service Award	-	40 points
Leadership Award	-	60 points

3. SPECIFIC CRITERIA FOR THE JOSE RIZAL MOST OUTSTANDING STUDENT LEADER AWARD

The awardees for the Leadership Award are automatically the candidates for this award. The candidates shall be subjected to a panel interview. The evaluator/ interviewer will recommend the candidate on the basis of her/his earned points (specific criteria 1-6) and qualitative appreciation of her/his contribution/performance as a student leader.

4. SPECIFIC CRITERIA FOR THE DOMINADOR J. SALAS LEADERSHIP PRIZE

Two awardees (one female, one male) will be selected for this cash incentive on the basis of the specific criteria of their total points earned. The male and the female candidates obtaining the highest total points shall be awarded this Leadership Prize.

5. SPECIFIC CRITERIA FOR THE LOYALTY AWARD

- He/She has been enrolled at PNU from kindergarten or elementary to college.
- He/She must be consistently enrolled and finished college within four years in PNU.
- He/She must be certified by the Principal/Head of the CTL (kindergarten or elementary to high school) and the University Registrar (college).

C. METHOD OF SELECTION AND PROCEDURE

1. The adviser, officers and members of the organization / club /program concerned should meet and deliberate on the final selection of the nominee, except for the Loyalty Award, following the aforementioned general and specific criteria.

2. A program-based organization and interest club can submit only one nominee for a specific award to the Co-Curricular Awards Committee.

The adviser's signature should appear on the designated entries on the Recommendation Form and Summary of Ratings of the student nominee.

The nominee should submit all of following requirements to the Curricular Awards Committee constituted by OSASS.

- a. NOMINEE'S INFORMATION SHEET duly accomplished by the nominee

- b. Recommendation Form and Summary of Ratings from the organization/club adviser with supporting documents for the Summary of Ratings
- c. One (1) 2 x 2 picture of the nominee attached to the nominee's information sheet.
- d. Attendance record of the student duly certified by the Principal of the PNU Institute/ Center for Teaching and Learning (FOR THE LOYALTY AWARDEES)
- e. Supporting documents like certificates must be for the actual program, projects, or activity only.
- f. All requirements including supporting documents must duly signed by the concerned persons.
- g. To facilitate the evaluation of documents, the supporting papers must be organized/ arranged in conformity or order with the items in the Summary of Ratings and placed in a clearbook. Two sets of supporting documents are to be submitted: *Original (use BLUE clearbook) and photocopy (use BLACK clearbook).

***Note**

Submitted original documents must be claimed at the OSASS after the announcement of Co- Curricular awardees has been made.

CRITERIA FOR THE LEADERSHIP AND SERVICE AWARDS

1. *Productivity as a Leader* – This refers to direct and active participation as a team leader, head, coordinator, or director in worthwhile activities, projects, or programs (Maximum of 100 points)
 - 1.1. International Level15 pts.
Has led an international project/program
 - 1.2. National Level10 pts.
Has led a national project/program
 - 1.3. Regional Level 7 pts.
Has led a regional project/program
 - 1.4. Local Level 4 pts.
Has led a community-based project/program (Barangay, District, City/Town)
 - 1.5. University Level. 3 pts.
Has led a project/program with university-wide scope or benefit

- 1.6. College Level 2 pts.
 Has led a project/program with college-wide scope or benefit
- 1.7. Department/Organization Level 1.5 pts.
 Has led a project/program with department-wide scope or benefit
2. *Service* – This refers to active involvement as an officer, member, or contributor in worthwhile activities, projects, or programs (Maximum of 100 points)
- 2.1. Service to the Community (International Level) 10 pts.
 2.2. Service to the Community (National Level) 6 pts.
 2.3. Service to the Community (Regional Level) 4 pts.
 2.4. Service to the Community (Barangay, District, City/Town) . 2.5 pts.
 2.5. Service to the University 2 pts.
 2.6. Service to the College 1.5 pts.
 2.7. Service to the Department/Organization 1pt.
3. *Participation in Relevant Competitions/Contests* (Maximum of 100 points)

	Participant Only	Participant and Winner (At least Top 3)
3.1. International	15 pts.	30 pts.
3.2. National	10 pts.	20 pts.
3.3. Regional	8 pts.	15 pts.
3.4. University	5 pts.	10 pts.
3.5. College	3 pts.	5 pts.
3.6. Department	1 pt.	3 pts.

4. *Participation to Significant Seminars, Workshops, Conferences* (Maximum of 100 points)

	Participant Only	Resource Person/Presenter
4.1. International	15 pts.	30 pts.
4.2. National	10 pts.	20 pts.
4.3. Regional	8 pts.	15 pts.
4.4. University	5 pts.	10 pts.
4.5. College	3 pts.	5 pts.
4.6. Department	1 pt.	3 pts.

5. *Versatility* – This refers to the membership of the nominee in one or more student organization (Maximum of 100 points)
 - 5.1. Inside PNU
 - 5.1.1. As President/Head Officer of an interest club, department-based organization, or other recognized student organization 5 pts. / org
 - 5.1.2. As Vice-President or Secretary of an interest-club, department-based organization, or other recognized student organization. 4 pts. / org
 - 5.1.3. As a minor officer of an interest club, department-based organization, or other recognized student organization 3 pts. / org
 - 5.1.4. As a member of interest club, department-based organization, or other recognized student organization. 1 pt. / org
 - 5.1.5. As a President, Vice-President, or Secretary of a class 2 pts. /class
 - 5.1.6. As a minor officer of a class. 1 pt. / class
 - 5.2. Outside PNU
 - 5.2.1. As President/Head Officer of an organization . . 3 pts./ org
 - 5.2.2. As Vice-President or Secretary of an organization. . 2 pts./ org
 - 5.2.3. As a minor officer of an organization. 1 pt. / org
 - 5.2.4. As a member of an organization 5 pt. / org
6. *Academic Standing* – this involves the academic standing of the nominee as well as his/her enrolment in courses over and above his/ her four year course (Maximum of 100 points)

General Weighted Average (First Year – Fourth Year)

GWA = points

e.g.

$$92\% = 92 \text{ pts.}$$

$$88.85\% = 88.85 \text{ pts.}$$

$$80.75\% = 80.75 \text{ pts.}$$

APPENDIX C

GUIDELINES ON CONDUCTING FIELD TRIPS

1. Field trips outside the school year calendar are not allowed.
2. Only field trips within the majorship are to be held. Such field trips must be held only once every semester / term.
3. Overnight field trips for non-majors field trips are not allowed.
4. Refer to CMO #17, series 2012, "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students."

PROCEDURES:

All classes/ faculty/ student organizations/ units intending to hold Field Trips should:

1. Secure the Request for Permit Form from the Office of Student Affairs and Student Services (OSASS) and fill all the required information in triplicate:
 - 1.1. Indicate actual number of students joining
 - 1.2. Attach proposed activities/ program
 - 1.3. Attach breakdown of expenses to justify proposed amount to be collected from each student participant
2. Submit the accomplished Request for Permit Form together with the breakdown of expenses to the Associate Dean and the College Dean concerned for approval before submission to OSASS.
3. Secure copies of Parent's or Guardian's Permit from OSASS based on actual number of students joining and have these forms accomplished by the student participants and signed by their respective parents/guardians.
4. Submit the approved Request for Permit Form together with the Parent's or Guardian's Permit and Waiver of the students joining the activity to the Associate Dean and then to OSASS for final approval of the request.
5. Upon approval by the OSASS, original copy of the approved request shall be given to the class/ requesting party' second copy to the Associate Dean; and the third copy to the OSASS.
6. Upon completion of the field trip, a financial report by the organizing body (class/ student organization/ unit) as well as a report of the students'

evaluation of the field trip must be submitted not later than a month after the field trip to the Associate Dean concerned, and to OSASS. Non-submission of the report may affect future requests for a similar activity. Non-compliance may mean non-issuance of clearance from the OSASS.

APPENDIX D
**GUIDELINES IN THE USE
OF THE UNIVERSITY LIBRARY**

LIBRARY HOURS	
School Days	Sundays and
Monday- Friday 7:00am- 7:00pm	Holidays- Closed
Saturday 8:00am – 5:00pm	

REQUIREMENTS FOR LIBRARY USE

- a. PNU Students
Library I.D. duly validated for the current term by authorized library staff.
- b. Outside Researchers
School I.D. and referral letter from the institution of origin and payment of researcher's fee
- c. South Manila Education Consortium (SMEC) Students and Faculty
School I.D. and SMEC Library referral letter.

COURTESY IN THE LIBRARY

1. PNU Students are requested to give their validated Library ID upon entry.
2. Outsiders/visitors should present their visitor's permit secured from the Office of Head Librarian.
3. The following are strictly not allowed:
 - a. Doing art work inside the reading room
 - b. Eating, drinking, smoking and sleeping
 - c. Talking loudly
 - d. Loud ringing of cellphone or any other communication devices
 - e. Using laptop and any devices with camera inside the Theses Section

4. A collaborative space/area is available for student's use.
5. Discussion Rooms are available in the second floor on a first come first serve basis

HOW TO LOCATE BOOKS AND OTHER LIBRARY MATERIALS

1. The Books Sections operates on an open-shelf system while the Theses Section is implementing a close-shelf system.
2. Readers locate books by means of call numbers which can be accessed from the OPAC.
3. Books with the following place marks above the call number are located in the room or area indicated below:

• CTW (Conchita Tan-Wilman)	Rm. 304
• EJP (Edwin J. Portugal)	Rm. 304
• F (Filipiniana)	Rm. 305
• ICMC Collection	Rm. 305
• KRAL	Rm. 304
• LS (Library Science)	Rm. 302
• LASC (Library A. Santos Collection)	Rm. 304
• NGFLRC (Natividad Galang Fajardo Main Bldg. Learning Resource Center)	3rd Floor
• PSME (Phil. Society of Music Educators)	Rm. 304
• R (Reference)	Rm. 303
• RGJ (Reynaldo G. Juanta)	Rm. 304
• T (PNU & DECS Thesis)	Rm. 204

4. Books for college students are placed in the third (3rd) floor and are arranged chronologically according to Library of Congress Classification Scheme.
5. Theses, special projects and dissertations are in the second (2nd) floor. Collections are shelved alphabetically, then numerically according to call number based from the Library of Congress Classification Scheme. Call number is given to the section in-charge to find the material.

6. Basic Education Section (BES) books are shelved according to the Dewey Decimal Classification Scheme.
7. Serials and vertical file clippings are arranged alphabetically by topics or subjects. They are found in the Periodicals Section (Rm. 201). It also includes newspapers, journals, pamphlets, magazines, annuals, etc.
8. Textbooks, picture books, big books, etc. for elementary and high school students are in the Basic Education Section, first (1st) floor Rm. 108.
9. Children's literature books are in the CLAPI (Children's Literature Association of the Philippines, Inc.), Library first (1st) floor Rm. 109.
10. Electronic Resources (ejournals and ebooks) can be accessed in the OPAC Web and PNU Library Homepage.
11. CDs, DVDs and transparencies are available in BES. Maps, Globes and Reference Materials are available in the Knowledge Resource Section.
12. Free internet service is available for students in the KRS.
13. IPAD Rentals is located in the BES.

LIBRARY DIRECTORY

FIRST FLOOR	ROOM
Office of the Chief Librarian	Lobby
Basic Education Section	108
Librarian's Lounge Area	103
CLAPI	109
Conference Room	101
Technical Section	103
One Public Access Catalog	Lobby
Photocopying Area	Lobby
AV Resources	109
<hr/>	
SECOND FLOOR	
Thesis Section	204
Viewing Room	201
Internet Room	201
Japanese Collection	203
Multimedia Center	201
One Public Access Catalog	Lobby

Periodical Section	201
Spanish Library	
Third Floor	
Knowledge Resource Section (Filipiniana, Foreign, Reference, Education, Special Collection)	301-305
PWD Collection	
New Acquisition	
Library Science Collection	

FOURTH FLOOR

URMU	402- 409
Audio-Visual Theater	425
SIKM Head Office	412
SIKM Faculty Room	413- 414
Classrooms	417 & 422
Registrar's Old Records	410
SIKM Accreditation Room	421
Classrooms	415- 416
Stack Area	401
Technician's Room	419

GUIDELINES IN THE USE OF THE LIBRARY TECHNOLOGY CENTER

A. Internet Room

1. All bags and other personal belongings should be deposited in the Depository Area.
2. Food and drinks are strictly not allowed.
3. Vandalism, loitering, and unpleasant behavior are strictly prohibited.
4. Websites and e-mail that contain adult materials are not allowed.
5. Changing the setting of the computer such as display, wallpaper, icon, etc. is also prohibited.

6. Installing programs, removing the cover of CD drives and inserting disc in the disc drive are not allowed.
7. Only two persons are allowed in every workstation.

B. Multi-Media/ Viewing Room

1. Used for teaching and demonstration purposes of classes using I.T. facilities like videos, computers and LCD projectors.
2. All services are meant to supplement classroom instructions, only materials which are course-related are allowed to be listened to or viewed.
3. Reservations for use are made at least three (3) days in advance on a first-come, first served basis.
4. Only faculty members are allowed to make a reservation through a form duly accomplished and signed by them.
5. No class activity is allowed in any part of the library without the presence of the faculty member who requested its use.
6. A class is allowed to reserve the room for the duration of one hour lecture period once a week to give other groups the opportunity to use the same.
7. Eating, drinking, smoking, littering, and any form of vandalism are strictly prohibited.
8. The faculty and his/her students are held responsible for all the equipment used and will be held liable for any damages to facilities.

BORROWING AND RETURNING OF OVERNIGHT BOOKS

1. Reading Room Use only.
 - Two non-reserved books can be borrowed at a time by a student library user.
 - Maps, and globes may be borrowed for classroom use for one and a half (1 ½) hour.
 - Reference, newly acquired books, desk copy books, theses, special projects, dissertations, periodicals, newspapers, audio-visual (AV) materials and vertical file clippings are STRICTLY FOR LIBRARY USE ONLY.
2. Overnight and Home Reading Loans
 - Overnight loans for a maximum of two (2) non-reserved books are issued from 1:00 p.m. - 5:00 p.m. Monday to Friday and

1:00pm-3:00pm on Saturdays

- Overnight loans should be returned on or before 12:00 noon the next school day.
 - No overnight loans are issued during the first two weeks and last week of the semester / term.
3. In taking out books for overnight loan
 - Present library I.D. to the librarian in-charge.
 - Sign the book card, give it to the librarian-in-charge and secure a gate pass
 - Give the gate pass to the library Security Guard on duty at the library exit in going out of the Library building.
 4. When returning the book/s borrowed
 - Proceed to the third (3rd) floor and return the book to the librarian-in-charge for proper cancellation of loan record.

LOST BOOKS

1. Lost books must be reported immediately to the Head Librarian.
2. A book that is lost should be replaced with an exact copy or an up-to-date related title if there is no exact copy available in the bookstore.
3. The corresponding fine from the date the book should be returned up to the time it is replaced will be an additional requirement.

PROCEDURE FOR OUTSIDE RESEARCHERS

1. The researcher shall present his/her school/office I.D. with a referral letter from the school of origin to the Office of the Head Librarian.
2. An order of payment will be given to the researcher for payment to the Cahier's Office of the outside researcher's fee of Php100.00
3. The official receipt shall be then presented to the Office of the Head Librarian for the issuance of Visitor's Permit.
4. A Visitor's permit is good for one whole day use of PNU library materials.

Outside researchers are allowed only from Monday to Friday from 8:00 am to 5:00 pm. Researchers are not allowed to borrow materials for overnight use.

PENALTY FOR OVERDUE BOOKS

1. A student who fails to return the book/s borrowed on the due date is fined per day until the book is returned.
2. Borrowers of material for photocopying and subsequently kept without permission of the librarian-in-charge are fined per day per material. Fraction of a day will be considered one full day.

A library fine is settled through the Office of the Head Librarian which issues an order of payment indicating the amount of fine to be paid to the PNU Cashier. The official receipt is to be presented to the librarian-in-charge of the Knowledge Resource Section to clear the borrower of his/her accountability.

LOST LIBRARY ID

A letter of explanation noted by all librarians is required in applying for a second copy. Duplicate Library ID will be issued two (2) weeks after submission of the letter.

LIBRARY CLEARANCE

Clearance for PNU students, faculty and administrative staff is required from the Office of the Head Librarian.

APPENDIX E
THE ANTI-SEXUAL HARASSMENT ACT OF 1995

Republic of the Philippines
Congress of the Philippines
Metro, Manila

Third Regular Session

Begun and held in Metro, Manila, on Monday, the twenty- fifth day of July, nineteen hundred and ninety-four.

REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL
IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRON-
MENT, AND FOR OTHER PURPOSES

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

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

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

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

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

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

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

- (a) Promulgate appropriate rules and regulations in consultation with

the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation or sexual harassment cases and the administrative sanctions thereof.

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

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

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

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

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

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

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

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

Section 7. Penalties. – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

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

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

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

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

Approved,

EDGARDO J. ANGARA

President of Senate

JOSE DE VENECIA, JR.

Speaker of the House of Representatives

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

EDGARDO E. TUMANGAN

Secretary of the Senate

CAMILO L. SABIO

Secretary General House of Representatives

Approved : Feb 14, 1995

FIDEL V. RAMOS

President of the Philippines

APPENDIX F

STUDENT HANDBOOK REVISION COMMITTEE

PROF. SHEILA MARIE B. ADONA

*Coordinator, Student Handbook Revision
Faculty/Guidance Counselor*

PROF. EVELYN C. BAGAPORO

Faculty/Guidance Counselor

DR. ADONIS P. DAVID

Faculty/Guidance Counselor

PROF. VICTOR REY FUMAR

Dir. Campus Development Office

PROF. CELIA M. ILANAN

Representative, Faculty of Education Sciences

DR. JASON S. JOVEN

Faculty/Guidance Counselor

MR. JOSEPH G. LUCENÓ

Director, Financial Management Services

MRS. ESTRELLA C. MACARAYA

Head, Security Services & Safety Mgt. Unit

PROF. MARIA TERESA L. MANICIO

Representative, Faculty of Arts and Languages

DR. BETTINA PHILOMENA M. SEDILLA

Director, Office of Admissions

PROF. BERT J. TUGA

Representative, Faculty of Education Sciences

PROF. LEILA TIGLAO-BESONIA

Faculty/Guidance Counselor

PROF. MARILOU M. UBIÑA

*Representative, Faculty of Sciences, Technology &
Mathematics*

DR. DIONY V. VARELA

*Representative, Faculty of Behavioral
& Social Sciences*

DR. FORTUNATO G. VENDIVEL JR.

Former University Registrar

PROF. NOEMI B. ZULIETA

Faculty/Guidance Counselor

MR. ROI CHRISTOPHER J. PERALTA

Student Representative, SY 2013-2014

MR. RONNEL B. AGONCILLO, JR.

Student Representative, SY 2013-2014

MR. ALGEL L. BALANTAC

Student Representative, SY 2012-2013

MR. ARSADON E. VERA

Student Representative, SY 2012-2013

MISS ROGIELYN ATERADO

Student Representative, SY 2011-2012

MISS DIADEMA S. IRLANDEZ

Student Representative SY 2011-2012

MR. JUAN CARMELO H. RONDUEN II

Student Representative SY 2011-2012

MR. GUILLERMO RAUL G. FERNANDEZ

Head, Press and Printing Unit

MR. MARS M. MAJUL

*Administrative Staff, University Events Management
and Public Relations Office*

MISS ABEGAIL KAREN M. LEE

*Administrative Staff, Office of Student Affairs and
Student Services*

Co-Chair, Student Handbook Revision

MR. ARNOLD JOHN S. BULANDI

Student Government President, SY 2011-2012

MR. AUNELL ROSS R. ANGCOS

Student Government President, SY 2012-2013

MR. MICHAEL ANGELO G. ESPOSO

Student Government President, SY 2013-2014

Chair, Student Handbook Revision

DR. AURORA B. FULGENCIO

Dean, Office of Student Affairs and Student Services

APPENDIX G

STUDENT HANDBOOK REVIEW COMMITTEE

PROF. MARIVILLA LYDIA B. AGGARAO

Director, Alumni Relations and Service Office

PROF. MARIA LOURDES S. AGUSTIN

Director, Institute of Teaching and Learning

PROF. ROSANNA A. DIANA

*Representative, Institute of Physical Education,
Health, Recreation, Dance and Sports*

DR. ALICE D. DIOQUINO

*Director, School of Information and Knowledge
Institute*

DR. RABIN R. RABE

Director, Office of the University Registrar

DR. NERISSA S. TANTENGO

Representative, Faculty of Behavioral & Social Sciences

PROF. BRANDO C. PALOMAR

*Representative, Faculty of Sciences, Technology &
Mathematics*

EDITORS

PROF. MA. JHONA B. ACUÑA

Associate Dean, Faculty of Arts and Languages

PROF. MA. CONCEPCION RAYMUNDO

Representative, Faculty of Arts and Languages

APPENDIX H
THE PHILIPPINE NORMAL UNIVERSITY
BOARD OF REGENTS
S.Y. 2014- 2015

Hon. Patricia Benitez Licuanan <i>Chairperson, Commission on Higher Education</i>	Chair
Hon. Ester B. Ogena <i>President, Philippine Normal University</i>	Vice- Chair
Hon. Pia S. Cayetano <i>Chairman, Committee on Education, Arts and Culture Philippine Senate</i>	Member
Hon. Roman T. Romulo <i>Chair, Committee on Higher and Technical Education House of Representatives</i>	Member
Hon. Erlinda M. Capones <i>Director, Social Development Staff National Economic and Development Authority</i>	Member
Hon. Mario L. Ramirez <i>President, PNU Alumni Association</i>	Member
Hon. Melito S. Salazar, Jr. <i>Private Sector Representative, Vice President for Advertising, Manila Bulletin</i>	Member
Hon. Michael M. Nael <i>President, Federation of PNU Faculty Associations</i>	Member
Hon. Dana Janella L. Beltran <i>President, Pambansang Pederasyon ng mga Lider Estudyante ng Pamantasang Normal ng Pilipinas</i>	Member
Mr. Alpheus Eugenio V. Ferreras <i>University and Board Secretary</i>	

APPENDIX I
PNU HYMN

O, Alma Mater ko
Sa mga guro'y Ina
Dala'y ilaw, sadyang tanglaw
Lagi kang patnubay
Ng bayan ko kailan pa man
Luwalhati'y sumaiyo
O, Alma Mater ko

Hail, Alma Mater, Hail
Mother of Leaders of Men
Bringer of Light
Teacher of Right
Guardian of Human Ken
Our country O'er forevermore
Mays't though in glory reign
Hail, Alma Mater Hail

Music: Antonio Buenaventura

Lyrics: I.V. Mallari

APPENDIX J

PNU MARCH

Ang kagalingan mo'y aming inaasam-asam

O Inang Pamantasan!

Gabay ng bayan, ilaw ng guro

Kami ay iyong tanglawan

Sa aming pagharap sa unos ng buhay,

Pahat na isipa'y iyong pinalawak

Wagas na damdami'y higit na pinarilag

Dugo't pawis ititigis para sa iyo.

Makita ka lang maringal

Masamyo sa Pamantasan

Sa ami'y nagkandili

Ang iyong pangalan laging ipagbubunyi-

PNU, PNU, pagpalain ka nawa!

Idadambana ka naming

Sa puso ng madla.

Music: Lucio D. San Pedro

Lyrics: Venancio L. Mendiola

APPENDIX K

REFERENCES

Dissertation

Vendivel, Fortunato G. Jr. (2011). *Towards the validation and enhancement for quality assurance of a University Handbook on student affairs and services of the National Center for Teacher Education*. Philippine Normal University, Manila.

Undergraduate Student Handbook

Adamson University

Ateneo de Manila University

Bicol University

De La Salle University- Manila

Polytechnic University of the Philippines

San Beda College

St. Scholastica College

University of the Philippines

University of Sto. Tomas

Web Reference

<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>

Magna Carta of Undergraduate Student Rights

Republic Act No. 7877

“An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other Purposes.”



Cut along the dotted line

APPENDIX L AFFIRMATION

This is to acknowledge that I received the **Student Handbook**.

I bind myself to read thoroughly, understand, abide by and faithfully observe all the rules and regulations contained herein.

Moreover, I understand that my failure to comply with any and all rules and regulations of the Institution may be used as a sufficient ground for disciplinary action.

CONFORME:

Name and Signature of Student

Year and Section

Date

Name and Signature of Parent/Guardian

Date

Home Address

Cut along the dotted line

