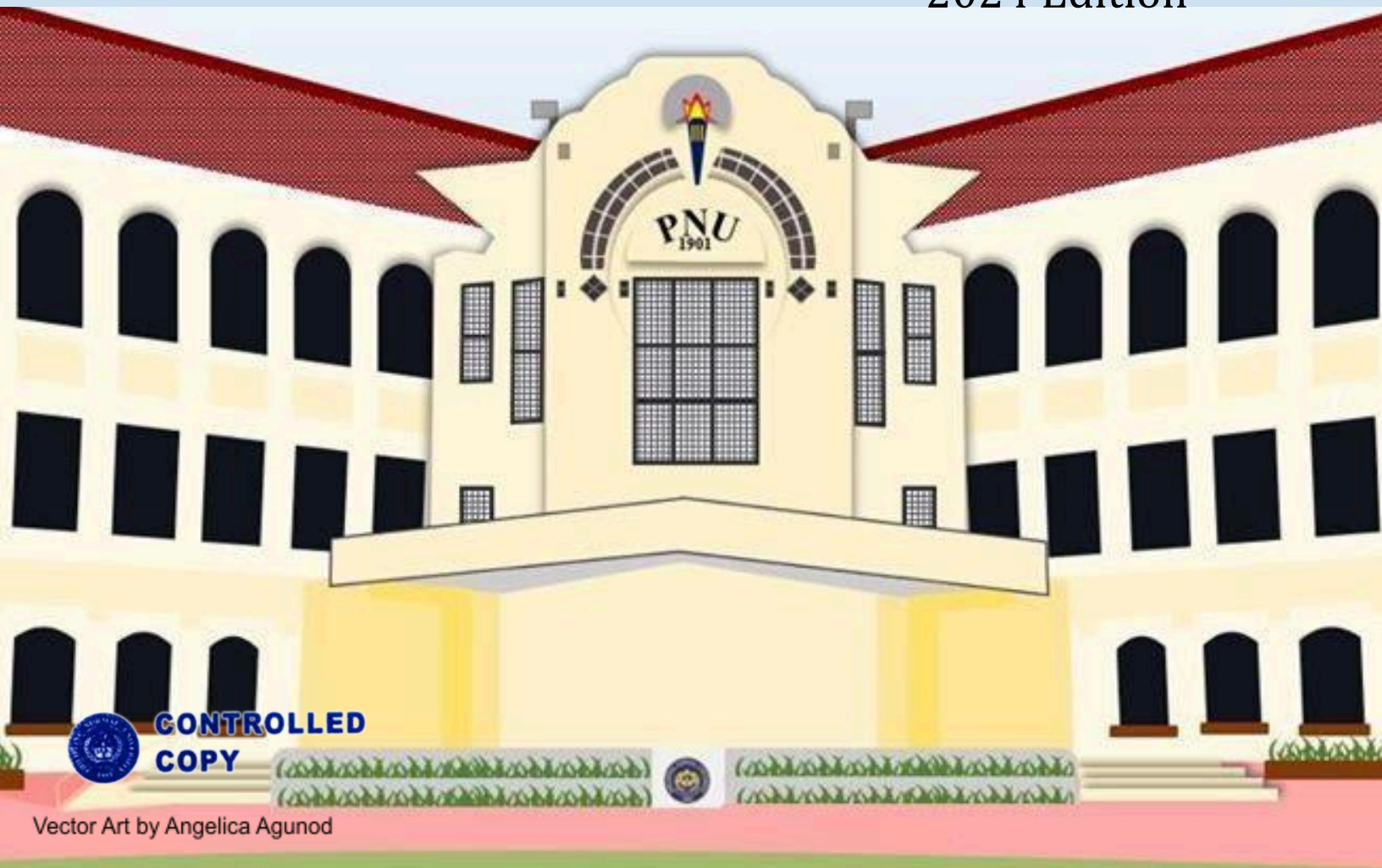
PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education

UNDERGRADUATE
STUDENT HANDBOOK
2024 Edition



Vector Art by Angelica Agunod

STUDENT AFFAIRS AND SERVICES OFFICE

FOREWORD

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

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

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

WELCOME TO PNU!

Message from the President

Welcome to Philippine Normal University, the National Center for Teacher Education. This is a new chapter of your academic journey, and I am filled with immense pride and excitement for the future that lies ahead for each of you.

At PNU, we are committed to providing you with an education that goes beyond the traditional classroom experience. Our institution is dedicated to shaping future educators who are not only knowledgeable but also innovative, compassionate, and equipped to respond to the evolving challenges of the education sector.

This handbook has been carefully designed to guideyou through your undergraduate studies. Within its pages, you
will find essential information about academic policies, student services, campus facilities, and the various opportunities available to you. It serves as your roadmap to navigate university life, helping you make the most of your time here.

As you navigate your undergraduate studies, remember that you are joining a vibrant community dedicated to shaping the future of education. Embrace the opportunities to learn, grow, and contribute to the advancement of education in the Philippines and beyond. Your time here will be marked by rigorous academic training, meaningful community engagement, and the development of leadership qualities that will serve you well in your future endeavors.

We are excited to see the impact you will make as future educators and leaders. Together, let us work towards achieving our shared goal of responding to the current and future educational challenges through relevant and sustainable teacher education.

Welcome to PNU, where your journey to becoming a future-ready educator begins!

Sincerely,

Bert J. Tuga, PhD
PNU President

OFFICIAL SEAL OF THE UNIVERSITY

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

PHILOSOPHY

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

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

VISION

A leading future-ready teacher education university responsive to national and global development goals and directions.

MISSION

Philippine Normal University is committed to lead innovative, responsive and sustainable teacher education programs that set the standards of future-ready teachers and education leaders.

VALUES

Truth, Excellence, and Service

QUALITY POLICY

As the National Center for Teacher Education, the Philippine Normal University commits to provide inclusive, innovative, impactful, and sustainable teacher education programs that produce future-ready teachers and education leaders imbued with the values of truth, excellence, and service. Furthermore, PNU shall ensure the continual improvement of its Quality Management System through compliance with International Quality Standards and statutory and regulatory requirements. PNU shall achieve these commitments through its core functions of instruction, research, extension and production.

STRATEGIC GOALS

Area 1: Academic Programs and Leadership

- Curriculum
- Instruction
- Student Support and Development

Area 2: Research and Innovation

- Knowledge Creation
- Knowledge Transmission and Mobilization
- Graduate Education Research

Area 3: Collaboration and Partnerships

- Internalization
- National Linkages
- Alumni Relations

Area 4: Human Capital and Institutional Development

- Human Resource
- Capital Resource

Area 5: Social Development and Advocacy

- Gender and Development
- Community Extension and Development
- Socio-Cultural Development

Area 6: Quality Assurance

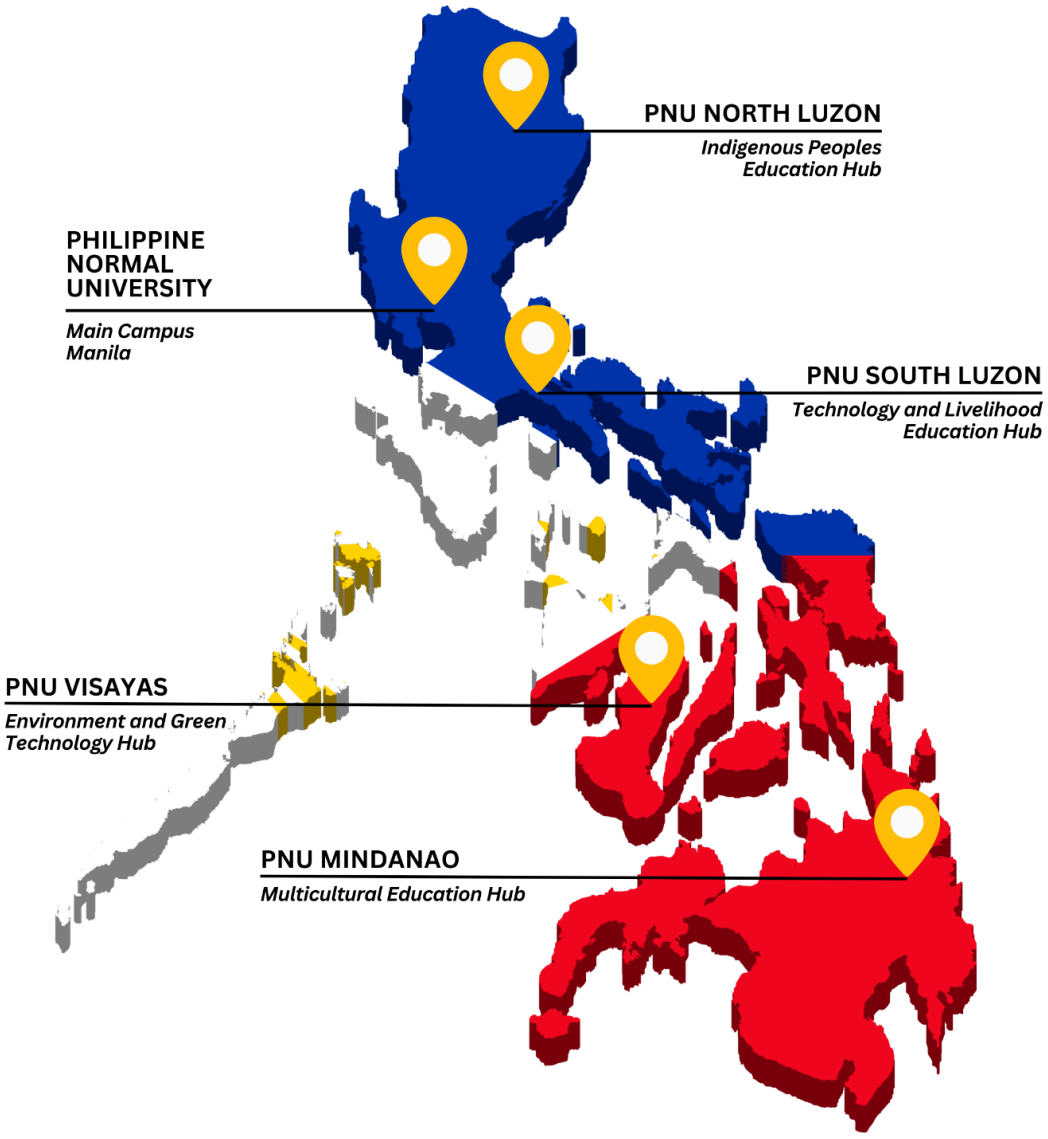
- Quality Assurance

Area 7: Systems-Based Management

- Performance-Based Management System

CAMPUS/ HUBS

The PNU Main Campus is located in Manila. PNU has branches in Prosperidad, Agusan del Sur (PNU Mindanao); Alicia, Isabela (PNU North Luzon); Cadiz, Negros Occidental (PNU Visayas); Lopez, Quezon (PNU South Luzon).



ACADEMIC PROGRAMS

UNDERGRADUATE PROGRAMS
FOR LOCAL AND FOREIGN STUDENTS

- **Bachelor in English Education**
- **Bachelor in Filipino Education**
- **Bachelor in Culture and Arts Education**
- **Bachelor in Social Science Education**
- **Bachelor in Values Education**
- **Bachelor of Science – Master of Arts in Psychology and Counseling Straight Program**
- **Bachelor in Early Childhood Education**
- **Bachelor in Mathematics and Science Elementary Education**
- **Bachelor in Mathematics Education**
- **Bachelor in Science Education with specialization in Biology**
- **Bachelor in Science Education with specialization in Chemistry**
- **Bachelor in Science Education with specialization in Physics**
- **Bachelor in Library and Information Science**
- **Bachelor in Technology and Livelihood Education with specialization in Information and Communication Technology**
- **Bachelor in Physical and Health Education**

TABLE OF CONTENTS

INTRODUCTION

Official Seal of the University 4

University Philosophy, Mission, Vision, Values and Quality Policy 5

Strategic Goals 6

PNU System Campuses/ Hubs 7

ACADEMIC PROGRAMS 8

THE OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS & STAKEHOLDERS SERVICES 11

GENERAL DIRECTIVES 16

STUDENT ADMISSION 18

REGISTRATION AND ENROLMENT 22

PROGRAM ADVISING 27

ACADEMIC POLICIES 30

STUDENT SERVICES 40

STUDENT ORGANIZATIONS AND ACTIVITIES 59

STUDENT RIGHTS AND DISCIPLINE 74

AMENDMENTS AND REVISION 102

APPENDICES

A. Safe Spaces Code of the Philippine Normal University 104
B. Anti-Sexual Harassment Code of the Philippine Normal University 118
C. Student Handbook Revision Committee 132
D. PNU Hymn 141
E. Affirmation 142

REFERENCES 144

THE OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS AND STAKEHOLDERS SERVICES

THE OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS AND STAKEHOLDERS SERVICES

The **Office of the Vice President for Student Success and Stakeholders Services** (OVPSSSS) is primarily responsible for promoting and managing the holistic development of students, with focus on facilitating their overall well-being, and overseeing the institutional advancement programs of PNU through linkages and partnerships, internationalization, alumni relations, social development and advocacy services, and other stakeholder services. It also oversees PNU's promotion and management of programs for gender equity, diversity and inclusion.

OVPSSSS has the following functions:

a. Supervises the implementation of innovative and learner-centered student development programs and services, co-curricular and extra-curricular programs, and other student support activities;

b. Ensures the admission of high quality students for the graduate and undergraduate academic programs across campuses;

c. Promotes the culture of gender equity, diversity, and inclusion within and outside PNU;

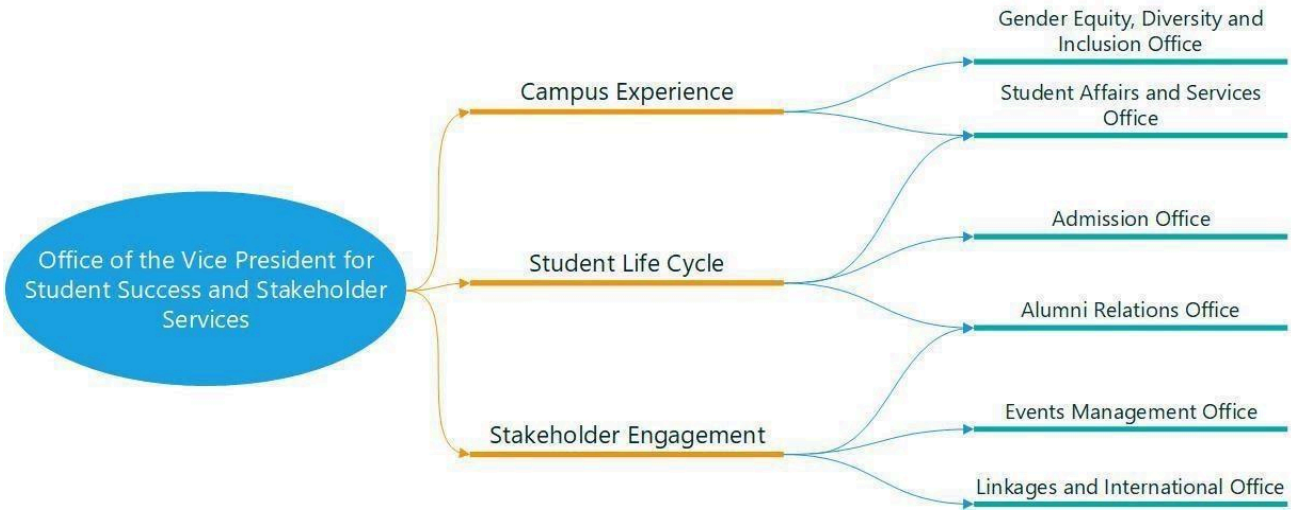
d. Designs, implements, and sustains innovative and progressive PNU relations and advancement programs in support or in partnership with other academic institutions, public and private agencies, and community partners in the local, national and international levels;

e. Cultivates the awareness and participation of internal and external stakeholders in major PNU events;

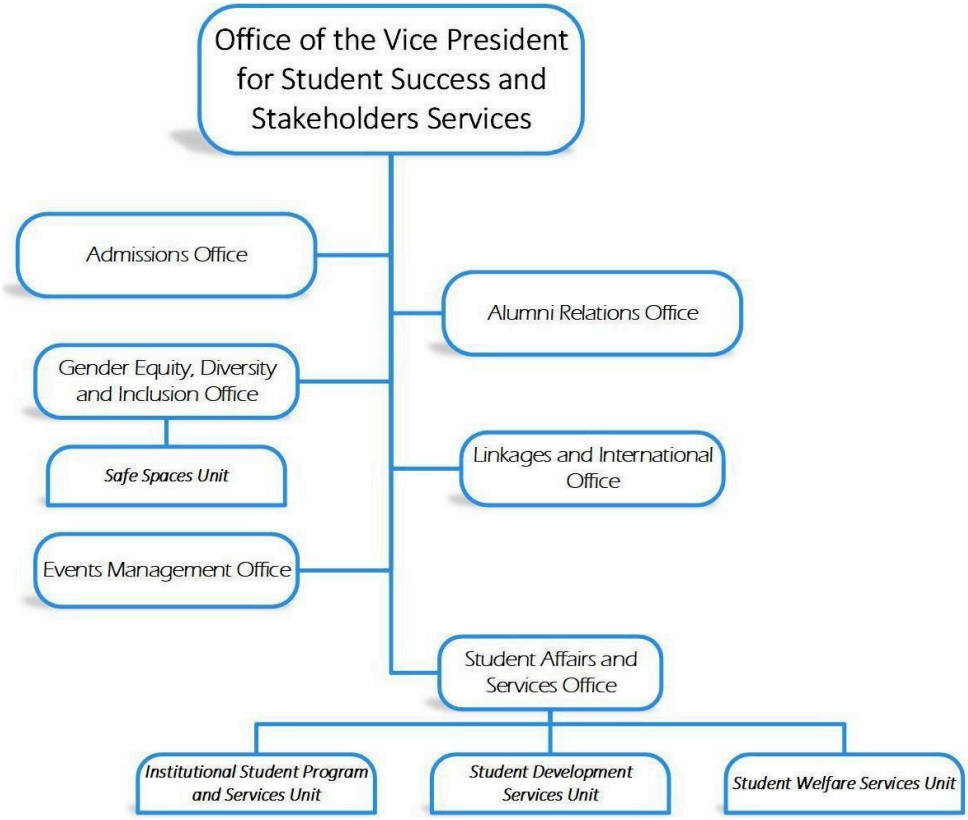
f. Strengthens and sustains the interest, concern, and participation of the alumni in PNU affairs and initiatives; and

g. Intensifies the networks with national and international non-government organizations to generate resources and enhance academic, research, extension, and production capabilities.

The Office of the Vice President for Student Success and Stakeholders Services Framework



The Office of the Vice President for Student Success and Stakeholders Services Structure



The OVPSSSS directly supervises the following offices/units:

1. Admissions Office (AO)
2. Alumni Relations Office (ARO)
3. Events Management Unit (EMO)
4. Gender Equity, Diversity, and Inclusion Office (GEDIO)

a. Safe Spaces Unit (SSU)

5. Linkages and International Office (LIO)
6. Student Affairs and Services Office (SASO)
    a. Student Welfare Services Unit (SWSU)
    b. Student Development Services Unit (SDSU)
    c. Institutional Student Programs and Services Unit (ISPSU)

Student Affairs and Services Office (SASO)

The Student Affairs and Services Office (SASO) is primarily responsible for providing assistance to student development and implementing support services supplementing and complementing the curricular programs. It also functions as focal points for both student discipline and promotion of student wellbeing and success. It caters to the mental health needs and flourishing of students.

Student Welfare Services Unit (SWSU)

SWSU is supervised by a Registered Guidance Counselor as Head, who is designated by the PNU President.

Student Development Services Unit (SDSU)

The Student Development Services Unit (SDSU) provides support to students in organizations and assists in the pursuit of their leadership endeavors. It also serves as implementers of formation and discipline. Specifically, it aims to form and develop PNU students who are future-ready, socially-engaged, service-oriented leaders, and innovative teachers.

Institutional Student Programs and Services Unit (ISPSU)

The Institutional Student Programs and Services Unit (ISPSU) promotes services and programs designed to address students' basic health, food, shelter, and safety concerns. It is in charge of the following services: (1) scholarship and financial assistance; (2) health and wellness; (3) safety and security; (4) student housing and residential concerns; (5) multi-faith; (6) foreign/international students services; (7) special population; (8) cultural and arts programs; (9) sports development programs; and (10) social and community involvement programs.

GENERAL DIRECTIVES

GENERAL DIRECTIVES

1. To ensure safety & development, all students should read, understand and observe the policies indicated in this handbook

2. All undergraduate students of the Philippine Normal University (PNU) are required to abide by the provisions of the Undergraduate Student Handbook. They should endeavor to know and understand the content of the Handbook. Ignorance of the provisions does not excuse any student from being sanctioned for non-compliance.

3. The University protects the students' Constitutional rights.

4. The University recognizes the students' democratic rights;

5.. The students have the responsibility to uphold the quality standards of the University.

6. All students are expected to act and behave in accordance with the legal, moral and ethical standards within and outside the University premises.

7. Students should observe politeness and courtesy towards school officials, faculty, staff, fellow students and other school personnel within and outside the University premises.

8. Students shall not be allowed to enter the University premises earlier than 6:00 a.m. unless authorized with a written permit from the Dean of the Office of Student Affairs and Student Services or his / her authorized representative.

9. No student shall be allowed to enter / stay inside the campus after 9:00 p.m. except those involved in co-curricular and extra-curricular activities authorized with a written permit from the Director of SASO.

10. Students who need to stay overnight must be accompanied by a Faculty/Adviser and must secure a written permit from the Student Affairs and Services Office.

STUDENT ADMISSION

STUDENT ADMISSION

PHASE I – ENTRY TO PNU

APPLICATION REQUIREMENTS

LOCAL APPLICANT

a. Eligibility Requirements

- Grade 12 students of DepEd-accredited schools or secondary schools abroad expected to graduate at the end of the current year
- Grade 12 graduates of DepEd-accredited schools or secondary schools abroad and has not taken any college course
- Completed middle school or its equivalent e.g. Philippine Educational Placement Test (PEPT), Alternative Learning System (ALS) or a Non-Formal Equivalency test and certified by the Department of Education. All certificates will be subject to evaluation and confirmation

For applicants with declared disabilities, reasonable testing accommodations may be arranged by the Admissions Office.

FOREIGN APPLICANT

a. Eligibility Requirements

Foreign applicants who graduated from a high school/ secondary/middle school abroad and have not enrolled in college may be admitted to the undergraduate program if s/he meets the needed requirements.

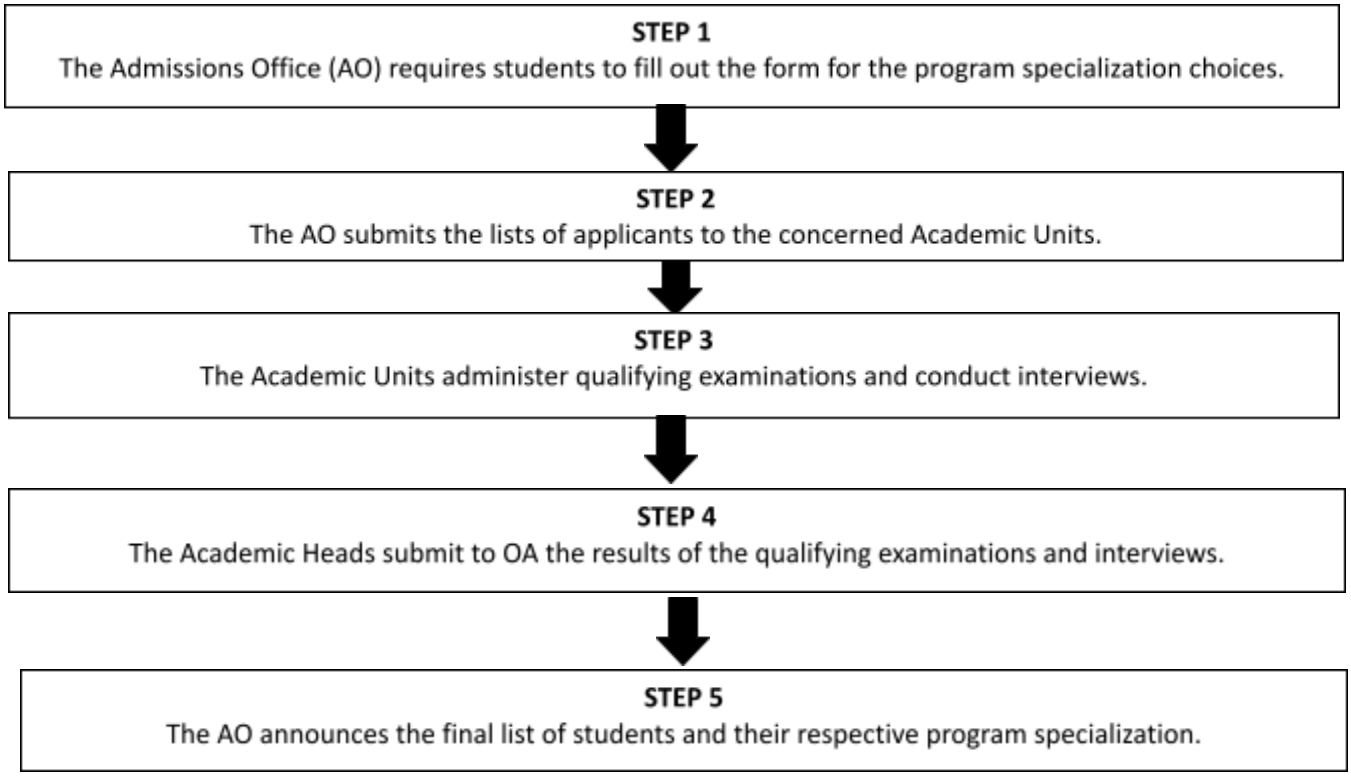
For documentary requirements, please refer to the *Undergraduate Admissions Booklet*. These documentary requirements can be submitted face-to-face, via-email or through courier services. Further details in the submission can be accessed through the Undergraduate Admission Booklet accessible through PWEBSS.

PHASE II: ENTRY TO PROGRAM SPECIALIZATION

All first-year students who are currently enrolled in general education courses need to undergo the program specialization screening. Students are required to attend an Orientation Program for Program Specialization and fill out the course choice forms indicating their top three (3) program specialization choices. Afterward, they need to undergo a screening process administered by the concerned Academic Units. Final admission in any of the chosen courses is based on the following criteria specified by the Academic Programs:

a. Grade requirement
b. Passing the Qualifying Examinations
c. Passing the Oral Interview
d. Other requirements as specified by the program concerned

RECRUITMENT PROCEDURE FOR THE VARIOUS CURRICULAR PROGRAMS



POLICIES ON TRANSFEREES IN THE UNDERGRADUATE LEVEL

(Local and Foreign)

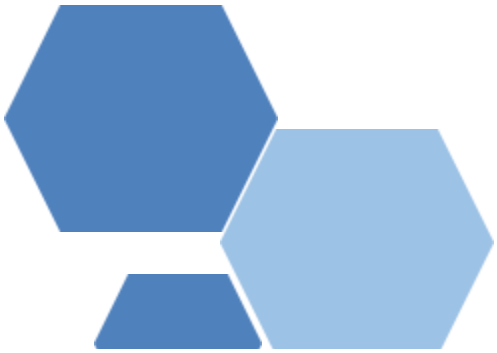
As a government-funded institution, the Philippine Normal University opens its doors to students who have started their tertiary studies in other colleges and universities. The admission of these students is governed by the following existing policies on accreditation:

> **Rule 1**. A course or subject taken in a CHED recognized institution regarded as a reasonable equivalent to a course or subject in the PNU curriculum will be given full credit provided that the grade obtained is at least 85%, 2.25 or "B". (This is subject to Rule 2.)
>
> **Rule 2.** No PNU diploma will be granted to a student unless s/he has completed the required courses or at least 50% of the total number of units taken in the last two (2) years of residence at the University.

The specific policies for transferees* can be found in the Undergraduate Admissions Booklet.

**Transferees are students who have enrolled in another university or college after graduating from senior high school and now seek admission to transfer.*

**Transfer applicants must not be enrolled in any other institution on the day they submitted their application.*



STUDENT REGISTRATION & ENROLMENT

REGISTRATION AND ENROLMENT

Registration Procedure

For Returning Students:

Returning students and students for re-admission must get approval and permit by submitting a request letter addressed to the University Registrar.

A Medical Clearance from UHSU will be required prior to Enrolment.

All returning students are placed under probationary status.

For Cross-Enrollees:

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

Requirements for Enrollment:

1. Medical Certificate that s/he passed the medical examination as attested by the PNU Medical Officer

2. Academic Records/ Certification

For Senior High School Graduates

- Certified True Copy of School Form 9 (SF9) or Learner's Progress Report Card or Senior High School Form 137 (Permanent Record)

For Non-Senior High School Graduates

- ALS Accreditation and Equivalency (A&E) Assessment and Certification (Senior High School Level)

For Transferees

- Original Transcript of Records with Honorable Dismissal

3. Other Requirements

Original Good Moral Certificate from the Principal or Guidance Counselor
Original copy of PSA Birth Certificate

4. Submitted credentials should be checked by the Office of Admissions to ensure authenticity and completeness. Any falsification of such documents constitutes a ground for disqualification for enrolment.

5. Duly accomplished Student's Information Sheet

6. Upon submission of such requirements, a student receives a Notice of Admission to be presented to the Enrollment Adviser.

Policy Guidelines and Conditions on Enrolment

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

Enrollment Procedure

1. Online Enrolment of Regular Students

1.1. Log in to the student's portal at http://pnuweb.pinnacle.com.ph/pnu/students/

1.2. Tick the check box corresponding to the subjects assigned to you and click save.

1.3. Double-check if all subjects are included and click *assess*.

1.4. For Paying Students Print the Assessment Form. Present this form whenever you pay in PNU Cashier's office or to any Landbank Branches/any payment facilities. Paying students are those disqualified from the Free Higher Ed Program (RA 10931) and those who agree to pay the tuition by signing an opt-out form.

(RA 10931 will be attached to the Student Handbook as a reference)

Students may also voluntarily contribute any amount by filling out the voluntary contribution form (RA 10931) .

The opt-out and voluntary contribution forms shall be disseminated to all enrolling students before every start of the enrolment period.

1.5. Print/View the registration form to verify successful enrollment.

1.6. Problems encountered with the student portal, enlisted subjects, schedule, printing/viewing of registration forms, etc. may be consulted with Programs In-Charge in the URO.

2. Online Enrolment of Irregular Students

2.1. Proceed to / Email the Program In-Charge of the UG program in the URO to inquire about the courses offered and available schedules.

2.2. Program In-Charge double-checks if all subjects are included and clicks assess.

2.3 **For Paying Students:** Print the Assessment Form. Present this form whenever you pay in the Cashier's office or to any Landbank Branches/any payment facilities. Paying students are those disqualified from the Free Higher Ed Program (RA 10931) and those who agree to pay the tuition by signing an opt-out form.

Students may also voluntarily contribute any amount by filling out the voluntary contribution form (RA 10931).

The opt-out and voluntary contribution forms shall be disseminated to all enrolling students before the start of the enrolment period.

2.4. Print / View the Registration Form to verify successful enrolment.

2.5 Problems encountered with the student portal, enlisted subjects, schedule, printing/viewing of registration forms, etc. may be consulted with the person in-charge of UG programs in the URO.

Refund of Fees

In case a student who paid any fees decides to withdraw his/her registration or drops a subject, the student may ask for a refund only for the tuition paid, proportional to the following:

1. Within one week from the start of regular semester/term classes (within the first or second day of the special term) 70%

2.Within the second week from the start of regular semester/term classes (within the third or fourth day of special term).....50%

3.Within the third or fourth week from the start of regular semester/term classes (within the fifth or sixth day of the special term).....20%

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

PROGRAM ADVISING

PROGRAM ADVISING

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

Implementing Guidelines

1. Designation of Academic Advisers

   The Associate Deans designate faculty members as academic advisers of sophomores to seniors in the major courses.

2. Duties and Responsibilities of Academic Advisers

   2.1. General

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

   2.2. Specific

   The advisers are expected to do the following:

   URO Staff as Program Adviser: (1) ensures the completion of program schedule, courses taken and deficiencies; and (2) gives advice on enrolment.

   Faculty as Academic Adviser: (1) discusses university guidelines and policies; (2) assists students in their academic and personal concerns; and (3) guides students from entry to exit to ensure graduation.

   Regular Academic Advising

   2.2.1. Prepare an academic cumulative folder for each advisee for academic status monitoring. List the students' concerns and submit the list to the Associate Dean.

   2.2.2. Keep a logbook for academic advising indicating the date, brief description of problem/need and action taken.

   2.2.3. Post consultation hours at the academic program office/cubicle.

2.2.4. Be available for consultation regarding advisee's needs and problems, e.g. incomplete grades, failures, etc.

2.2.5. Determine the academic strengths and weaknesses of advisees and organize peer monitoring study groups within the class.

2.2.6. Meet advisees as a class at least once a term and whenever necessary, to discuss common problems.

2.2.7. Refer advisees with personal problems to the Student Affairs and Services Office (SASO/ SASU) for appropriate counseling.

2.2.8. Recommend deserving advisees for scholarship, grant-in-aid, student loans, and student assistantships by signing required forms.

3. Supervision of Academic Advising

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

ACADEMIC POLICIES

ACADEMIC POLICIES

Study Load
An undergraduate student enrolled in a regular semester/term is limited to the specified number of academic units in the curriculum s/he is enrolled in.

Students on internship may be allowed up to 6 units of additional subjects without conflict with the internship schedule.

Acceptance to a Class
A student needs to verify his/her Certificate of Registration in the PWEBBS for confirmation of official enrollment.

The officially enrolled students are listed in the initial class list that is issued a week before the opening of classes. The final class list is issued in the third week of the term.

Students whose names are not in the class list in PWEBSS are unofficially enrolled and therefore, must not be allowed to attend the class. Students who are not on the official class list may inquire further from the University Registrar's Office (URO).

In case a student wishes to drop a course or change his/her class schedule, s/he must file a dropping form at the URO. Failure to secure the University registrar's approval will be considered as Unauthorized Withdrawal equivalent to a failure after a prescribed period.

Attendance
A student may be dropped from the class roll after having missed 20% of the total number of contact hours (in-person and synchronous online sessions). The University Registrar and the SASO/ SASU Director shall, at the same time, be advised of the action taken by the faculty member by receiving, accomplishing and submitting a Dropping Form in quadruplicate, which is available at the URO.

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

Students may be dropped if they have accumulated absences of at least twenty percent (20%) of the total number of contact hours (in-person and synchronous online sessions).

Students may be allowed to drop on or before the 6th week in the trimestral scheme or 9th week in the semestral scheme, except in cases found meritorious by the faculty, the SASO/ SASU, University Health Services Unit, and the University Registrar.

A student who drops a subject without filing a dropping form and securing the approval of the University Registrar shall automatically be given a grade of 5.0 in the subject.

Guidelines for Dismissal

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

1. A student will be dismissed from the university if s/he receives a failing grade in three (3) subjects within a trimester/term or five (5) cumulative failing grades. An unauthorized withdrawal (UW) is considered a failing mark. The decision should be done in consultation with the Associate Dean and Dean.
2. A student with a failing grade shall be given a warning by the University Registrar and may be referred to SASO/ SASU for appropriate guidance. The student's load for the succeeding trimester/term shall be correspondingly reduced , e.g., by one load if s/he failed in one. The warning should be in a form of letter to inform the parents of the student with academic deficiency.
3. A student who is due for dismissal, but who has been enrolled before the dismissal status is ascertained, shall be permitted to remain up to the end of the term in which it occurs. However, the student should be made to understand that dismissal would be enforced just the same at the end of the term.
4. The University Registrar sends a Letter of Dismissal to the student and his/her parents and to the Associate/Deputy Dean/Director concerned, who will in turn inform the student's Faculty Academic Adviser.
5. Any student who has been dismissed from the University cannot be readmitted.

Leave of Absence

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

1. Consult the Guidance Counselor and request a Leave of Absence (LOA) form from the University Registrar's Office (URO).
2. Submit to the URO the application for a leave of absence and extension of enrolment duly signed by parents/guardians, academic adviser, Associate Dean/Deputy Dean/Director, guidance counselor, and SASO/ SASU Director.
3. Attach supporting documents, e.g. medical certificate and other proofs to the application.

4. A regular student loses his/her status as a student in residence if the leave of absence exceeds one academic year.
5. A renewal of the Leave of Absence shall be determined by the University Registrar.
6. The Leave of Absence will be excluded in the count of four-year term for regular students and five-year term for working students.

Incomplete Grade

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

1. Failure to comply with the requirements of the course, e.g. projects, term paper, attendance, etc.
2. Failure to take the required examinations like midterm exam, final exam, unit tests and quizzes.

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

Procedures for Completing a Grade

1. The student goes to the course professor to inquire about the requirements for completing his/ her grade.
2. The student submits the requirements for completion.
3. The student secures and accomplishes an application form for completion of grades from the URO.
4. The student submits the accomplished completion form to the URO for verification and retrieves the same form after verification.
5. The student pays at the Cashier's Office and attaches the official receipt of payment to the Completion Form which is to be accomplished by the course professor concerned.
6. The student submits the completion form to the course professor.
7. The course professor submits the completion form to the Associate/Deputy Dean with the assigned rating on or before the due date (15 days) indicated in the form. Then the Associate Dean submits the form to URO for encoding. Requests for extension must be made before the due date.
8. A copy is returned by the URO to the course professor concerned.

Academic Probation

Students who fail in two subjects in a term will be placed on academic probation by the University Registrar and allowed to enroll under the following conditions:

1. They remain on probation until such time that they pass all the subjects previously failed within one school year
2. They are allowed to enroll in a maximum of 15 units of course work at the discretion of the University Registrar.
3. Probation is lifted when a student passes all the enrolled units, in a given semester/term.

The University Registrar should be the one to recommend changes on this provision based on existing/approved policies and in consideration of the following:

1. If courses are offered once a year
2. If the course is a prerequisite course
3. If the students cannot take all the courses within the allowed period (e.g. four years)

Readmission Procedures

1. A former student in good standing with the University at the time of withdrawal may be readmitted, provided the non- enrolment has not exceeded the prescribed five year period. A student who belongs to a previous curriculum and plans to continue to a new curriculum should be allowed to be readmitted to the new curriculum. The student is given the prescribed five -year period to finish the course.
2. No student will be considered for readmission if s/he has submitted an accomplished withdrawal form to the URO before withdrawal.
3. All requests for readmission must be directed to the University Registrar.
4. A student who has accumulated more than three academic deficiencies, like UW or Failure, will not be readmitted.

On the Residence of Students

A. For Regular Students
    a. A regular student should finish the course within the prescribed residency time frame (e.g. four years).
    b. For reasons beyond his/her control, e.g., illness, financial difficulties, etc., s/he may be allowed a grace period of not more than one academic year.
B. For Working Students
    a. A working student may be given a grace period of not more than two semesters/three trimesters, or one academic year.
    b. For reasons beyond his/her control, e.g., illness, financial difficulties, etc., s/he may be allowed a grace period of not more than four semesters/six trimesters, or two academic years.

Shifting of Course/ Changing of Majorship

Should a student decide to shift or to pursue a course or majorship different from what s/he has started, s/he must write a letter of request with recommending approval of the Associate/ Deputy Dean /Institute Director concerned addressed to the Director of the Admissions Office. The student should pass the qualifying examination of the program to be allowed entry in the program. Once approved, the AO letter is then endorsed to the University Registrar so that appropriate changes in the student's records could be made.

Grading System

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

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

The grading system for undergraduate students is as follows:

Grade in Percent	Grade Point Scale	Adjectival Description
98 – 100	1.0	Excellent
95 – 97.99	1.25	Very Good
92 - 94.99	1.5	Very Good
89 – 91.99	1.75	Good
86 – 88.99	2.0	Good
83 – 85.99	2.25	Satisfactory
80 – 82.99	**2.5**	**Satisfactory**
77 – 79.99	2.75	Fairly Satisfactory
75 – 76.99	3.0	Acceptable
Below 75	5.00	Failed
	6.00	Incomplete (INC)
	7.00	Authorized Withdrawal

GRADUATION

Requirements for Graduation

1. Only students who have successfully completed all the courses in their curricula are eligible for graduation. Students may participate in any commencement activity when all curricular requirements are completed.
2. Completion of all the academic requirements in their chosen degree programs qualifies students to earn their respective diplomas.
3. The students' deficiencies must be addressed and all the records be cleared not later than two (2) weeks before the end of the last term.
4. Students who have completed all their requirements at the end of the summer or the previous term(s) may join the next regular graduation exercises.
5. Students are declared as graduates upon BOR approval.
6. A diploma and transcript of records (TOR) are issued to the student after s/he has been cleared of all accountabilities in the Clearance Form secured from the Accounting Office. This will be accomplished and submitted to the University Registrar's Office.

Graduation with Honors

As per BOR Resolutions Nos. U-3402, s.2022, the general (grade) point average (GPA) for candidacy for academic honors are as follows:

Academic Honors	**GPA (All Courses)**	**GPA (Major Courses)**
Summa Cum Laude	1.125 - 1.0	1.25 or better
Magna Cum Laude	1.375 - 1.126	1.5 or better
Cum Laude	1.625 - 1.376	1.75 or better

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

Returning students are not included for academic honors.

Specific Guidelines for the Selection of Honor Students

Students considered for academic honors must satisfy the following criteria:

1. Must have taken all courses at Philippine Normal University. Courses taken in consortium institutions, international scholarships, and student exchange programs shall be considered after their equivalency are evaluated by their concerned academic unit and accredited/ approved by the Office of the University Registrar.
2. Enrolled on full load in all terms within the prescribed period. Exceptions are applied to students under international scholarships and exchange programs approved by the University but completion of the program should not exceed one academic year.
3. Has not incurred any failing or incomplete grade and unauthorized withdrawal (AW) or unauthorized withdrawal (UW) including grades in NSTP and Finishing School
4. With no grade lower than 2.5 in any subject.
5. Has shown exemplary behavior and has not been suspended and/ or proven guilty of any major offense, as attested by the Director of SASO/ SASU.
6. Has actively participated in co-curricular activities as certified by the adviser of an organization.

Composition of the Academic Awards Committee:

1. Overall Chair - Vice President for Academic Affairs
2. Members of the Awards Committee: Academic Deans, Associate Deans/ Faculty representatives, as selected by the overall Chair, the Director of SASO/ SASU and the Registrar.

Procedures for the Selection of Honor Students:

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

Revocation of Awards
Awards shall be revoked when students are found guilty of any administrative or criminal case after academic/ curricular and/or co-curricular award/s were given.

An official communication from the University Disciplining Committee will be issued to the concerned student or alumna/us of such revocation.

Appeal Mechanism

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

AWARDS AND RECOGNITIONS

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

Dean's Lister
The University awards Certificates of Recognition to students who qualify for the Dean's list based on the following criteria:

1. A rating of 1.75 or better in each of at least four (4) courses taken in the preceding semester / term
2. No grade lower than 2.0.
3. No unauthorized withdrawal, incomplete, and failing grade in any course, including NSTP.
4. Had a regular load as prescribed in the curriculum enrolled in.
5. Has shown exemplary behavior and not been proven guilty of any major offense, as attested by the Director of SASO/ SASU.

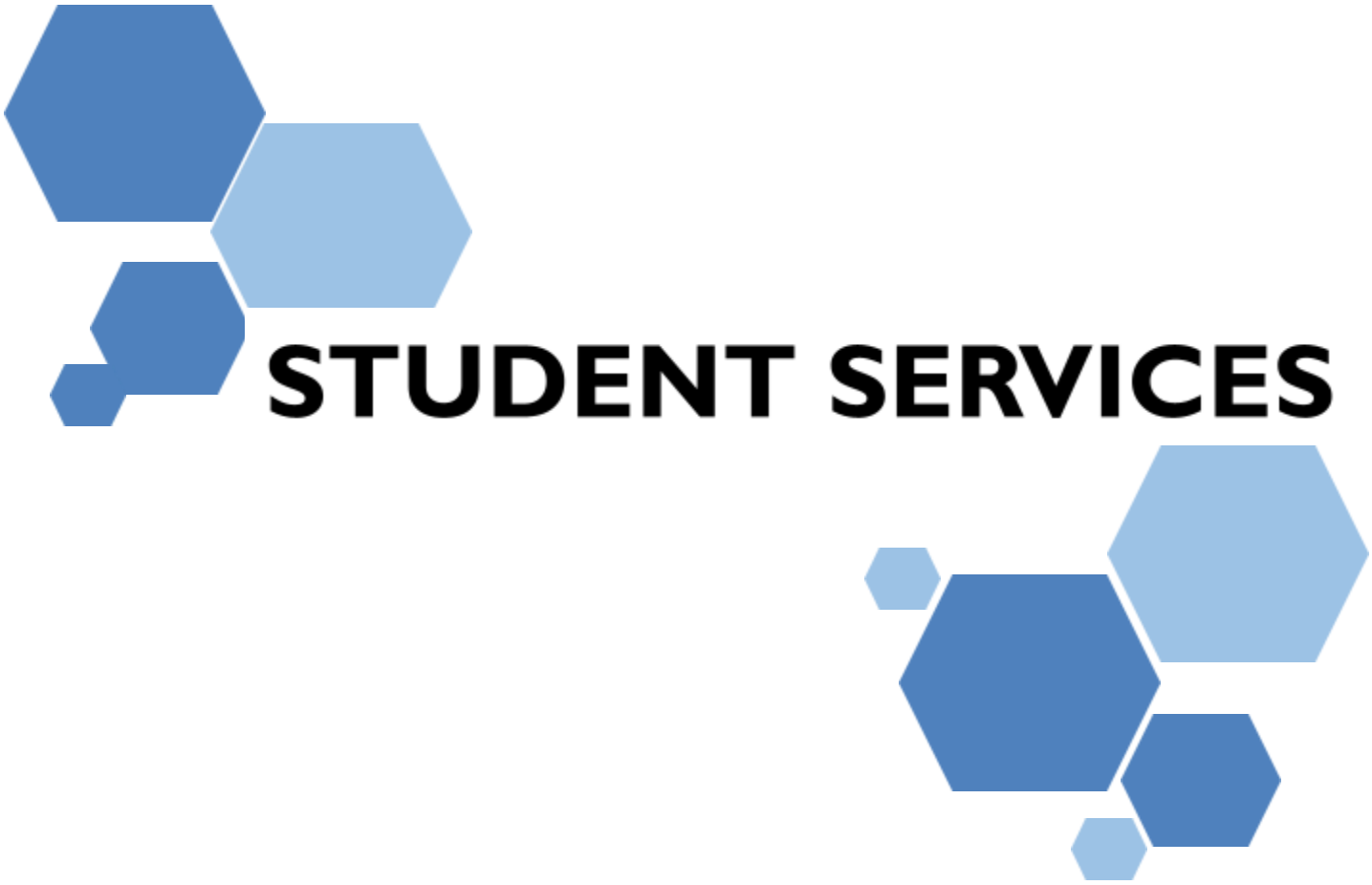
This award is given by the College/ Institute by the end of each academic year.

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

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

Co-Curricular Awards

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


STUDENT SERVICES

STUDENT SERVICES

The **Student Affairs and Services Office (SASO)** provides services and programs that relate to student welfare, student development and institutional student programs and services. These services and programs are all geared towards optimal and holistic student development.

Objectives

Specifically, these services and programs will:

1. Ensure the welfare and well-being of PNU students through responsive support services including those services needed by students with special needs; and
2. Enhance student's maximum potential for personal-social, academics and career development.

In consonance with the *CHED Memorandum No 09 Series of 2013* on, "Enhanced Policies and Guidelines on Student Affairs and Student Services, "and the *CHED Memorandum No 08 Series of 2021* on "*Guidelines on the Implementation of Flexible Delivery of Student Affairs and Student Services During Pandemic"*

SASO offers the following services and programs:

I. Student Welfare

1. Counseling and Career Services
    a. Information and Orientation Services
    b. Individual Inventory
    c. Gender Sensitive Counseling
    d. Testing
    e. Wellness Programs
    f. Referral and Consultation
    g. Follow-up
    h. Career Development and Placement
    i. Special Population
2. Economic Enterprise Development (in coordination with the PNU Student Council)
3. Student Handbook Development

4. Frontline Services

II. Student Development

III. Institutional Student Programs and Services

STUDENT WELFARE

Counseling and Career Services

Information and Orientation

It is the comprehensive and systematic organization and dissemination of relevant and significant information to students and other individuals in order to assist students in their personal-social, academic and career development. Various methods include, printed materials, online information material, online small group guidance activities, and webinars/ orientations/ forums.

Individual Inventory Service

This is a service which provides a synthesis of information about the individual student which can be used to gain self-awareness and understanding. Counselors systematically collect, evaluate and interpret data generated via printed form and online forms to identify the characteristics and potential of every student.

Testing Service

This service provides the individual profile of students in areas such as intelligence, interest, aptitude and personality traits. It seeks to identify students' uniqueness that will contribute to a deeper awareness and understanding of oneself. Test results aid in better self-awareness and better response to self and others. All PNU students will be given a scheduled day to participate in the face-to-face testing or online assessment of their mental health/social-emotional and behavioral functioning.

Gender - Sensitive Counseling Service

This is the main service of the Guidance program designed to help students achieve maximum self-realization and development to become fully integrated, mature, and responsible individuals. Counseling sessions shall be done either face to face or online, following proper protocols and guidelines.

Wellness Program

This refers to programs intended for students to become acquainted with the topics that will help them in their adjustment in school and life in general. It is also designed and implemented to meet the needs of a particular group of students in order to promote psychological wellness and prevent future occurrences of maladjustments. Programs offered enable students to address individual issues and concerns in order to be well-functioning and productive students. For online delivery like webinars and online sessions links will be posted online and target participants will be given the ID and password that they will use to join the webinar.

Referral and Consultation

It is the practice of helping students find needed expert assistance that the referring counselor cannot provide. It directs the client to another counselor or health professional with a different or higher level of expertise related to the student's needs. All counselors will maintain active networks and linkages that can be accessed online for easy referral and consultation of special cases.

Follow-up Service

Follow-up services occur in different areas of a student's life. Itconducts follow-up activities after the placement of students in courses and programs. It likewise happens as counselors' check on progress and well-being of students who undergo either face to face or online counseling sessions.

Career Development and Placement

This is a service given to students in order for them to have a clearer picture and a deeper understanding of one's career and help in their career decision-making from knowing their abilities and potentials. This also provides them with the necessary information concerning requirements, job trends, job referrals and employment opportunities through implementing seminars or workshops that will facilitate students' development of personal and professional competencies.

Special Populations

This provides specific SASO services to students who are under different / special circumstances, like scholars, student-parents, working students, blind students, athletes, performers, foreign students, indigenous and others. Accommodation services and resources are available. It also aims to develop Peer Helpers / Facilitators who can link students to SASO, especially counseling. The philosophy of the program is anchored on the belief that everybody can achieve their goals, even under special circumstances.

There are two bases of the program. One is CMO 9 S. 2013, Sections 10.3, 13.1.2.; 31.1 and 32 while another is counseling.

Student Welfare Services

Counseling and Career Services

The Counseling and Career Services is open from 8:00a.m. - 5:00p.m., Monday to Saturday (Face to Face)

The Counseling and Career Services is open from 8;00-5:00 pm from Monday to Saturday (Online)

The Head of the Student Welfare is the lead person in undertaking the implementation of the Counseling and Career Program. The Counselor serves as the University Counselor and works with the Head of the Student Welfare and Director of the Student Affairs Services Office and to achieve the objectives of the Student Affairs and Services.

Economic Enterprise Development

The Student Affairs and Services Office in collaboration with PNU Student Council/Student Government to develop and manage income generating projects, savings and other student economic enterprise. There shall be mechanisms to develop and update the student handbook. It will be disseminated in the form of printed and electronic copies.

Student organizations need to conduct activities which will help them gather economic resources to help support their programs, their members and advocacies. Student organizations are encouraged to conduct face to face or online student activities which can support the financial needs of their organizations and/ or their members.

Student Handbook Development

The delivery of services and conduct of activities present new challenges in creating guidelines on student offline and online behavior. New procedures, policies, and regulations must be drafted in order to secure proper decorum online.

Frontline Services

Issuance of Good Moral Certificates
Processing of Student Assistant Applications
Student Clearance
Other Services

STUDENT DEVELOPMENT

Student Organizations and Activities

Participation in student activities is deemed part of student success. All student organizations are encouraged to conduct student activities face to face, online or through blended modes.

Outcomes-Based Co-Curricular Program

The Outcomes-Based Co-Curricular Program (OBCoP) supports the university's Outcomes Based Teacher Education Curriculum. OBCoP shall be the co-curricular arm of PNU learning.

Student Discipline

Every student is expected to serve as a role model to the youth by observing proper decorum and netiquette in both online and offline communities. Also, the Student Affairs and Services Office (SASO) ensures that the students' rights are protected and safe from any untoward experiences. Hence, any act tending to cause dishonor to the University, or which is inimical to its best interest and image, or prejudicial to good order and discipline, shall be subject to disciplinary measures.

Student Publications and Yearbook

Student publications through the Torch Publications and the Yearbook by the Seniors Committee are the means to provide information to the students.

The Torch Publications is the official student publication of PNU. The Torch Publications is a pro-student publication responsive to the needs of the academe and the community. It upholds the standards and ethics of journalism, functions as a catalyst to tap the holistic development of the students exposing them to the objective social realities and to the people's right and welfare, and contributes to the development of responsible and committed student leaders and journalists.

It is a student institution that publishes periodicals and other printed materials funded, managed and led by the students.

University Press. Printing and bindery services are available for students.

General Services of the University Press

1. Prints University ID and other materials such as diplomas, certificates, reports, information materials, programs, brochures, and other academic, and office forms.
2. Prints materials such as: invitation cards, birthday cards, letterheads, tickets, reports, and other related materials.
3. Does bindery e.g. books, theses, dissertations.
4. Publishes University academic/ educational materials such as: books, research, journals, newsletters, manuals, lectures, and other related materials.
5. Coordinates University publication activities.
6. Reviews and recommends policies governing publication.
7. Implements policies, programs and activities that encourage and enhance production of educational materials and other related materials.
8. Initiates and implements activities that promote the University Press services.
9. Initiates and promotes marketing strategies to enhance sale of publication materials.

INSTITUTIONAL PROGRAMS AND SERVICES

a. Admission Services
b. Scholarship and Financial Assistance
c. Auxiliary Services
d. University Health Services
e. Library Services
f. Multi-Faith Services
g. Safety and Security Services
h. Foreign and International Student Services
i. Services for Students with Special Needs
j. Cultural, Arts and Sports Program by Institute of Physical, Education, Health, Recreation, Dance and Sports
k. Community, Extension and Partnership Office

Admission Services

This service refers to the office responsible for the administration of various admission tests for undergraduate, CTP/PS Specialization, graduate, post baccalaureate and basic education students

Scholarship and Financial Assistance

This focuses primarily on the coordination of various university scholarship programs (government & private) and Academic Advising of scholars in the undergraduate, Certificate in Teaching Program (CTP), and Graduate Levels and those students with additional needs. Specific scholarship activities include recruitment, application, and renewal. Various modalities, both online and offline, will be utilized to provide this service.

For undergraduate students, Philippine Normal University offers various scholarship and financial assistance programs. This is aside from the free tuition and miscellaneous fees that students receivefrom the Universal Access to Quality Tertiary Education Act (UAQTEA), also known as Republic Act 10931 (Universal Access to Quality Tertiary Education Act, 2017). UAQTEA is a Philippine law that establishes free tuition and fee exemptions in state universities and colleges, as well as local universities and colleges.

Recipients of private and government scholarship programs provide the following benefits: monthly stipend/allowance, book/learning resource allowance, housing (optional), and student support programs. Policies and criteria are in place in the selection and retention of scholarship recipients. . As required by Philippine law,

scholarships and endowments can be awarded to indigenous groups, Persons with Disabilities (PWDs), and others.

STUDENT ASSISTANTSHIP PROGRAM

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

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

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

Requirement for student assistantship:

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

Number of Student Assistants

1. The number of student assistants is based on the varying needs of the different programs / offices / units.

2. Student Assistants shall be assigned programs/ offices that have at least three or more personnel.

Number of Service Hours

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

Procedure for Application

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

Auxiliary Services

Hostel and Dormitory

- The Normal Hall dormitory provides board and lodging facilities for undergraduate students during the regular school term and during summer class. The dormitory is also open for undergraduate and graduate students enrolled in PNU during summer term. The monthly rental fee is affordable and the safety of students is assured since it is situated inside the school premises where security guards are on duty 24 hours a day.

- The PNU Hostel is open 24 hours daily and even during holidays for both local and foreign transients/guests. It has different types of rooms: Air-conditioned room, Non-Air-conditioned room, VIP or Presidential Suite, and the Archipelago room or Dormitory type room. The facilities provide accommodations for participants in various continuing activities such as seminars, workshops, teacher training programs, conferences, etc, conducted by the University, DepEd, CHED, other educational institutions, professional groups and other government agencies.

Laundry Services

- The PNU Laundry Shop provides quality laundry services at an affordable rate. This is strategically located and accessible for the laundry needs of student dormers, guests, school personnel and other clients from nearby institutions. It operates on Monday to Friday from 7:00 AM to 5:00 PM.

Cafeteria

- Provides well-balanced and nutritious meals at a reasonable cost to the University Community.

- Provides catering services to guests, participants to various seminars, workshops, conferences conducted by the University and by the other government agencies and professional associations that utilize University facilities.

Health Services

The University Health Services Unit promotes wellness of the students, faculty and staff. The Unit is located between the library and the old Institute of Teaching and Learning Building.

The clinic opens from 7:00a.m – 8:00 p.m., Monday to Friday, and 7:00 a.m. – 6:00 p.m. on Saturday.

This unit

- offers Annual Medical and Dental Examination and validates medical -dental examination documents from external health care providers;
- provides in person and online consultation services for the initial assessment of illness and treatment of minor medical/dental diseases;

- conducts assessment on the physical fitness of students to participate in programs of Physical Education, athletic activities and recommendation for re-admission to or exclusion from classes;
- gives first aid treatment of common emergency cases;
- delivers referral system with tertiary hospitals/ other dental clinics for further evaluation and management of complicated cases;
- issues medical clearance (students with medical and psychiatric conditions) upon presentation of medical certification from their attending physician; and
- delivers health promotion and sanitation programs such as the regular monitoring of food and water safety and updates on vital health issues (within PNU Premises and establishments outside PNU within the 100 meters.

The University Library

Serves the students, faculty, and staff of the University, as well as other researchers and the general public in their quest to use the Library's resources and services for their academic and research needs.

PNU Students, Faculty, and Staff

A Borrower's Library Card (BLC) validated for the current term by authorized library staff is needed. A registered Library Account to PNU eLibrary is needed to access online resources and services.

Reference Service

The following forms of reference service are rendered by the librarians:

- Guidance in the choice of books
- Guidance in the location of library materials
- Answering reference questions
- Formal and informal instruction on how to use the library resources and tools.
- Bibliographic/pathfinder service for recorded research studies, literature, and other resources
- Indexing and disseminating periodical articles from journals, magazines, newspapers, etc.

Current Awareness Service

This service is concerned with the preparation of lists of newly acquired and processed materials by the PNU Library which are disseminated to the academic departments for their information. The lists are also circulated through emails, PNU Library Homepage, Facebook Page, and various library sections informing library users of new library materials. The students may also refer to the specified online library homepage, and Facebook page of other PNU hubs.

Referral Service

This service is rendered to PNU faculty, staff, and students who may want to use the resources of other institutional libraries at a specified time. A PNU researcher is provided with a referral letter issued by the Office of the Head Librarian. Only bonafide faculty and students can avail of the referral service.

Library Links for online materials:

PNU eLibrary Remote Access Links: https://bit.ly/LIBOLGF

Library Clearance

Conditions for Accomplishing Library Clearance

All PNU students applying for an original transcript of records at the Registrar's Office are required to accomplish a library clearance.

1. For Face-to-Face transactions, please refer to the procedure of the University Registrar Office (OUR).

   Requirements in Accomplishing Library Clearance

   A student applying for library clearance should present/ surrender his/ her latest BLC to the Office of the Head Librarian located on the Library Lobby

2. For Online transactions, kindly send an email to the **Registrar's Office.**

Library Account Registration

Registration Form: https://bit.ly/3dSV36a

All students are required to renew the validation of the Library Card every academic term.

Multi Faith Services

This serves the religious needs of the University. It strives to be ecumenical in its outreach activities. It provides Christian and non-Christian formations that are relevant to the times in the form of Bible study and prayer groups, Christian and non-Christian leadership training, recollection, and a small library of theological and spiritual reading books. It provides counseling and crisis intervention upon request and provides space for other religious practices. It strives to be ecumenical in its outreach activities.

Safety and Security Services

Provide a safe and security environment for the members of the PNU Community.

The Security and Safety Management Unit provides responsive and efficient security services that protect property and actively assist the PNU community at times of emergencies and disaster.

Safeguard the well-being of the PNU Community by implementing the University's security, safety, and health protocols.

Emergency Action Plan for Students

I. EARTHQUAKE: (EVACUATE BUILDING)

If inside the building:

1. Drop to the floor, take cover under a table or desk against the inside wall.
2. Grasp one of its legs while covering your head with your arm.
3. Expect the sound of alarm and marshals to direct you to the safe area.
4. Avoid using the elevator.
5. DO NOT RUN going outside/to a safe area.

If outside the building:

1. If possible, move into a clearing, away from power lines, trees and buildings.
2. Drop to the ground and wait for the shaking to stop.

II. FIRE: (EVACUATE BUILDING)

1. Evacuate the building.
2. Pull fire alarm, if possible.
3. Remain low if encountering smoke.
4. Use stairs, avoid using elevators.
5. Stay at the designated safe area.

III. FLOODING: (MOVE TO A SAFE LOCATION)

1. Do not walk, swim or dive through flood waters.
2. Move to higher ground or higher floor of the building.
3. Wait for the school announcement if it is safe to go out.

IV. BOMB THREAT

1. Do not engage.
2. Notify the nearest employee/security personnel.

V. MEDICAL EMERGENCY

1. Call the attention of the nearest security personnel or the University Health Services.

The Linkages and International Office

It is the unit primarily responsible for pursuing strategic and innovation partnerships and collaboration both at the national and international levels. It serves as the liaison of the university to its various networks and organizations. It is also responsible for the monitoring of inbound and outbound mobility programs for faculty students, and other internationalization initiatives.

The following are the services offered to students:

- Dissemination of various international opportunities such as seminars, webinars, training, conferences, short-term and long-term exchange programs;
- Pre-departure assistance and orientation for outbound exchange students;
- Assistance on the student's visa and special study permit application of international students;
- Support to the activities of PNU International Volunteers and Leader's Body (InVoLB), the student arm of LIO; and
- Support for other internationalization activities for students and various academic and administrative units of the university.

Services for Students with Special Needs

Promoting Inclusive and Social Equalities Program are special programs of SASO created for groups of students with similar characteristics. This is based on the philosophy that everybody can achieve his/her goals, even under special circumstances through available services (scholarships for PWDs, student organizations for students with special needs, counseling, and dormitories).

The Center for Culture and Sports Development

Engages in the formation of student-artists and athletes to become the embodiment of values, ideas and aspirations of life. Students get into the program in their desire to develop and to hone their skills in their chosen fields of arts and sports. Through this, they get the opportunity for well-rounded development as they must do well in their academic work and apply values learned from their participation in cultural

arts and competitive sports. With the help of their trainers and coaches, student-artists and athletes are able to identify personal goals and set workable objectives for their chosen groups and teams. They also learn the values of self-discipline, commitment, responsibility, teamwork, dedication and cooperation. Their participation in competitions and tournaments allows them to discover the importance of fair play, sportsmanship, school sport and humility.

Community, Extension and Partnership Office

The PNU Extension is anchored on its philosophy "Education for Personal Renewal and Social Transformation". Known as the third function of the university, extension plays a paramount role for social transformation, particularly in underserved and marginalized communities. It has been regarded as a strong force in bringing about individual and social transformation, community development and professional growth. It thrives in the partnership, cooperation, collaboration and networking of individuals and institutions to promote the extension services of the University.

Personal renewal and empowerment are necessary to bring back the mantle of consciousness that is positive and healthy for Filipinos. PNU Extension aims to provide transformative education in which the Filipinos would believe in themselves, and be confident in their future. The mission is to empower them by their heritage, legacy and landmarks to make them stand on an equal footing with other people so that they can contribute to a society that is driven to transform. The Commission on Higher Education of the Philippines defines extension as the interrelated processes of "communicating, persuading, and helping specific target clienteles to enable them to effectively improve production, community and/or institutions, and quality of life" (Higher Education Act of 1994; CHED Memorandum No. 8, s.2008).

All units, centers, and faculties of the Philippine Normal University shall take part in its extension services. Likewise, Faculty members, staff and students can take part in any extension activities of the University.

Policy on Drug Testing

Drug Testing for Tertiary Students

In accordance with the CHED Memorandum Order No. 25 s. 2009 the general guidelines for the conduct of Random Drug Testing for Tertiary Students and the guidelines approved by the Dangerous Drug Board through Board Regulation No. 3 will serve as the major reference of the Office of Student Affairs and Services Office in the implementation of the Random Drug Testing Program of the Philippine Normal University.

However, the Counselors are aware of the fact that drug dependency and drug addiction are considered mental illnesses. That is, drug users and dependents need treatment and support. As such, the Counseling and Career Services will be extending help to students who will voluntarily come forward to seek assistance on their drug use and dependence or addiction. The Counselors will:

a. Assist the drug user/dependence in looking for appropriate treatment/ rehabilitation center

b. Coordinate increased parent trainings as well as parent involvement

The Counselors will also implement prevention programming in terms of substance use and misuse. Students at high risk for substance use and misuse need specified support and the Counselors can facilitate such support needs through counseling services and psycho-educational programs.

STUDENT ORGANIZATIONS ACTIVITIES

STUDENT ORGANIZATIONS AND ACTIVITIES

POLICIES AND GUIDELINES FOR ON-CAMPUS ORGANIZATIONS

General Policies:

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

1. **Supervision of Organization's Operation and Activities**

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

2. **Classifications of Student Organizations and Clubs**

   2. 1. **Program-Based Organizations**

   These are academic-oriented organizations under specific faculty/ institutes in the University that are composed of students who will be professionals in their fields of specialization or specific academic disciplines. Direct supervision shall be done by the respective Dean for Academics and the hub/ Unit Head/ Associate Dean or their authorized representative/ Adviser who is a faculty member teaching in the program.

   2.2 **Interest Clubs**

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

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

   2. 3 **University Chapter of International / National Organizations**

   These are chapters of international/ national organizations composed of PNU students who may come from different academic disciplines and curricular year levels.

   The international/ national organizations extend their services and progress to the students through the University Chapter Organizations.

2.4 **University Student Council (USC)/ Student Government**

Each campus has a University Student Council (USC)/ Student Government (SG) to which all bona fide undergraduate students automatically become members. It coordinates its activities with other service units of the University, especially the SASO/ SASU.

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

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

2.5 **National Union of Student Governments (NUSG)**

The National Union of Student Government (NUSG) shall be composed of all the Presidents/Chairpersons of the different Student Council/ Student Government of the PNU branches, namely PNU- Manila, PNU- Visayas, PNU- North Luzon, PNU- Mindanao, and PNU- South Luzon.

The Office of the Union shall be located at the Office of the Student Government/ Student Council to which the elected chair of the Union belongs.

2.6 **Office- Based Organizations (OBOs)**

An undergraduate student organization whose function and structure is determined according to an established university office for the purpose of extending and developing its services autonomously or in collaboration through student initiatives and volunteerism.

3. Application of Interest Clubs and University Chapter Organizations

Interest Clubs and University Chapter Organizations (ICUCOS) is a type of student organization under no specific faculty/institution which consists of a group of a minimum of twenty (20) students, who applies to the SASO/ SASU through the Head of Student Development and Services Unit/ Coordinator of Student Activities to form an organization, subject to the following requirements:

1.1 A letter of application shall be filed to the SASO/ SASU, duly signed by the twenty (20) founding members stating the name of their organization, the proposed activities for one (1) school year, name of the full-time faculty adviser or full-time administrative staff and a letter of advisorship address to the President of PNU through the SASO Director/ SASU Head and a letter of acceptance of advisorship by the full-time faculty or

administrative staff in response to the letter of invitation provided by SASO/ SASU.

1.2 The constitution and by-laws of the organization shall be attached. Triplicate copies of the communications and attachments shall be submitted (one for the SASO/ SASU, another for the PNU University Student Council/ Student Government, and the third to be given back to the organization upon the approval of application).

1.3 A copy of a 1 - year general plan of action (GPOA)

1.4 Other documents required by the University Student Council/ Student Government

4. Accreditation and Re-accreditation

Accreditation and Re-accreditation of organizations shall pass through the University Student Council (USC)/ Student Government (SG) based on a set of criteria and the final approval/ decision from the SASO/ SASU.

The following shall be submitted for application:

1. Letter of Intent addressed to the committee head for Student Organizations and Accreditations Committee (SOACOM) / Organization and Student Information Committee (OSIC) under the University Student Council (USC)/ Student Government (SG);
2. List of officers and members with their corresponding specimen signatures;
3. Registration form/Proof of Enrollment for all officers and members of the organization;
4. Profile of full-time faculty adviser or full-time administrative staff with his/her letter of acceptance for advisership.
5. Constitution and by-laws
6. 1 year General Plan of Action (GPOA) for the next academic year

Should all be submitted within the set time frame, the University Student Council (USC)/ Student Government (SG) will issue a recommendation for recognition to the SASO/ SASU.

5. Certificate of Recognition

5.1 ICUCOs

Recognition refers to the acknowledgment of SASO/ SASU that a certain student ICUCO is authorized to conduct activities within the academic year. The registration and recognition of a student organization shall be pre-condition for its operation in the University. A certificate of recognition, upon recommendation of

the University Student Council (USC)/ Student Government (SG) shall be issued by the SASO/ SASU to a student organization. It shall be effective for one (1) school year and may be renewed yearly as long as the organization is in good standing, and is able to comply with the requirements of University Student Council (USC)/ Student Government (SG) and SASO/ SASU.

5.2 PBOs

The registration and recognition of organizations under different programs offered in the University shall be issued by the SASO/ SASU upon recommendation of the Dean/ Associate Dean of the faculty to which the student organization belongs. It shall be effective for one (1) school year and may be renewed yearly as long as the organization is in good standing, and is able to comply with the requirements of SASO/ SASU.

5.3 OBOs

The registration and recognition of organizations under offices in the University shall be issued by SASO/ SASU upon recommendation of the Head/Director of the Office to which the student organization belongs. It shall be effective for one (1) school year and may be renewed yearly as long as the organization is in good standing, and is able to comply with the requirements of SASO/ SASU.

Any student organization which does not renew a registration shall automatically be deemed to have ceased the conduct of activities to the following school year.

6. Disqualification of Organization

Violation of any rules and regulations of the University and existing laws and non-submission of the required documents to SASO/SASU shall be grounds for disqualification of the organization.

7. Membership

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

1. They must be full-time students taking an academic load of at least 12-15 units. Graduating students who carry less than 15 units are special cases.
2. A student must not be under any academic and/or disciplinary suspension or probation.
3. For program-based organizations, the students enrolled in a specified program/ major shall automatically be a member of the PBO regardless of the number of units they are enrolled in.

4. A member is allowed to be an officer of one or more clubs/ organizations in accordance with the provisions of the constitution of such clubs/ organizations:

   a. Whereas, classification of officers are divided into administrative positions (President/Chairperson and Vice President/Vice Chairperson) and executive positions (other positions that the organization will name).

   b. Whereas, a member is allowed to be an officer of an executive position for one or more interest clubs and/or university chapter organizations provided that:

      i. The constitution and by-laws of the club/organizations involved permit such action;
      ii. The member applying for the position is of good standing and is not under any academic and/or disciplinary suspension or probation.

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

8. The Faculty Adviser/ Technical Adviser

Each student organization shall have an Adviser. For the PBOs, the Unit Heads shall appoint the advisers. For OBOs, the Head/ Director of the office shall automatically be designated as the adviser. In the case of the Interest Clubs and University Chapters of International/ National Organization, the Dean of SASO Director/ Student Development Unit Head/ SASU Head shall appoint the advisers upon the recommendation of the organizations concerned.

Criteria for the selection of the Adviser are

1. They must be full-time faculty members of PNU.
   Full-time administrative staff may also serve as advisers and will be referred to as Technical Adviser.
2. They may be an adviser of a maximum of two (2) student organizations with different natures: (i.e. 1) PBO and 2) ICUCO).
3. Their acceptance as an adviser must be indicated in writing, to be filed to the SASO.

Duties and Responsibilities of the Organization Adviser

The Adviser should:

1. Be available for consultation, especially with the officers of the organizations, and assist in the planning and monitoring of activities, making sure that they help attain the organization's objectives.

2. Attend meetings of the organization. If unable to attend, s/he should be informed of what happened through the minutes of the meeting.
3. Know well the constitution and by-laws of the organization;
4. Be present or be with the students, if the organization's activity is held outside the University or when the organization is representing the University;
5. Check documents to be submitted to USC/ SG, SOACOM/ OSIC and SASO/ SDSU/ SASU for approval/ signature;
6. Submit the organization's annual report to SASO/ SDSU/SASU (for ICUCOS) or Unit Head (for PBOs);
7. Act as liaison between the organization and the University administration. Hence, they must sign the organization's communications and request for reservation of rooms and other facilities.

The Student Development Services Unit (SDSU)

In the current PNU organization structure, one of the components of the Student Affairs and Services Office (SASO) is the Student Development and Services Unit (SDSU) which is tasked to provide support to students in organizations and assists in the pursuit of their leadership endeavors. This unit aims at the formation and development of future-ready, socially-engaged, service-oriented leaders and innovative pre-service teachers (PNU Organizational Structure 2023).

The SDSU is led by a Unit Head and is designated by the University President as per recommendation of the SASO Director. The SDSU Head must not be an adviser of any student organizations (under any classification), and shall serve as a liaison among student organizations, advisers (faculty and administrative staff), and even supervise student activities for the SASO/ SASU.

STUDENT ACTIVITIES: STANDARD OPERATIONAL PROCEDURES

This procedure is the step-by-step process that a student organization must follow to ensure the approval of the conduct of activities. Failure to follow the procedure may result in the disapproval of the conduct of events or activities. The SASO Director/ SDSU Head/ SASU Head/ Coordinator have the right to disapprove of the activity if any violation is proven.

Student Organizations are not allowed to conduct any activities beyond 8:00 PM. Should there be any occasions that the time for the activity has extended beyond the set time frame, the organization is allowed to continue the activity/event as long as the organization adviser is present.

Guidelines for the conduct of student activities:

1. Only accredited and recognized organizations of the Philippine Normal University may conduct student activities.

2. Each student organization is required to:
    - attend the *Outcomes-Based Co-Curricular (OBCoP) Workshop* for the undergraduate levels or *Capacity Building and Leadership Training* for the graduate levels; (if in case unable to attend) watch the recorded OBCoP Workshop sent to the organization's official PNU Gmail;
    - secure documents for the renewal of the organization's accreditation/ recognition.

3. Student activities may be conducted in-person and/ or online (through official telecommunication modes). However, the following must be observed:

    a. Only student activities which require hands-on practice/ facilitation are allowed to be conducted in-person. These activities may include the following: workshops, training, rehearsals.
        i. Safety and security protocols must be observed during the conduct of student activities.
        ii. The use of the university venues should be reserved through the PNU Website (Venue Reservation) and approved by the EMO Director or through the venue reservation office of the respective campuses.

    b. Conduct of student activities online is encouraged.
        i. Meetings, talks, lectures, and the like are encouraged to be conducted online.
        ii. Online student activities must only be conducted through the official Facebook page of the organization, Facebook page of the SASO/ SASU Student Activities, Facebook page of the Philippine Normal University, or Google Meet using the official PNU Gmail. Therefore, each organization has to use their official PNU Gmail and have their official Facebook Page be registered in SASO/ SASU.
        iii. The use of the PNU Official Facebook Page is also for approval from the Office of the President through the Events Management Office, if applicable.

4. All Concept Papers and other requests must be submitted to SASO/ SASU at least two weeks before the event. For activities with financial requests and/ or will be conducted off-campus (local/ international), all documents must be accomplished at least one month before the actual event/ target date.

5. All posters and publication materials posted online must be approved by the Faculty Adviser. If publication materials are needed to be posted in the PNU Official Facebook page it should be checked by the EMO Director for branding purposes and with the final approval from the Office of the President.

6. After the conduct of student activities, the organization must submit a news article about the event to be posted in the PNU Website or SASO/ SASU Newsletter. The decision where the article will be published will be determined by SASO/ SASU and EMO/ venue reservation office.

Procedure for the Approval of the Conduct of Student Activities initiated by PBOs, ICUCOs, and OBOs:

1. The organization, together with the Faculty Adviser, plans the activity then writes the *Concept Paper* following the general format.

2. The Concept Paper must be approved and signed by the following:
    a. For Program Based-Organizations:
        i. Officers-in-charge of the event
        ii. *Noted by* Faculty Adviser
        iii. *Recommending Approval by* Associate Dean, Dean of CTD, Head of SDSU/ Coordinator for Student Activities
        iv. *Approved by* Director of SASO/ Head of SASU

    b. For the Interest Clubs and University Chapter Organizations
        i. Officers-in-charge of the event
        ii. *Noted by* Faculty Adviser
        iii. *Recommending Approval by* Chair of SOACOM, Head of SDSU/ Coordinator for Student Activities
        iv. *Approved by* Director of SASO/ Head of SASU

    c. For Office-Based Organizations
        i. Officers-in-charge of the event
        ii. *Noted by* Faculty Adviser
        iii. *Recommending Approval by* Director/ Head of the Office, Head of SDSU/ Coordinator for Student Activities
        iv. *Approved by* Director of SASO/ Head of SASU

Guidelines for Securing the Electronic Signatures of PNU Faculty and Officials

- Electronic signatures of the PNU Faculty and Officials *must be handled securely and properly*.
- (SGD), meaning "signed" before the faculty/ official's name may only be put after the faculty/ official's email affirmation or approval
- Tampering of the faculty/ official's name, use of their e-signature without their permission, and/or putting (SGD) before the faculty/ official's name without their knowledge and approval will result in the organization's **disqualification**

Guidelines for the Conduct of In-Person Student Activities:

1. Conduct of in-person student activities must be well-planned and well-coordinated.

2. There must be a faculty adviser/ faculty in-charge to oversee the conduct of the student activity.

3. **For on campus activities**, the students are required to secure the following:
    a. Approved Concept Paper
    b. Approved Venue Reservation
    c. Approved Letter to Enter for non-PNU Students/ Guests entering the campus

4. **For overnight on-campus activities** (e.g. training, preparation for events), the following additional documents are requested:
    a. Purpose and justification of the overnight activity. Define the purpose of the activity which should be aligned with the University goals of ensuring that students are nurtured (e.g. observing that students get adequate rest to address their academic concerns), and that the activity adds to the students' academic and personal development.
    b. Planning and preparation. Provide a detailed plan of activities and its logistics.
    c. Safety and security. Submit a risk assessment plan.
    d. Medical considerations. Collect the medical information and history of students who will be part of the overnight activity.

    Note: The University discourages conduct of overnight activities for safety reasons. As such, approval from the University President, through channels is necessary.

5. **For local off campus activities**, the following documents are required:
    a. If the activity is initiated by the student organization
        i. Approved Concept Paper, with details on the health and safety protocols to be observed before, during, and after the conduct of the student activity
        ii. Letter from the institution/ organization that they are acknowledging the conduct of student activity in their site
    b. If the activity is academic in nature
        i. Letter of Request addressed to the Vice President for Academics
        ii. Syllabus where the activity is reflected

        NOTE: All documents must be checked and assessed by the sending office/ unit. SASO/ SASU will only sign for endorsement, to secure that the processes are observed and followed.

c. If the activity is by invitation (within the Region)
    i. Letter of invitation from the inviting organization/ institution
    ii. Letter of acceptance by the PNU student organization
d. Accomplished Parents Waiver
e. Approved List of Students/ Guests participating in the activity
f. Letter signifying that there will be a Faculty Chaperone
    i. Faculty chaperone may be the organization's faculty adviser and/ or a full-time faculty of PNU (for the Undergraduate Level)

** **Additional requirements if the activity is outside the Region**

- Letter addressed to the University President through channels
- Parents Waivers/ List of Students joining the activity must be notarized
- Accomplished Student Travel Authorization Form and, Checklist Student Travel Form and Request for Educational Tours/ Field Trip/ International Trip Permit Form (forms available at SASO/ SASU)

** **Additional requirements if the activity requires strong physical competency**

- Medical clearance duly signed by the University Physician

** **Additional requirements in case the students will ask financial assistance from the University**

- Letter addressed to the University President, through channels, about the event where fees are reflected
- Line Item Budget
- Copy of Research Acceptance and Copy of Research Abstract for those who will participate in research conferences

6. **For international off campus activities**, the following documents are required:
    a. Letter of Intent to participate in the international activity
    b. Notarized Parents Waiver for
    c. Letter of Endorsement by the participating Faculty/ Institute or by the Sending Unit
    d. Approved documents from the Host Country
    e. Accomplished Student Travel Authorization Form and Request for Education Tours/ Field Trips/ International Trip Permit Form (forms available at SASO/ SASU)
    f. Letter from Faculty Chaperone
    g. Medical clearance duly signed by the University Physician
    h. Any other necessary documents such as photocopy of passport and/or visa
    i. International insurance

** **Additional requirements in case the students will ask financial assistance from the University**

- Letter addressed to the University President, through channels, about the event where fees are reflected
- Line Item Budget
- Copy of Research Acceptance and Copy of Research Abstract for those who will participate in research conferences
- Roundtrip ticket with flight details for CHED-Funded travel
- **IMPORTANT:** Sending Unit must require post-activity report from the student- participants

7. Policies and guidelines in the conduct of student activities must be conscientiously observed.

8. A technical report is submitted after the conduct of the student activity.

Permit for Activities

A student or an organization must submit a concept paper regarding its activity (general assembly, forum, symposium, concert, competition, etc.) at least two (2) weeks before the target date.

The concept paper must contain the Title of the Activity, Target Date, Target Participants, Objectives, Rationale, Schedule of the Program/ Activity, and Budget Proposal. Should the activity involve selling of tickets or be of a fundraising nature, the concept paper must indicate projected earnings to determine the share of the University.

The maximum duration for any activity/ies for a recognized organization is for two (2) days only while there will be no maximum duration for activities set by any accredited organizations.

The recognized organizations are only able to conduct activities that would only involve the members, while the accredited organizations are allowed to conduct university-wide projects/activities/events.

In case the schedule of the activity will be changed the organization must submit a written notice to the SASO/ SASU at least three days prior to the original date of conduct of the activity.

Resource Person, Speakers, and Lecturers

Resource persons, speakers, and lecturers, in any program shall be endorsed by the faculty adviser of the sponsoring club or organization. Communications or invitations shall be prepared by the organization, duly noted

or endorsed by the faculty adviser, with a copy furnished to the SASO/ SASU and the Security Unit.

If the invited resource persons, speakers, and lecturers are of any recognized position in the government/ other reputable institutions, the Organization shall inform the SASO Director/ SASU Head and the Office of the President/ Executive Director and Provost through a letter at least 1 week before the actual event/ activity to prepare for a courtesy call.

Non-PNU Participants

The organization/s involved are responsible for securing permits to enter the University premises for the non-PNU participants from SASO Director/ SASU Head duly noted by the Adviser. The request/permit and the list of the Non-PNU participants/guests should be submitted to the SASO/SASU at least three (3) days prior to the activity.

Reservation of University Facilities for the Conduct of Student Activities

1. The use of the facility is strictly in accordance with the purpose for which it was requested.
2. Secure Reservation Form from the respective office.
3. The requesting party/ organization/ group/ adviser shall be jointly responsible and accountable for cleanliness and orderliness of the facilities after the activity.
4. The backdrop of the stage shall be free of any markings, lettering, décor, pictures, posters, and the like.
5. Maintain the proper physical arrangements necessary for the conduct of the activity.
6. Any faculty/ administrative staff/ students of PNU who sought permission to use any of the University facilities on behalf of any organization outside of PNU shall be responsible for any untoward incident and damages that may happen in the use of the facilities.
7. Maintenance of proper decorum of the student, participants, and guests at all times
8. Any violation of the above rules are grounds for disciplinary action.

Use of Bulletin Boards, Posters, and Announcements

All publication materials must be approved by the Faculty Adviser. All publication materials posted on campus must bear the approval of SASO/ SASU The following guidelines must be followed before posting:

- For Student activities related, posters or written announcements on campus shall bear the stamp of approval of the USC/ SG and of the SASO/ SASU provided the approved pursuit of activities is presented together with the expiration date and

posted only on the designated posting area such as the Organization's/ bulletin board, Student Center, etc. The posting includes notice of meetings, announcements of activities, and messages to members. Staple wire shall not be used to attach postings. Without approval from the SASO/ SASU, such posters may be removed by the said Office.

- Postings on campus must be completely removed three days after the activity. Every organization has to remove its own postings. Extreme care shall be taken so that bulletin boards shall not be defaced when postings are removed. Anybody caught removing or defacing posters within their valid effectivity period shall be liable to disciplinary action. The maintenance and security unit is empowered to remove any poster or announcement improperly stamped and not posted in the designated place.

Fund- Raising Activities

Fundraising projects may be allowed subject to the following rules:

6.1 Any accredited student organization may be allowed to sponsor only one major fund-raising activity per school year, provided that no fund-raising activity shall be scheduled for two weeks before the final examinations of each trimester.

6.2 Application to hold a fund-raising activity should be filed with SASO/ SASU.

6.2.1 Objective of the fund-raising activity

6.2.2 Nature of the proposed activity, i.e., cultural show, musical show, whether or not it involves the sale of tickets, etc.

6.2.3 Date, time, and place

6.2.4 Beneficiary or purpose of the fund-raising

6.2.5 Manner of disbursing funds raised

6.2.6 Names of students directly in-charge of fund-raising

6.2.7 Endorsement of faculty adviser

6.2.8 All tickets, solicitation forms and other materials for fund-raising shall bear the approval of the SASO/ SASU

Solicitation of funds or merchandise from individuals or firms within or outside the campus shall bear the signature of the adviser and the SASO/ SASU's permission or endorsement.

Fund-raising activities to be conducted in cooperation with national agencies and/ or other non-government agencies shall obtain approval from the Director of SASO/ SASU and VPFA/ Director for Finance Administration.

Every organization conducting a fund-raising activity shall submit a financial and disbursement report duly noted by the adviser to the SASO/ SASU

not later than one month after the activity. Failure to do so shall be grounds for withdrawal of recognition of the organization.

STUDENT RIGHTS AND DISCIPLINE

STUDENT RIGHTS AND DISCIPLINE

General Directives

1. To ensure safety & development, all students should read, understand and observe the policies indicated in this handbook

2. All undergraduate students of the Philippine Normal University (PNU) are required to abide by the provisions of the Undergraduate Student Handbook. They should endeavor to know and understand the content of the Handbook. Ignorance of the provisions does not excuse any student from being sanctioned for no-compliance.

3. The University protects the students' Constitutional rights.

4. The University recognizes the students' democratic rights;

5. The students have the responsibility to uphold the quality standards of the University.

6. All students are expected to act and behave in accordance with the legal, moral and ethical standards within and outside the University premises.

7. Students should observe politeness and courtesy towards school officials, faculty, staff, fellow students and other school personnel within and outside the University premises.

8. Students shall not be allowed to enter the University premises earlier than 6:00 a.m. unless authorized with a written permit from the Director of the Student Affairs and Services Office/ Head of Student Affairs and Services Unit or his / her authorized representative.

9. No student shall be allowed to enter/ stay inside the campus after 9:00 p.m. except those involved in co-curricular and/or extra-curricular activities authorized with a written permit from the Director of SASO/ Head of SASU.

10. Students who need to stay overnight must be accompanied by a Faculty/Adviser and must secure a written permit from the Student Affairs and Services Office/ Student Affairs and Services Unit.

11. Students should refrain from staying or loitering along corridors. There are designated areas for students to conduct their activities such as practicing, studying or socializing. The students are encouraged to stay in these areas and avoid loitering in areas designated for offices and silence should be clearly observed. Students are advised to maximize the use of their free time by staying in the library or other places conducive for studying. When done with their work/assignments, they may sit on proper facilities/ places except on stairways, or tables, or window sills and the like to avoid any accidents.

12. Students may use the central and side stairways of the Main Building in going up and down, in moving along the hallways, corridors, and covered walks. The “KEEP RIGHT” rule must always be observed. Students are expected to display good behavior whenever they use passageways and wherever they are on and off campus.

Rights of Students

1.Right against discrimination

1.1 No student shall be discriminated against on the basis of socio-economic status.

1.2 No student shall be discriminated against on the basis of political beliefs.

1.3 No student shall be discriminated against on the basis of religious/ non-religious beliefs. Religious beliefs refer to the basic human rights of freedom of religion which includes being Christian, Muslim, Buddhist, or any religion or sect, and Non-religious beliefs refer to the basic human right of freedom from religion which includes being humanist, agnostic, atheistic and/or having analogous perspectives.

1.4 No student shall be discriminated against on the basis of SOGIESC. SOGIESC refers to Sexual Orientation, Gender Identity, (Gender) Expression, Sexual Characteristics. This is pursuant to Manila Ordinance No. 8695, also known as the LGBTQI Protection Ordinance of Manila.

- 1.4.1 Sexual Orientation under M.O. No. 8695 refers to the emotional or sexual attraction or inclination of a person towards person of his/her/their own sex, or both masculine and feminine sexes.
- 1.4.2 Gender Identity under M.O. No. 8695 refers to each person's internal and individual experience of gender, sense of being a woman, a man, both, neither, or anywhere along the gender spectrum.
- 1.4.3 Gender expression under MO No. 8695 refers to how a person publicly presents their preferred gender and includes behavior and outward appearance such as dress, hair, make-up, body language, and voice, including the choice of name and/or aliases.
- 1.4.4 Sex Characteristics is understood as each person's physical features relating to sex, including genitalia and other sexual and reproductive anatomy, chromosomes, hormones, and secondary physical features emerging from puberty

1.5. No student shall be discriminated against on the basis of being a parenting student. Parenting students refer to student-fathers, student- mothers, and students who are pregnant/expecting a baby. Please see the Parenting Students Assistance Program of GEDIO for more details.

1.6. No student shall be discriminated against on the basis of being differently-abled, and/or with special medical conditions

2. Right to academic choice

A student shall have the right to freely choose his/her/their major or specialization subject to existing academic policies of the College/ Institutes/Faculties and their curricula, and to continue his/her/their study up to graduation.

3. Right to excellent instruction and quality education

Every student shall have the right to excellent instruction and quality education. Students have the right to a fair grading system and have the right to file grievances against a faculty member's unbecoming classroom behavior or unsatisfactory teaching performance. Every student complainant shall be protected from any reprisal that may ensue.

4. Right to organize

4.1 Students shall have the right to form, assist, or join student organizations, alliances, or federations in accordance with existing University policies and for purposes not contrary to law.

4.2 Student organizations shall have the right to seek accreditation subject to standards set by the PNU Student Council and Student Governments and the Student Affairs and Services Office/ Student Affairs and Services Unit. The guidelines for accreditation of student organizations shall be formulated jointly by the Student Council/Student Government/ and the Student Affairs and Services Office/ Student Affairs and Services Unit in consultation with the president/ chairs of all student organizations.

4.3 The administration shall allow student organizations to use school facilities subject to existing rules and regulations.

4.4. Student organizations shall have their own leadership structure, their own directions and goals, and plan.

4.5 Students shall have the right to peaceably assemble and petition the government and the University for the redress of their grievances. No regulation shall be imposed violating or abridging the student's right to assembly, except regulations as to time, manner, and place, and only on the basis of the protection of the rights of other members of the academic community.

5. Right to adequate welfare services

It shall be the responsibility of the University to provide students with adequate welfare services. These services and facilities shall include, but should not be limited to:

5.1. Adequate, safe, and clean housing facilities, such as dormitories, for students inside campuses;

5.2. Hygienic and healthy cafeteria services, including students' free access to safe and clean drinking water; and

5.3 Free annual medical and dental check-up and first-aid services.

6. Right to adequate academic facilities

It shall be the responsibility of the University to provide students with adequate academic facilities. University Student Council and Student Government shall amplify the Client Satisfaction Survey and encourage student's participation.

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

6.1. Well-ventilated and spacious classrooms conducive to learning;
6.2. Adequate and up-to-date laboratory, library, research, recreation and physical education facilities, including internet access.
6.3. Effective communications system to ensure that students are promptly notified of memoranda, communications, announcements, and other relevant information that concerns student welfare and interest

7. Right to information

Pursuant to Executive Order No. 2, series of 2016 or the Executive Order on Freedom of Information (FOI), the students shall:

- have access to all official public information on matters affecting their welfare; have access to their own academic records, the confidentiality of which the school shall maintain and preserve; and
- provide a letter of authorization and ID of student and representative if they will send somebody to access their records.

In case parents wish to access the records of students, they must provide a copy of the birth certificate and any valid IDs.

8. Right to Freedom of Expression

8.1 Students shall have the right to freely express their views and opinions within the bounds of decency and propriety. Students can express their grievances or organize activities without undue interference from the University.

8.2 Students freedom of expression: cannot harm the physical and mental welfare of others; cannot be used to justify/reinforce racism, sexism, misogyny, homophobia, transphobia, ageism, ableism, atheophobia, and other analogous acts;

8.3 The right to freedom of expression shall be subject to limitations provided by the law, constitution, and policy.

9. Academic freedom

Students' academic freedom shall consist of, but not be limited to the following:

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

10.Right against illegal searches and seizures

Any form of unreasonable search and seizure shall be illegal, except for the following instances:

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

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

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

Every student shall have access to his/her/their own school records, the confidentiality of which the school shall maintain. He/She/They shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents following the Anti-Red Tape Act posted on the Registrar's Office.

12. Right to privacy

The privacy of communication and correspondence among students shall remain inviolable. All data records shall be subject to the Data Privacy Act of 2012 and any policies and procedures which the University committee on Data Privacy Act will create.

13. Right to information on School fees and other charges

General fees of the students is Subject to the provision of the RA 10931 or the 'Universal Access to Quality Tertiary Education Act' *"an act promoting universal access to quality tertiary education by providing free tuition and other school fees in State Universities and Colleges, Local Universities and Colleges, and State-Run Technical-Vocational Institutions, establishing the Tertiary Education Subsidy and Student Loan Program, strengthening the Unified Student Financial Assistance System for Tertiary Education, and appropriating fund therefore"*

(a) Except those approved by their own student organizations and the University, all involuntary contributions are prohibited.
(b) Minimum standards in consultation shall be strictly observed concerning imposing tuition and other fee increases. To this end, no tuition and other fee increase shall be allowed unless the following procedures are observed:

1) Posting notice of increase in tuition and other fees an academic year prior to the implementation of the proposed increase. The Student Council and Student Government shall be directly notified on the proposed increase;
2) At least one consultation shall be held with the students to discuss the proposed increase. This shall be attended by the University President or his/her authorized representative.
3) Prior to the final approval of the proposed increase, the students, through the Student Council and Student Government, shall be allowed to present their position to the University President on the proposed increase.

14. Right to Consultation and Representation

14.1 The Student Regent, as the elected student representative of the students in the University System in the Board of Regents, shall have the right to consult each campus on the evaluation and proposal of any policies and decisions that will be implemented in the University that will directly or indirectly affect the students' rights and welfare.

14.2 The University shall recognize the right of students' representation, through the Student Regent, Student Government and Student Council, in policy-making bodies on issues that directly affect them.

15. *SOGIESC-based Student Rights*

15.1 The University observes the following prohibited acts pursuant to Section 5 of the Manila Ordinance No. 8695 or also known as LGBTQI Protection Ordinance of 2020, to wit:

> Sec. 5. d. "Denying admission to or expel, dismiss or to prevent a student from graduating or issue clearances to a person or student from educational institutions on the basis of actual or perceived sexual orientation and gender identity and expression including imposing disciplinary sanctions higher than customary or similar penalties, restrictions or prohibitions due to sexual orientation, gender identity or expression of such person or student or their parents or guardians"
>
> Sec. 5. e. "Revoking any accreditation, recognition, registration of any organization in educational institutions, workplaces and communities on the basis of actual or perceived sexual orientation and gender identity and expression"
>
> Sec. 5. f. "Subjecting any person by reason of actual or perceived sexual orientation and gender identity and expression to either verbal or written insult including social media platforms."
>
> Sec. 5. h. "Refusing or failing to allow any person to avail of services or accommodations in theaters, malls, spas, parlors, studios or apartments, condominiums, townhouses, flats, hotels, inns, **dormitories** and any other places of dwelling being rented out of offered to the public or for a fee on the basis of actual or perceived sexual orientation and gender identity and expression; Provided that the fact of giving inferior accommodations or services shall be considered a denial of access or use of such facility or services."
>
> Sec. 5. j. "Subjecting a person to physical or verbal harassment, profiling, unjust detention and involuntary confinement because of one's actual or perceived sexual orientation and gender identity and expression."
>
> Sec. 5 l. "Any act of discrimination or harassment against a person or group of persons based on actual or perceived sexual orientation and gender identity and expression, which demeans the dignity and self-respect of such person or impairs reduce or nullifies the recognition, enjoyment or exercise of a person's human and legal rights and basic freedoms in civil, political, labor, economic, social, cultural, educational spheres."

15.1.1. The University shall recognize the students' right to gender expression. Any student is free to present their preferred gender and include behavior and outward appearance such as dress, hair, make-up, body language, and voice, including the choice of name, aliases, titles, and pronouns.

.

15.3 Other punishable acts in M.O. No. 8695, Sec. 5. [Refer to annex: M.O. No. 8695]

16. Right to Protection Against Retaliation

The students may invoke their right to protection against retaliation through verbal or written request to SASO/SASU, GFPS Secretariat, or other relevant administrative office. The right to protection against retaliation is afforded by RA 11313 or the Safe Spaces Act, as well as CMO 1 s.2015 and CMO 2, s 2022.

17. Right to Protection Against Intimidation

The students may invoke their right to protection against intimidation through verbal or written request to SASO/SASU, GFPS Secretariat, or other relevant administrative office. The University is committed to creating safe spaces for her students through the prevention of intimidating, hostile environments. The creation of an intimidating, hostile environment is a violation identified in RA 11313 and is also against the core values of the University.

18. Right to Protection Against Political Persecution

No student shall be discriminated against, humiliated, and/or harassed on the basis of their political belief, expression, and practice. Students, regardless of their organizational affiliation inside and/or outside the university, shall not be persecuted against by any student, faculty, and staff. In addition, the university is committed to protecting the students from any of, but not limited to, the following scenarios:

0.1 Discriminated on the basis of expressing dissent and objective criticism

0.2 Questioned on the basis of political expression, practice, and affiliation

0.3 Threatened on the basis of political expression, practice, and affiliation

0.4 Branded and accused of being affiliated to any armed group

Student Conduct and Discipline

The Philippine Normal University's mission is to nurture innovative, responsive, sustainable and future-ready teachers and education leaders. Hence, to embark on this pursuit, it has to provide not only excellent learning but the means to develop its students into responsible and mature individuals who will be a valuable asset to the nation. One of the ways by which the PNU mission can be realized is through instilling discipline among its students

As the National Center on Teacher Education, every PNU student is expected to serve as a role model to the youth. This means observing the rules and regulations on student conduct at all times, on and off campus. Students should promote and maintain peace and order in the University by observing the rules and discipline, as well by acting in accordance with the principles, traditions and ideals of a Filipino citizen.

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

A student from PNU must uphold the core values of the University, which are truth, excellence, and service, at all times.

1. **Dress Code/ Uniform**

General Guidelines

1. Students shall at all times be neat, clean, and decent in their attire.
2. Students are required to wear the University prescribed uniform and course-related uniform from Monday to Friday, except Wednesday.
3. Shoes are considered part of the uniform and students are required to wear black leather or leather-like shoes.
4. Students shall at all times wear their validated IDs.

Specific Guidelines

1. Students may enter the campus and attend classes/events in whichever uniform they identify with. Uniforms are hereby appreciated as genderless, meaning uniforms will no longer be referred to as male/female.
2. Students may enter the campus and attend classes/events in whatever hair length, color, or style they are comfortable with. However,
    a. men with long hair must tie their hair while inside the campus
    b. neon bright colors are not allowed
3. Students may wear tattoos that are:
    a. Not offensive to any culture, religion, gender, or any social group and/or identity
    b. Not violent or sexual, nor depicting any figure, person, or icon that is largely related to violence and sex
4. Students may be allowed to wear a maximum of one (1) pair of fashionable earrings, for any other piercings, plain silver/metal colored studs must be worn (see figure). Stud earrings are small and they sit on top of the pierced skin without dropping, looping, or climbing. However:

a. During sports activities such as some PE sessions, the facilitator may ask all earrings and studs to be removed for safety purposes.
b. During university festivals and socials with no sports activities, students may wear any amount and any design of earrings/ piercings.

5. For students doing practice teaching in a partner organization, the attire policy of that organization shall be observed. Tattoos must be concealed and/or all earrings removed if their policy disallows it.

The Physical Education uniform is to be worn only during P.E. classes or games on the campus, not during academic classes in the University building or premises.

For emergency or unprecedented circumstances, the Office of the President may issue a memorandum on Interim Policies for uniform and related guidelines.

B. Wearing of the Official Identification Card

To help ensure the safety and security of the community, identification cards (IDs) shall be issued to students.

1. Wearing of the ID upon entering the University and while inside the premises is mandatory. It must be worn properly with the student's picture and signature displayed.
2. The ID should be validated every term. Only validated ID will be honored for entrance in the University and the use of Library facilities.
3.Students without ID may use their Certificate of Registration (COR) upon entering the University.
4.In cases of lost ID cards, students should secure an affidavit of loss given to SASO and request for a new one.

Student Conduct

1. A student should cooperate to maintain order and discipline with ordinary classroom procedures or discipline. Reporting to the Director of SASO/ Head of SASU is based on the discretion of the professor.

   Students who show disrespect will be dealt with accordingly.

   Such students must be reported to the Director of SASO/ Head of SASU and may not be allowed to attend the class concerned unless s/he presents to the professor a note from the Director of SASO/ Head of SASU authorizing his/her readmission in class. S/He will be marked absent for all sessions missed.

   Boisterous conduct, such as howling, jeering, or cheering or any action, which tends to distract other students from on-going activities either in class or during

conferences, symposia, or assemblies, must be avoided for being unbecoming and out of place.

2. The University respects the individual personalities of students and encourages healthy interaction among them. However, behavior, which tends to offend other members of the community, will be dealt with accordingly.

3. Respect and honor should be shown to all visitors on campus. However, the usual norms of etiquette, security and safety procedures must be carefully observed in the University.

4. PNU students are expected to conduct themselves in a manner that makes the campus a safe space for everyone.

5. A student may participate in any activity outside, (e.g. contest, play, conference, association, or society) as official representative of the University with permission from the proper University authorities.

6.A student may release to the press or similar channels of public communications, news or other related matters with accountability in relation to applicable news. *check with social media policy*

7.Campus facilities may be used for varied student activities in accordance with specific University regulations and procedures.

8. A student is expected to respect and use school property with diligent care and proper storage after use. Good order requires that all parts of the University be kept clean and everything in its proper place.

9.Every student is expected to maintain the cleanliness of the school surroundings. Empty bottles, wrappers, cups, or plastic glasses will be disposed of only in trash cans, not thrown into courtyards, lawns, classrooms, or elsewhere.

10. All announcements or posters or similar literature emanating from recognized student organizations shall be coursed through the Adviser and Associate Dean/ Director for comments and recommendations and submitted for approval to the SASO/SASU for posting purposes. A penalty will be given for the violators like dis-accreditation of the organization.

11. Only bulletin boards designated as posting areas should be used for announcements. Advertisements related to education and student welfare should be preferred and the postings should be removed after serving their purposes.

12. Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentation, athletic activities, and the like, after prior permits from the authorities concerned are secured.

13. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits) are expected to secure a permit from the Dean of Student Affairs. A Visitor/s' List, indicating the purpose of the visit, and the expected time of arrival is forwarded to the security-on-detail for proper information.

Disciplinary Sanctions

The University has the power to impose discipline to mold the students into responsible and upright citizens. Included in this is the University's right to promulgate rules to be observed in hearing and deciding student discipline cases, including a system of defining offenses and prescribing the corresponding sanctions as indicated in this manual.

Breach of policy could be viewed, first, as a disservice to the institution, and two, as an act manifesting weakness of character. Hence, penalties or sanctions are measures that seek restitution to the University, correction to the transgressor, and serve as an example to others that University rules are to be respected.

As a form of restitution to the University, the student may be required to render service. If the breach is serious enough, the student may be separated from the community temporarily, as in suspension, forfeiting the rights and privileges to his/ her status as a student.

Where the breach is so serious as when the continued tenure as a student would constitute a serious threat to the University or to the community, he /she may be separated permanently, expelled as the term is often used.

All students who committed violations are to be provided with individual counseling.

In cases of third minor offense parents of the students will be summoned for a case conference.

A student who commits a similar minor offense for the 5th time will be suspended or dismissed from the University depending on the gravity of the offense.

Habitual offenders or those who have committed 6 or more minor offenses (similar or different in nature), will be suspended or dismissed depending on the gravity of the offense.

DISCIPLINARY SANCTION FOR MINOR OFFENSES

A minor offense is any offense where sanction may range from reprimand to community service to suspension

Minor Offense	1st Offense	2nd Offense	3rd Offense
Non-wearing of official school ID	Reprimand and Apology Letter	Community service from 4- 8 hours as determined by SASO/SASU	Community service from 16 to 40 hrs as determined by SASO/SASU
Behaviors that may distract the class, during conferences, symposia, or assemblies such as: boisterous conduct, such as howling, jeering, or cheering or any action, must be avoided for being unbecoming and out of place For online class, acts such as flooding of in-call messages/ meeting room chat.	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension from 2-5 days
Any forms of discourtesy such as but not limited to name calling, social media shaming, rude dealings with teachers, students, and administrative staff, evidence of profanity and obscene social media post towards the institution, faculty, students and staff For offenses covered under the GAD Codes or other relevant University Manual, please refer to the GAD Codes or other Safe Spaces Guidelines of the university	Reprimand Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension from 5-10 days	Suspension from 10-15 days
Intrusion into the privacy of areas designated for the exclusive use of the other sex. (Misconduct)	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension from 2-5 day
Littering and Loitering	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension

Posting of announcements and similar materials without going through the screening process of the respective student organization.	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	Disqualification of Student Organization
Posting of announcement and similar materials on non-designated areas	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension Disqualification of Student Organization
Using of school facilities without prior permits from authorities concerned	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	For students: Suspension from 4-5 days
Bringing in outsiders without securing a permit and/or undergoing proper process for entry	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASU/SASO	For students: Suspension Disqualification of Student Organization

DISCIPLINARY SANCTION FOR MAJOR OFFENSES

A major offense is any offense where sanction may range from reprimand, community service, suspension, exclusion to expulsion from the university.

Major Offense	1st Offense	2nd Offense
All forms of Intellectual Dishonesty Intellectual Dishonesty includes: -Unauthorized possession of notes or any materials and gadgets relative to the examination or test conduct during the examination -Copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable -Having someone else take an examination or test for one's self -Having someone else prepares a required report or home works -All forms of Plagiarism -Other forms of intellectual dishonesty including but not limited to unauthorized online/digital communication and unauthorized use of assistive technologies or applications.	Community service from 8 to 40 hours depending upon the gravity of the offense Depending on the gravity of the offense, Investigation Committee may recommend these: Suspension (from a minimum of 3 days to one term) Exclusion	Depending on the gravity of the offense, Investigation Committee may recommend these: Suspension (from a minimum of 5 days to one term) Exclusion Expulsion
Smoking (cigarettes, vape) within the University premises.	Community Service (16-40 Hours)	Suspension minimum of 5 days.
All forms of Gambling within the university premises.	Community Service (16-40 Hours)	Suspension from 1 to 3 days.
Drinking/selling of liquor/alcoholic beverages within University premises.	Community Service (16-40 Hours)	Suspension from 1 to 3 days.

Entering the University premises under the influence of alcohol and other intoxicants	Community Service (16-40 Hours)	Suspension from 1 to 3 days.
Bringing in, carrying, possession, or use of prohibited or regulated drugs or chemicals without proper prescription	Expulsion	
Extortion and/or mulcting money from fellow students or any member of the community	Suspension	Expulsion
Malversation / failure to account / or misuse of funds entrusted in connection with student activities	Suspension	
Unauthorized possession of firearms and/or deadly weapons (bladed knives, ice picks, blunt and sharp instruments, etc.) Possession of self-defense-related weapons should be surrendered to the security. To be retrieved when exiting the university	Suspension from 3 to 5 days	Expulsion
Gross disrespect or discourtesy in any form towards any member of the University community	Suspension	Exclusion Expulsion
Physical assault upon the person of professors, students, University personnel, or duly constituted authorities	Expulsion	
Malicious and scandalous acts inside and outside the University including but not limited to posting obscene materials on the Internet, shouting invectives, etc.	Community service from 16 to 40 hours depending upon the gravity of the offense Suspension Exclusion Expulsion	Suspension Exclusion Expulsion
Public display of affection including but not limited to petting and necking, kissing, etc.	Community Service 16-40 hours	Suspension 3 to 5 days
Sexual Intercourse within the campus.	Exclusion Suspension 1-3 days	Suspension 3-5 days

Possession/distribution in any form of pornographic material and/or sexual objects within the University, unless with a written permit from the SASO/SASU as part of the requirement as recommended by the faculty concerned	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension Exclusion
Submission of false documents/ Falsification of documents.	Disqualification from the process/program where the document is submitted. This may include revocation of degree if already conferred. If current student, Community service from 40 to 80 hours depending upon gravity of the offense Suspension Exclusion	
Lending of ID/registration form or using another's ID/registration form, both parties are liable	Community service from 8 to 40 hours depending upon the gravity of the offenses	Suspension
Lending of Official ID/registration form to an outsider to enter the University premises	Community service from 40 to 80 hours depending upon the gravity of the offense Suspension	Suspension Expulsion
Tampering, mutilating of Official ID	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension
Theft and robbery in any form and from any source within the University premises	Community service from 40 to 80 hours depending upon the gravity of the offense Suspension Exclusion Expulsion	Suspension Exclusion Expulsion
Any form of hazing, physical initiation, or any activity which inflicts harm of physical and psychological violence upon the person of fellow	Expulsion	

students or other Universities' students (RA11053 Anti-Hazing Act of2018)		
Coercing another student to join any group or organization	Suspension	Expulsion
Bullying in any form and modality (In accordance to Anti-Bullying Act of 2013 or RA 10627),	First warning informing the offenders that a second incident shall make them liable under the Act	Minimum of two (2) months to a maximum of six (6) months of mandatory counseling or until a counselor issues a certification of psychological fitness
Acts that prevent, coerce, force, or intimidate others from entering the campus or attending classes or other school functions	Suspension Exclusion Expulsion	Expulsion
Presence of students beyond 9:00 PM without permission of the SASO/SASU for student organizations and, but for individual students permission from both SASO/SASU and the GFPS Secretariat are required.	Community service from 8 to 40 hours depending upon the gravity of the offense	Suspension
Vandalism or causing deliberate damage to property belonging to the University, faculty and other members of the community	Community service from 16 to 40 hours depending upon the gravity of the offense and payment of cost or repair/restoration Suspension	Suspension Exclusion Expulsion
Engaging in brawls, fistfights, or any trouble-causing acts in school-related activities	Community service from 40 to 80 hours depending upon the gravity of the offense Suspension Exclusion	Expulsion

Definition and Elaboration of Terms

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

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

Plagiarism may come in the following form:

a. Copying and submitting another's work, word-for-word without giving credit
b. Presenting, translating, summarizing one's work without acknowledgement
c. Citing incorrect information, inaccurate, and non-existent sources

d. Altering words but maintaining the sentence structure without giving credit

Implementation of Disciplinary Actions

The SASO/SASU is the only authorized unit in the University to implement disciplinary measures, and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline.

Violations that necessitate sanctions like disqualification from graduating with honors or awards, dismissal or expulsion, must be taken up by the University Committee on Student Discipline.

Any student suspended from the University for having committed any of the above mentioned acts shall be barred from occupying any position of honor or trust in the University as in organizations, student government/council, athletic teams, etc. and the privilege of graduating with academic or co-curricular awards.

In all disciplinary cases, parents or guardians shall be fully informed about misconduct of their children. Equally, in all cases of suspension, a written promise of future exemplary conduct signed by the student and countersigned by the parents or guardians, shall be required as a condition for readmission.

Any administrative disciplinary measure taken against a student for violations of any criminal or civil action may be taken against the victim or by proper authorities under the laws of the Philippines.

Freedom to peacefully assemble is a constitutional right which the University will respect. However, disciplinary measures and sanctions will apply on instances of holding of meetings, and assemblies inside the campus and with misrepresentation which resulted in damage of properties, facilities, and inflicting harm to others.

In case of a room-to-room campaign to join rallies or assemblies, both the faculty members and the students should be made aware of the conditions for allowing the RTR activity such as the time limit.

The sanctions are defined as follows:

a. *Community Service*- this refers to disciplinary intervention imposed on a student who violated the rules and regulations of the University. A student will be assigned to do non-strenuous activities, clerical works, etc. that will develop life-long skills for a certain period of hours determined by SASO/SASU/ UCSD.

b. *Suspension*- a student is suspended for a minimum period of 5 days to a maximum period of 1 Term depending on the gravity of the offense. The

number of days of suspension will be decided upon by the University Committee on Student Discipline. A student who is suspended is disallowed to attend classes, enter the university premises, and student activities within and outside the University.

c. *Exclusion*- a student is barred from graduating with academic and co-curricular awards.
d. *Expulsion*- similar with dismissal except in this case, as student expelled is not given honorable dismissal

For cases with graduating students or other special considerations, the University Committee on Student Discipline may adjust the sanctions.

UNIVERSITY COMMITTEE ON STUDENT DISCIPLINE

The University, through the SASO/SASO, is the only authorized unit to implement disciplinary measures and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline. In cases of violations where a minor offense is involved, the Director of SASO/ Head of SASU or any of the faculty members of SASO/SASU may conduct an investigation and provide sanctions provided that such sanctions will not go beyond what is prescribed in this Handbook.

In cases of violations where a major offense is involved, the Director of SASO/ Head of SASU or the Student Formation Coordinator may conduct an investigation and provide corresponding sanctions. The Director of SASO/ Head of SASU, if warranted, may convene the SASO/SASU Faculty to serve as committee to discuss and decide on such cases. However, for violations for at least one semester, the University Committee on Student Discipline is tasked to discuss and decide such cases.

For gender-based violence and related incidents, the GAD Codes shall govern.

1. Composition

1.1.Chairman- Vice President for Student Success and Stakeholders Services

1.2 Members – *Director/Head of Student Affairs and Services Office/Unit, Associate Dean/ Head of the Program to which complainant and respondent belongs, Student Council and Student Government Chairperson/President, Student Council and Student Government Student Rights and Welfare Committee.*

2 .Functions and Process

The overriding function of the University Committee on Discipline is to decide cases brought before it, taking into consideration the requirements of justice and due process. Hence, its decision should be based on facts and the evidence in support

thereof. The committee's decision should be rendered within five (5) days after the hearing. The parties are immediately notified thereof either by phone or by mail, provided that in the case of dismissal or suspension of a student, his/her parents/guardians shall be informed immediately.
Only grave and major offenses may be referred to the Committee for deliberation. Lesser offenses may be referred to and resolved by the Director/ Head and the Coordinator for Student Formation. Moreover, only cases involving students as respondents will be handled by the Committee.

2.1 Filing of the Complaint

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

A written complaint must:

1. Be signed by the complainant/s
2. Specify the acts that may be considered as a misconduct
3. Include a narrative, evidence (if any), or anything that will strengthen the complaint
4. Specify the person/s charged and
5. Specify witnesses, if any

Once a written complaint is received by the SASO/SASU, the Coordinator for Student Formation shall:

a. process immediately and record the details of the complaint.

2.2 Preliminary Inquiry

Upon receiving the complaint or report, the Coordinator for Student Formation shall determine whether the pieces of evidence are sufficient to warrant a formal investigation. In all cases where the complaint or report is found sufficient, the Coordinator for Student Formation shall endorse the complaint or report to the SASO Director/SASU Head. A recommendation letter shall be forwarded to the Vice President for Student Success and Stakeholders Services requesting for the Committee to be called.

If found insufficient, SASO Director/SASU Head. will write a decision dismissing the complaint, citing the grounds for its finding.
In every complaint, the parents or guardians of the student charged shall be furnished with a copy of the same.

Upon receiving the complaint or report, the Coordinator for Student Formation shall determine whether there is a prima facie case justified by a sensible narrative or evidence or both. If found sufficient, the Coordinator for Student Formation shall endorse the complaint or report to the SASO Director/SASU Head. A recommendation letter shall be forwarded to the Vice President for Student Success and Stakeholders Services requesting for the Committee to be called.

2.3 Reply

Each respondent shall be required to answer in writing within five (5) days from receipt of the charge/s. Proof of receipt or confirmation from the respondent shall be required. The UCSD Chair may require the respondent to file his / her answer. Formal investigation shall be held notice, as provided by law.
The respondent is given ten (10) days to submit his/her Reply. A follow up letter shall be sent by the UCSD after seven (7) days.

(No Reply submitted means the hearing will proceed with the available documents)'

2.4 Hearings

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

If hearings are scheduled in conflict of involved students' classes or activities, the UCSD Chair shall communicate to the faculty/personnel in charge of the class/activity and excuse the presence of the involved students.The UCSD Chair shall advise the faculty for the make-up classes/activity/exam if needed.

2.5 Duration of Hearing

No hearing on any case shall last beyond 45 days.

2.6Notice of Hearing

All parties concerned shall be notified of the date acted for hearing at least two (2) days before such hearing. Professor/s of the concerned student shall be informed. UCSD shall issue excuse letters to the students.

2.7 Failure to Appear at Hearing

Should either complainant or respondent fail to appear for the initial hearing after due notice this fact shall be noted and the hearing shall proceed without prejudice to the party's appearance in subsequent hearings. The complainant and respondent shall be asked to explain his / her non-appearance in the hearing.

2.8 Postponement

Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing required. The request for postponement shall be made known to the Chair, who shall then bring the request to the committee for its approval.

2.9 Decision of the Committee on Discipline

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

2.10 Finality of Decision

Any decision, other than dismissal or expulsion, permanent disqualification from enrolment, or suspension for more one term or longer, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration. The decision shall take effect in ten (10) days

2.11 Appeal to the President

Should any of the parties find the decision unsatisfactory, they may file an appeal or a motion for reconsideration with the Office of the President within 10 working days.

2.12 Action by the President

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

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

The decision of the President shall be coursed through the Board of Regents if needed.

For the gender-based violence and related incidents, the GAD Codes shall govern

2.13 Action by the Board of Regents

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

2.14 Effect on Decision

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

2.15 Records

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

2.16 Immediate Reporting of Students with Pending Disciplinary Cases

2.16.1 If the University Registrar is not immediately notified of the pending cases of the student, her/his application for clearance is given due course.
2.16.2 No clearance will be issued to any student unless s/he is certified by the SASO Dean/ SASU Head that the pending case is dismissed or that the student has been appropriately penalized if found guilty.
2.16.3 A good moral character certification will be issued with details of the sanction specified (i.e. The student served 40 hours of community service in PNU due to a misconduct/misdemeanor).
2.16.4 A certification of completion will be provided to student with violation but have rendered or completed the disciplinary sanction given.

Issuance of Good Moral Guidelines

- The following students are eligible to apply for a Good Moral Certificate:
    - Student without discipline record in SASO/SASU
    - Student who had a discipline record but have rendered appropriate disciplinary sanction as determined by SASO/SASU

GRIEVANCES AND COMPLAINTS

1. Grievance Committee Composition

a. Associate Dean/Institute Director): Committee Chair

b. SASO Director/ SASU Head

c. HR personnel (for complaints against faculty and staff only)

d. Councilor and Head of Student Rights and Welfare Committee (STRaWCom)/Student Welfare Committee (SWECOM) of Student Council/Government

e. Faculty Union Representative (for complaints against faculty only)

f. Administrative Employee Association Representative (for complaints against staff)

g. Coordinator for Student Formation

For gender-based violence and related incidents, the GAD Codes shall govern
The Grievance Committee shall investigate allegations of misconduct and recommend resolutions/actions.

2. Student Complaint against a Faculty Member

2.1 A student/a group of students who would like to file a complaint may do so in writing, duly signed, and submit to the SASO Director/ SASU Head or authorized representative.

2.1.1. A student/ a group of students may opt to discuss his/her complaint with his/her homeroom adviser, any responsible faculty who is duty-bound to convey such a complaint with the Associate Dean and/or SASO/SASU, or any representative from the Student Council/Governments. A student may also discuss the complaint with a member of the student government, who shall support the student in processing the complaint.

2.2. The SASO Director/ SASU Head shall convene a grievance committee:

a. The head of the grievance committee shall be the Associate Dean/ Institute Director of the student's program. If the Associate Dean/ Institute Director is the respondent, then the Dean shall serve as head, and so on.
b. The grievance committee members shall be composed of a student council member, and a faculty union member, an SASO/SASU personnel, and additional members recommended by the University with due justification.
c. The hearing of the complaint shall have a maximum of 15 working days. Extension may be granted, subject to the approval of the SASO Director/ SASU Head.
d. The grievance committee head shall submit the recommendation to the Vice President for Academics or the Dean for Academics for regional campuses.

2.3. The Vice President for Academics or the Dean for Academics for regional campuses shall review the recommendation, decide on the resolution and inform both parties involved of the decision.

2.4. If the resolution receives no protest within 5 working days after informing the parties, the resolution shall be final and executory.

3. Student Complaint against Administrative Official or Personnel

3.1 A student/a group of students who would like to file a complaint may do so in writing, duly signed, and submit to the SASO Director/ SASU Head or authorized representative.

3.1.1. A student/ a group of students may opt to discuss his/her complaint with his/her homeroom adviser, any responsible faculty who is duty-bound to convey such a complaint with the Associate Dean and/or SASO/SASU, or any representative from the Student Council/Governments. A student may also discuss the complaint with a member of the student government, who shall support the student in processing the complaint.

3.2. The SASO Director/ SASU Head shall convene a grievance committee:

a. The head of the grievance committee shall be the Associate Dean/ Institute Director of the student's program. If the Associate Dean/ Institute Director is the respondent, then the Dean shall serve as head, and so on.
b. The grievance committee members shall be composed of an HR personnel, student council member, a Faculty Union member, an Administrative Employee Association Representative, an SASO/SASU personnel, and additional members recommended by the University with due justification.
c. The hearing of the complaint shall have a maximum of 15 working days. Extension may be granted, subject to the approval of the SASO Director/ SASU Head.
d. The grievance committee head shall submit the recommendation to the Vice President for Academics or the Dean for Academics for regional campuses.

3.3. The Vice President for Academics or the Dean for Academics for regional campuses shall review the recommendation, decide on the resolution and inform both parties involved of the decision.

3.4. If the resolution receives no protest within 5 working days after informing the parties, the resolution shall be final and executory.

Amendments and Revision

AMENDMENTS AND REVISION

The PNU Undergraduate Student Handbook 2024 is a compilation of BOR-approved policies. Any amendment to pertinent policy will amend the policy in this handbook.

PNU BOR Resolution No. U-3802, series of 2024.

APPENDICES

APPENDIX A

Safe Spaces Code of the Philippine Normal University

Pursuant to the provisions of Republic Act No. 11313 entitled "An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor," otherwise known as *"Safe Spaces Act,"* the Philippine Normal University (PNU) hereby adopts the following guidelines in order to effectively implement the mandate of the above-mentioned law.

Section 1. Declaration of Policy

In furtherance of the Declaration of Policy as stated in Section 2 of Republic Act No. 11313, the Philippine Normal University (PNU) ensures that there is an equal treatment among and between gender not only inside of its campuses but also to its partner communities. Towards this end, the PNU shall provide a secure environment which is free from all forms of sexual exploitation and sexual harassment.

Section 2. Coverage

These Guidelines shall apply to all officials, faculty members, employees, and students of PNU or is connected with PNU, including personnel from its partner communities, so long as the gender-based harassment involves or affects the University.

Section 3. Definition of Terms

1. **Committee** – refers to the Committee on Decorum and Investigation.
2. **Complainant** – refers to any individual filing the gender-related complaint.
3. **Cyberstalking** – refers to a form of stalking committed through electronic medium in which online non-consensual communication takes place that causes or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.
4. **Deadnaming** – refers to the deliberate act of calling a transgender person by his/her birth name despite being informed beforehand.
5. **Disciplining Authority** – refers to the PNU President or the Executive Directors in the PNU Campuses.
6. **Employee** – refers to any person who holds an official appointment or designation in any office (academic or administrative) of the University and includes casual or contractual employees as well as graduate or student assistants.
7. **Faculty member** – refers to any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker.
8. **Gender-based Sexual Harassment (GBSH)** – refers to any act or series of act which involves unwelcome sexual advances, requests, or demands for sexual favors, or other behaviors of a sexual nature, committed by any person against the other.
9. **Gender-based Online Sexual Harassment** – refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual

remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft that occurs in the course of an online class, or any other online activities conducted by or related to the University committed by any person connected to PNU.

10. **Groping** – unwanted touching or fondling another person that is sexual or intimate.
11. **Homophobic** – mostly refers to a gesture, act, or speech that displays hatred, dislike, or mistrust of homosexuals and other members of the LGBTQIA+.
12. **Homosexua**l – refers to persons who are sexually attracted to the same sex.
13. **Lived Name** – refers to the name a transgender person has chosen for himself/ herself to live by.
14. **Misgendering** – refers to the deliberate act of using pronouns to refer to a person that is not the preferred pronouns of that person despite being informed beforehand.
15. **Misogynistic** – mostly refers to a gesture, act, or speech that displays hatred, dislike, or mistrust of women
16. **Official** – refers to an employee or faculty member of the University appointed or designated to a position with supervisory or managerial capacity regardless of salary grade.
17. **Partner Communities** – refers to the institutions, organizations, agencies, departments, or barangays/municipalities to which PNU has an Agreement/ Contract/Partnership.
18. **Public spaces** – refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services, and other recreational spaces such as, but not limited to, cinema halls, theaters, and spas.
19. **Respondent** – refers to the individual charged or against whom the complaint is filed.
20. **Sexist** – refers to speech or acts that are prejudicial, condescending, or offensive to a particular gender group, most often women, committed against them based on sex.
21. **Slurs** – refers to words/phrases that are known to be offensive to certain groups of people.
22. **Student** – refers to a person duly enrolled for a degree course or in a short-term training or review program in the University.
23. **Transgender** – refers to persons whose gender identity do not correspond to the one assigned to them at birth.
24. **Transphobic** – mostly refers to a gesture, act, or speech that displays hatred, dislike, or mistrust of transexuals, transgenders, and similar gender identities.
25. **UCGD** – refers to the University Center for Gender and Development.
26. **University/PNU** – refers to the Philippine Normal University.

Section 4. Gender-based Sexual Harassment in Schools as a Public Space

The crimes of gender-based sexual harassment in schools as a public place are committed through any unwanted and/or uninvited sexual actions or remarks by or against any person connected with the University regardless of the motive for committing such action or remarks.

This includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, as well as persistent deadnaming and misgendering. This also includes persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety.

GBSH in the schools as public space may be committed between peers or by a subordinate to a

superior officer.

Section 5. Gender-based Online Sexual Harassment

Gender-based online sexual harassment includes acts that use the information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

GBSH online may also be committed between peers, and by a subordinate to a superior officer.

Section 6. Gender-based Sexual Harassment in the Workplace

The crime of GBSH in the workplace includes the following:

(a) An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance, or opportunities;

(b) Conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;

(c) A conduct that is unwelcome and pervasive and creates an intimidating, hostile, or humiliating environment for the recipient.

GBSH in the workplace may also be committed between peers, and by a subordinate to a superior officer. Workplaces include all sites, locations, spaces, where work is being undertaken by an employee within or outside the premises of the usual place of business of the employer.

Section 7. Classification of Acts of Sexual Harassment expanded by Safe Spaces

Light offenses shall include, but are not limited to catcalling, wolf-whistling, or other analogous circumstances:

Less grave offenses shall include, but are not limited to:

1. Offensive Remarks/Gestures:
   (a) misogynistic, transphobic, homophobic, and sexist slurs
   (b) persistent deadnaming and/or misgendering

(c) persistent uninvited comments or gestures on a person's appearance (d) unwanted sexual, misogynistic, transphobic, homophobic, or sexist remarks or comments online whether publicly or through direct and private messages

2. Unwelcome advances
   (a) relentless requests for personal details
   (b) statement of sexual comments and suggestions

3. Invasion of victim's privacy through cyberstalking and/or incessant messaging

4. Any unauthorized recording and sharing of any of the victim's photos, videos, or any information online that is sexual in nature
5. Impersonating identities of victims online to engage in sexual acts, communications, or activities
6. Posting lies about victims relating to their sexuality and/or sexual practices to harm their reputation
7. Filing false abuse reports of sexual cases to online platforms at the expense of a person or group of people
8. Requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems

Grave offenses shall include, but are not limited to:

1. Public masturbation or deliberate flashing of private parts
2. Groping
3. Uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content

In addition to this, the following acts are further classified as grave, less grave, and light offenses under the CSC Resolution No. 2100064:

Sexual Harassment in Streets and Public Places

A government official or employee who commits sexual harassment in streets or public spaces as defined shall be meted the following penalties depending on the gravity of the offense:

(a) Light Offense of Sexual Harassment in Streets and Public Spaces is committed when a public official or employee engages in acts that include catcalling or wolf whistling. Such acts are punishable by reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense.

(b) Less Grave Offense of Sexual Harassment in Streets and Public Spaces is committed when a public official or employee engages in acts that include unwanted invitations, misogynistic, transphobic, and sexist slurs, persistent uninvited comments or gestures on a person's appearances, relentless request for personal details or making statements comments and suggestions with sexual innuendos such acts are punishable by suspension of one (1) month and one (1) day suspension to six (6) months for the first offense, and dismissal from the service for the second offense.

(c) Grave Offense of Sexual Harassment in Streets and Public Spaces is committed by a public official or employee who engages in acts that include public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces as alleys, roads, sidewalks, and parks. Such acts are punishable by dismissal from the service.

Online Sexual Harassment

(a) Light Online Sexual Harassment is committed by a government official or employee who engages in acts that include unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking, and incessant messaging with sexual overtones. Such acts are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense.

(b) Less Grave Online Sexual Harassment is committed by a government official or employee who engages in acts that include the use of information and communication technology in terrorizing and intimidating victims through physical, psychological, and emotional threats with sexual overtones. Such acts are punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense.

(c) Grave Online Sexual Harassment punishable by dismissal from the service includes uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing online of any of the victim's photos, videos, or any information of sexual content, impersonating identities of victims online or posting lies of sexual nature about the victims to harm their reputation, or filing false abuse reports to online platforms to silence victims of sexual harassment.

Section 8. Committee on Decorum and Investigation

A Committee on Decorum and Investigation (CODI) is hereby created in PNU Manila and in each Campus of the University.

1. Functions

(a) Receive complaints of sexual harassment.
(b) Investigate and hear sexual harassment cases in accordance with the procedure prescribed in these Guidelines.
(c) Prepare and submit a report of its findings with corresponding recommendations for the decision of the disciplining authority.
(d) Undertake information and educational activities in PNU to increase understanding and prevent incidents of sexual harassment.
(e) Facilitate the extension of support services such as counseling and providing information to students, faculty members, or employees who are victims of sexual harassment.
(f) Ensure that no complainant shall be subjected to further harassment or retaliation by the person alleged to have committed acts of sexual harassment. Any act of retaliation directed to the complainant shall be a ground for disciplinary action in a separate and

distinct action from the original complaint, to which the appropriate procedures and action shall be applied and undertaken.

(g) Ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.

The Committee is expected to observe strict confidentiality and respect individual privacy in handling cases of sexual harassment.

2. Composition

(a) The Committee in the Manila Campus shall be composed of the following:

- Vice President for Academics
- Dean, Office of Student Affairs and Services (OSASS)
- Director, Human Resource Management and Development Services/Director, Administrative Services, or Legal Officer
- President or Representative, Student Government – 2 seats
- President or Representative, Accredited Human-Rights/Gender-Rights Advocacy Student Organization – 2 seats
- President or Representative, Faculty Union
- President or Representative, Employee Union
- Faculty member of the Women's Studies Program in PNU
- Director, University Center for Gender and Development (UCGD) – Committee Secretariat and non-voting member

(b) The Committee in each Regional Campus shall be composed of the following:

- Director of Student Affairs (or equivalent-ranking official)
- Administrative Services or Legal Officer
- President or Representative, Student Government
- President or Representative, Human-Rights/Gender-Rights Advocacy Student Organization
- President or Representative, Faculty Union
- President or Representative, Employee Union
- Gender and Development (GAD) focal person – Committee Secretariat and non-voting member

(c) The chairperson of the CODI must be a woman. The chairperson shall be designated by the Head of the Agency.

(d) The CODI members and chairperson shall be made official by a memorandum/circular or any formal pronouncement signed by the Head of the Agency.

(e) No less than half of the members of the CODI must be women. If this is not met, additional members of the CODI may be installed by the head of the agency. Further, the head of the agency may add more members as the need arises.

(f) A member representing a particular sector shall be chosen by the sector he/she represents.

(g) The Committee shall be constituted by a pool of University officials, employees, faculty members, and students, from which shall be drawn the members who will investigate a

sexual harassment case.

(h) When a member of the Committee is the complainant or the person complained of in a sexual harassment case, he/she shall inhibit from participating in the deliberations of the Committee. Another person on her/his behalf shall be chosen by the sector she/he represents.

(i) Either the complainant or the person being complained of may request any member of the CODI to inhibit from the proceedings based on conflict of interest, manifest partiality, and other reasonable grounds. A CODI member may also voluntarily inhibit on the same grounds.

(j) Any Motion to Inhibit must first be resolved by the Committee before investigation commences within three (3) days upon submitting the Motion to Inhibit or upon knowledge that a member of the CODI is the complainant or the respondent of the case.

Section 9. Procedures in Handling Sexual Harassment Cases

The following are the standard procedures in handling a sexual harassment case.

Section 9.1. Complaint

(a) The complaint, once received by any of GAD Focal Point System (GFPS) member/s, shall be forwarded to the UCGD/Campus GAD Office as the secretariat of the CODI.

(b) The complaint must be in writing and may be submitted personally or through an online platform (via UCGD's email: ucgd@pnu.edu.ph OR the campus' GAD Office email), signed and sworn to by the complainant. It must contain the following:

- full name and address of the complainant;
- full name and address of the respondent;
- brief statement of the relevant facts;
- evidence, including affidavits of witnesses, in support of the complaint, if any; and
- Certificate of Non-Forum Shopping

Upon receipt of the Complaint, the UCGD/Campus GAD Office shall review the document and see to it that the complaint filed is sufficient in form and substance. Should there be any information that is lacking, the UCGD/Campus GAD Office shall inform the complainant and direct the same to accomplish the missing information. Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint. UCGD must assist the complainant in making sure that the complaint to be filed is complete in form and substance. UCGD/Campus GAD Office must likewise inform the complainant of the needed documents for a complete complaint.

(c) UCGD/Campus GAD Office shall file the complaint with HR (for cases involving faculty and staff) and OSASS (for cases involving students). For PNU Campuses, the GAD Focal Person shall furnish their Executive Director and Provost (EDP) of the complaint and inform the same that said complaint will be forwarded to the Disciplining Authority. UCGD/Campus GAD Office shall forward the complaint to the Disciplining Authority.

(d) A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

(e) The Committee may *motu proprio* conduct an investigation against any person subject of this Code whenever the Committee has knowledge or is reasonably aware of any possible or impending act of GBSH to determine the veracity of such information and to undertake appropriate steps to resolve the situation.

Section 9.2. Action on the Complaint

(a) Upon referral by the Disciplining Authority to the Committee of the complaint that is sufficient in form and substance, the Committee, through its Secretariat, shall inform the respondent in writing of the sexual harassment charge and require him/her to submit a counter-affidavit within three (3) days from receipt of the notice, furnishing a copy to the complainant, otherwise the counter-affidavit/ comment shall be considered as not filed. The answer shall contain a specific admission or denial of the charge(s) and a statement of the relevant facts constituting the respondent's defense.

(b) The respondent may submit any evidence, including affidavits of witnesses, in support of the answer.

(c) In the absence of any justifiable reason, any failure of the respondent to file an answer shall be construed as a waiver to present his/her evidence, and the case shall proceed *ex parte*.

Section 9.3. Preliminary Investigation

(a) The Committee shall conduct a preliminary investigation to determine whether there is sufficient ground to engender a well-founded belief that sexual harassment has been committed and the respondent is probably guilty thereof. The investigation shall involve examination of documents and the evidence attached thereto submitted by the complainant and the respondent.

(b) The preliminary investigation shall commence no later than five (5) days from receipt of the complaint and shall be terminated within fifteen (15) working days thereafter.

(c) Within five (5) working days from the termination of the preliminary investigation, the Committee shall submit the investigation report and the complete records of the case to the Disciplining Authority.

Section 9.4. Decision or Resolution After Preliminary Investigation

(a) If a *prima facie* case is established during the preliminary investigation, a formal charge shall be issued by the Disciplining Authority within five (5) working days from receipt of the investigation report.

(b) In the absence of a *prima facie* case (or probable cause), the complaint shall be dismissed within the same period without prejudice on the part of the complainant to file an appeal with the Disciplining Authority within three (3) working days upon receipt of the decision dismissing the complaint.

(c) The Disciplining Authority may dismiss the complaint or give due course to the appeal by issuing a formal charge against the respondent.

Section 9.5. Informal Procedure/Pre-Filing Stage In Attending to Victims of Sexual Harassment

Section 9.5.1. Informal procedure refers to PNU System's action, through the Committee of each campus, which does not involve formal investigation nor the filing of formal charges. It may consist of counseling, providing information, referral to an agency offering professional help, and advice on options available as well as other means of support.

Section 9.5.2. The complainant or anyone who witnesses or discovers the commission of any act of sexual harassment shall report the incident/act, in writing, to the Committee or to any school official, faculty, or staff who shall in turn endorse the said report to the Committee within twenty-four (24) hours from the receipt of such report.

Section 9.5.3. The complainant shall be interviewed by the Committee, and where necessary referred to the Guidance Center or agency offering professional help for counseling and assistance.

Section 9.5.4. The Committee, after consultation with the persons concerned, shall recommend measures to be adopted to prevent the repetition of the incident.

Section 9.5.5. Incidents of sexual harassment dealt with in this manner shall be documented by the Committee to determine whether patterns of sexual harassment are present. If the situation requires resort to formal charges of sexual harassment, the procedure set out in the succeeding sections shall be complied with.

Section 9.6. Formal Charge

(a) After finding a *prima facie* case exists, the Disciplining Authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof, and a notice that the respondent is entitled to be assisted by a counsel of his/her choice.

(b) The respondent shall be given the opportunity to submit additional evidence.

(c) The Committee shall not entertain requests for clarification, bills of particulars, or motions to dismiss which are designed to delay the administrative proceeding. If any of these pleadings are filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

Section 9.7. Answer of the Respondent

(a) The answer of the respondent, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any.

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

Section 9.8. Formal Investigation

(a) The formal investigation shall be conducted by the Committee not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. The said investigation shall be terminated within thirty (30) days from the filing of the charge(s). The Committee may, however, extend the period of the investigation if it deems necessary.

(b) The parties, their respective counsels, and witnesses shall be notified of at least five (5) days before the scheduled hearing specifying the time, date, and place of the said hearing.

(c) No postponement shall be granted except in meritorious cases. If the respondent fails to appear during the scheduled hearings despite due notice and without valid cause, the investigation shall proceed and the respondent is deemed to have waived his/her right to submit evidence in his/her favor.

(d) The parties may require the attendance of a witness or the production of documentary evidence through the compulsory processes of the subpoena.

(e) The parties should be advised that they have the right to engage the services of a counsel.

(f) The proceedings of the formal investigation must be recorded either through shorthand or stenotype or by any other method. The recorded proceedings of the formal investigation should be safely kept by an assigned person of the committee for every complaint, which should not be the same person for every case to ensure his/her safety.

Section 9.9. Pre-hearing Conference

At the commencement of the formal investigation, the Committee may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

(a) stipulation of facts;
(b) simplification of the issues;
(c) identification and marking of evidence of the parties;
(d) waiver of objections to admissibility of evidence;
(e) limiting the number of witnesses, and their names;
(f) dates of subsequent hearings; and
(g) such other matters as may aid in the prompt and just resolution of the case. The parties may submit position paper/memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

Section 9.10. Report

(a) The Committee shall submit a report and its recommendations to the Disciplining Authority within ten (10) days after the conclusion of the formal investigation.

Section 10. Decision

1. The Disciplining Authority shall render his/her decision within fifteen (15) days from receipt of the Committee report and recommendations.

2. The decision of the Disciplining Authority shall be final and executory fifteen (15) days after receipt of the copy thereof by the parties.

Section 11. Administrative Penalties

Sexual harassment is punishable as follows:

(a) For light offenses:

1st offense – Reprimand
2nd offense – Suspension not exceeding thirty (30) days
3rd offense – Dismissal or expulsion from PNU

(b) For less grave offenses:

1st offense – Suspension of not less than thirty (30) days and not exceeding six (6) months
2nd offense – Dismissal or expulsion from PNU

(c) For grave offenses: Dismissal or expulsion from PNU

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

Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

Section 12. Remedies After A Decision

Section 12.1. Motion for Reconsideration

The aggrieved party may file a motion for reconsideration of the decision with the Disciplining Authority within fifteen (15) days from receipt thereof based on any of the following:

1. New evidence has been discovered which materially affects the decision. 2. The

decision is not supported by the evidence on record.

3. Errors of law or irregularities have been committed prejudicial to the interest of the movant.

The filing of a motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision.

Section 12.2. Appeal

The aggrieved party or parties may appeal the decision of the Disciplining Authority to the Civil Service Commission within fifteen (15) days from receipt thereof.

Section 12.2.1. Filing of Appeals. - Decisions of heads of departments, agencies,

provinces, cities, municipalities and other instrumentalities imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty (30) days salary, may be appealed to the Commission Proper within a period of fifteen (15) days from receipt thereof.

In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department head and finally to the Commission Proper. Pending appeal, the same shall be executory except where the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned.

A notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the disciplining office. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss with its comment, within fifteen (15) days, to the appellate authority.

Section 12.2.2. When Deemed Filed. – An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in the case of personal delivery, the date stamped thereon by the proper office.

Section 12.2.3. Perfection of an Appeal. – To perfect an appeal, the appellant shall within fifteen (15) days from receipt of the decision submit the following:

(a) Notice of appeal which shall specifically state the date of the decision appealed from and the date of receipt thereof;
(b) Three (3) copies of appeal containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence;
(c) Proof of service of a copy of the appeal memorandum to the disciplining office;
(d) Proof of payment of the appeal fee; and
(e) A statement or certification of non-forum shopping.

Failure to comply with any of the above requirements within the reglementary period shall be construed as a failure to perfect an appeal and shall cause its dismissal.

Section 12.2.4. Effect of Filing. – An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal, in the event he wins the appeal.

Section 12.2.5. When Case is Remanded for Violation of Respondent's Right to Due Process. - If the case on appeal with the Commission Proper is remanded to the proper disciplining authority for further investigation, the said disciplining authority through the Committee on Decorum and Investigation shall finish the investigation within three (3) calendar months from the date of receipt of the records from the Commission, unless the investigation is delayed due to the fault, negligence or petition of the person complained of, or an extension is granted by the Commission Proper in meritorious cases. The period of delayed shall not be included in the computation of the prescribed period.

Within fifteen (15) days from the submission of the investigation report to the disciplining

authority, it shall render its decision. If at the end of the said period, the disciplining authority fails to decide the case, the Commission Proper shall vacate and set aside the appealed decision and declare the person complained of exonerated of the charge. If the person complained of is under preventive suspension, he shall be immediately reinstated.

Section 12.3. Petition for Review

A complainant may elevate the decision of the Disciplining Authority dismissing a complaint for lack of a *prima facie* case before the Civil Service Commission within fifteen (15) days from receipt thereof.

Section 13. Preventive Suspension

(a) Upon petition of the complainant and/or recommendation of the Committee, the Disciplining Authority may order the preventive suspension of the respondent for not more than ninety (90) days pending an investigation, if (a) there are reasons to believe that he/she is guilty of the charges which would warrant his/her removal or expulsion from the University; (b) if the evidence of his/her guilt is strong and the school head is morally convinced that the continued stay of the respondent during the period of investigation constitutes a distraction to the normal operations of the institution; or (c) the respondent poses a risk or danger to the life or property of the other members of the educational community.

(b) If the case against the respondent under preventive suspension is not finally decided within a period of ninety (90) days after the date of his/her suspension, he/she shall be automatically reinstated into the service; provided that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

Section 14. Prescriptive Period

Pursuant to Section 36 of the Republic Act No. 11313 and CSC Resolution Nos. 01- 0940 and 2100064, any action arising from the violation of any of the provisions of this Code shall prescribe as follows:

(a) Offenses classified as a Light Offense shall prescribe in one (1) year; (b) Offenses classified as a Less Grave Offense shall prescribe in three (3) years; (c) Offenses classified as a Grave Offense shall prescribe in ten (10) years; (d) Offenses committed under Section 6 of this Code shall prescribe in five (5) years; and

(e) Online sexual harassment, regardless of their classification in this Code, shall be imprescriptible.

SPECIAL PROVISIONS

Section 1. Independent Civil and/or Criminal Actions.

1.1. After the filing of a formal charge (administrative case), the victim of sexual harassment is not precluded from instituting a separate and independent civil action for damages and other affirmative relief in any court or tribunal against the respondent.

1.2. Administrative sanctions shall not be a bar to the filing a criminal action and prosecution in the proper courts for acts of sexual harassment.

Section 2. Annual Report.

2.1. The Campus Directors shall submit an annual report to the President and Executive Director on the implementation of these guidelines together with an evaluation thereof at the end of each school year.

Section 3. Adoption of CSC Resolution No. 01-0940.

3.1. Rules IX, X, and XI of CSC Resolution No. 01-0940 are hereby adopted as part of this Implementing Guidelines.

3.2. All other provisions of the aforesaid resolution shall be applied suppletorily to this Implementing Guidelines.

3.3. In cases where provisions of this Implementing Guidelines overlap with those of the law and CSC Rules, the latter shall prevail (i.e., the law, CSC rules, PNU disciplinary rules).

Section 15. Repealing Clause

All University policies, rules, and regulations or parts thereof which are inconsistent with this Codes are hereby deemed repealed or modified accordingly.

Section 16. Effectivity

This Implementing Guidelines shall take effect after fifteen (15) days of posting in at least two (2) conspicuous places in PNU Manila and in each PNU Campus and certified copies of which shall be filed with the UP Law Center.

APPENDIX B

Anti-Sexual Harassment Code of the Philippine Normal University

Pursuant to the provisions of Republic Act No. 7877 entitled "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes," otherwise known as "Anti-Sexual Harassment of 1995," the Philippine Normal University (PNU) hereby adopts the following guidelines in order to effectively implement the mandate of the above-mentioned law.

Section 1. Declaration of Policy

In furtherance of the Declaration of Policy as stated in Section 2 of Republic Act No. 7877, the Philippine Normal University (PNU) shall maintain an intellectual environment which guarantees full respect for human rights and upholds and values the dignity of all officials, employees, faculty members, and students. Towards this end, the PNU shall provide a secure environment which is free from all forms of sexual exploitation and sexual harassment.

Section 2. Coverage

These Guidelines shall apply to all officials, faculty members, employees, and students of PNU, including applicants for employment and for admissions as students in PNU, after the application has been received.

Section 3. Policy Standards and Guidelines Concerning Sexual Harassment

In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University:

(a) These Rules and Regulations cover all officials, faculty members, employees, and students within the jurisdiction of the University. Included in this coverage are applicants for academic or administrative positions and for admission as students in the University, after the application has been duly received by the University.

(b) Sexual Harassment under these Rules and Regulations is limited to cases involving abuse of authority or power. It contemplates cases of harassment involving persons of the same or opposite sex.

(c) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.

(d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral misconduct, or conduct prejudicial to the best interest of the service, as each case may

warrant.

(e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the University authorities, taking into account the integrity and other preponderant interests of the University.

(f) University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.

(g) The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.

(h) Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 4. Definition of Terms

1. **Committee** – refers to the Committee on Decorum and Investigation.

2. **Complainant** – refers to any individual filing the gender-related complaint.

3. **Disciplining Authority** – refers to the PNU President or in his/her absence, one of the Executive Directors in the PNU Campuses.
4. **Employee** – refers to any person who holds an official appointment or designation in any office (academic or administrative) of the University and includes casual or contractual employees as well as graduate or student assistants.
5. **Faculty member** – refers to any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker.
6. **Official** – refers to an employee or faculty member of the University appointed or designated to a position with supervisory or managerial capacity regardless of salary grade.
7. **Respondent** – refers to the individual charged or against whom the complaint is filed.
8. **Student** – refers to a person duly enrolled for a degree course or in a short-term training or review program in the University.
9. **UCGD** – refers to the University Center for Gender and Development.
10. **University** – refers to the Philippine Normal University.

Section 5. What Constitutes Sexual Harassment

Section 5.1. Definition

Sexual Harassment is committed by an officer, faculty member, employee, coach, trainer, or any person who having authority, influence, or moral ascendancy over another in any aspect of academic or administrative work in any office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.

Section 5.2. Work-related sexual harassment, whether in an academic or administrative environment, is committed when:

(a) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of an individual, or in granting the individual favorable compensation, terms, conditions, promotions, or privileges; or, if the refusal to grant the sexual favor results in limiting, segregating or classifying the faculty member or employee in any way which would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said faculty member or employee;
(b) The above acts would impair the rights or privileges of the faculty member or employee under existing Civil Service or labor laws; or
(c) The above acts would result in an intimidating, hostile, or offensive environment for the faculty member or employee.

Section 5.3. Education or training-related sexual harassment, whether in an academic, teaching, co-curricular or study environment, is committed:

(a) Against a person who is under the care, custody, training, supervision, or advisorship of the offender;
(b) Against a person whose education, training, apprenticeship, or tutorship is entrusted to the offender;
(c) When the sexual favor is made as a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance, or other benefits, privileges, or considerations; or
(d) When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense, or humiliation to a complainant who may be a trainee, apprentice, intern, tutee, or ward of the person complained of.

Section 5.4. Sexual harassment may be committed:

(a) In the premises of the University or training site;
(b) In any place where parties were found due to work or education or training responsibilities or relations;
(c) At University or training-related social functions;
(d) While on official business/assignments outside the University; (e) At official conferences, symposia, studies, or training sessions; or (f) By telephone, cellular phone, fax machine, mail, telegram, electronic mail, or other means of communication.

Section 5.5. Persons Liable for Sexual Harassment

Any person, regardless of sex, connected with the University as an official, faculty member, employee, or a student is liable for sexual harassment when he/she:

(a) directly participates in the execution of any act of sexual harassment as herein defined;
(b) induces or directs another to commit any act of sexual harassment as herein defined;
(c) cooperates in the commission thereof by another without which the sexual harassment

would not have been committed;
(d) cooperates in the commission thereof by another through previous or simultaneous acts.

Under these Code, the sexual harassment can only be committed by any person who has authority, influence, or moral ascendancy over the victim.

Section 5.6. Forms of Sexual Harassment

The following are illustrative forms of sexual harassment:

1. Physical
   (a) Malicious touching
   (b) Overt sexual advances
   (c) Gestures with lewd insinuation

2. Verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks

3. Use of objects, pictures or graphics, letters or writing notes with sexual underpinnings

4. Other forms analogous to the foregoing.

Section 5.7. Classification of Acts of Sexual Harassment

Sexual harassment shall be classified as grave, less grave, and light offenses.

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

   (a) Unwanted touching of private parts of the body (genitalia, buttocks and breast);
   (b) Sexual assault;
   (c) Malicious touching;
   (d) Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
   (e) Other analogous cases.

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

   (a) Unwanted touching or brushing against a victim's body;
   (b) Pinching not falling under grave offenses;
   (c) Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
   (d) Verbal abuse with sexual overtones; and
   (e) Other analogous cases.

3. Light Offenses

(a) Surreptitiously looking or staring a look of a person's private part or worn undergarments;
(b) Telling sexist/smutty jokes or sending these through text, electronic mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
(c) Malicious leering or ogling;
(d) The display of sexually offensive pictures, materials, or graffiti;
(e) Unwelcome inquiries or comments about a person's sex life;
(f) Unwelcome sexual flirtation, advances, propositions;
(g) Making offensive hand or body gestures at an employee;
(h) Persistent unwanted attention with sexual overtones;
(i) Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver; and
(j) Other analogous cases.

Section 6. Inducement or Cooperation to Commit Sexual Harassment

Any person connected with the University as an officer, faculty member, employee, or student, who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulations.

Section 7. Committee on Decorum and Investigation

A Committee on Decorum and Investigation (CODI) is hereby created in PNU Manila and in each Campus of the University.

1. Functions

(a) Receive complaints of sexual harassment.
(b) Investigate and hear sexual harassment cases in accordance with the procedure prescribed in these Guidelines.
(c) Prepare and submit a report of its findings with corresponding recommendations for the decision of the disciplining authority.
(d) Undertake information and educational activities in PNU to increase understanding and prevent incidents of sexual harassment.
(e) Facilitate the extension of support service such as counseling and providing information to students, faculty members, or employees who are victims of sexual harassment.
(f) Ensure that no complainant shall be subjected to further harassment or retaliation by the person alleged to have committed acts of sexual harassment. Any act of retaliation directed to the complainant shall be a ground for disciplinary action in a separate and distinct action from the original complaint, to which the appropriate procedures and action shall be applied and undertaken.
(g) Ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.

The Committee is expected to observe strict confidentiality and respect individual privacy in

handling cases of sexual harassment.

2. Composition

(a) The Committee in the Manila Campus shall be composed of the following:
- Vice President for Academics
- Dean, Office of Student Affairs and Services (OSASS)
- Director, Human Resource Management and Development Services/Director, Administrative Services or Legal Officer
- President or Representative, Student Government – 2 seats
- President or Representative, Accredited Human-Rights/Gender-Rights Advocacy Student Organization – 2 seats
- President or Representative, Faculty Union
- President or Representative, Employee Union
- Faculty member of the Women's Studies Program in PNU
- Director, University Center for Gender and Development (UCGD) – Committee Secretariat and non-voting member

(b) The Committee in each Regional Campus shall be composed of the following:
- Director of Student Affairs (or equivalent-ranking official)
- Administrative Services or Legal Officer
- President or Representative, Student Government
- President or Representative, Human-Rights/Gender-Rights Advocacy Student Organization
- President or Representative, Faculty Union
- President or Representative, Employee Union
- Gender and Development (GAD) focal person – Committee Secretariat and non-voting member

(c) The chairperson of the CODI must be a woman. The chairperson shall be designated by the Head of the Agency.

(d) The CODI members and chairperson shall be made official by a memorandum/circular or any formal pronouncement signed by the Head of the Agency.

(e) Not less than half of the members of the CODI must be women. If this is not met, additional members of the CODI may be installed by the head of the agency. Further, the head of the agency may add more members as the need arises.

(f) A member representing a particular sector shall be chosen by the sector he/she represents.

(g) The Committee shall be constituted by a pool of University officials, employees, faculty members, and students or trainees, from which shall be drawn the members who will investigate a sexual harassment case.

(h) When a member of the Committee is the complainant or the person complained of in a sexual harassment case, he/she shall inhibit from participating in the deliberations of the Committee. Another person on her/his behalf, shall be chosen by the sector she/he represents.

(i) Either the complainant or the person being complained of may request any member of the CODI to inhibit from the proceedings based on conflict of interest, manifest partiality, and other reasonable grounds. A CODI member may also voluntarily inhibit on the same grounds.

(j) Any Motion to Inhibit must first be resolved by the Committee before investigation commences within three (3) days upon submitting the Motion to Inhibit or upon knowledge that a member of the CODI is the complainant or the respondent of the case.

Section 8. Procedures in Handling Sexual Harassment Cases

The following are the standard procedures in handling a sexual harassment case. **Section**

8.1. Complaint

(a) The complaint, once received by any of GAD Focal Point System (GFPS) member/s, shall be forwarded to the UCGD/Campus GAD Office as the secretariat of the CODI.

(b) The complaint must be in writing and may be submitted personally or through an online platform (via UCGD's email: ucgd@pnu.edu.ph OR the Campus' GAD Office email), signed and sworn to by the complainant. It must contain the following:

- full name and address of the complainant;
- full name and address of the respondent;
- brief statement of the relevant facts;
- evidence, including affidavits of witnesses, in support of the complaint, if any; and
- Certificate of Non-Forum Shopping

Upon receipt of the Complaint, the UCGD/Campus GAD Office shall review the document and see to it that the complaint filed is sufficient in form and substance. Should there be any information that is lacking, the UCGD/Campus GAD Office shall inform the complainant and direct the same to accomplish the missing information. Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint. UCGD must assist the complainant in making sure that the complaint to be filed is complete in form and substance. UCGD/Campus GAD Office must likewise inform the complainant of the needed documents for a complete complaint.

(c) UCGD/Campus GAD Office shall file the complaint with the HR (for cases involving faculty and staff) and OSASS (for cases involving students). For PNU Campuses, the GAD Focal Person shall furnish their Executive Director and Provost (EDP) of the complaint and inform the same that said complaint will be forwarded to the Disciplining Authority. UCGD/Campus GAD Office shall forward the complaint to the Disciplining Authority.

(d) A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

(e) The Committee may motu proprio conduct an investigation against any person subject of this Code whenever the Committee has knowledge or is reasonably aware of any possible or impending act of GBSH to determine the veracity of such information and to undertake appropriate steps to resolve the situation.

Section 8.2. Action on the Complaint

(a) Upon referral by the Disciplining Authority to the Committee of the complaint that is sufficient in form and substance, the Committee, through its Secretariat, shall inform the respondent

in writing of the sexual harassment charge and require him/her to submit a counter-affidavit within three (3) days from receipt of the notice, furnishing a copy to the complainant, otherwise the counter
affidavit/comment shall be considered as not filed. The answer shall contain a specific admission or denial of the charge(s) and a statement of the relevant facts constituting the respondent's defense.

(b) The respondent may submit any evidence, including affidavits of witnesses, in support of the answer.

(c) In the absence of any justifiable reason, any failure of the respondent to file an answer shall be construed as a waiver to present his/her evidence, and the case shall proceed *ex parte*.

Section 8.3. Preliminary Investigation

(a) The Committee shall conduct a preliminary investigation to determine whether there is sufficient ground to engender a well-founded belief that sexual harassment has been committed and the respondent is probably guilty thereof. The investigation shall involve examination of documents and the evidence attached thereto submitted by the complainant and the respondent.
(b) The preliminary investigation shall commence no later than five (5) days from receipt of the complaint and shall be terminated within fifteen (15) working days thereafter.

(c) Within five (5) working days from the termination of the preliminary investigation, the Committee shall submit the investigation report and the complete records of the case to the Disciplining Authority.

Section 8.4. Decision or Resolution After Preliminary Investigation

(a) If a *prima facie* case is established during the preliminary investigation, a formal charge shall be issued by the Disciplining Authority within five (5) working days from receipt of the investigation report.

(b) In the absence of a *prima facie* case (or probable cause), the complaint shall be dismissed within the same period without prejudice on the part of the complainant to file an appeal with the Disciplining Authority within three (3) working days upon receipt of the decision dismissing the complaint.

(c) The Disciplining Authority may dismiss the complaint or give due course to the appeal by issuing a formal charge against the respondent.

Section 8.5. Informal Procedure/Pre-Filing Stage In Attending to Victims of Sexual Harassment

Section 8.5.1. Informal procedure refers to PNU System's action, through the Committee of each Campus, which does not involve formal investigation nor the filing of formal charges. It may consist of counseling, providing information, referral to an agency offering professional help, and advice on options available as well as other means of support.

Section 8.5.2. The complainant or anyone who witnesses or discovers the commission of any act of sexual harassment shall report the incident/act, in writing, to the Committee or to any school official, faculty, or staff who shall in turn endorse the said report to the Committee within twenty-four (24) hours from the receipt of such report.

Section 8.5.3. The complainant shall be interviewed by the Committee, and where necessary referred to the Guidance Center or agency offering professional help for counseling and assistance.

Section 8.5.4. The Committee, after consultation with the persons concerned, shall recommend measures to be adopted to prevent the repetition of the incident.

Section 8.5.5. Incidents of sexual harassment dealt with in this manner shall be documented by the Committee to determine whether patters of sexual harassment are present. If the situation requires resort to formal charges of sexual harassment, the procedure set out in the succeeding sections shall be complied with.

Section 8.6. Formal Charge

(a) After finding a prima facie case exists, the Disciplining Authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof, and a notice that the respondent is entitled to be assisted by a counsel of his/her choice.

(b) The respondent shall be given the opportunity to submit additional evidence.

(c) The Committee shall not entertain requests for clarification, bills of particulars or motions to dismiss which are designed to delay the administrative proceeding. If any of these pleadings is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

Section 8.7. Answer of the Respondent

(a) The answer of the respondent, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any.

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

Section 8.8. Formal Investigation

(a) The formal investigation shall be conducted by the Committee not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. Said investigation shall be terminated within thirty (30) days from the filing of the charge(s). The Committee may, however, extend the period of investigation if it deems necessary.

(b) The parties, their respective counsels, and witnesses, shall be notified of at least five (5) days before the scheduled hearing specifying the time, date, and place of the said hearing.

(c) No postponement shall be granted except in meritorious cases. If the respondent fails to appear during the scheduled hearings despite due notice and without valid cause, the investigation shall proceed and the respondent is deemed to have waived his/her right to submit evidence in his/her favor.

(d) The parties may require the attendance of a witness or the production of documentary evidence through the compulsory processes of subpoena.

(e) The parties should be advised that they have the right to engage the services of a counsel.

(f) The proceedings of the formal investigation must be recorded either through shorthand or stenotype or by any other method. The recorded proceedings of the formal investigation should be safely kept by an assigned person of the committee for every complaint, which should not be the same person for every case to ensure his/her safety.

Section 8.9. Pre-hearing Conference

At the commencement of the formal investigation, the Committee may conduct a pre-hearing conference for the parties to appear, consider, and agree on any of the following:

(a) stipulation of facts;
(b) simplification of the issues;
(c) identification and marking of evidence of the parties;
(d) waiver of objections to admissibility of evidence;
(e) limiting the number of witnesses, and their names;
(f) dates of subsequent hearings; and
(g) such other matters as may aid in the prompt and just resolution of the case. The parties may submit position paper/memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

Section 8.10. Report

(a) The Committee shall submit a report and its recommendations to the Disciplining Authority within ten (10) days after the conclusion of the formal investigation.

Section 9. Decision

1. The Disciplining Authority shall render his/her decision within fifteen (15) days from receipt of the Committee report and recommendations.

2. The decision of the Disciplining Authority shall be final and executory fifteen (15) days after receipt of the copy thereof by the parties.

Section 10. Administrative Penalties

Sexual harassment is punishable as follows:

(a) For light offenses:

1st offense – Reprimand
2nd offense – Suspension not exceeding thirty (30) days
3rd offense – Dismissal or expulsion from PNU

(b) For less grave offenses:

1st offense – Suspension of not less than thirty (30) days and not exceeding six (6) months
2nd offense – Dismissal or expulsion from PNU

(c) For grave offenses: Dismissal or expulsion from PNU

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

Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

Section 11. Remedies After A Decision

Section 11.1. Motion for Reconsideration

The aggrieved party may file a motion for reconsideration of the decision with the Disciplining Authority within fifteen (15) days from receipt thereof based on any of the following:

1. New evidence has been discovered which materially affects the decision. 2. The

decision is not supported by the evidence on record.

3. Errors of law or irregularities have been committed prejudicial to the interest of the movant.

The filing of a motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision.

Section 11.2. Appeal

The aggrieved party or parties may appeal the decision of the Disciplining Authority to the Civil Service Commission within fifteen (15) days from receipt thereof.

Section 11.2.1. Filing of Appeals. – Decisions of heads of departments, agencies, provinces, cities, municipalities and other instrumentalities imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty (30) days salary, may be appealed to the Commission Proper within a period of fifteen (15) days from receipt thereof.

In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department head and finally to the

Commission Proper. Pending appeal, the same shall be executory except where the penalty is removed, in which case the same shall be executory only after confirmation by the Secretary concerned.

A notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the disciplining office. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss with its comment, within fifteen (15) days, to the appellate authority.

Section 11.2.2. When Deemed Filed. – An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in the case of personal delivery, the date stamped thereon by the proper office.

Section 11.2.3. Perfection of an Appeal. – To perfect an appeal, the appellant shall within fifteen (15) days from receipt of the decision submit the following:

(a) Notice of appeal which shall specifically state the date of the decision appealed from and the date of receipt thereof;
(b) Three (3) copies of appeal containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence;
(c) Proof of service of a copy of the appeal memorandum to the disciplining office;
(d) Proof of payment of the appeal fee; and
(e) A statement or certification of non-forum shopping.

Failure to comply with any of the above requirements within the reglementary period shall be construed as failure to perfect an appeal and shall cause its dismissal.

Section 11.2.4. Effect of Filing. – An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal, in the event he wins the appeal.

Section 11.2.5. When Case is Remanded for Violation of Respondent's Right to Due Process. - If the case on appeal with the Commission Proper is remanded to the proper disciplining authority for further investigation, the said disciplining authority through the Committee on Decorum and Investigation shall finish the investigation within three (3) calendar months from the date of receipt of the records from the Commission, unless the investigation is delayed due to the fault, negligence or petition of the person complained of, or an extension is granted by the Commission Proper in meritorious cases. The period of delta shall not be included in the computation of the prescribed period.

Within fifteen (15) days from the submission of the investigation report to the disciplining authority, it shall render its decision. If, at the end of the said period, the disciplining authority fails to decide the case, the Commission Proper shall vacate and set aside the appealed decision and declare the person complained of exonerated of the charge. If the person complained of is under preventive suspension, he shall be immediately reinstated.

Section 11.3. Petition for Review

A complainant may elevate the decision of the Disciplining Authority dismissing a complaint for lack of a prima facie case before the Civil Service Commission within fifteen (15) days from receipt thereof.

Section 12. Preventive Suspension

(a) Upon petition of the complainant and/or recommendation of the Committee, the Disciplining Authority may order the preventive suspension of the respondent for not more than ninety (90) days pending an investigation, if (a) there are reasons to believe that he/she is guilty of the charges which would warrant his/her removal or expulsion from the University; (b) if the evidence of his/her guilt is strong and the school head is morally convinced that the continued stay of the respondent during the period of investigation constitutes a distraction to the normal operations of the institution; or (c) the respondent poses a risk or danger to the life or property of the other members of the educational community.

(b) If the case against the respondent under preventive suspension is not finally decided within a period of ninety (90) days after the date of his/her suspension, he/she shall be automatically reinstated into the service; provided that when the delay in the disposition of the case is due to the fault, negligence, or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

Section 13. Prescriptive Period

Pursuant to Section 7 of the Republic Act 7877, any action arising from the violation of this Code shall be prescribed in three (3) years upon commission of the act/offense.

SPECIAL PROVISIONS

Section 1. Independent Civil and/or Criminal Actions.

1.1. After the filing of a formal charge (administrative case), the victim of sexual harassment is not precluded from instituting a separate and independent civil action for damages and other affirmative relief in any court or tribunal against the respondent.

1.2. Administrative sanctions shall not be a bar to the filing a criminal action and prosecution in the proper courts for acts of sexual harassment.

Section 2. Annual Report.

2.1. The Campus Directors shall submit an annual report to the President and Executive Director on the implementation of these guidelines together with an evaluation thereof at the end of each school year.

Section 3. Adoption of CSC Resolution No. 01-0940.

3.1. Rules IX, X, and XI of CSC Resolution No. 01-0940 are hereby adopted as part of this Implementing Guidelines.

3.2. All other provisions of the aforesaid resolution shall be applied suppletorily to this

Implementing Guidelines.

3.3. In cases where provisions of this Implementing Guidelines overlap with those of the law and CSC Rules, the latter shall prevail (i.e., the law, CSC rules, PNU disciplinary rules).

Section 14. Repealing Clause

All University policies, rules, and regulations or parts thereof which are inconsistent with this Codes are hereby deemed repealed or modified accordingly.

Section 15. Effectivity

This Implementing Guidelines shall take effect after fifteen (15) days of posting in at least two (2) conspicuous places in PNU Manila and in each PNU Campus and certified copies of which shall be filed with the UP Law Center.

APPENDIX C

Student Handbook Revision Committee

FINAL REVIEW OF THE UNDERGRADUATE AND STUDENT HANDBOOK

Chair	**Dr. Denmark L. Yonson** *Vice President for Student Success and Stakeholders Services*
Co-Chair	**Dr. Merimee T. Siena** Director, Student Affairs and Services Office
Consultant	**Dr. Erminda C. Fortes**
Coordinator	**Dr. Maryfe M. Roxas** Head, Student Welfare Services Unit of SASO

UNDERGRADUATE LEVEL SUB-COMMITTEES

Undergraduate Student Admissions

Chair	**Dr. Henelsie B. Mendoza,** *Director, Admissions Office*
Co-Chair	**Prof. Marie Chiela C. Malcampo,** *Head, Institutional Student Programs and Services Unit of SASO*
Members	**Dr. Heidi B. Macahilig**, *Former OA Director* **Dr. Leonora P. Valera**, *Former OA Director* **Prof. Jeanette T. Gongora**, *SASU Head, PNU-Mindanao*
Faculty Representative	**Dr. Joel J.Tubera**, *ICHEME*
Student Representatives	**Ma. Lorraine Kathleen L. Gabitano**, *Vice Chair, USC- PNU Manila* **Jerand John D. Magbanua**, *SG President, PNU Visayas*

Registration and Enrolment

Chair	**Mr. Cromwell L. Valeriano,** *University Registrar*
Co-Chair	**Prof. Sheila Marie P. Dela Pena,** *Career and Student Placement Coordinator of SASO*
Members	**Dr. Richelle A. Delmo,** *SASU Head, PNU Visayas* **Ms. Mary Ann W. Cruz**, *OUR Representative*

Faculty Representative	**Prof. Laarni A. Urbiztondo**, FEIS
Student Representatives	**Francine Marie J. Reas**, *Secretary General, USC- PNU Manila* **Claire Mae C. Almodovar**, *SG President, PNU North Luzon*

Academic Policies and Academic Advising

Chair	**Dr. Marilyn U. Balagtas,** *Vice President for Academics*
Co-Chair	**Dr. Gladys C. Nivera,** *CTD Dean*
Members	**Dr. Leticia N. Aquino,** *Dean for Academic and the Hub, PNU NL* **Dr. Amor F. Loniza,** *Dean for Academic and the Hub, PNU SL* **Dr. Ma. Wenna B. Fernandez,** *Dean for Academic and the Hub, PNU Visayas* **Dr. Rennie C. Saranza,** *Dean for Academic and the Hub, PNU Mindanao*
Faculty Representatives	**Dr. Zyralie L. Bedural,** *FBESS* **Dr. Niño D. Naldoza,** *FEIS* **Dr. Ma. Jhona B. Acuña,** *FLL* **Dr. Shila Rose D. Sia-Pastor,** *FSTEM* **Dr. Darryl Roy T. Montebon,** *FGEEL* **Prof. Andrew Rey S. Pena,** *Faculty Union*
Student Representatives	**Radjs Dylan P. San Miguel**, *Chair, USC- PNU Manila* **Angelo Oliva**, *SG President, PNU South Luzon*

Student Services

Chair	**Dr. Maryfe M. Roxas,** *Head of SWSU of SASO*
Members	**Ms. Jenny C. Malitao,** *Director, ASMO* **Mr. Joseph G. Luceno,** *Director, ASBDO* **Dr. Rowena B. Escoto,** *Head, UHSU* **Ms. Helen A. Advincula,** *University Librarian* **Dr. Julievic D. Palting,** *Head, SASU, PNU North Luzon*
Faculty Representatives	**Prof. Maria Fatima D. Nolasco,** *FLL*
Student Representatives	**Mary Anne P. Manlagnit**, *Blue Ribbon Committee, USC- PNU Manila* **Janre V. Lachica**, *SG President, PNU Mindanao*

Student Organizations and Activities

Chair	**Prof. Ma. Laarni D. Buenaventura,** *Head of SDSU of SASO*
Members	**Prof. Iona Ofelia B. Zanoria,** *SASU Head, PNU South Luzon*

	Dr. Merimee T. Siena, *Former Coordinator for Student Activities*
Faculty Representatives	**Prof. Emilio F. Aguinaldo,** *FEIS* **Prof. Alfons Jayson O. Pelgone,** *FSTEM*
Student Representatives	**Nina Angelica M. Laron**, *SOACOM, USC- PNU Manila* **Patrick U. Camus**, *Finance Officer, USC- PNU Manila*

Students Rights and Discipline

Chairs	**Prof. Jayson L. De Vera,** *Coordinator for Student Formation of SASO* **Dr. Noemi B. Zulieta,** *Co-Coordinator for Student Formation of SASO*
Members	**Ms. Cristine N. Bobier,** *SASO Representative* **Dr. Krizna Rei M. Palces,** *Former Director, GEDIO* **Prof. Iona Zanoria,** *Director, GEDIO* **Prof. Eisha Vienna M. Fernandez,** *Former Coordinator for Student Discipline*
Faculty Representatives	**Dr. Felicia I. Yeban,** *FBESS* **Dr. Ma. Lorella A. Zapatos,** *Faculty Union*
Student Representatives	**Jieen Kian A. Martinez**, *Students Rights and Welfare Committee, USC- PNU Manila* **Daniele Louis Q. Guevarra**, *SGDC, USC- PNU Manila*

Language Editor

Prof. Erly S. Parungao-Callueng

Printing

Mr. Mars M. Majul
Mr. Raymond Joseph M. Tagorio
Mr. Guillermo Raul G. Fernandez
Mr. Danilo E. Jarque
Mr. Angelito Q. Lacito
Mr. Richard Jay J. Arias
Mr. Fidel Camigla
Mr. Jesus R. Opaque

SECRETARIAT

Ms. Abegail Karen M. Lee, *SASO Representative*
Ms. Ma. Charisma C. Ongleo, *SASO Representative*
Ms. Alyssa Allejos, *SASO Representative*

COMMITTEE FOR THE REVIEW OF THE UNDERGRADUATE AND GRADUATE STUDENT HANDBOOK AY 2022-2023

Chair:	**Dr. Teresita T. Rungduin**
Reviewers And Coordinators:	**Prof. Ma. Laarni D. Buenaventura** **Dr. Merimee T. Siena** **Ms. Sheila Marie Dela Pena** **Dr. Maryfe M. Roxas** **Prof. Marie Chiela C. Malcampo** **Dr. Evelyn C. Bagaporo** **Dr. Noemi B. Zulieta** **Prof. Eisha Fernandez** **Ms. Cristine Bobier** **Mr. Richard Monteverde** **Ms. Karen Agravio**
Secretariat:	**Ms. Lorraine Manrique** **Ms. Abegail Karen Lee** **Ms. Ma. Charisma Ongleo**

COMMITTEE FOR THE REVISION OF THE UNDERGRADUATE STUDENT HANDBOOK
AY 2020-2022

Chair:	**Dr. Jose M. Ocampo, Jr.**
Co-Chair:	**Ms. Ma. Laarni D. Buenaventura**
Coordinator:	**Ms. Lorraine R. Manrique**

SUB-COMMITTEES

STUDENT ADMISSIONS	
Chair:	**Mr. Ronald F. Gime,** Director, OA
Co-Chair:	**Prof. Marie Chiela M. Malcampo,** OSASS representative
Members:	**Dr. Leonora P. Varela,** Former Director, OA
	Prof. Jeanette T. Gongora, Director of OSS, PNUM
	Dr. Jhomel E. Del Rosario, IPHERDS representative
	Mr. Emmanuel G. Vecino, Chairperson, USC, PNU Manila
	Ms. Jegie D. Orosio, President, SG, PNUV

REGISTRATION AND ENROLLMENT	
Chair:	**Mr. Cromwell L. Valeriano,** University Registrar
Co-Chair:	**Dr. Evelyn C. Bagaporo,** OSASS representative
Members:	**Mr. Rolly R. Soliven,** OSASS representative
	Dr. Madelene G. Jose, Director of OSS, PNUV
	Ms. Rachel P. Evangelista, OUR representative
	Prof. Laarni A. Urbiztondo, FES representative
	Mr. Alexis Q. Sebote, Student Regent
	Ms. Ma. Norjelyn Mendoza, USC, PNU Manila

ACADEMIC ADVISING	
Chair:	**Dr. Ruth A. Alido,** Dean, CTD
Co-Chair:	**Dr. Jose M. Ocampo, Jr.,** Dean, OSASS
Members:	**Dr. Leticia N. Aquino,** EDP, PNUNL
	Dr. Leah Amor S. Cortez, EDP, PNUSL
	Dr. Denmark L. Yonson, EDP, PNUV
	Dr. Elvira V. Chua, EDP, PNUM
	Dr. Niño D. Naldoza, Director, IKM
	Dr. Rosanna A. Diana, Director, IPEHRDS
	Dr. Voltaire M. Villanueva, AD, FAL
	Dr. Zyralie Lotivio-Bedural, AD, FBeSS
	Dr. Rodrigo D. Abenes, AD, FES
	Dr. Brando C. Palomar, AD, FSTeM
	Ms. Lorraine R. Manrique, OSASS representative
	Ms. Mary Loraine S. Natividad, USC, PNU Manila
	Mr. Ariel N. Adalem, President, SG, PNUNL

STUDENT SERVICES	
Chair:	**Dr. Maryfe M. Roxas,** OSASS Representative
Members:	**Ms. Jenny C. Malitao,** Director, AS
	Mr. Ronnie B. Pagal, Director, AuxS
	Dr. Rowena B. Escoto, Head, UHSU
	Ms. Helen A. Advincula, University Librarian
	Prof. John A. Furuc, OIC of OSS, PNUNL
	Prof. Maria Fatima D. Nolasco, FAL Representative
	Ms. Martina Maria Angela P. Gaza, President, SG, PNUSL
	Ms. Florence P. Inguito, USC, PNU Manila

STUDENT ORGANIZATIONS AND ACTIVITIES	
Chair:	**Ms. Ma. Laarni D. Buenaventura,** OSASS representative
Members:	**Dr. Lucila S. Escleto,** Director of OSS, PNUSL
	Prof. Emilio F. Aguinaldo, IKM representative
	Prof. Eisha Vienna M. Fernandez, FSTeM representative
	Mr. John Christian S. Olor, USC, PNU Manila
	Mr. Don Bern King G. Vertuzado, President, SG, PNUM

STUDENTS RIGHTS AND DISCIPLINE	
Chair:	**Ms. Christine N. Bobier,** OSASS representative
Members:	**Dr. Noemi B. Zulieta,** OSASS representative
	Dr. Madonna C. Gonzales, Dean for Academics, PNUNL
	Dr. Krizna Rei M. Palces, Director, UCGD
	Dr. Tito C. Baclagan, Former Coordinator for Student Discipline, OSASS
	Dr. Felicia I. Yeban, FBeSS Representative
	Mr. Mark Loren M. Villas, SG, PNUV
	Mr. Bojo G. Evangelista, USC, PNU Manila

UNDERGRADUATE STUDENT HANDBOOK REVISION COMMITTEE
AY 2018-2019

Chair	**Dr. Aurora B. Fulgencio** *Dean, Office of Student Affairs and Student Services*
Co-Chair	**Dr. Rita R. Ruscoe** *Dean, College of Teacher Education*
Coordinator	**Merimee T. Siena** *Coordinator for Student Activities*

SUB-COMMITTEES

Student Admissions

Jason Orozco
Ronald Gime
Shirley Cerbo
Emilio Aguinaldo (IKM)

Registration and Enrolment

Noemi B. Zulieta
Red Valencia
Rachel Evangelista
Erly Parungao (FAL)

Academic Advising

Celia M. Ilanan
Nerisa Tantengco
Gladys Nivera
Jhona Acuna
Lordinio Vergara
Nino Naldoza

Student Services

Maryfe M. Roxas
Marie Chiela C. Malcampo
Ma. Charisma Ongleo
Helen Advincula
Jenny Malitao
Rowena Escoto
Josephine Tondo (FSTEM)

Student Organizations and Activities

Laarni Buenaventura
Merimee Siena
James Bailon (IPEHRDS)

Student Rights and Discipline

Evelyn C. Bagaporo
Ma. Victoria Colis
Praksis Miranda
Marivilla Aggarao (FBESS)
Celia Ilanan (FES)

Student Representatives

John Paul Villanueva
Abigail Edroso
Jimnoel Quijano
Miel Ochoa
Lenard Capiral
Kiana Arella
Gabriel Araneta
Noon Elzebier
Jayson Lumagas
December Cabatlao

APPENDIX D

PNU HYMN

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

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

Music: Antonio Buenaventura
Lyrics: I.V. Mallari

APPENDIX E

AFFIRMATION

This is to acknowledge that I have read the **PNU Student Handbook.**

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

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

CONFORME:

_____
Name and Signature of Student

_____
Year and Section

_____
Date

REFERENCES

REFERENCES

Undergraduate Student Handbook 2014 Edition

CHED Memorandum Order No. 63, series of 2017: Policies and Guidelines on Local Off-Campus Activities

CHED Memorandum Order No. 26, series of 2015: Policies, Guidelines and Procedures on International Educational Trips of Graduate and Undergraduate Students

CHED Memorandum Order No. 17, series of 2012: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

CHED Memorandum Order No. 21, series of 2016: Guidelines for CHED Support for the Grants-in-Aid to Undergraduate Filipino Students Participating in International Conferences and/ or Seminars

Manila Ordinance No. 8695, also known as the LGBTQI Protection Ordinance of Manila