



ACADEMIC POLICIES (BOR 2010-16; 2013-152)

I. ACADEMIC CALENDAR

Sec. 1 The annual academic calendar shall be prepared in accordance with the issuance of the Commission on Higher Education (tertiary level) and the Department of Education (secondary and elementary levels). The details shall be prepared by the University Coordinator for Student Admission and Records.

Sec. 2 Each school calendar shall consist of not less than forty (40) weeks. Each semester for graduate and collegiate courses shall not be less than eighteen (18) weeks and a summer term shall not be less than six (6) weeks.

Sec. 3 Course work in the summer session shall be equivalent to course work in one semester.

Sec. 4 All class hours lost due to fortuitous events such as typhoons, earthquakes, epidemics and other natural calamities and/or due to University activities beyond the allotted number of school days in the university academic calendar shall be made up for.

Sec. 5 All academic co-curricular and other activities of the University shall be incorporated in the general school calendar each year.

Sec. 6 During each academic year, the University shall be authorized a 2-3 day period to observe its Foundation Day, except when the University schedules a shorter or a longer period.

II. SCHEDULE of CLASSES

Sec. 1 Course Scheduling

- a. Schedule of classes in the undergraduate level shall be prepared by a Committee composed of the Department Chairperson, Dean/Institute Director, Head of Instruction and Registrar to be approved by the Chancellor.
- b. For the Open University System, schedule of classes shall be prepared by a committee composed of the Program Adviser, Chairperson, Head of Instruction and Registrar to be approved by the Director.



- c. For the Graduate Studies, schedule of classes shall be prepared by the Associate Dean and endorsed by the Dean for approval by the Chancellor.

Sec. 2 Classes shall be conducted as per approved schedule.

III. CLASS SIZE

Sec. 1 Minimum and Maximum Class Size

- a. The maximum size of a class in the undergraduate level shall be forty-five (45) students for lecture and thirty(30) for laboratory.
- b. For the Open University System, the minimum size of a group paced class shall be five (5) students.
- c. For Graduate Studies, the minimum class size shall be five(5) students and the maximum shall be twenty five (25) students.

Sec. 2 Deviation from standards set by the University shall be in accordance with other existing policies.

Sec. 3 Whenever necessary, a department/institute/college may limit its enrollment depending on the availability of faculty, classrooms and facilities.

Sec. 4 Splitting and/or merging of classes shall be approved by the Chancellor upon recommendation by the Dean/Institute Director in accordance with the provision of Sec. 1 without prejudice to enrolled students.

IV. SUSPENSION OF CLASSES

Sec. 1 Classes shall not be suspended by any faculty member without authority from the Chancellor. In emergency cases, a faculty member may call-off a class where a report must be submitted to the immediate supervisor stating the reasons thereof.

Sec. 2 If a faculty member fails to report fifteen (15) minutes after the start of the period, the students shall go to the library or learning resource center and the class secretary will report the matter to the immediate supervisor.



Sec. 3 When typhoon signal No. 1 is announced, classes in the Preparatory level are automatically suspended. When typhoon signal No. 2 is announced, classes in both High School and Elementary levels are automatically suspended. When typhoon signal No. 3 is announced, classes in all levels are automatically suspended. Classes may also be suspended by the President/Chancellor in case of emergency or as precautionary measures in abnormal situations.

V. ADMISSIONS

Sec.1 Freshmen Students

a. Undergraduate

- a.1 Students shall be accepted regardless of age, sex, nationality, religious beliefs, socio-economic status or political affiliations.
- a.2. Students must have graduated from government recognized secondary schools/Alternative Learning System.
- a.3. Students must meet all the following admission requirements:
 - i. DMMMSU College Admission Test
 - ii. Form 138 or ALS Rating
 - iii. Certificate of Good Moral Character
 - iv. Three (3) pcs. 2" x 2" and 1 pc. 1" x 1" colored pictures with white background
 - v. Copy of Birth Certificate from the National Statistics Office
 - vi. Qualify in the interview
 - vii. Qualify in the physical/medical examination conducted by DMMMSU or any government physician.

b. Open University System

An applicant to the DOUS program with relevant working experience or graduate of other programs are exempted from taking the College Admission Test.

c . Graduate Studies

- c.1 Students must be bachelor's or master's degree holders relevant to the degree applied for with a grade point average (GPA) of 2.00 or better for the master's degree and 1.75 or better for the doctorate degree.



- c.2 Academic competence/proficiency shall be determined through the following:
 - i. Official Transcript of Records
 - ii. Recommendation of the former professor or recognized authorities
 - iii. Interview with the applicant or other appropriate means.
- c.3 For foreigners, policy on foreign students shall apply. Foreign students must submit the requirements as stated in section 2 hereof.

d. Secondary

- d.1. Students must comply with all the following admission requirements:
 - i. DMMMSU /High School Admission Test
 - ii. Form 138
 - iii. Certificate of good moral character from the school graduated from
 - iv. Birth Certificate from the National Statistics Office
 - v. 2 pcs. 2 x 2 colored pictures with white background

e. Elementary

- e.1 Pupils must comply with all the following admission requirements:
 - i. DMMMSU Elementary Admission Test
 - ii. Birth Certificate from the National Statistics Office
 - iii. 2 pcs 2" x 2" colored picture with white background

Sec. 2 Foreign Students

- a. A foreign student must meet all the following admission requirements of the University and the course applied for:
 - i. DMMMSU College Admission Test
 - ii. Certificate of Completion of a Secondary Curriculum
 - iii. Original Transcript of Record
 - iv. Personal Data
 - v. Affidavit of Support
 - vi. Alien Certificate of Registration (ACR)
 - vii. Result of TOEFL/IELTS (for non native speakers of English).
 - viii. Student Visa



- ix. Security Clearance from his/her Embassy
 - x. Resident Guarantor of his/her character
 - xi. CHED permit
 - xii. Alien fee
- b. A foreign student may be admitted based on availability of slot of the course applied for.

Sec. 3 Transferees

- a. A transferee must meet the following admission requirements of the University and the concerned College:
- i. Teacher Aptitude Test (for Teacher Education students only)
 - ii. Weighted average grade of 2.5 (excluding NSTP)
 - iii. OTR or copy of grades signed by the Registrar for reference purposes
 - iv. Certificate of Transfer Credential
 - v. Must qualify in the interview
 - vi. Physical/Medical Examination conducted by DMMMSU or any government physician
 - vii. Certificate of Good Moral Character
 - viii. 4 colored ID pictures with white background (1copy 1"x1" and 3copies 2"x2")
- b. Admission of transferees is subject to availability of slot for quota courses.

Sec. 4 Degree holders are exempted from taking the college admission test.

VI. REGISTRATION

Sec. 1 A student shall register within the scheduled registration period as provided for in the approved annual academic calendar. A fee shall be imposed on late registration.

Sec. 2 A student is considered officially enrolled upon payment of the required fees duly validated by the Cashier's Office.

Sec. 3 Individual curriculum checklist showing the scholastic standing of an old student should be presented upon enrollment.



Sec. 4 Rules on prerequisites in a curriculum are observed and followed during enrollment.

Sec. 5 Qualification for admission for undergraduate is valid for two (2) years.

Sec. 6 A student can enroll in a mixed pace (combination of group and self-paced learning scheme) to complete the required number of units per semester.

Sec. 7 Enrollment in the Expanded Tertiary Education Equivalency & Accreditation Program (ETEEAP) may be done anytime of the year at the Office of the Dean/Director of the College /Institute concerned.

VII. CROSS-REGISTRATION

Sec. 1 Cross-registration to deregulated private HEIs/another SUC/ within the University system may be allowed for subjects which are not offered in the campus during the time of cross registration upon approval of the Dean/Institute Director as recommended by the Department Chairperson and the Registrar.

Sec. 2 No student is allowed to cross-enroll in two or more schools within a term.

Sec.3 The University shall give no credit for any subject taken by a student in any other University/College/School if enrollment in such subject was not authorized in writing by the concerned officials.

VIII. SHIFTING FROM ONE COURSE TO ANOTHER

Sec. 1 A student may apply for a shift of course subject to approval by the Dean /Director of his new course.

Sec. 2 Shifting of course may only be allowed after the term.

IX. WITHDRAWAL OF REGISTRATION

Sec. 1 Withdrawal of registration maybe allowed within three weeks from the opening of classes.

1a. DOUS. Withdrawal of registration shall be allowed within three(3) weeks after the scheduled face-to-face meeting.

Sec. 2 A student who withdraws his registration within the prescribed period shall be entitled to retrieve his credentials submitted as requirement for enrollment.



X. CLASS ATTENDANCE

Sec. 1 Whenever a student has been absent from his class for three consecutive meetings or five (5) cumulative meetings, the faculty concerned shall report the matter to the Department Chairperson/ Institute Directors, for formal notification of the parent or guardian. The student shall then be referred to the Head of Student Affairs and Services for follow up.

A Graduate student can be dropped after four (4) unexcused absences.

Sec. 2 An Undergraduate student who incurs absences equivalent to 20 percent (20%) of the total number of hours required in the course before the mid-term examination, shall be automatically dropped. If said absence is incurred after the mid-term examination, with a passing mark in the class standing and due to valid reasons, the faculty may drop the student. However, when such absence is incurred after the mid-term examination with a failing mark for class standing, the student shall be given a failing grade.

Sec. 3 A student enrolled at the DOUS who did not take the midterm exams without prior notice will be considered dropped by the Registrar upon the confirmation of the faculty/tutor concerned.

Sec. 4 Absence due to late registration shall be considered as absence from class.

4a DOUS. Late registration shall be considered before the 2nd face-to-face meeting with late enrollment fee.

Sec. 5 Excuse slips for absences shall be obtained from the Office of the SAS Head upon the student's return. Excuses shall be for the class hours missed. Class work covered during the student's absences can be made up to the satisfaction of the faculty concerned within a reasonable period.

Sec. 6 To be considered present, the student should attend at least seventy five percent (75 %) of a class time.

XI. TIME LIMITS FOR THE COMPLETION OF DEGREE PROGRAM

Sec. 1 Every student is expected to complete his degree within the prescribed period. Under meritorious cases, however, a student may be allowed to extend the period subject to the following retention policies of the University:



<u>Degree/Program</u>	<u>Maximum Time Limit</u>
Graduate	
MA/MS	seven (7) years inclusive of leaves of absence
Ph.D.	nine (9) years inclusive of leaves of absence
DOUS	
Doctoral	10 years
Master's	eight (8) years
Baccalaureate	eight (8) years
Certificate	three (3) years
BS Degree	
4 – year	seven (7) years
5 – year	eight (8) years
6 – year	nine (9) years

Sec. 2 A student who desires to transfer to another program will be given the chance to finish the new program within the allowable maximum period to stay in the University.

XII. LEAVE OF ABSENCE

Sec. 1 A student may discontinue or go on leave of absence from his program of study for a period not exceeding two (2) consecutive terms as approved by proper authorities.

Sec. 2 A student who discontinues temporarily his program of study is required to submit an approved written request for leave of absence to the Office of the Registrar, duly noted by parent/guardian recommended by the Department Chairperson/ Director/ Dean concerned and approved by the Chancellor.

Sec. 3 An approved leave of absence from the University shall not be included in the determination of the maximum prescribed period to complete a regular baccalaureate degree.

Sec. 4 A student who goes on leave for a particular semester must return to the University on the next semester immediately following the leave of absence to maintain a regular status.

Sec. 5 In case the curricular program pursued by the student has been revised, he shall follow the revised curricular program, unless he is able to secure an approval from the Chancellor/Dean/Director to continue with his previous curriculum.

Sec. 6 A student who returns after five(5) continuous years of absence from the University may be accepted for enrollment, forfeiting all units previously earned.



XIII. PREREQUISITE/S OF SUBJECTS

Sec. 1 The rules on sequence of subjects in the curriculum of the course being taken must be followed.

Sec. 2 A student is not allowed to enroll a subject without passing its prerequisite.

Sec. 3 Prerequisite subject enrolled in for the second time may be simultaneously taken with the higher subject upon approval of the Director/Dean and recommendation of the Dept. Chairperson as noted by the Registrar. However, if the student failed the prerequisite subject, the higher subject shall also be given a failing grade.

XIV. RETENTION POLICIES

Sec. 1 The following standards shall be observed :

- a. A student who obtains a final grade of 5.0 in 25% to 36% of the total number of academic units he is enrolled in can enroll in the next term in not more than 75% of the normal academic load. Likewise, a warning shall be issued by the Department Chairperson/Director.
- b. Student who obtains a final grade of 5.0 in 37% to 50% of the total number of academic units he is enrolled in shall be placed on probation for the next semester and shall be allowed to enroll in not more than 50% of the normal academic load.
- c. A student who obtains a final grade of 5.0 in more than 50% of the total number of academic units enrolled shall no longer be allowed to enroll in the same course he is enrolled in. He may be allowed to shift to another course of his interest.

Sec. 2 A student who obtains a final grade of 5.0 in all (100%) of the academic units shall be permanently barred from re-admission to the University.

XV. SUBSTITUTION OF SUBJECTS

Sec. 1 Substitution of subjects may be allowed when a student is pursuing a curriculum that has been superseded by a new one upon approval by the Department Chairperson/Director/Dean.

Sec. 2 Every petition for substitution shall only involve subjects allied to each other and the substituted subject shall have equal number of units or greater than the number of units of the required subject.



Sec. 3 No substitution shall be allowed for a subject in which a student failed. However, this may be allowed when the proposed substitution substantially covers the same subject matter as the required subject.

XVI. ADDING, CHANGING AND DROPPING OF SUBJECTS

Sec. 1 Any student may be allowed to add, change and drop subjects within a prescribed period on the following grounds: a) conflict in time schedule; b) non-completion of prerequisites; and c) dissolved/cancelled subjects.

Undergraduate	Within 3 days from the start of classes
Graduate	During the first two sessions

Sec. 2 Change in scheme or mode of instruction shall be upon the recommendation of the program adviser and tutor to be approved by the DOUS Director. Individualized learners have to complete the course within six (6) months. Failure to do so results to an incomplete grade which can be completed within one (1) year.

Sec. 3 Dropping of subject after the specified period but before the mid-term examination may be allowed with the approval of the Subject Teacher and Department Chairperson/Director/Dean and acknowledged by the Registrar. A "D" mark shall be given to the student.

Sec. 4 When a student drops a subject after the mid-term examination with no valid/justifiable reason, a failing grade of 5.0 shall be given.

XVII. VALIDATION

Sec. 1 Only the courses that conform to DMMMSU's offerings are considered for validation.

- a. Only courses taken from any non-deregulated Higher Education Institution (HEI) and CHED-supervised institution with a grade of "2.50" or lower can be validated. Those taken from deregulated HEIs and SUCs are automatically credited.
- b. Validation shall be undertaken within the first three (3) terms from the date of admission into the University. In all cases, validation should be done prior to the semester offering of the course.



- c. **DOUS.** Validation of courses, training activities and seminars may be given credit subject to the evaluation of a Committee
- d. **Undergraduate.** Courses may be given credit subject to the evaluation of a Committee using an institutional policy on validation.

Sec. 2 A validation fee shall be charged.

Sec. 3 Validation should be administered and checked by the Instructor assigned by the Department Chairperson/Director.

Sec. 4 Validation marks are either “Sustained” or “Failed” and should be submitted within the term.

Sec. 5 A degree holder from a State College or University other than DMMMSU may be credited equivalent course without validating them, provided, that such credits shall not exceed 50% of the total number of units required for graduation. The subjects to be credited shall be determined by the Department Chairperson/Director concerned.

XVIII. EVALUATION

Sec. 1 Residence Credits

- a. Residence credits refer to all academic units earned and validated by the University for a particular degree.
- b. Only residence credits are considered in evaluating subjects and units for a particular degree.

Sec. 2 Student Classification

Students are classified as follows:

- a. A full time/regular student is one who carries the full load in any given semester as specified in the curriculum.
- b. A part-time/irregular student is one who carries less than the full load specified in the curriculum.
- c. A transferee is one who comes from another institution where he started studying for a course and who is now registered in DMMMSU after qualifying for admission.
- d. A foreign student is one who is not a citizen of the Philippines.



Sec. 3 Curricular Level Placement

The curricular level placement of students shall be based on the matrix below. However a course for validation shall be excluded in determining the year level.

Year Level	DEGREE PROGRAMS		
	4-yr	5-yr	6-yr
First	Has enrolled or has completed the prescribed subjects of: not more than 25% of the total no. of units required in his/her course.	not more than 20% of the total no. of units required in his/her course.	not more than 17% of the total no. of units required in his/her course.
Second	Has completed first year of his course or has finished: 25% but not more than 50% of the total no. of units required in his/her course.	20% but not more than 40% of the total no. of units required in his/her course.	17% but not more than 34% of the total no. of units required in his/her course.

Year Level	DEGREE PROGRAMS		
	4-yr	5-yr	6-yr
Third	Has completed two years of his course or has finished: 50% but not more than 75% of the total no. of units required in his/her course.	40% but not more than 60% of the total no. of units required in his/her course.	34% but not more than 51% of the total no. of units required in his/her course.
Fourth	Has completed three years of his course or has finished: more than 75% of the total no. of units but has not yet graduated in his/her course.	60% but not more than 80% of the total no. of units required in his/her course.	51% but not more than 68% of the total no. of units required in his/her course.



Fifth Has completed four years of his course or has finished:
 more than 80% of the total no. of units required in his/her course but has not yet graduated. 68% but not more than 85% of the total no. of units required in his/her course.

Sixth Has completed five years of his course or has finished:
 more than 85% of the total no. of units but has not yet graduated.

XIX. WITHDRAWAL FROM THE UNIVERSITY

Sec. 1 Any student wishing to officially withdraw from the University and transfer to another school, college or university should be cleared of all liabilities and responsibilities (administrative, academic and financial) in the University.

Sec. 2 The necessary documents for withdrawal such as clearance and request for honorable dismissal could be availed of from the Office of the Registrar.

Sec.3 A student who has already paid his school fees but intends to withdraw from the University is entitled to a refund of his tuition fees only.

Graduate Level

Before the start of classes	90%
Within one week after the opening of classes	75%
Within the first month of classes	50%
After the first month of classes	No refund

DOUS

The refund of tuition and technology fees paid for the modules shall be refunded pro rata according to the number of modules issued.

Undergraduate Level

a. For regular semester

Before the official opening of classes	100%
Within first week from opening of classes	75%
Within second week from opening of classes	50%
Within third week from opening of classes	25%
After the third week from opening of classes	No Refund



- b. For summer classes
 - Before the official opening of classes 100%
 - Within the first day after the opening of classes 75%
 - Within the second day after the opening of classes 50%
 - Within the third day after the opening of classes 25%
 - After the third day of the opening of classes No Refund

XX. ACADEMIC LOAD

Sec. 1 Undergraduate

- a. A student enrolled in a regular semester is limited to take the specified number of academic units in the curriculum he is enrolled in. On a meritorious case, an overload of not more than 3 units may be allowed.
- b. A graduating student, on his last semester/term may be allowed to enroll up to 28 units academic load provided the student has no INC grade prior to his enrollment.

Sec. 2 DOUS

- a. A student enrolled at the DOUS for an undergraduate program may enroll a maximum of 12units/semester and 6units during summer. However, a graduating student may enroll a maximum of 15 units during the semester and 9 units during summer.
- b. A student with a GPA of 1.75 or higher may enroll a maximum of 12 units per semester and 9 units during summer.
- c. A graduate student with a GPA of 1.5 or higher may enroll a maximum of 12 units per semester and 9 units during summer.

Sec. 3 Graduate Studies

A full time graduate student could enroll a maximum of 15units during the semester and 9units in summer. Part time students with GPA of 1.24 could enroll 12- and 9 units during the regular semester and summer, respectively.

Sec. 4 Trainees for summer should have no other subject except OJT. During regular semester, graduating students maybe allowed to enroll a maximum of 6 units only in addition to OJT.



Sec. 5. Students enrolled in the individualized or self-paced learning who have not completed the requirements of the course within six(6) months will be given a grade of incomplete.

XXI. EXAMINATION AND GRADES

Sec.1 Examinations are integral part of instruction and shall be administered by the faculty member concerned in accordance with the University policies as basis for evaluating student performance. Student rating shall conform with the following system:

Undergraduate

1.00	98 – 100	A+
1.25	95 – 97	A
1.50	92 – 94	A-
1.75	89 – 91	B+
2.00	86 – 88	B
2.25	83 – 85	B-
2.50	80 – 82	C+
2.75	77 – 79	C
3.00	75 – 76	C-
5.00	Failure	
INC	Incomplete	
D	Dropped	

Graduate (Master's/Doctoral)

1.00 – Excellent	98-100	A+
1.25 - Very Good	95-97	A
1.50 - Good	92-94	A-
1.75 - Satisfactory	89-91	B+
2.00 – Passed	86-88	B
5.00 – Failed	85 and Below	F

Sec. 2 An “INC” mark denotes a class standing which is passing but no final examination and/or lacking of certain requirements of the course. Completion is a special examination and/or requirements for compliance within one(1) school year. Otherwise, a grade of “5.00” shall be automatically entered in the student’s permanent records by the Registrar. In case of unavailability of the Professor, the Department Chairperson/Dean/Director shall administer the completion.



Sec. 3 A student who receives a passing grade in a given course shall not be allowed a re-examination for the purpose of improving his grade.

Sec. 4 A faculty member is the sole authority to determine and give grades to his students subject to the provision of Sec. 2.

Sec. 5 Every faculty member shall submit his report of rating not later than the scheduled date of submission as indicated in the University Academic Calendar.

Sec. 6 No faculty member shall change any grade after the report of rating has been submitted to the Registrar. In exceptional cases, as when an error has been committed by a faculty member, such faculty must request authority from the Chancellor to rectify the error through official channels.

XXII. STUDENT SCHOLARSHIP AND OTHER GRANTS

Sec. 1 Scholarship Committees shall have the following composition:

	Chairman	Members
Campus Student Scholarship Committee	SAS Head	Scholarship In-Charge Guidance Counselor Registrar Dean/Director of applicant Head of Instruction Secretary to be assigned by the Chancellor

	Chairman	Members
University Student Scholarship Committee	SAS Director	University Registrar SAS Heads

Sec. 2 Scholarship in the University shall be classified into:

- a. Academic Scholarship - full or partial
- b. Scholarship Grants - athletics, special talents, leadership; privileges for DMMMSU personnel and/or other dependents.
- c. Other government and private scholarship grants from benefactors.



XIII. GRADUATION

Sec. 1 A student shall be recommended for graduation if he has satisfied all the requirements prescribed in the curriculum.

Sec. 2 A graduating student shall apply for graduation within two (2) months after enrollment in his last semester in the University.

Sec. 3 At least one (1) month before the end of the semester, the registrar shall post in the Bulletin Board a complete list of candidates for graduation.

Sec. 4 No student shall graduate from the university unless he has complied with Art. XVII, Sec.1 the academic policies and completed in the University at least 50% of the total number of units required in his curriculum .

Sec. 5 The date of graduation to be placed in the Diploma and Official Transcript of Records shall be the 16th day after the end of the term. For the DOUS, the date of graduation for self-paced learning may vary based on the date of referendum.

XXIV. BASIS FOR GIVING HONORS

Sec. 1 Students who completed their courses with the following Grade Point Average(GPA) computed on the basis of credits, shall graduate with honors to be inscribed in their diploma and Official Transcript of Records.

Undergraduate Studies	
Summa Cum Laude	1.24 to 1.00
Magna Cum Laude	1.49 to 1.25
Cum Laude	1.75 to 1.50
Graduate Studies	
Meritissimus (Excellent)	1.03 to 1.00
Benemeritus (Very Good)	1.06 to 1.04
Meritus (Good)	1.09 to 1.07

Sec. 2 In the computation of the final average of students who are candidates for graduation with honors, rounding off of final GPA shall not be allowed.

Sec. 3 An undergraduate student, to qualify for honor must have a grade of 2.50 or higher in all subjects prescribed in the curriculum. NSTP grade is not included in the computation.



Sec. 4 No graduate student with a grade of 1.50 or lower shall be given an award . Graduate Seminar and Information Technology Management System (ITMS) grades are not included in the computation of the GPA.

Sec. 5 Candidates for graduation with honors must have completed in the University at least 75% of the total number of academic credits required in the curriculum.

Sec. 6 Candidates for graduation with honors must have taken the regular load during each semester, unless a lighter load is approved by the Chairperson.

Sec. 7 Credits earned from other schools and credited to the enrolled curriculum shall be included in computing the GPA. The provision on residency period and the required study load shall apply.

Sec. 8 Candidates for graduation with honors must have completed the degree program within the minimum prescribed period inclusive of his/her residency in other universities, irrespective of the course enrolled.

Sec. 9 Students with failure (including validation)/dropped and/or incomplete marks are disqualified for honors.

XXV. STUDENT AWARDS

The University holds the Annual Recognition Program for Students before the end of the school year. A committee shall be created by the University President to set guidelines. Membership of the committee includes the Deans/Directors, Chairpersons, SAS Head, with the Chancellor as Chairman.

The awards to be given are categorized as follows: scholastic, special, leadership, and student organization.

XXVI. APPLICATION FOR CLEARANCE

Sec. 1 Students who have already graduated or those who wish to transfer to another school must submit a duly accomplished clearance before he/she is allowed to apply for any of the following documents: transcript of records, certificate of good moral character, honorable dismissal and others.

Sec. 2 Clearance forms are available at the Office of the Registrar.

Sec 3. No student will be issued his/her credentials unless he/she has been cleared of all accountabilities.



STUDENT AFFAIRS AND SERVICES

The Office of Student Affairs and Services (OSAS) coordinates and supervises services and programs that are concerned with non-academic experiences to attain total student development. It provides an array of services devoted to serving the studentry to ensure that the living and learning environment help students attain their academic goals. It also aims to enhance each student's experience with extra curricular activities and support services.

The OSAS through its various units and in coordination with other offices involved in academic affairs provide the following services:

1. Student Welfare Services. These are basic services and programs that promote and ensure student well-being:

- a. **Guidance and Counselling.** The Guidance and Counseling Unit assists the students achieve their maximum potential by developing self-awareness and self-realization. It administers well-planned assessment programs and maintains updated relevant information about the students. It also conducts orientation, individual and group counselling sessions to promote and/or maintain positive students' behavior. Peer counsellors are also trained to help the students in their respective colleges/campuses.
- b. **Scholarship and Financial Assistance.** This unit processes applications for scholarships and evaluates academic performance of scholars and grantees as to their compliance to requirements and standards set by the benefactors.

There are various categories of scholarship and assistantship programs offered by the University to students who are endowed with intellectual, leadership and special talents. Special programs are also offered to the "poor but deserving" students to enable them to pursue a degree program and become productive citizen.

- c. **Mutual Aid.** The University, through the Student Body Organization maintains a Mutual Aid Fund to provide immediate financial assistance to every member in case of hospitalization, accident and death.
- d. **Career and Placement .** This unit conducts career and vocational orientation for high school students to help them select the appropriate program to be taken in college. In coordination with the Department of Labor and Employment (DOLE), government



and non-government institutions, and other potential employers, pre-employment seminar-workshop and jobs fair are also conducted.

- e. **Alumni Relations.** The Office of Alumni Affairs spearheads the organization and monitoring of alumni associations and their activities particularly those that are in support to the different programs of the University. It coordinates the conduct of Alumni homecoming, fund raising and other activities of the associations and keeps track of the alumni as to their employment and achievements.
- f. **Student Housing.** Dormitories are provided to accommodate students specially those who come from distant locations from the University at a minimal cost.
- g. **Admission and Records.** The Office of Registrar provides prompt, accurate and cordial service to students in relation to registration, conflicting schedules, release of the Official Transcript of Records, diploma, and other certifications requested by concerned parties. It preserves, maintains and observes confidentiality and integrity of student's records.
- h. **Medical and Dental Services.** A medical and dental unit is provided in each of the campuses to ensure healthy working environment in the University. Qualified medical/dental staff renders diagnostic services, treats medical cases, performs minor surgeries and conducts preventive-promotive activities such as physical, medical and dental examinations. The unit keeps updated medical/dental record of students.
- i. **Food Service.** Snacks and meals are served in canteens/cafeterias which are supervised by the Business Affairs Office.

2. Student Development Programs and Services. These are designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and student –initiated activities.

- a. **Student Government.** The DMMMSU-Student Body Organization (SBO) serves as the link between the University administration and the students toward mutual cooperation and development. The University Student Council (USC) which is composed of the officers of each Campus Student Body Organizations is the central governing body of student body organizations. The USC President represents the SBO in the University Board of Regents.



- b. Student Discipline.** A committee on student discipline is organized at the college, campus and university levels to ensure observance of the laws of the land, rules and regulations of the University and the standards of a good society. Standards of behavior befitting of a student in DMMMSU is embodied in the Revised Student Code of Discipline.
- c. Student Publication.** As provided for in RA 7079, the University upholds and protects the freedom of the press and promotes the development and growth of campus journalism as a means of strenghtening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. Official student publications are published in the three(3) Campuses of the University- The Green Valley Treasure (NLUC), the MLUC Voice, and the Forum (SLUC). Members of the publication staff are privileged to attend conferences, seminars, workshops to improve their journalistic skills and to compete with other student journalists from other academic institutions.
- d. Spiritual Development.** The Spiritual Deveelopment Unit aims to provide an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies. A University Chaplain celebrates Catholic mass in the different Campuses. Likewise, ecumenical services are organized to serve the spiritual needs of students belonging to other religious denominations.
- e. Cultural development.** Under the supervision of the Director for Cultural Affairs at the University level and the Campus Heads at the Campus levels, cultural organizations like dance troupe, choir, band, dramatic clubs organized in the different Colleges/ Campuses of the University provide opportunities for appreciation of culture and the arts. Yearly auditions are conducted to screen new members of these organizations. Excellent performers are given the opportunity to compete or participate in local as well as national competitions.
- f. Sports development.** Sports development activities are conducted to promote physical fitness and wellness of students. Through the Office of the University Sports Director and Sports Heads at the Campus level, students are encouraged to engage in sports programs, league competitions, intramurals and other amateur sports competition to foster camaraderie, discipline, and teamwork.



STUDENT SCHOLARSHIP, ASSISTANTSHIP AND FINANCIAL ASSISTANCE PROGRAM (BOR 2010-44; 2011-23; 2011-71)

Goals and Objectives

- To assist students who are “poor but deserving” to find and means of financial support (through scholarships and grants) for educational purposes.
- To provide assistance to students who intend to apply for a financial loan.
- To scout for possible private grantors to deserving students.

Personnel

- The Personnel In-Charge of Scholarships and Student Assistantships Program reports directly to the Head/Director of Student Affairs and Services.

Services

1. INFORMATION DISSEMINATION of the different scholarship and educational grants offered to students by any sponsor (i.e. the University, the national government or by any individual, group of persons or private agencies and others) and disseminates information on possible scholarship slots, student Assistantship Program and Student Financial Assistance Program of the University.
2. Screening of prospective scholars/ student assistants / grantees of financial assistance
3. Preparation and implementation of the Memorandum of Agreement between the grantor and the university.
4. Processing

Scholarship and Educational Grants

• Institutionally-funded Grants

- Academic Scholarship
- Tuition Privilege for Dependents
- Grants for Students with Special Talents
- Sports Scholarship



- Grants for Students with Leadership Capabilities
- Freshmen of BS Agriculture, BS Agribusiness, BS Agricultural Engineering, BS Forestry, BS Fisheries
- **Privately Funded Grants**
- **Government-Funded Grants**
 - CHED Grants
 - Student Grant-in-Aid Program for Poverty Alleviation
 - Local Government Sponsored Scholarships
 - Local Government Code Scholarship / RA 7160
 - DOST,DAR, OWWA, etc.
 - Philippine Veterans Affairs
- **Foreign Funded for International Students**

SCHOLARSHIP GUIDELINES

A. Full Scholarship (Free Tuition Fee)

1. Entrance Scholarship for Freshmen Entering College:

- a. **Valedictorians** from public and private high schools
- b. **Varsity Team members and athletes** who garnered gold medal in a provincial athletic competition, silver medal in regional competition, or bronze medalist in a national athletic competition duly sanctioned by the Department of Education (DepEd).
- c. **Gold medalist** in cultural and academic competitions at the regional level.
- d. **National Participants** in the athletic, cultural and academic competitions duly sanctioned by the Department of Education (DepEd).

2. Academic Scholars

- a. **President's Lister.** Undergraduate students with a grade point average from 1.0 to 1.25 with no grade lower than 2.50 in the preceding semester are University scholars and are considered President's listers.
- b. **Chancellor's Lister.** Undergraduate students with a grade point average from 1.26 to 1.50 with no grade lower than 2.50 in the



preceding semester are campus scholars and are considered Chancellor's listers.

3. Cultural/Academic and other Related Competitions.

Members of the University Cultural/ Academic teams who have represented the University and won gold medal or first place at least in the Regional competitions.

Sports, and Cultural scholars shall also enjoy free dormitory fee and can avail of the scholarship provided they have passed at least 75% of their academic load during the previous semester.

4. Inventive and Special Ability. Members of the University Band and students who had shown and exhibited unusual talents, inventions or research work as certified by a committee created in each campus.

5. Student Leadership Grant

a. ROTC Corps Commander

b. CWTS/LTS President

c. Student Publication –Editor-in-Chief

d. Officers & Members of the University Student Council and Governors of different Colleges/Institutes shall enjoy free tuition and miscellaneous fees except Medical and Dental Fee, School Organ, School ID and Mutual Aid.

6. Dependents of Veterans/Barangay Officials or their dependents/ DMMMSU Employees, Spouses and 2 Children, SK Officials.

B. Partial Scholarship (75% of Tuition fee)

Cultural/Academic and other Related Competitions. Silver medal winners at least in the Regional Competitions. They shall also enjoy a seventy five (75 %) discount in their dormitory fee. Cultural performers should pass 75% of their academic load to avail of scholarship.

C. Partial Scholarship (50% of Tuition Fee)

c.1 Entrance Scholarship for Freshmen in College:

- **Salutatorians** from a government recognized private or public high school.



- **Athletes** who have won silver in the provincial meet, bronze in regional meet or an athlete in a national meet duly sanctioned by the DepEd.
- **Bronze medalist** in regional cultural and academic competitions duly sanctioned by the Department of Education (DepEd).

c.2 Academic Scholars

- **Dean's/ Director's Lister** must have a weighted average grade from 1.51 to 1.75 with no grade lower than 2.50 in the preceding semester.

c.3 Athletic/Cultural/Academic and other Related Competitions.

- **Bronze Medalist at least in the Regional Competition** who passed at least 75% of their academic load. They shall also enjoy a fifty percent discount in their dormitory fee.
- Gold medalist athletes in the University Olympics
- Gold medalist cultural members in the University Olympics or who may have participated in at least 5 cultural presentation in the campus

c.4 Student Leadership Grant

- **Student Publication** – members of the Editorial Staff

Scholarship Procedure

1. New application or renewal of scholarship grant:
 - a. Filling up the application forms available at the Office of Scholarships and Assistantships.
 - b. Screening of documents by a Guidance Counselor whether the applicant meets the scholarship guidelines.
 - c. Submission of the requirements together with duly accomplished form.

Scholarship General Requirements

1. A student applying for entrance scholarship shall submit a Certification of good moral character by the principal of the school he/she graduated from.



2. An applicant must not be a recipient of another scholarship, grant or financial assistance except for meritorious cases.
3. A scholar must :
 - a. carry a regular load as prescribed by the curriculum (first semester, second semester and / or summer).
 - b. have no subject dropped, failed, or incomplete (INC) grade on the preceding semester.
4. The SK Officials, Barangay Officers and their Legitimate Dependents shall be entitled to the benefits under the Local Government Code provided that they;
 - a. meet the Admission Standards of the University as well as the Retention Standards of the academic program they are enrolled in;
 - b. must present the following:
 - b.1 NSO copy of birth certificate
 - b.2 Oath of Office of the Barangay Official concerned, or any of the following:
 - If the Barangay Official concerned is the Chairman, a certification from the Municipal Secretary/Municipal DILG Officer/Municipal Mayor that he is the incumbent Chairman.
 - If the Barangay Official is other than the Chairman, a certification from the Barangay Chairman/Municipal Secretary/Municipal DILG Officer/Municipal Mayor that he is an incumbent Barangay official.

STUDENT ASSISTANTSHIP PROGRAM

- This program is designed to train students in the different facets of the work place and at the same time expose them to first-hand experiences which can help broaden interpersonal relationships.
- Any bona fide student of the university who has stayed in the University for at least one(1) school year and whose schedule of classes allows for four consecutive hours of free time, if interested and willing, could apply for the Student Assistantship Program.
- The University compensates the services on a rate of ₱25.00 per hour.

**Student Assistantship Application Procedure**

- Present the current registration form and the duly accomplished application form from the Office of Scholarships and Student Assistantships.
- Be available for the scheduled interview.
- Report to the Office of Scholarships and Assistantships after a week to follow-up the application.

STUDENT FINANCIAL LOAN PROGRAM

- Apply for a Student Loan which may be used for payment of school fees, medical purposes, projects and other emergencies.
- Select a guarantor from the faculty or administrative staff and/or his/her parents before the loan can be granted.
- Settle loan before the signing of semestral clearance.
- Loan granted is only available on a first-come-first-served basis with preference to students from low income families, as there is only a limited number of students who can be served for this purpose.

STUDENT ASSISTANCE FOR EDUCATION (SAFE) LOAN

1. Pre-screening shall be done by the applicant's Department Chairman and College Dean.
2. Orientation shall be given to the loan applicant, his/her parents and co-maker who is a faculty member or staff of the campus he/she is enrolled in. The orientation shall be given by the SAS Head.
3. The maximum loanable amount is ₱5,000.00.
4. The loan shall be paid within the semester of the grant.
5. If the borrower fails to pay the amount in a semester, the co-maker will pay the loan through payroll deduction within the succeeding semester.
6. A faculty or staff is allowed to be a co-maker once.
7. The Screening Committee shall consist of the Administrative Officer, SAS Head, Student Welfare Program and Services Head, Campus Registrar and Campus Accountant.



8. Requirements include the submission of a certification of grades during the Applicant's 1st and 2nd year in the campus and a GPA of 2.50. The annual income of his/her parents is ₱50,000 and below, which will be certified by the Barangay Captain.



RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

Rights of Students

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to the full development as person with dignity.
- b. The right to choose freely their field of study subject to existing curricula and continue their course there in up to graduation, except in cases of academic deficiency or violation of disciplinary regulations.
- c. The right to school guidance and counseling services for making decisions and selecting the alternatives in fields or work suited to their potentials.
- d. The right to access to his own records, the confidentiality which the school shall maintain and preserve.
- e. The right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within 30 days from date of request.
- f. The right to publish student publications in line with approved policies and guidelines and to invite university/college accredited resource speakers during approved assemblies symposia and other student activities.
- g. The right to expression of opinions and suggestions and to effective channels of communications with appropriate academic and administrative bodies of the University.
- h. The right to form, establish join and participate in organizations/ associations/societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development and for purposes not contrary to law.
- i. The right to be free from involuntary contributions except those approved by their organizations/associations or prescribed by higher authorities.
- j. The right to be informed of policies affecting the school in relation to the region in particular and the country in general, through authorized representation in councils or committees as may be allowed by the Board.



- k. The right to receive reasonable protection within the school premises.
- l. The right to be informed of the rules and regulations affecting them.
- m. The right to participate in curricular and co-curricular activities.
- n. The right to due process of law.
- o. The right to be assisted by his school through current and adequate information on work opportunities; and
- p. The right to receive medical and dental services as well as first aid services in case of emergency.
- q. Students have the right of freedom of speech, expression and assembly, for as long as the exercise is peaceful and it does not interfere with, obstruct or disrupt the operation of the University and does not violate the rights of others in accordance with existing laws.

DUTIES AND RESPONSIBILITIES OF STUDENTS. In addition to those provided for under existing laws, every student shall:

- a. Develop his potentials particularly by undergoing an education suited to his abilities in order that he may become an asset to his family and society;
- b. Uphold the academic integrity of the University and achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
- c. Promote and maintain the peace and order of the University by observing the rules of discipline and by exerting effort to attain the harmonious relationship with fellow students, the teaching and academic staff and other University personnel;
- d. Participate actively in civic affairs and in the promotion of the general welfare, particularly in social, economic and cultural development of his community, and in the attainment of a just, compassionate and orderly society; and
- e. Exercise his right in the knowledge that he is answerable to any infringement or violation of the public welfare and of the rights of others.



LIBRARY RULES AND REGULATIONS

Pinning of school ID and showing the library card is required to enter the library. Bags and other belongings, except money/valuable things should be placed in the baggage area.

I. Schedule of Library Services (Except Sundays & Holidays):

During school days (Monday to Friday)

7:00 AM – 5:00 PM

8:00 AM – 03:00 PM Saturdays

II. The Library Card

1. A library card is issued to every first year student upon enrollment. This shall be used by the student throughout his/her stay in the Campus. It shall be validated every semester.
2. Using an invalidated library card and/or library card of another student means the suspension of the privileges of the lender for one week.
3. Lost library card shall be replaced after a week to give the student time to look for the lost item. Upon payment of the corresponding amount, a replacement shall be issued. Replacement shall be once a semester only.
4. Damaged library card due to reasonable cause(s) shall be immediately replaced upon the presentation of the damaged library card and upon payment of the corresponding amount.

III. Borrowing Procedures/Guidelines:

1. Check the card catalog if the material needed is available or not.
2. Copy the call number, author, title of the book.
3. Go to the shelves and find the book/material needed. If help is needed, ask the assistance of the library staff.
4. If you plan to borrow the book for overnight/photocopying, the book card shall be filled up and be given to the circulation desk together with the library card.
5. A book for overnight use is loaned from 3:00pm to 5:00pm Mondays to Thursdays and 10:00am to 5:00pm on Fridays. The borrowed books should be returned on or before 8:30am the following class day.



6. Books on the reserved shelf can not be borrowed for overnight. Fictions can be borrowed for one week.
7. General references (encyclopedia, dictionary, atlas, etc.) magazines, periodicals, newspaper clippings, and theses are for room use only though these (except encyclopedias) can be taken out for photocopying purposes .
8. A student may borrow two (2) overnight books of different titles at a time. Faculty members may borrow ten(10) books at a time which are related to their teaching load. Such books may be recalled if they are requested by other users or maybe returned with in the semester if they are no longer needed. All library materials borrowed by the faculty member should be returned at the end of the semester for clearance and inventory purposes.
9. Students from other DMMMSU campuses are given free use of the library.

For other users, the following charges shall apply:

Students from other schools	– 10.00/day
DMMMSU Alumni	– 15.00/day
Others	– 20.00/day

(The charges may be upgraded from time to time without prior notice).

IV. Fees and Fines

1. Overdue materials are charged with fines. Sundays and holidays are included in the computation of overdue fines.

Charges:

Overnight loan books	– 10.00/book/day
Books borrowed for photocopying	– 5.00/book/hr

(The charges may be upgraded from time to time without prior notice.)

2. No borrower with overdue books or standing obligations to the library is allowed to borrow books unless all library accounts are settled.
3. Students who have been found violating library policies are suspended in accordance with the gravity of their offense.



V. Lost Book

1. Lost book must be reported immediately to the librarian.
2. A lost book must be either (a) paid according to the value determined by the librarian or (b) replaced with a copy of the same book.
3. A Processing fee and accumulated fines are charged for lost and/ replaced books.
4. The payment of a lost book will be computed as follows: 20% of the cost will be added per year from the date of purchase plus processing fee and accumulated fines. (e.g. Cost of book when purchased: 100.00 x 20% = 20.00 x no. of years from the date of purchase to date + 100.00 = Cost of book + processing fee + accumulated fines).
5. Upon presentation of the receipt of payment, the amount paid for a lost book maybe refunded if the lost book is found and returned within the immediate succeeding semester except during the days of the final examinations. After this period, no refund is allowed.
6. Library books damaged beyond the normal depreciation must be replaced with copies of the same books. A processing fee will be charged for damaged books.
7. Any borrowed book found with missing pages must be presented immediately to any library staff.



**REVISED STUDENT CODE OF DISCIPLINE
(BOR 2010-49)**

Introduction

When a person registers as a student and is accepted in DMMMSU, a contract is established where he submits himself and agrees to comply with the rules and regulations of the University. Upon his enrollment, he assumes all responsibilities appertaining to his status as a student specifically towards the administration, staff, faculty members, and fellow students.

Every student must value and exercise self-discipline to earn due respect from fellow students, staff, faculty members, stakeholders and the administration. He should conduct and present himself in a decent manner and abide with generally accepted norms of behavior at all times. He should observe courtesy and proper decorum in dealing with his fellow students, faculty, personnel and the administration.

Article I. General Provisions

Sec. 1 Every student shall obey the laws of the land, the rules and regulations of the institution and the standard of a good society.

Sec. 2 Every student must be provided a copy of the DMMMSU Student Handbook and be knowledgeable of its contents. This handbook will serve as his constant reference and guidance in his conduct in the University.

Article 2. Norms of Conduct

Sec. 1 Dress Code for Students

1.1 Every student shall wear the prescribed uniform on the days specified by the University/College/Institute. Students are likewise required to wear the shop/laboratory uniform during their shop/laboratory periods, the prescribed Physical Education (P.E.) uniforms during their P.E. classes and National Service Training Program (NSTP) uniform during their NSTP classes.

1.2 Every student must subscribe to the prescribed dress code of the University especially during non-uniform days.



1.3 Every student is required to wear appropriate and decent attire when coming to school or attending school activities, occasions or functions. Clothes such as shorts, backless, sleeveless, plunging necklines, micro miniskirts, spaghetti straps, hanging shirts and blouses, tight fitting jeans, leggings, tattered jeans and see-through blouses are not allowed. Footwear like slippers (flip-flops) are not allowed.

Sec. 2 Identification Requirement

Every student shall wear the official identification card (I.D.) at all times inside the University.

Sec. 3 Grooming for Students

3.1 Haircut for Male Students. Male students shall sport a clean and decent haircut.

3.2 Hair Dyeing. Dyeing of hair using unusual colors is not allowed for all students.

3.3 Accessories. Male students are prohibited to wear earrings inside the University. Likewise, female students are discouraged to use big and dangling earrings. Unusual body piercing and tattooing of exposed parts of the body are prohibited except in cases where such practices are part of their culture.

3.4 Make-up and Cross-dressing. Male students are not allowed to wear make-up and cross-dress during University functions.

Sec 4. Pregnancy-Out-of-Wedlock. When it is already apparent or upon determination of her pregnancy, the student shall take a leave of absence and may return only after giving birth.

Sec. 5 Attendance to University Activities

All students are required to attend and participate in significant University activities such as, but not limited to, flag raising ceremony, University Foundation Day programs, Recognition Programs, Olympics and the like. Graduating students must attend the Commencement Exercises including the Baccalaureate/Ecumenical Service and other related activities.



Article III. Rules and Regulations on Student Conduct and Discipline

Sec. 1. The provision of this code shall apply to all bonafide students of the University, otherwise, the laws of the land shall apply.

Sec. 2 At all times, every student must observe, follow, and abide by the laws of the land and all policies and regulations adopted by the University.

Sec. 3 All school personnel are mandated to enforce and supervise overall compliance to the provisions of this code in their respective areas of responsibility. For the purpose of implementing University policies, rules, regulations and the provision of this code, the President, Vice Presidents, Chancellors, Directors, Deans, Chairpersons, Faculty and Staff are deemed persons in authority.

Sec 4. A student under suspension shall not earn any credit during the period of his suspension. As such, he shall be marked absent in all the affected classes. He shall not be allowed to join and participate in any student activity, enter the school premises or avail of school facilities.

Sec. 5 A student, even when outside the University premises, shall be subject to corresponding disciplinary action and penalties for any of the following offenses:

- a) Uttering, insulting derogatory remarks or flagrant indecency in language directed against a faculty, staff, visitor or any person in authority or their agents or against another student.

- 1st offense: Reprimand/warning from the Department Chairperson/ Institute Directors and notice to parents or guardian, a signed letter of apology from the student which shall be formally recorded. A copy of which shall be forwarded to the Student Affairs and Services (SAS) office.
- 2nd offense: Suspension for one to two (1-2) weeks
- 3rd offense: Suspension for the rest of the semester or one semester



b.) Coming to school not in prescribed uniform; attending school activities, occasions or functions in an attire or grooming not appropriate nor in accordance with the basic decency and good custom.

- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
- 2nd offense: Ten (10) hours community service
- 3rd offense: Twenty (20) hours community service

c) Acts of lasciviousness

- 1st offense: Reprimand/warning from the Department Chairperson/ Institute Director and notice to parents or guardian with proper recording and signed by the concerned, a copy of which be forwarded to the SAS office
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the university

d) Drinking intoxicating alcoholic beverage and drunkenness

d. 1 Drinking alcoholic beverages and/or drunkenness within the University jurisdiction.

- 1st offense: Reprimand/warning from the Department Chairperson/ Institute Director and notice to parents or guardian with proper recording and signed by the concerned, a copy of which be forwarded to the SAS office.
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the university

d.2 Any drunkenness resulting to public scandal

- 1st offense: Suspension for one (1) week
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the university



d.3 Any drunkenness resulting to physical injuries to other persons

- 1st offense: Suspension for one to two (1-2) weeks
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the University

e) Fighting or resorting to physical force or violence to settle disputes, provided that the party who acted in self-defense shall be exempted from the punishment

e.1 Slight physical injuries

- 1st offense: Suspension for one (1) week
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester

e.2 Less serious physical injuries

- 1st offense: Suspension for two (2) weeks
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the University

e.3 Serious physical injuries

- 1st offense: Dismissal from the University

f) Engaging in any form of gambling within the premises of the University.

- 1st offense Reprimand/warning from the Department Chairperson/ Institute Director and notice to parents or guardian with proper recording and signed by the concerned, a copy of which be forwarded to the SAS office
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the University

g) Stealing any property of the University or of the property in the possession of, or owned by a member of the university community (administrators, faculty & staff and students); mulcting, extorting, or making unauthorized collection or solicitation of money or property from any student, staff, faculty or administration



- 1st offense: Suspension of two (2) weeks and replacement or reimbursement of stolen item
- 2nd offense: Suspension for the rest of the semester and replacement or reimbursement of stolen item
- 3rd offense: Dismissal from the University
- h) Forging signatures of authorities, altering, tampering, reproducing, falsifying and/or misusing pertinent University documents; impersonating or giving names, misrepresentation of facts and publishing false information about the university, its officials, faculty, personnel and students
- 1st offense: Suspension for one to two (1-2) weeks
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Dismissal from the University
- i) Cheating during examinations and taking exams by proxy, or plagiarism in connection with any academic work
- 1st offense: Automatic grade of “5” on the specific test being taken or project submitted and notice to parents or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
- 2nd offense: Automatic grade of “5” on the subject and suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the University
- j) Scandalous disturbance of public order; intentionally disturbing classes and other school activities by making unnecessary noise such as shouting, chanting, singing, talking aloud or boisterous conversation
- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office.
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the University



- k) Connecting or disconnecting electrical wires, plumbing devices, telecommunication and electronic devices without permission from authorities concerned
- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office.
- 2nd offense: Suspension for three (3) weeks
- 3rd offense: Suspension for the rest of the semester or dismissal from the University
- l) Acts of bribery to corrupt standard of instruction; giving money, gift, or token of any kind or giving a treat to a faculty member concerned or university personnel or official, and/or any person acting for and in his behalf, in order to obtain any kind of favor or benefit such as but not limited to exemption from attending class, lecture, examination, recitation, test, quiz or similar activity, leniency of non-submission of plate, project, experiment, report, term paper, or other requirements, community service or similar requirements, or late submission of overdue requirement or school equipment
- 1st offense: Reprimand/Warning by the department chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned , a copy of which be forwarded to the SAS office
- 2nd offense: Suspension for the rest of the semester with invalidation of grade
- 3rd offense: Dismissal from the University
- m) Vandalism or destruction of public/ University property such as destruction of building parts, fixtures, walls; defacing or tearing off any library book, magazine, newspaper; damaging or carving tables, chairs; writing, drawing, sticking on or pasting any material on the walls, tables, chairs or other pieces of furniture; breaking of glass windows, showcases, doors, laboratory equipment, cabinets, electrical, mechanical or electronic devices; tearing or using the curtains improperly ; removing, erasing or tampering official notices, announcements and posters on bulletin boards.



- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office and replacement or restoration of vandalized or destroyed property.
 - 2nd offense: Suspension for three (3) weeks and replacement or restoration of vandalized or destroyed property
 - 3rd offense: Suspension for the rest of the semester or dismissal from the University and replacement or restoration of vandalized or destroyed property
- n) Littering and scattering of trash or disposable materials such as but not limited to empty bottles, cans, pieces of paper, plastics and the like in the classroom, library, corridors and other places in the University
- 1st offense: Ten (10) hours community service and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 - 2nd offense: Twenty (20) hours community service
 - 3rd offense: Thirty (30) hours community service
- o) Violation of legally posted signs, such as “No Trespassing,” “Keep off the Grass,” “Off Limits,” etc.
- 1st offense: Ten (10) hours Community Service and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 - 2nd offense: Twenty (20) hours community service
 - 3rd offense: Thirty (30) hours community service



- p) Violation of curfew hours; unauthorized stay in or entry to the University/Campus after 9:00 o'clock in the evening except when there is a duly approved student activity.
- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 - 2nd offense: Suspension for two (2) weeks and notice to parents or guardian
 - 3rd offense: Suspension for the rest of the semester or dismissal from the University
- q) Failure to properly wear I.D. card while inside the University/Campus; entering the University/Campus with fake, tampered or borrowed I.D. card; failure to report the loss of I.D. card to the SAS Office within 24 hours and have a replacement of the same within 48 hours; failure to present I.D. card when requested by school authorities, faculty, personnel or guard on duty
- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 - 2nd offense: Ten (10) hours community service
 - 3rd offense: Twenty (20) hours community service
- r) Smoking any time within the University premises. (Republic Act No. 2911)
- 1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 - 2nd offense: Ten (10) hours of community service
 - 3rd offense: Twenty (20) hours of community service



- s) *Viewing of pornographic films and materials; engaging in lewd, indecent, obscene, immoral, or provocative conduct such as passionate kissing, necking, petting and similar acts while within the University premises or during a University function or activity*

1st offense: Suspension for one (1) week
 2nd offense: Suspension for two (2) weeks
 3rd offense: Suspension for the rest of the semester

s.1. *Sexual intercourse within the school premises*

1st offense: Suspension for three (3) weeks
 2nd offense: Suspension for one (1) semester
 3rd offense: Dismissal from the University

- t) *Illegally cutting, picking, uprooting and gathering of fruit trees, forest products, ornamental plants, vegetables, fishery products and any other produce which are within the premises of the University.*

1st offense: Reprimand/Warning by the Department Chairperson/Institute Director and notice to parent or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 2nd offense: Suspension for two (2) weeks and Replacement of illegally taken item
 3rd offense: Suspension for the rest of the semester or dismissal from the University

- u) *Initiation*

u.1 *For conducting initiation rites in any form or manner by a fraternity, sorority or organization*

1st offense: Suspension for one (1) week and notice to parents or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office
 2nd offense: Suspension for three (3) weeks or Suspension for the rest of the semester
 3rd offense: Dismissal from the University



u.2 If the person subjected to initiation suffers injuries like *mental/psychological torture*, branding of body with hot objects, bruises due to paddling, slight dislocation and other minor injuries, the officers and members of the fraternity, sorority organization who participated in the infliction of physical harm shall be liable as principals.

Penalty: Dismissal from the University

v) Using, possessing, or peddling of narcotics or dangerous drugs or their derivatives.

Penalty: Dismissal from the University and the case shall be reported to proper government authorities

w) Possessing or using deadly weapons such as, but not limited to, firearms, knives, ice picks, darts, bolos, *chako*, knuckles pipes, wrench and the like, or any explosives of any kind, chemical or biological substances or material which can cause harm or injury

Penalty: Dismissal from the University and the case shall be reported to proper government authorities

x) Hazing

Penalty: Dismissal from the University

y) Recidivism/Habitual misbehavior for four (4) times of any of the provisions of the Student Code of Discipline.

Penalty: Dismissal from the University

y.1. In case of multiple offenses, the offense which carries the higher/highest penalty shall be imposed

Note: Offenses which violate the accepted norms of Conduct and which are not provided for in this code shall be left to higher authorities for appropriate action.

z) Willful refusal to follow lawful orders of school authorities

1st offense: Reprimand warning and notice to parents or guardian with proper recording and signature by the concerned, a copy of which will be forwarded to the SAS office

2nd offense: Suspension for three (3) weeks or suspension for the rest of the semester

3rd offense: Dismissal from the University



ARTICLE IV. COMMITTEES AND PROCEEDINGS

Sec. 1 Student Discipline Committees

The committee (DC/CC/UC) shall be formed at the start of the school year. The designation of all members shall cover a period of one (1) year. In case the student leaders (Governor, Mayor, and Captain) are parties of the case, the rule of succession shall apply.

a) Department Committee (DC)

Composition:

- Chairman: Department Chairperson
- Members: SAS Facilitator
Municipal SBO Adviser
Two (2) Student Leaders (The SBO Municipal Mayor and the Classroom Captain(s) of the student (s) who committed the offense)

b) Campus Committee (CC)

The CC shall be formed in all campuses, and it shall be under the general supervision of the SAS Head.

Composition:

- Chairman: Faculty or staff preferably with legal background
- Members: Two (2) faculty members (or a faculty Member and a Staff preferably with legal background)
Two (2) student leaders, the CSBO Regional Chairperson and SBO Governor of the student who committed the offense. However if there are two (2) or more student respondents and they belong to different colleges, their SBO Governors shall become members of the committee
Dean/Institute Director of the student(s) involved.



c) University Committee

Composition:

- Chairman: SAS Director
Members: Heads, Campus Student Discipline Committee
USC President

Sec. 2 Jurisdiction

All cases involving discipline of students under these rules shall be subject to the jurisdiction of the DC, CC or UC depending on the degree or circumstances of the offense or the frequency the offense is committed.

Department/Institute Committee

- a) Reprimand and/or an offense with a penalty of one-week suspension
- b) First offense as applicable

Campus Committee

- a) Offenses with a penalty of more than one-week suspension
- b) 2nd, 3rd offenses
- c) Special cases
- d) Students involved belong to different Departments

University Committee

Student(s) involved belong(s) to another campus/ different campuses. The findings and recommendations of this Committee will be forwarded to the University President for appropriate action.

Sec. 3 Filing of Charges

1. All complaints and violations involving discipline of students shall be filed in writing to the Chancellor through the SAS Head.
2. The SAS Head shall notify the student/s concerned of the complaint by providing a copy of the same.
3. The student/s concerned shall submit a written answer within 72 hours or three (3) days upon receipt thereof.
4. If the third day falls on a Saturday, Sunday or holiday, the same shall be submitted the next immediate school day.



5. The SAS Head shall evaluate the merits of the written complaints or reported violations. Should a probable cause exist, the SAS Head recommends that a formal charge be issued by the Chancellor otherwise, the case shall be dismissed. The Chancellor shall then refer the matter to either the DC or CC.

Sec. 4 Preliminary Inquiry

The Committee having jurisdiction shall evaluate the merits of the written answer submitted by the respondent(s).

Sec .5 Admission of Guilt

If the respondent admits his guilt, the Committee recommends the corresponding penalty to the Chancellor who implements the decision. However, the Chancellor or the President as the case may be, has the authority to amend, modify or nullify the penalty as recommended.

Sec. 6 Trial

If the respondent does not admit his guilt, trial of the case by either the DC/CC/UC shall commence. The DC shall resolve the case in three (3) days and the CC/UC in five (5) days after receipt of the written answer by the Committee Chairperson.

Summary Procedure. This scheme shall be followed to expedite the resolution of cases without sacrificing due process as provided by the law wherein notice and hearing are afforded to both parties. Recommended penalties by the Student Discipline Committee shall be implemented by the Chancellor, although the latter is authorized to modify the penalty before its implementation.

Sec. 7 Finality of Decision

The penalty as recommended by the DC or CC with the approval of the Chancellor, or the UC recommendation with the approval of the President other than dismissal from the University or suspension for more than 30 calendar days is non-appealable and shall become final and executory.



Sec. 8 Appeal

Only cases of dismissal from the University or suspension for more than 30 calendar days may be given cognizance for reconsideration or appeal. All pleadings to this effect shall be filed with the President for appropriate action. Only cases of dismissal from the University may be appealed to the Board of Regents. Pending appeal, the penalty shall be implemented.

ARTICLE V. AMENDMENTS AND EFFECTIVITY

Sec. 1 Except for matters especially provided by law, any provision in this Code may be amended at any regular meeting of the University Academic Council.

Sec. 2 This Code shall take effect 15 days after the approval by the Board of Regents with which proper dissemination shall be effected.



**DMMMSU SBO
CONSTITUTION AND BY-LAWS**

*Passed and approved by the University Student Council on October 18, 2000 at the North La Union Campus and was ratified by the studentry on November 28, 2000; amended on September 4, 2010 and on November 3, 2011 and thenceforth ratified by the student **body politic** of the Don Mariano Marcos Memorial State University on September 27, 2010 and on December 7, 2011, respectively.*

PREAMBLE

We, the students of the Don Mariano Marcos Memorial State University, imploring the aid of the Almighty God, in order to establish a student organization that shall embody our love of democratic ideals and aspirations, promote the common good and interest in the realization of camaraderie and help uplift students's welfare in the attainment of the conceived goals and mission of the University, do ordain and promulgate this Constitution.

Article I

NAME AND ADDRESS OF THE ORGANIZATION

Section 1. The organization shall be known as the Don Mariano Marcos Memorial State University Student Body Organization (DMMMSU SBO).

Section 2. The DMMMSU SBO is a non-stock, non-profit and non-sectarian organization of the students enrolled in DMMMSU.

Section 3. The main address and office shall be the Don Mariano Marcos Memorial State University Central Administration located at Bacnotan, La Union.

Article II

DECLARATION OF OBJECTIVES

Section 1. The organization shall endeavor to uphold and protect students' rights and welfare.

Section 2. The organization shall uphold the ideals, dignity and prestige of the University.

Section 3. Good moral values, personal discipline, love of country, civic consciousness, efficiency in all disciplines and comprehensive



knowledge of the students on the basic law with respect to citizenship shall be fostered with utmost importance.

Section 4. Harmonious relationship of students and duly constituted authorities shall be observed at all times.

Section 5. The practice of democratic living and legitimate peaceful group action shall forever be upheld.

Section 6. The training of students as future leaders of our country shall be undertaken as a fundamental activity.

Article III BILL OF RIGHTS

Section 1. Every bona fide member of the DMMMSU-SBO shall enjoy the freedom of speech and expression subject to the limitations as may be provided by the rules and regulations of the University and the Constitution of the Philippines.

Section 2. The right to use school facilities or equipment which is of relevance to the total development of the students subject to prior approval of competent school authorities shall never be undermined.

Section 3. Every student has the right to suggest improvement and procurement of necessary school facilities and requirement.

Section 4. The right to express ideas freely through the use of school publication subject to the limitations as may be provided by the University rules and policies and the Campus Journalism Act. (Republic Act No. 7079) shall never be abridged.

Section 5. Members of the association shall be accorded with the right to be consulted and informed before the implementation of different programs and activities of the University together with the right of participation.

Section 6. The right to peaceably assemble and petition for redress of grievances through peaceful and democratic means subject to limitations provided by law shall not be impaired.

Section 7. The right to form and join organizations not contrary to the existing laws of the University and the country shall not be denied to any member of the association.



Section 8. The free exercise and enjoyment of religious practice and worship, without discrimination or preference, shall forever be allowed. No religious test shall be required for the exercise of students' rights.

Section 9. The right of the students to be secured in their persons, papers and effects while within the university premises against unreasonable searches and seizures of whatever nature and for any purpose shall be inviolable.

Section 10.

- a) A bona fide student shall not be divested of the right of petition against an erring administration official, faculty member and/or non-teaching personnel of the University.
- b) The right of the student to seek support and protection from the DMMMSU SBO shall be upheld.

Section 11. The right to be informed and the right of free access to personal and/or official records, school policies, and all such other matters directly or indirectly affecting the students shall never be impaired.

Article IV MEMBERSHIP

Section 1. All bona fide students in the undergraduate courses or programs are members upon approval of their registration by the College Dean or Institute Director as the case may be.

Article V THE UNIVERSITY STUDENT COUNCIL (USC)

Section 1. The USC shall be the supreme policy making body of the DMMMSU SBO.

Section 2. The USC Officers shall be the President, Vice President, the Ethical Standards Officer (ESO) and the appointed Secretaries.

Section 3. In addition to the aforementioned USC officers, the elected Regional Officers shall constitute the membership of the USC. The term membership as contemplated herein shall be taken to mean as officers with voting power.

Section 4. The cabinet shall be composed of the Executive Secretary and the secretaries of Student Affairs and Services, Environmental Affairs,



Student Information, Sports and Youth Development, Budget and Finance, and an Audit Commissioner. In case the cabinet member is not a Regional Officer as contemplated by Section 3 herein, said appointee shall not be eligible to vote.

Section 5. The SAS Director and the CSBO Adviser of the campus of origin of the incumbent President of the USC shall, in ex officio capacities, act as moderator and adviser respectively. They shall study proposals adopted by the USC in line with policies of the University for endorsement to proper authorities for approval. They shall also advise the USC on matters concerning the administration and policies of the university.

Article VI

THE CAMPUS STUDENT BODY ORGANIZATION (CSBO)

Section 1. There shall be a CSBO in every campus.

Section 2. All bona fide students of the undergraduate courses or programs shall compose the CSBO in their respective campuses.

Section 3. The officers of the CSBO shall be the Regional Officers.

Section 4. The elective Regional Officers shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, Auditor, P.R.O., Business Manager and the elected Supreme Governor.

Section 5. There shall be four(4) working committees in the CSBO, namely the Committee on Students' Affairs and Services, Committee on Sports and Youth Development, Committee on Environmental Affairs, and Committee on Ways and Means, each to be chaired by a Committee Head who shall be appointed by the CSBO Chairperson. In case the Committee Head is not a Regional Officer, a Provincial Governor or a Municipal Mayor, the appointee shall not be eligible to vote. In the exigency of governance, the CSBO Chairperson may form *motu proprio* or upon the recommendation of the CSC *ad hoc* committee or committees.

Article VII

THE PROVINCIAL, MUNICIPAL, AND BARANGAY OFFICERS

Section 1. The Provincial Officers shall be the Governor, Vice Governor, Secretary, Treasurer, Auditor, P.R.O., Business Manager, and two (2) Peace Officers.



Section 2. A Supreme Governor shall be elected by the governors among themselves.

Section 3. The Municipal Officers shall be the Mayor, Vice Mayor, Secretary, Treasurer, Auditor, P.R.O., Business Manager, and two (2) Peace Officers.

Section 4. The Barangay Officers shall be composed of the classroom Captain, three(3) Kagawads, a Secretary and a Treasurer.

Section 5. There shall be one department adviser to be chosen by the Municipal Officers from among the faculty members of the department. In the same vein, the College SBO adviser shall be elected by the Provincial Officers from the ranks of the college's faculty members. In any case, the elected faculty adviser must be with a permanent status and not one with a designation to perform administrative function; provided, that the prerogative to elect herein by the Municipal and Provincial Officers shall be exclusive. No prior or concurrent advisorship shall be required as condition precedent for advisorship under this section.

Article VIII THE CAMPUS STUDENT COUNCIL (CSC)

Section 1. There shall be a CSC in every CSBO.

Section 2. The CSC shall be the legislative body of the CSBO, which shall be composed of the elective Regional Officers, appointed Committee Heads, Provincial Governors, and Municipal Mayors.

Section 3. There shall be two advisers of the Regional Officers and the Campus Student Council, one to be chosen among the provincial SBO advisers by the elective CSC members and the other shall be the SAS Head. Any proposal to be adopted by the CSBO in line with the policies of the University shall be endorsed by the advisers to the proper authorities for approval. The term of office of the elected CSBO or CSC adviser is coterminous with the elective CSC members.

Article IX QUALIFICATIONS AND DISQUALIFICATIONS OF OFFICERS

Section 1. A candidate for officership shall have no "5" and/or "INC" and/or "DRP" mark in his academic subjects for the last two (2) semesters attended preceeding the election or appointment, except for the barangay



officers. A student with an INC grade may be allowed to run for officership provided that he has completed the requirements prior to the filing of his candidacy. NSTP shall not be included in the determination of whether or not a candidate is qualified.

Section 2. A suspension or any graver penalty meted out on the prospective candidate by competent authority shall operate as bar for candidacy and/or appointment.

Section 3. A candidate shall be a bona fide undergraduate student in the campus where he is seeking for election for at least two semesters immediately preceding the election.

Section 4. One who seeks office must have a regular load of at least 15 units; provided, that a lesser number of units shall be allowed if it is the regular load prescribed by the curriculum in the semester.

Section 5. A first-semester graduating student shall be barred to run as candidate but shall be allowed to cast his vote.

Article X
COMMISSION ON ELECTIONS (COMELEC)

Section 1. The USC COMELEC shall be composed of the COMELEC Chairperson of each campus. One shall act as Chairperson and the other two as Commissioners.

Section 2. The Regional COMELEC shall be composed of one representative from each department of a College or Institute and a chairman shall be elected among them.

Section 3. The COMELEC shall adopt the DMMMSU Omnibus Code of Election.

Section 4. The COMELEC shall enforce and administer all laws relative to the conduct of election.

Section 5. The COMELEC shall announce the result of the election and proclaim the official winners.

Section 6. The COMELEC shall be the sole judge of all contests relative to the election return.

Section 7. The COMELEC members shall have the same qualifications as those elective CSBO officers and shall be selected by the SAS Head and/or SAS Facilitator.



Section 8. The USC and Regional COMELEC chairs and commissioners shall continuously hold office unless they graduate, resign, or impeached as the case may be.

Section 9. A COMELEC member shall not be allowed to hold appointment or run for any post in the SBO unless he resigns from the poll body prior to said candidacy or appointment.

Article XI VACANCIES AND SUCCESSION

Section 1. In case of permanent vacancy in the positions of the President, Regional Chairperson, Provincial Governor and Municipal Mayor due to election to higher office, refusal to assume office, disqualification, death or permanent incapacity to discharge the function of the office, the Vice President, Vice Chairperson, Vice Governor, and Vice Mayor as case may be, shall assume the unexpired term of the former.

Section 2. In case of permanent vacancy in the position of Vice President, Vice Chairperson, Vice Governor, and Vice Mayor as the case may be, a special election shall be conducted within five school days after the vacancy shall have taken place.

Section 3. In case of permanent vacancy in the posts of both President and Vice President, Chairperson and Vice Chairperson, Governor and Vice Governor, Mayor and Vice Mayor as the case may be, the Executive Secretary of the USC and the respective Secretaries in the Regional, Provincial, Municipal levels shall act as *pro tempore* presiding officer and a special election shall be conducted within five school days after the occurrence of the vacancy.

Section 4. In case of permanent void in other elective positions due to the abovementioned reasons, a special election shall be called promptly for the purpose of filling up the same.

Section 5. In the event that an elected Municipal Officer shall change his course of study during the period of his incumbency, a permanent vacancy shall be construed to have arisen from his post, and as such, the pertinent provision of Article XI shall apply. This rule shall be applicable, by analogy, to an elected provincial officer who shall shift to another college or a regional officer who shall change campus.



Section 6. In case an incumbent officer goes out for on-the-job training, he shall file a leave of absence on or before the first day of such on-the-job training; otherwise, permanent vacancy shall be construed to have occurred and, as such, the pertinent provision of Article XI shall apply; provided, that on-the-job training is intended to be a generic term which necessarily includes practice teaching, practicum, off-campus training, and such other terms employed by DMMMSU Colleges or Institutes to denote off-University training, practice, or other activities intended towards gaining actual experience.

Article XII
ACCOUNTABILITY OF OFFICERS

Section 1. Advocating the principle of special trust and confidence, the officers of the DMMMSU-SBO shall serve with the highest degree of responsibility, integrity, loyalty, and efficiency and shall be accountable to the students of the University.

Section 2. The officers of the DMMMSU-SBO including the COMELEC, by majority vote of all regular members of the USC, be removed from office by an impeachment trial presided over by the Ethical Standards Officer or ESO.

Section 3. The grounds for impeachment or recall are loss of confidence, disloyalty to the organization, culpable violation of DMMMSU-SBO Constitution and Bylaws, dishonesty, oppression, misconduct in office and neglect of duties, incompetence, offense involving moral turpitude, abuse of authority, misuse of organization funds, and unauthorized absence for three consecutive meetings.

Section 4. The following rules shall govern impeachment or recall proceedings:

- a) The impeachment or recall proceedings against an officer/s of the municipal, provincial, or regional levels, whichever is applicable, shall be initiated by way of a written petition or resolution signed by at least twenty-five percent (25%) of the number officially enrolled in the course, college, or campus as the case may be, depending upon where the office sought to be removed are incumbent and shall be addressed to the ESO. In case the proceedings be against a member/s of the Regional COMELEC, the same number of signatures is required for the petition or resolution by the students of the course, college or campus as the case may be, adversely affected by the acts or omission of said member/s. Should the



member/s or otherwise officer/s sought to be removed belong to the USC or to the USC COMELEC, the petition or resolution shall be signed by at least thirty percent (30%) of voting members of the USC.

- b) The ESO shall then convene a USC meeting to consider the impeachment or recall of an elected officer.
- c) The officer against whom impeachment or recall charges has been filed shall be given ample opportunity for defense before any impeachment or recall vote is taken.
- d) A majority of the regular members of the USC shall be required to impeach or recall DMMMSU SBO officer or COMELEC member.
- e) A DMMMSU SBO officer or COMELEC member impeached or recalled shall ipso facto be considered resigned or ousted from office and shall no longer assume any position in the student government at any level after the impeachment.
- f) The decision of the USC on the impeachment or recall charge is final and executory once the vote is finally taken .

**Article XIII
MEETINGS**

Section 1. The DMMMSU SBO shall have two types of meetings, namely regular and special.

Section 2. Regular meetings shall be held every month. The venues of meetings shall be designated and agreed upon during the first assembly immediately after the election of the officers.

Section 3. Special Meetings

- a) Special meetings of the USC may be called upon by the USC President or at least three members of the USC and/or upon the request of at least two Chairpersons as the need arises.
- b) Special meetings of the CSC may be called upon by at least three members of the CSC and/or upon the discretion of the Chairperson if necessity so dictates.

Section 4. Appointed members of the CSC shall be allowed to participate in the discussion and deliberation although disqualified from casting their votes on official issues taken up by the Council.



Article XIV QUORUM

Section 1. If and whenever majority of all members in good standing is not obtained, the members voting and present may move and adopt themselves as a quorum by a unanimous vote; provided however that the three campuses are represented by at least one-third of the number of officers in their respective Campus Student Body Organizations.

Section 2. In case there is no quorum for two consecutive meetings in the USC, and the same campus caused such absence of quorum, then the next meeting shall proceed as if quorum has been obtained.

Section 3. In meetings of Regional, Provincial, Municipal, and Barangay Officers, a majority of the officers in good standing shall constitute a quorum to transact valid business. Less than a quorum can do no more than adjourn.

Article XV AMENDMENTS

Section 1. Any proposed amendment to this Constitution and By-laws shall be submitted to the Executive Secretary by any voting member of the USC. The amendment proposal may come from any sector of the SBO, but it shall be sponsored by at least a voting member of the USC in order that it shall be acted upon by the Council.

Section 2. It shall take at least two-thirds vote of the USC members present and voting to pass and approve any amendment, provided there is a quorum.

Section 3. In case there is no quorum, the members may create a special committee to approve and pass any overture or proposition for amendment.

Section 4. The University Student Council, by a vote of two-thirds of its members present and voting, and duly convened in a regular or special meeting, may transform itself into a constituent assembly to amend or change the Constitution and By-laws.



Section 5. All subsequent amendments to this Constitution and Bylaws shall take effect only upon ratification by the Campus Student Councils and class Captains all over the University campuses in a referendum/ plebiscite called for the purpose. The quantum of vote needed to ratify shall be simple majority.

Article XVI MISCELLANEOUS PROVISIONS

Section 1. Vested Rights. No right or remedy in favor of or against the DMMMSU-SBO, its members or officers nor any liability incurred by the organization, its member or officers, shall be removed or impaired either by subsequent dissolutions of said organization or by any subsequent amendments or repeal of this Constitution and By-Laws or any part thereof.

Section 2. Repealing Clause. Except as expressly provided by this Constitution, all previous constitution of this organization or any parts thereof inconsistent with any provision of this Constitution shall be deemed repealed.

Section 3. Separability Provision. Should any provision of this Constitution or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain enforced.

Section 4. Authority On Interpretation– When doubts and/or questions on the interpretation and application of this Constitution and Bylaws arise, the USC shall interpret.

Section 5. Delimitation on Future Amendments - Future amendments to this Charter and Bylaws shall be no sooner than three years(3) after the most recent amendment.

Section 6. Effectivity Clause – This Constitution and Bylaws or any amendment thereof shall take effect immediately upon ratification in a general referendum/plebiscite by undergraduate students of the University who comprise the constituents or **body politic** of the DMMMSU SBO.



BY-LAWS

Article I FEES AND DUTIES

Section 1. All bonafide members of the DMMMSU-SBO shall pay a total of one hundred pesos (Php 100.00) as SBO fee per school year, or fifty pesos (P50.00) per semester.

Section 2. Out of the fifty pesos (Php 50.00) paid by the college student per semester, twenty three pesos (Php 23.00) shall accrue to the Regional SBO, seventeen pesos (Php 17.00) to the Provincial SBO, and the remaining ten pesos (Php 10.00) shall be remitted to the USC.

Article II ELECTION AND APPOINTMENT OF OFFICERS AND TENURE OF OFFICE

Section 1. The Barangay Officers shall be elected annually in every class or section two weeks after the start of classes.

Section 2. A new set of barangay officers in the college level maybe elected during the second semester as the need arises.

Section 3. The Regional, Provincial and Municipal Officers shall be elected by secret ballot one week after filing of candidacy. Municipal Officers shall be elected from the departments. The Provincial Officers shall be elected by the students from the College or Institutes, and the Regional Officers shall be voted upon by the students of the campus at large.

Section 4. The election of the Regional, Provincial and Municipal Officers shall be done simultaneously in the first week of July.

Section 5. The campaign period in all levels shall take place one week prior to Election Day.

Section 6. The USC Officers except the cabinet members shall be elected after the regional elections. They shall be chosen by the USC members through secret ballot in a convention called for the purpose.

Section 7. Unless removed or shall have resigned, a DMMMSU SBO officer shall serve a term of one year, that is from the date of his election until his successor shall have been elected in the next regular election,



and eligible only for one reelection to the same post. In case an elected officer graduates before his term ends, his term of office expires upon graduation.

Section 8. The appointment of the Cabinet Secretaries shall be coterminous with the tenure of the appointing officer and they shall serve at the pleasure of said officer.

Section 9. The Cabinet Secretaries shall be appointed by the USC President. If any vacant position subsequently arises the USC President has the power to reappoint.

Article III POWER, DUTIES AND RESPONSIBILITIES OF USC OFFICERS

Section 1. The President. The President shall:

- a) act as the Chief Executive Officer (CEO) of the organization;
- b) implement the DMMMSU-SBO Constitution and Bylaws and the rules and regulations promulgated by the USC;
- c) call or preside over meetings of the USC. In his absence, the Vice President shall act as the presiding officer. In case both officers are absent, any USC officer can be delegated to the chair by the general membership;
- d) approve all financial transactions;
- e) appoint the cabinet member after he takes his oath of office and create committees when the need arises;
- f) initiate the planning of the annual leadership training anytime within the period of summer vacation;
- g) present the periodic report to the USC in any of its regular meetings and an end-of-the-year report after the termination of his term;
- h) represent the DMMMSU SBO to the governing Board as provided for in the Higher Education Modernization Act (RA 8292); and
- i) perform other duties and functions assigned to him/her by duly constituted authorities.

Section 2. The Vice President. The Vice President shall:

- a) act as the presiding officer in the absence of or upon the request of the President;
- b) assist the President in implementing the rules and regulations promulgated by the USC;



- c) perform other duties and functions assigned to him/her by duly constituted authorities.

Section 3. The Ethical Standards Officer (ESO). The ESO shall

- a) preside in all impeachment trials;
- b) be guided by the Ethical Standards Manual.

Section 4. The Executive Secretary. The Executive Secretary shall:

- a) act as the custodian of all records;
- b) coordinate with all the secretaries;
- c) take down notes during USC meetings and reproduce copies of the minutes of meetings for the USC members;
- d) take other duties and functions assigned to him by the President.

Section 5. The Secretary of Budget and Finance. The Secretary of Budget and Finance shall:

- a) prepare the budgetary proposal of the organization;
- b) disburse funds as approved by the President and the advisers of their organization;
- c) prepare a financial report to be submitted to the USC during the annual meeting;
- d) see to it that the USC fund from the CSBO fund shall be remitted to the USC;
- e) certify the availability of funds in every resolution;
- f) perform other duties and functions assigned to him by the President.

Section 6. The Audit Commissioner. The Audit Commissioner shall:

- a) examine the financial records and transactions of the organization and maintain an independent review and examination of the financial records of the USC;
- b) conduct a quarterly inventory of all the properties and valuables of the USC;
- c) perform other duties and functions assigned to him/her by the President.

Section 7. The Secretary of Information. The Secretary of Information shall:

- a) shall issue press releases on matters pertaining to the organization;



- b) coordinate with the campus student publication unit as well as the national and local media on matters relevant to the press releases of the organization;
- c) shall perform other duties and functions assigned to him by the President.

Section 8. The Secretary of Student Affairs and Services. The Secretary of SAS shall:

- a) coordinate with the SAS Director about the activities of the students inside and outside the University;
- b) assist in the coordination of activities of legitimate student organizations;
- c) perform other duties and functions assigned to him by the President.

Section 9. The Secretary of Sports and Youth Development. The Secretary of Sports and Development shall:

- a) plan and initiate the management of sports activities;
- b) coordinate with the University Sports Coordinator;
- c) represent the students in the Sports Committee of the University;
- d) perform other duties and functions assigned to him by the President.

Section 10. The Secretary of Environmental Affairs

- a) plan initiate and implement activities related to environment and sanitation;
- b) perform other duties and functions assigned to him by the President.

Article IV POWER, DUTIES AND RESPONSIBILITIES OF REGIONAL OFFICERS

Section 1. The Chairperson. The Chairperson shall:

- a) act as the Chief Executive Officer (CEO) of the organization.
- b) implement the DMMMSU-SBO Constitution and By-laws and the rules and regulations promulgated by the CSC;
- c) call or preside over meetings of the CSC. In his absence, the Vice Chairperson shall act as the presiding officer. In case both officers are absent, any CSC officer can be delegated to the chair by the general membership;



- d) He shall approve all financial transactions;
- e) The CEO shall appoint the Committee Heads after he takes his oath of office and create additional committees when the need arises;
- f) He shall initiate the planning of the annual leadership training anytime within the period of summer vacation;
- g) He shall present the periodic report to the CSC in any of its regular meetings and an end-of-the-year report after the termination of his term;
- h) He shall perform other duties and functions assigned to him by duly constituted authorities.

Section 2. The Vice Chairperson. The Vice Chairperson shall:

- a) act as the presiding officer in the absence of or upon the request of the Chairperson;
- b) assist the Chairperson in implementing the rules and regulations promulgated by the CSC;
- c) perform other duties and functions assigned to him by duly constituted authorities.

Section 3. The Secretary. The Secretary shall :

- a) act as the custodian of all records;
- b) coordinate with all the secretaries;
- c) take down notes during CSC meetings and reproduce copies of the minutes of meetings for the CSC members;
- d) take other duties and functions assigned to him/her by the Chairperson.

Section 4. The Treasurer. The Treasurer shall

- a) prepare the budgetary proposal of the organization;
- b) disburse funds as approved by the Chairperson and the advisers of their organization;
- c) make a financial report to be submitted to the CSC during the annual meeting;
- d) see to it that the CSC fund from the CSBO fund shall be remitted to the CSC;
- e) certify the availability of funds in every resolution;
- f) perform other duties and functions assigned to him by the Chairperson.

Section 5. The Auditor. The Auditor shall:

- a) examine the financial records and transactions of the organization and maintain an independent review and examination of the financial records of the CSC;



- b) conduct a quarterly inventory of all the properties and valuables of the CSC;
- c) perform other duties and functions assigned to him by the Chairperson.

Section 6. The Press Relation Officer (PRO). The PRO shall:

- a) issue press releases on matters pertaining to the organization;
- b) coordinate with the campus student publication unit as well as the national and local media on matters relevant to the press releases of the organization;
- c) perform other duties and functions assigned to him/her by the Chairperson.

Section 7. The Business Manager. The Business Manager shall:

- a) shall plan and initiate all business transactions of the organization;
- b) coordinate with the Treasurer in all financial transactions of the organization;
- c) perform other duties and functions assigned to him by the Chairperson.

Section 8. The Supreme Governor. The Supreme Governor shall:

- a) I represent his co-governors in his campus of residence to the USC;
- b) I perform other duties and functions assigned to him by the Chairperson.

Section 9. The Committee Heads. The CSC Committee Heads shall perform the duties assigned to them by the Chairperson to whom they are accountable.

Article V POWER, DUTIES AND RESPONSIBILITIES OF PROVINCIAL/MUNICIPAL OFFICERS

Section 1. The Governor/Mayor. The Governor/Mayor shall

- a) act as the Chief Executive Officer (CEO) of the organization.
- b) implement the DMMMSU-SBO Constitution and Bylaws and the rules and regulations promulgated by their organization;
- c) call or preside over meetings. In his absence, the Vice Governor/Vice Mayor shall act as the presiding officer. In case both officers are absent, any Provincial/Municipal Officer can be delegated to the chair by the general membership;
- d) approve all financial transactions;
- e) initiate the planning of the annual leadership training anytime within the period of summer vacation;



- f) shall present the periodic report to the CSC in any of its regular meetings and a yearend report after the termination of his term;
- g) perform other duties and functions assigned to him/her by duly constituted authorities.

Section 2. The Vice Governor/Vice Mayor. The Vice Governor/Vice Mayor shall:

- a) shall act as the presiding officer in the absence or upon the request of the Governor/Mayor;
- b) assist the Governor/Mayor in implementing the rules and regulations promulgated by their organization;
- c) He shall perform other duties and functions assigned to him by duly constituted authorities.

Section 3. The Secretary. The Secretary shall:

- a) act as the custodian of all records;
- b) coordinate with all the secretaries;
- c) take down notes during meetings and reproduce copies of the minutes of meetings for the members of the organization;
- d) perform other duties and functions assigned to him/her by the Governor/Mayor.

Section 4. The Treasurer. The treasurer shall:

- a) prepare the budgetary proposal of the organization;
- b) disburse funds as approved by the Governor/Mayor and the advisers of their organization;
- c) prepare the financial report to be submitted to the organization during the annual meeting.
- d) see to it that the organization fund from the CSBO fund shall be remitted to the organization;
- e) certify the availability of funds in every resolution;
- f) perform other duties and functions assigned to him by the Governor/Mayor.

Section 5. The Auditor. The auditor shall:

- a) The Auditor shall examine the financial records and transactions of the organization and maintain an independent review and examination of the financial records of the organization;
- b) He shall conduct a quarterly inventory of all the properties and valuables of the organization;



- c) He shall perform other duties and functions assigned to him by the Governor/Mayor.

Section 6. The Press Relations Officer (PRO). The PRO shall:

- a) issue press releases on matters pertaining to the organization;
- b) coordinate with the campus student publication unit as well as the national and local media on matters relevant to the press releases of the organization;
- c) perform other duties and functions assigned to him by the Governor/Mayor.

Section 7. The Business Manager. The business manager shall:

- a) shall plan and initiate all business transactions of the organization;
- b) coordinate with the Treasurer in all financial transactions of the organization;
- c) perform other duties and functions assigned to him by the Governor/Mayor.

Section 8. The Peace Officers. The Peace officers shall:

- a) maintain peace and order in his/her organization;
- b) perform other duties and functions assigned to him by the Governor/Mayor.



**UNIFORM ELECTION RULES AND/OR GUIDELINES OF THE
DON MARIANO MARCOS MEMORIAL STATE UNIVERSITY
STUDENT BODY ORGANIZATION (DMMMSU SBO)**

Be it resolved by the University Student Council of the Don Mariano Marcos Memorial State University assembled:

Article I

QUALIFICATIONS AND DISQUALIFICATIONS OF OFFICERS

Section 1. A candidate for officership shall not have a grade of "5" and/or "INC" and/or "DRP" mark in his academic subjects for the last two semesters preceding the election or appointment, except for the barangay officers. A student with an INC grade may be allowed to run for officership provided that completion of requirements were satisfied prior to the filing of his candidacy. NSTP shall not be included in the determination of whether or not a candidate is qualified.

Section 2. A prospective candidate who had been meted out suspension or any graver penalty by a competent authority shall be barred from filing his candidacy.

Section 3. A candidate shall be a bonafide undergraduate student in the campus where he is seeking for election for at least two(2) semesters immediately preceding the said election.

Section 4. One who seeks office must have a regular load of at least 15 units; provided, That a lesser number of units shall be allowed if it is the regular load prescribed by the curriculum for the semester.

Section 5. A first-semester graduating student shall be barred to run for office but shall be allowed to cast his vote.

[Note: The above Article has been duly amended to conform to the amendments of the DMMMSU SBO Constitution and By-laws which were passed by the University Student Council on November 3, 2011, and subsequently ratified by the students on December 7, 2011 - USC]



Article II CAMPAIGN

Section 1. All candidates shall be in proper or prescribed uniform and must wear a valid ID during campaign.

Section 2. The political party or group concerned, in behalf of its official candidates, shall secure a permit from the Chancellor and Campus COMELEC Chairperson to campaign in the classrooms.

Section 3. Each political party shall be given a maximum period of 15 minutes to campaign in every classroom. This includes intermission number if any.

Section 4. Campaign Paraphernalias

- (a) Campaign posters shall have a maximum size of 4 feet by 5 feet to be posted only in a COMELEC designated area.
- (b) Campaign paraphernalia shall be limited to bookmarks, pamphlets, sample ballots, leaflets, and stickers.
- (c) The use of mass media in any form shall never be allowed.

Section 5. Mutilating, defacing, removing, or covering any campaign poster of another candidate shall be considered as an election offense.

Section 6. Black propaganda or attack on the personal life of any candidate by another candidate or party shall be banned to promote a high-level campaign; provided, that any charge proven to be based on truth or accuracy shall not be considered as black propaganda under this section, in as much as the electorate shall be clothed with the right to know about the fitness or quality of every candidate for the position he is running for.

Section 7. Campaign shall be limited within the premises or territorial jurisdiction of the school.

Section 8. There shall be no campaigning on election day.

Section 9. Any candidate who shall be found guilty of deliberately violating any of the above provisions shall be summarily disqualified from running in any office.

Section 10. Any candidate or party who shall be recommended, endorsed, or sponsored by a faculty or staff member or any administration official or personnel shall be barred from the electoral process.



**Article III
VOTING**

Section 1. Casting of votes shall start at 8:00 am and ends at 12:00 pm. Voting precinct shall be the classroom.

Section 2. Block or party voting shall not be permitted.

**Article IV
CANVASSING OF VOTES**

Section 1. Only COMELEC members or personnel, class advisers, and class captains shall be qualified to hold and/or handle the ballots and/or ballot boxes for the counting of votes.

Section 2. Only ballots bearing the registered name or names of the candidate in the certificate of candidacy shall be counted in his favor.

Section 3. Family or first name only shall be counted if the candidate is the sole bearer of the name in that position.

Section 4. Minor error in the spelling of the name of the candidate shall not be a ground to consider the ballot void.

Section 5. Mutilated, defaced or vandalized ballots shall be considered void.

Section 6. Each party shall have at least one watcher in every precinct during the counting period.

Section 7. A candidate with no opponent shall garner at least 20% from the total votes casted to be declared winner.

Section 8. In case of tie, the concerned candidates shall decide on how to break the deadlock with the guidance of the COMELEC.

Section 9. A tally sheet shall be executed or signed by the COMELEC member or personnel, the class adviser and the class captain at the precinct level. Said tally sheet shall be delivered without delay to the college or provincial COMELEC for the certificate of canvass to be signed by the provincial COMELEC composed of department representatives. The certificates of canvass from the colleges shall be tallied for the campus official result which shall be executed by the chairman and members of the campus COMELEC.



Article V
PROCLAMATION AND PROTEST

Section 1. Proclamation shall be done by the COMELEC 24 hours after the campus COMELEC shall have finished tallying the certificates of canvass from the colleges. Nonetheless, if a pre-proclamation protest is filed, the proclamation of the concerned candidate or candidates may be delayed depending upon the disposition of the issue or issues involved, but in no case that the resolution of the complaint or complaints go beyond twenty-four hours from the time of filing.

Section 2. Any protest concerning the result of the canvassing or counting shall be in writing with all relevant evidence appended thereon, duly signed by the aggrieved party or candidate and filed with the campus COMELEC within 24 hours after the conclusion of tally by said campus COMELEC. An anonymous complaint shall be treated as a mere scrap of paper.

Section 3. The campus COMELEC sitting *en banc* shall decide summarily and speedily on the merits of election complaints and protests, without compromising due process of all parties involved.

Section 4. All complaints related to the election of officers filed after proclamation of the winner or winners shall be forever barred.

Section 5. Lawyers or attorneys-at-law shall not be allowed to intervene in COMELEC proceedings .



**Article VI
GENERAL PROVISIONS**

Section 1. The campus COMELEC shall *motu proprio* or at the behest of the SAS Head, elect a faculty adviser or consultant who shall aid the poll body in the interpretation and implementation of these rules and guidelines for the smooth, orderly, and peaceful conduct of the balloting.

Section 2. No campus or college or department official, faculty member or non-teaching staff shall be permitted to intercede, mediate, or get involved in the elections or other official activities or proceedings of the COMELEC.

Section 3. These rules and guidelines shall operate to repeal or supersede all existing ones, *ad hoc* or otherwise, in the three campuses of the Don Mariano Marcos Memorial State University, insofar as they run counter to or contradict this instant piece of legislation.

Section 4. Any proposed amendment to these uniform election rules and/or guidelines shall be submitted to the Executive Secretary by any voting member of the University Student Council. The amendment proposal may come from any sector of the SBO, but it shall be sponsored by at least a voting member of the USC to be acted upon by the Council.

Section 5. It shall take a majority vote of the USC members present and voting to pass and approve any amendment to this measure.

Section 6. Should any provision of this measure or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain enforced.

Section 7. This measure shall be effective starting from the Student Body Organization elections of school year 2011-2012.



CODE OF CONDUCT AND ETHICAL STANDARDS FOR THE OFFICERS OF THE DMMMSU SBO, ENUMERATING NORMS OF CONDUCT AND DUTIES OF OFFICERS AND MECHANICS AND/OR GUIDELINES FOR RECALL OR IMPEACHMENT, AND FOR OTHER PURPOSES

Be it resolved by the University Student Council of the Don Mariano Marcos Memorial State University assembled:

Sec. 1. TITLE. This measure shall be known as the “**Code of Conduct and Ethical Standards for Officers of the DMMMSU--- SBO**” a.k.a. “**E.S.O. Code**”.

Sec. 2. DECLARATION OF POLICY. It is the primordial policy of the DMMMSU-SBO to promote a high standard of ethics in its officialdom for student service that is beyond reproach. DMMMSU-SBO officers shall at all times be accountable to the students and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with social responsibility and justice, lead by example, and uphold students’ interest over personal interest.

Sec. 3. NORMS OF CONDUCT FOR DMMMSU-SBO OFFICERS. Every officer of the DMMMSU SBO shall observe the following standards of personal conduct in the discharge and execution of official duties:

- a) Commitment to students’ interest. Officers shall uphold the common good of students over and above personal interest. All SBO resources and powers of respective offices of officers must be employed and used efficiently, effectively, honestly and economically to avoid wastage of SBO funds and revenues.
- b) Proficiency. DMMMSU SBO officers shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter student service with utmost dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
- c) Justness and sincerity. DMMMSU SBO officers shall remain true to the students at all times. They must act with justness and sincerity and shall not discriminate against anyone. They shall at all times



respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

- d) Political neutrality. DMMMSU SBO officers shall provide service to anyone without unfair discrimination and regardless of party affiliation or preference.
- e) Responsiveness to students' needs. DMMMSU SBO officers shall extend prompt, courteous, and adequate service to students in the delivery of basic services that the SBO offers. Unless, otherwise, provided by law or required by the students' interest, officers shall provide information on their policies and procedures in clear and understandable language, ensure transparency of information, public consultations and hearings wherever appropriate, and encourage suggestions and feedbacks.
- f) Nationalism and patriotism. DMMMSU SBO officers shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people.
- g) Simplicity and modesty. DMMMSU SBO officers shall comport themselves simply or modestly. They shall not indulge in extravagant or ostentatious display of power and influence in any form.
- B) The Ethical Standards Officer or E.S.O. shall adopt positive measure to promote (1) observance of these standards, and (2) continuing research and experimentation or measures which provide positive motivation to DMMMSU SBO officers in raising the general level of observance of the standards.

Sec. 4. DUTIES OF DMMMSU SBO OFFICERS

In the performance of their duties and/or functions as laid down in the Constitution and By-Laws, all DMMMSU SBO officers are under obligation to:

- a) Act promptly on letters and requests.
All DMMMSU SBO officers shall, within ten (10) school days from receipt thereof, respond to letters, e-mails or other means of communication sent by the students. The reply must contain the action taken on the request.



- b) Submit annual performance reports.
All department mayors, college governors, campus chairpersons, the Supreme Governor and the University Student Council president shall, within thirty (30) school days from the last day of the university calendar, render a performance report of the DMMMSU SBO unit concerned. Such report shall be open to the student body within regular school hours.
- c) Process documents, papers, and resolutions expeditiously.
All official papers and documents including resolutions must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than two (2) signatories therein. In the absence of duly authorized signatories, the officer next-in-rank or officer-in-charge shall sign for and in their behalf.
- d) Act immediately on the students' personal transactions.
All DMMMSU SBO officers must attend to any student who wants to avail for himself the services of their offices and must, at all times, act promptly and expeditiously.
- e) Make documents accessible to students in general.
All DMMMSU SBO documents must be made accessible to and readily available for inspection by the students within reasonable class hours.
- f) Stand for or represent student constituents in legitimate issues involving interest or common good of students.
All DMMMSU SBO officers are under sworn duty to take up the cudgels for their constituents in all legitimate issues where general interest and/or common good of students are at stake or, at the least, involved.

Sec. 5. PENALTIES

Any officer of the DMMMSU SBO committing any violation of the Code shall be punished after lawful hearing with recall or impeachment under the grounds or on the basis of the nomenclature of offenses provided for under the article on recall or impeachment laid down in the DMMMSU SBO Constitution and By-Laws; provided, that in case of unwarranted absences during meetings, only officers and/or members of the University Student Council shall be punishable by recall or impeachment in case they shall have incurred the prohibited number of unexcused absences



during regular and/or special meetings of said Council; Provided further, That there is nothing in this Code which shall prohibit Regional, Provincial and Municipal levels of the DMMMSU SBO from instituting measures or legislating rules and policies which compel attendance during meetings; provided furthermore, that nothing in this provision shall be construed as a deprivation of the right of each level of the DMMMSU SBO to discipline its officers for disorderly behavior.

Sec. 6. PROMULGATION OF RULES AND REGULATIONS, ADMINISTRATION AND ENFORCEMENT OF THIS CODE

The Ethical Standards Officer shall have the primary responsibility for the administration and enforcement of this Code. He/She is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Code. He/She may institute such actions and disciplinary measures against any officer or member of the University Student Council as may be warranted in accordance with this Code or the DMMMSU SBO Constitution and By-Laws; provided, however, that the USC may hold the Ethical Standards Officer answerable for his acts or omissions and as such shall subject him or her to disciplinary action.

Sec. 7. PRESIDING OFFICER DURING RECALL OR IMPEACHMENT PROCEEDINGS

As provided for in the DMMMSU SBO Constitution and By-Laws, the Ethical Standards Officer shall preside over recall or impeachment proceedings. However, in his/her absence, disqualification or incapacity, or in case he or she is the one being proceeded against, then the President, or the Vice President, or any elective member of the Council chosen by the majority of members, in that order, shall preside.

Sec. 8. DISQUALIFICATION OF COMPLAINANT OR SPONSOR FROM TAKING THE RECALL OR IMPEACHMENT VOTE

Any officer or member of the University Student Council who shall be the complainant or sponsor of an impeachment or recall complaint being heard by said Council shall be barred from participating in the recall or impeachment vote. This is in compliance to the rule of equity or public policy that the complainant cannot be the judge at the same time. In case the recall or impeachment case is filed by a student who is not an officer or member of the University Student Council and no one



from the Council shall agree to be the sponsor, then the Ethical Standards Officer shall allow the complaining student to prosecute his or her case during recall or impeachment proceedings of the Council.

Sec. 9. SEPARABILITY CLAUSE

If any provision of this Code or the application of such provision to any person or circumstance is declared invalid, the remainder of the Code or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Sec. 10. REPEALING CLAUSE

All rules, regulations and promulgations or parts thereof inconsistent herewith are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Sec. 11. EFFECTIVITY CLAUSE

This Code shall take effect simultaneously with the effectivity of the amended DMMMSU SBO Constitution and By-Laws which is September 27, 2010.



UNIVERSITY SBO MUTUAL AID FUND GUIDELINES

- A. Purpose: To provide immediate financial assistance to every member in case of hospitalization, accident and death.
- B. Membership Requirements: Must be a bona fide student of the University
- C. Duration: Upon admission and full payment of mutual aid fee within the term/semester for tertiary students and within the school year for the pre-elementary, elementary and high school students. The period of every term/semester or school year is as reflected in the University Calendar.

Membership fee: (to be paid upon enrolment)

₱ 50.00 – pre- elementary and elementary pupils, and high school students (per year)

₱ 25.00 – college students (per semester)

Coverage – All bona fide students who have complied with the membership requirements shall be provided 24 hours a day mutual aid coverage within the specified duration.

- D. Benefits* – every member shall be entitled to the following:

- 1. ₱ 20,000.00 – death except suicide
- 2. ₱ 6,000.00 – loss of one hand/foot/sight of one eye
- 3. ₱ 3,000.00 – loss of one or more fingers

** If two or more of the stated cases occur in a particular semester, only the condition with the highest benefit shall be given due merit.*

- 4. Other injuries/illness not stated above which need hospitalization may be granted an amount for doctor's professional fee, laboratory fee and medicines not exceeding ₱5,000.00.
- 5. An illness or injury that does not need hospitalization may be granted an amount for doctor's professional fee, medicines and laboratory fee not exceeding ₱2, 500.00.

- E. All benefits to be awarded shall be recommended by the SBO Regional Chairman, Campus Physician/Nurse and the SAS Head.



All necessary documents shall be appended to the written recommendation to be approved by the SAS Director/President.

- F. Only one claim can be made per semester by members in the tertiary level and two claims by the pre-elementary and elementary pupils, and high school students within the prescribed school year.
- G. Membership ceases upon termination/discontinuance of studies.
- H. Provisions D1 to D3 shall be paid in full upon compliance with the herein requirements. For provision D4 and D5, a certain amount for financial assistance shall be extended only to the medicines, doctor's professional fee and laboratory fee actually spent as supported by official receipts.

Pertinent Supporting Papers

- D1: Death certificate and affidavit of parents and guardians
- D2-D4: Medical certificate, receipts and doctor's prescription.
- D5: Certificate from the school physician/nurse and receipts. (certification by the former in lieu of receipts may be accepted upon verification)

Collection of Funds

1. Collection of mutual aid fees shall be done by the respective campuses/units during enrollment.
2. Since the granting of financial assistance is centralized, the campus/units concerned shall remit their collection to the Central Administration, under the account of the "University SBO Mutual Aid Fund."

Withdrawal of Funds

1. No withdrawal shall be allowed except in accordance with the purpose stipulated under the SBO Mutual Aid Fund Guidelines duly supported with Mutual Aid Application Form.
2. Payment of claims shall be made through regular disbursements in the form of check.
3. Filing of claims should be made within three(3) months from incurring the expenses.



STUDENT PUBLICATION

A. Purpose

1. To publish article such as; editorial, news, literary features and sports;
2. To promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline (excerpt, Sec. 2 RA. 7079).

B. Governance of the Publication Staff

1. The Editorial Board shall comprise the nucleus of the campus student publication. Its primary role is to determine the editorial policies which shall be implemented by the editor and the staff members of the student publication.
2. The editorial policies consist of a set of guidelines by which student publication is operated and managed, taking into account pertinent laws as well as the school administrators policies, said guidelines shall determine the frequency of the publication, the manner of selecting articles, features of other similar matters (Sec. 3, e, RA 7079).
3. In the tertiary level, the Editorial Board shall be composed of the Editor-in-chief and Associate Editor who have qualified in placement examinations and a Publication Adviser to be designated by the Chancellor for a term one(1) school year.

The publication adviser shall be selected by the school administration (Chancellor) from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited only to technical guidance (Sec. 6, RA 7079).

4. For the elementary and high school levels, the Editorial Board shall be composed of a duly designated Faculty Adviser, the Editor who qualified in a placement examination, and a representative of the Parents Teachers' Association (Sec. 3d, RA 7079). The faculty adviser shall be designated for a term of one (1) school year.



Guidelines on DMMMSU Student Publication, Utilization and Management

I. Fund Allocation

The total fund shall be appropriated to the following expenditures with corresponding percentage assignment:

a. Publications	-	60%
b. Staff Development	-	20%
c. Office Supplies and Materials	-	15%
d. Miscellaneous	-	5%

II. Frequency of Publication

The three campus papers shall publish at least two (2) issues in a semester which shall include any of the following:

- a. Broadsheet
- b. Tabloid
- c. Newsletter
- d. Magazine
- e. Literary Folio
- f. Desktop published/photocopied/mimeographed sheets
- g. Electronic Publications

III. Procedure of collecting and depositing Publication Funds

- a. Collection of fees shall be done by the cashiers' office during enrollment
- b. Publication fees shall be remitted to the editorial board for deposit to a bank upon submission of the following:
 - b.1 Approved budget proposal duly defended before a committee of the SBO Regional Officers and SAS Head
 - b.2 Editorial policies for its operation and;
 - b.3 Submission of financial statement of the previous term duly audited by the CSBO through its auditor
- c. The Publication Fees deposited in the bank shall be under the name and account number of the Campus Publication Fund. The following shall be the authorized signatory for bank transactions:
 - Editor-in-Chief
 - Publication Adviser
 - SAS Head



IV. Withdrawals

- a. Only the expenditure based on the guidelines prepared by the editorial board shall be allowed
- b. No withdrawal shall be made unless accompanied by a resolution duly signed by the members of the editorial board and SBO Regional Chairman based on the approved operational plan/approved budget proposal for the term. The resolution shall be noted by the SAS Head, CSBO Adviser and Publication Adviser.
- c. The SAS Head shall be principally responsible in ensuring that requirements for withdrawals of funds are fully complied with before affixing his/her signature to the withdrawal slip.
- d. Any amount saved from the publishing of at least two (2) issues shall remain to be deposited for that purpose and shall be used only to finance the publication of additional page of the succeeding issue or additional issue.
- e. All disbursement of fund to cover purchase of supplies, materials, equipment and printing of publication issue shall be governed by at least 3 canvass for transactions less than Php50,000.00 and by bidding, for transaction in excess of Php50,000.00.
- f. The canvass/bidding committee shall be composed of five (5) members provided the SAS Head and the CSBO Chairman shall be a regular member. They shall determine the most responsible quotation of dealers, suppliers and printers before awarding the contract.

C. Printing

It is a must that at least three (3) canvasses are needed to select the lowest bidder who shall become the printer of that particular publication. This process shall be coordinated by the SAS Head.

F. Yearbook for Graduating Students

This is optional and its publication shall depend on the general consensus of the graduating students. If the students decide to have a yearbook, the Advisers of the graduating classes shall select/choose its Editor.



RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE CAMPUS JOURNALISM ACT OF 1991

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

RULE II. State Policy

SEC. 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 values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of the students concerned and promoting responsible and free journalism. It is, therefore, the duty of the Department of Education, Culture and Sports (DECS), school/college/university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary and tertiary levels of education to support and promote the campus journalism program policies and objectives under Republic Act No. 7079 and existing laws embodied as principles in the Constitution.

RULE III. Definition of Terms

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

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



the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.

- e) 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. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

RULE IV. Student Publication

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

SEC. 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, the editorial board shall freely determine its editorial policies and manage the publication's funds.

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

SEC. 4. Aims and Purposes of the 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) train interested students in the application of the art and science of journalism for technological advancement; f) develop intelligent and responsible student leadership and good citizenship in a free and democratic society; g) serve as a channel for unifying all members for the school and the community towards desirable educational and cultural development objectives; h) serve as a pool of all learning experiences of student journalists; i) advocate social consciousness and uphold the interests of the Filipino people; and j) advance student's rights and responsibilities as well as promote their general welfare.

RULE V. Financing Student Publication

SEC. 1. Funding of Student Publication. - For public elementary and secondary school, publication fees, subsidy sourced from savings realized from the school's appropriations, revenues realized from donations and grants, and advertisements shall be the sources 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 student publications.



Publication fees from the students shall be collected during 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.

SEC. 2. Preparation of 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, national press conferences or workshops, honoraria/allowances for staffers and teacher-adviser, and other incidental expenses. Disbursements of student publication fund shall be made according to accounting and auditing regulations.

SEC. 3. Publication Fee.

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

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.

SEC. 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.

SEC. 5. Financial Reports of Expenses. - A financial report of expenses shall be prepared by the editorial board and student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary 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.

SEC. 6. Use of Student Publication Funds. - Publication fees, savings, donations, grants and other funds collected from other sources for the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by the



editorial board, any student-staff, faculty-adviser, and/or school administrator/official shall be cause for administrative and/or criminal action against the violator.

RULE VI. Publication Adviser

SEC. 1. Publication Adviser. - The faculty adviser of a tertiary student publication shall be selected by the school administration from a list of recomendees 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, exercising special parental authority over student staffers who are minors shall, jointly with the Parents-Teachers Association, be held fully responsible for the contents of the student publication.

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

RULE VII. Selection of Staff Members

SEC. 1. Selection of Student Staff Members. - The selection of the chief editor and other members of the staff of tertiary student publication shall be through competitive examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school 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 examination 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

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

RULE IX. Press Conferences/Training Seminars

SEC. 1. Press Conferences and Training Seminars. - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars/workshops in which student- editors/writers and teacher-advisers of student publications of the 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 cultural interest in the country.

SEC. 2. Expenses of Student Publication Staff and their Teacher-

Adviser at Press Conferences and Training Seminars. – Expenses relative to the attendance of the student publication staff and their teacher-adviser in the divisional, regional and national press conferences and training seminars shall be subsidized from the student publication funds and from appropriations when funds are available.

RULE X. Tax Exemption

SEC. 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 R.A. 7079 shall be exempted from donor's or gift tax.

RULE XI. Appropriations

SEC. 1. Appropriations. - For the initial year of implementation, the sum of five million pesos (P5,000,000.00) is authorized by R.A. 7079 to be charged against the savings of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

RULE XII. General Provisions

SEC. 1. The Department of Education, Culture and Sports (DECS) 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 DECS regional office shall have the original jurisdiction over cases as a result of the decisions, actions, and policies of the editorial board of a school within its area of administrative responsibility. It shall conduct investigations and hearings on these cases and shall report its decision of each case within fifteen (15) days after the completion of the resolution of each case.

SEC. 2. The Secretary of Education, Culture and Sports may amend these "Rules" when there are compelling reasons for amendments provided that any amendment shall be made in consultation with the representatives of duly recognized student journalism associations and adviser associations as well as representatives of the administration, and provided further that all amendments shall be in accordance with R.A. 7079.

RULE XIII. Effectivity

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



Notes



Notes



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S.Y. 2014-2015**

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