

MINDANAO STATE UNIVERSITY
MAIN CAMPUS



Student Handbook

2020 Edition



DIVISION OF
STUDENT AFFAIRS



*"Thontot ka sa Katao
ko Kalulumbay sa taman ko Karibon"*
"Seek Knowledge from Cradle to Grave"



Personal Information

Name:

Birthdate:

College:

Course:

Year:

Home Address:

City Address:

Email:

Mobile Number:

ID Number:

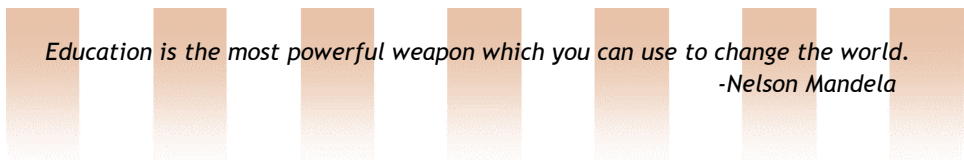
In case of emergency, contact no:

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here



January

Sunday	Monday	Tuesday	Wednesday



*Education is the most powerful weapon which you can use to change the world.
-Nelson Mandela*

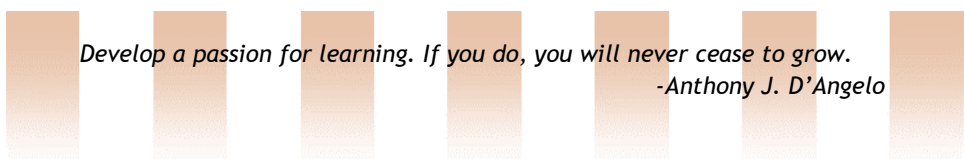
Thursday	Friday	Saturday

To do:



February

Sunday	Monday	Tuesday	Wednesday



Develop a passion for learning. If you do, you will never cease to grow.
-Anthony J. D'Angelo

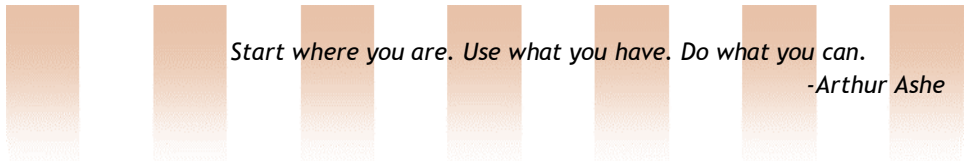
Thursday	Friday	Saturday

To do:

A series of seven vertical bars with a light-to-dark orange gradient, positioned above the month title.

March

Sunday	Monday	Tuesday	Wednesday

A series of seven vertical bars with a light-to-dark orange gradient, positioned below the quote.

Start where you are. Use what you have. Do what you can.
-Arthur Ashe

Thursday	Friday	Saturday

To do:

- _____
- _____
- _____
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- _____
- _____
- _____



April

Sunday	Monday	Tuesday	Wednesday



Challenges are what make life interesting. Overcoming them is what makes life meaningful.

-Joshua J. Marine

Thursday	Friday	Saturday

To do:



May

Sunday	Monday	Tuesday	Wednesday



Failure is the opportunity to begin again more intelligently.

-Henry Ford

Thursday	Friday	Saturday

To do:

- _____
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- _____
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June

Sunday	Monday	Tuesday	Wednesday



Optimism is the faith that leads to achievement; nothing can be done without hope and confidence.

-Helen Keller

Thursday	Friday	Saturday

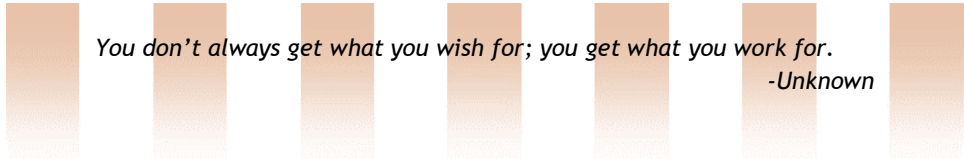
To do:

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July

Sunday	Monday	Tuesday	Wednesday



You don't always get what you wish for; you get what you work for.
-Unknown

Thursday	Friday	Saturday

To do:



<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>

Don't let what you cannot do interfere with what you can do.

-John Wooden


Thursday	Friday	Saturday

To do:



September

Sunday	Monday	Tuesday	Wednesday



Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.

-Thomas A. Edison

Thursday	Friday	Saturday

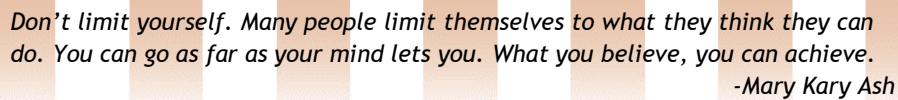
To do:

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- _____
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- _____
- _____
- _____



October

Sunday	Monday	Tuesday	Wednesday



Don't limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, you can achieve.
-Mary Kary Ash

Thursday	Friday	Saturday

To do:



November

Sunday	Monday	Tuesday	Wednesday

Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential.

-John Maxwell

Thursday	Friday	Saturday

To do:



December

Sunday	Monday	Tuesday	Wednesday



Learning is never done without errors and defeat.

-Vladimir Lenin

Thursday	Friday	Saturday

To do:

MOTIVATION



RECOGNITION



DETERMINATION



RESPONSIBILITIES



DEVELOPMENT



LEADERSHIP



ENGAGEMENT



P R E F A C E

For any navigation to be successful, a radar or global positioning system (GPS) is needed, to guide a traveller or navigator in his/her own way. This student handbook is one guide for incoming student travellers in MSU-Main Campus, Marawi City.

To be able to come up with wide-ranging and updated information about student matters, the committee that is tasked to review, revise and publish this Student Handbook takes into consideration the latest developments on campus, that are in line with the vision of the present university administration under the leadership of MSU System President, Dr. Habib W. Macaayong, for a world class MSU by 2020.

For your easy reference, this handbook has been divided into major sections as follows:

1. Student Planner
2. Chapter I The University
3. Chapter II Frontline Offices for Student Services
4. Chapter III Code of Discipline and Laws
5. Chapter IV Colleges and Courses Offered
6. Appendix

It is hoped that this handbook will be useful and helpful for you as MSU students to become well informed and properly guided during your stay or journey in the University. You are, therefore, encouraged to familiarize yourselves with the valuable information contained herein so that you could greatly benefit from them as intended. Should you have any query or clarification that you need to ask, you may refer to the Division of Student Affairs (DSA) or to any of the offices concerned.

The student handbook may be revised every academic year as maybe appropriate and necessary for updating purposes.



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

OFFICE OF THE PRESIDENT



Message

Through the years the Mindanao State University has survived, thrived and flourish amidst the enormous challenges of her time. She has been steadfastly strong and resilient even in the face of her darkest history- the terror inspired by the Marawi Siege. Instead of sulking in the shadow of this horrifying reality, she rather rose to the occasion, inspired hope to the people and helped rekindle vitality in the region.

MSU breathes and lives for the realization of her unbounded mandate as a national formulation for peace and development in the MINSUPALA. Her stout resolution lies in the vision and missions inscribed in her creation as an inimitable institution. Hence, this Student Handbook shall not only serve as a repository of pertinent guidelines, rules and policies governing the academic life of every student of this University, but also as a chronicle of our dear MSU over the years. It is hoped that beyond the prints and the texts etched on its pages, the students shall imbibe the spirit, essence and values that the Mindanao State University has been stalwartly and proudly fighting for.

My commendation to the inestimable efforts and dedication of the good men and women of the Division of Student Affairs for this handbook.

Vivat crescat floreat.

HABIB W. MACAAYONG, DPA
MSU System President



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

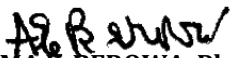


Message

Our heartfelt congratulations to the great women and men who have contributed to make this Student Handbook a reality. It is long overdue. This has been in the making for some time and finally, now it can be available for our students as an important tool and basic reference in their journey as a college student of MSU at Marawi Main Campus.

To our dear students, we wish you all the best! Thank you for coming to MSU as we will do our best to provide you access to quality education. You are lucky. You come at a very opportune time. We are offering you revised curricular programs to align with latest development in various fields to enhance your competencies and skills to prepare you for leadership positions and greater employability.

We hope MSU will be successful in molding you towards becoming responsible and patriotic citizens of our country. We pray that as true MSUans, you will be peace-builders and peace-makers. Your commitment and dedication to your studies will make it easier for you to reach the finish line. Remember your success in MSU will pave the way to changing your life story, your family, and your community. In that sense, MSU will be proud to have contributed meaningfully to your transformation throughout your stay in MSU Campus. You will form part of MSU's contribution to nation-building. Make your parents and families proud. Make MSU proud of you. Your individual success story will be the same with the success stories of many generations of MSU alumni who came ahead of you. Because of them, because of you, because of the future generations of MSU students that we never falter, we will always be inspired to give you our best dedicated performance. God bless us all!


ALMA E. BEROWA, Ph.D.
Vice President for Academic Affairs



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

OFFICE OF THE VICE PRESIDENT FOR PLANNING AND DEVELOPMENT



Message

My dearest students welcome to the **Mindanao State University (MSU)**! I am glad to have you as part of our MSU family. As you commence your academic career in this university, use this Student Handbook as your guiding principle in your academic journey. Thus, it is imperative that you should know your rights and responsibilities as students, and understand the procedures, rules, and policies of the university. This student handbook is your handy toolkit and reference to help you steer your directions while you are studying in MSU. Be familiar of the valuable information written in this handbook and you should internalize all the information provided for you, and be duty-bounded in following the instructions herein for your own welfare.

My dearest students, while you are staying in MSU, you will meet new friends, new teachers, new knowledge, and a variety of opportunities. Get involved and embark a path full of promise and hope. MSU want every student to prosper, and the university constituents are devoted to working with you and your parents or guardians to guarantee that you can learn and professionally grow in a harmless, supportive and conducive learning environment. Likewise, MSU officials are dedicated to meeting all your needs, provide you a committed faculty and outstanding staff, a beautiful campus, and an atmosphere favorable to your academic goals.

This Student Handbook may serve as our covenant and guide while you are staying in this university. I hope that your stay in Mindanao State University will be your best lived experience. As Neil Armstrong said ***"It's one small step for man, one giant leap for mankind."*** Give your best and be a role model student in the university. Have a wonderful journey with great opportunities at this prestigious institution.

God Bless Us All!

PROF. RASID M. PACA, JD
Vice President for Planning and Development



**Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City**

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS




Message

This student handbook is a clear manifestation that the Division of Student Affairs has gradually reached its goal to create a well-informed studentry of the University. The contemporary world is characterized by various perspectives, beliefs, opinions, methods, and even truths competing each other. A handbook described a reservoir of information is but necessary to guide searchers of wisdom in choosing better perspective to clearly understand their state of affairs, to formulate better opinions and to give acceptable moral judgements

Armed with this handbook made available to us particularly to our students through the collective effort of DSA staff headed by Director Labimombao Macabando, I am confident to say that our students are now in the proper direction towards making responsible choices in the academe. They should bring sense of responsibility to their homes and to their local communities. In doing this, they would enjoy peaceful co-existence with others as a direct effect of responsible choices.

I commend DSA for having been exemplary of responsible choices. This handbook by being a product of such choice is one wisest move you did.

Kudos!


FLORENCIO A. RECOLETA, JR., Ph.D.
Vice Chancellor for Academic Affairs



**Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City**

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE



Message

Assalamu'alaikum warahmatullahi wabarakatuhu.

The Mindanao State University has been in existence for decades. With the long years of struggle, it has proven its stance as one of the most competitive universities not only in Mindanao but all throughout the country. Hopefully, it will remain competent to pursue its mission in the years to come.

This handbook serves as a guide for the incoming students as well as the old ones. It tackles about various information such as: the mission, vision, goals and objectives of the institution, the rules and regulations governing the University and its general and academic policies.

As one of the leading officials of the University, I hope and pray to the Almighty Allah that MSU will maintain its academic standards and continue its competence on the years to come.

ATTY. JAMALODEN A. BASAR
Vice President for Administration and Finance



**Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City**

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE




Message

As one of the professorial lecturers and a humble servant of this University, it is our bounded duty and obligation to serve the interest of the students in every possible way to achieve their goal in sterling academic excellence and good citizenship.

The revival of the student handbook is a manifestation of laudable sincerity of MSU's administration commitment to continue provides the students with quality education and technical knowledge not only for their self-development but also for the economic growth of Mindanao. I laud Dir. Labimombao A.D Macabado and her staff in their effort for the revival of the Student Handbook with comprehensive information about the academic programs of the University. May this student handbook serve as a guide to illuminate during their stay at the campus.

For the new students of this university, I welcome you to the new chapter of your life as a young professional in the making. I encourage you to be the best out yourself and be an inspiration to the youth in building progressive community through peace and education. Just remember that there are no secrets in success. It is the result of preparation, hard work, and learning from failure.

On behalf of this great institution, we sincerely thank all the students and its academic mentors for entrusting your time and loyalty in building progress through your mutual support in molding a society of peace and development in the region. Your success is the success of this University and its goal. Long live Mindanao State University and God bless us all!


SAADUDDIN MASACAL ALAUYA Jr., CPA
Vice Chancellor for Administration and Finance

ATTY.



**Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City**

OFFICE OF THE UNIVERSITY SECRETARY



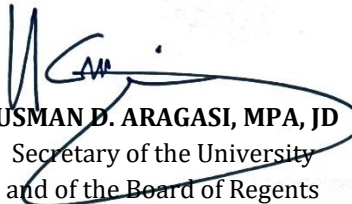
Message

This is I think, the 2nd Edition of the MSU-Marawi Student's Handbook being prepared and published by the Division of Student Affairs under the leadership of its Director Labimombao Macabando, Ph. D.

This edition perhaps is more complete than the previous one. Just the same, this undertaking is a manifestation of the strong advocacy of the present administration in promoting transparency and accountability in governance.

May this handbook serve the purpose in providing informative materials for our students and other stakeholders of the University.

Around of applause and congratulations to DSA and all people behind in the successful production of this student's handbook.


USMAN B. ARAGASI, MPA, JD
Secretary of the University
and of the Board of Regents



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City



DIVISION OF STUDENT AFFAIRS



Message

Bismillahir Rahmannir Rahim!

Mindanao State University as one of the prestigious Universities in Mindanao, serving numerous communities for decades not only in the Province of Lanao del Sur but Mindanao as a whole, holds significant role in drawing a better picture of living for Mindanaoans. MSU stands strong against storms and waves that challenge communities surrounding it, especially now that MSU is at the forefront of restoring Marawi from its unforgettable wailing experience.

My appreciation and gratitude to our President Dr. Habib W. Macaayong for the approval and encouragement of revision of the Student Handbook which made it realized, to Vice President for Academic Affairs Dr. Alma E. Berowa for inspiration and never-ending support, to the Director of the University Budget Office Soraida A. Esmail for the assistance on finance aspect which mobilized the printing and production of this student handbook and to the Directors' League and other MSU Officials who express their support to the Division of Student Affairs in many ways. I thank you all and I hope we all continue to work together for the welfare of the MSU stakeholders especially the students who are the main engine of this University.

To the students, I hope this handbook will equip you toward better adjustment while studying in this University and consequently become an important wheel to find better career after your studies. I pray for your wellness and strength to withstand challenges and difficulties in your journey as a student.

I pray that DSA with all the capacity it possesses, we can execute smoothly our mandate for the students to become responsible individuals in achieving meaningful living inside and outside the University premises.

ENGR. LABI TOMBAO A.D. MACABANDO, Ph.D., CSEE
Director, Division of student affairs

Campus 101.

Taga MSU-Main ka kung?

Check your experiences

- Nakatambay ka na sa “Tagaytay sa annex” after class.
- Nakapunta ka na pateran sa Fisheries.
- Nakagamit na ng cellophane bilang plato.
- Nakatikim ng “ocean deep” na sabaw. Haha..
- Maglu-lunch or magsa-snack ka sa Aggie canteen kahit malayo kasi masarap pagkain nila.
- Nakabili ka ng answer sheet sa maliit na mga tindahan sa annex bago pumasok sa room tuwing exam (especially math exam).
- Nakipag-unahan sa Alo printing para mag photocopy ng factsheet.
- Naka-takbo sa annex papuntang CSPEAR kasi late na sa PE class.
- Pagkatapos ng PE class mo sa gym ay tatakbo ka sa annex or King Fai for the next subject.
- Napagkakasya mo ang 20 pesos sa isang meal. Haha...
- Nakapanlibre ka pa sa mga friends mo pag na claim ang allowance mong 750 tapos may natira pang panggastos sa sarili mo.
- Nakipagsiksikan na sa Admission tuwing enrollment.
- Matagalang pagkuha ng COR sa Registrar.
- Naglalakad ng naka make up at gown papunta seniors’ ball or acquaintance party kasi walang pedicab.
- Snack ay cinnamon pan sa Exan bakery while waiting sa photocopy or book binding.
- Nakakain na ng “kamais!” at the golf course.
- CBP student ka at may class sa golf course.
- Na enjoy ang Harana sa mga dormitories at cottages.
- Nami-miss ang “patawag sa dorm...”
- Naranasan ang biglang 20 pesos ang bayad sa pedicab pag sumakay ka na umuulan kahit 10 pesos ang normal na bayad.
- Nakipagsiksikan ka na sa Infirmary noong freshmen ka dahil sa physical examination.
- Naranasan mo na bang maggroup study sa tuwing papalapit na ang exam or dahil bukas na ang exam.
- Nakapasok ka na sa klase na walang ligo dahil walang tubig sa dorm or cottage.
- Naranasan mo nang mag overnight ng sunod sunod dahil sa pagpa practice at paggawa ng props at decorations sa mga activities niyo.

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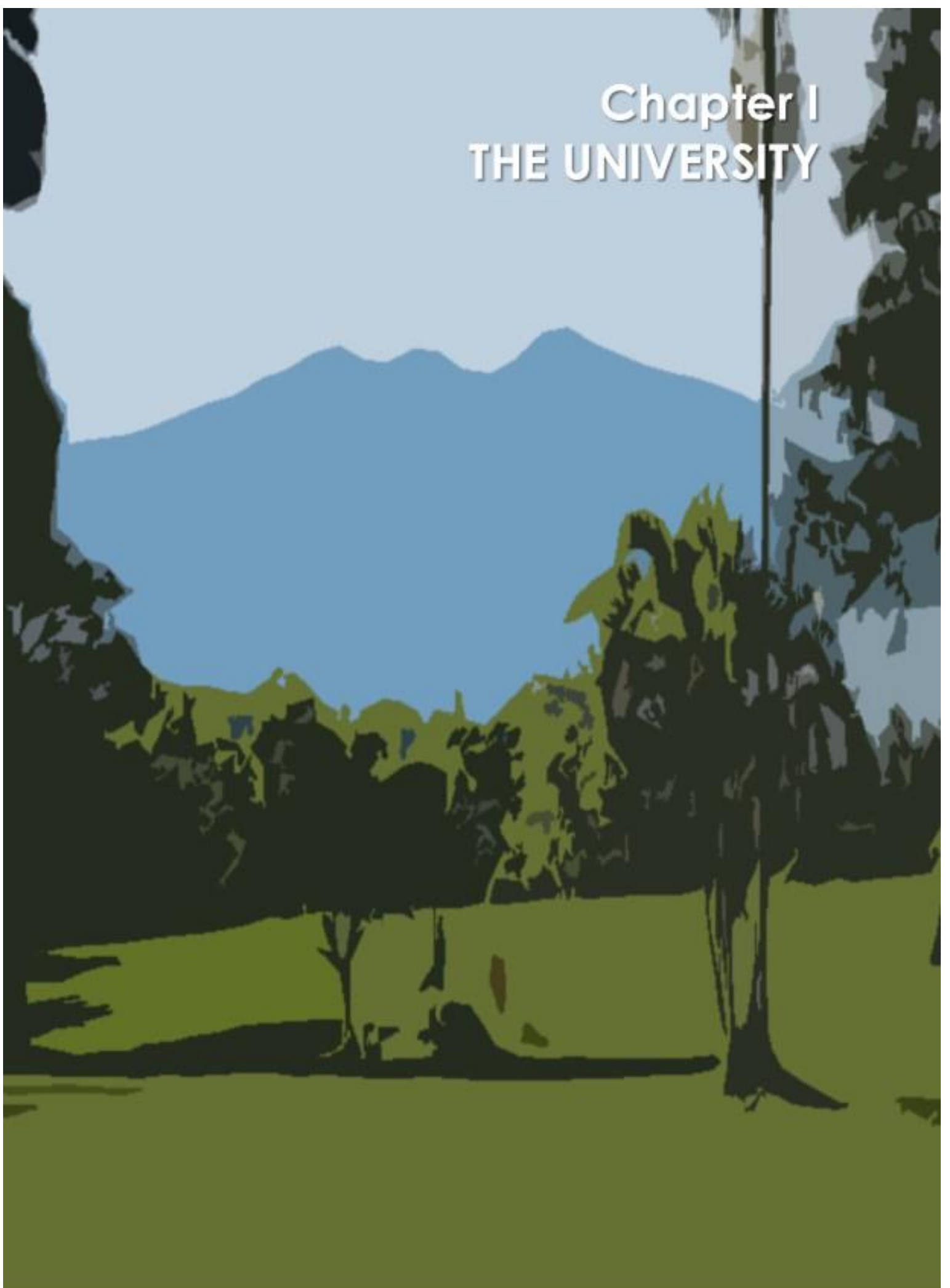
A stack of several books with various colored covers (red, blue, green, brown) is positioned on the right side of the image. The books are stacked on a wooden surface. The background is a solid teal color. The text is overlaid on the left side of the image.

**An
INVESTMENT
in
knowledge
pays the
BEST
INTEREST.**

- Benjamin Franklin

Chapter I

THE UNIVERSITY



*Education is simply
the SOUL of a
society as it passes
from one generation to
another.*

-G.K. Chesterton





THE UNIVERSITY

BRIEF HISTORY

The Mindanao State University was created under Republic Act 1387 as amended. It was formally organized with the induction into office of the UP Vice President Antonio Isidro as the first President of the first public university in Southern Philippines before Pres. Carlos P. Garcia at Malacañang on September 1, 1961.

Pres. Garcia signed Proclamation No. 806 which reserved 1,000 hectares out of the Camp Keithley military reservation in Marawi City some 2,256 feet above sea level overlooking the blue and serene waters of Lake Lanao. It is located about four kilometers from downtown Marawi and about forty kilometers from Iligan City. This proclamation was later enacted into law when Congress ceded the 1,000-hectare reservation to the University under R.A 3791.

MSU formally opened its first classes on June 13, 1962 with 282 students from all the provinces and cities of Mindanao, Sulu, Palawan, Visayas and even as far as Luzon. Nine Filipino faculty members assisted by a group of Peace Corp Volunteers were the initial teaching force for the three (3) core colleges: Community Development, Liberal Arts and Education. Today, MSU has grown into a multi-campus University System with 17 colleges and degree-granting units in the Marawi Campus alone, and seven (7) other autonomous campuses in strategic locations in Mindanao: MSU-Iligan, MSU-Naawan, MSU-General Santos, MSU-Maguindanao, MSU-Tawi-Tawi, MSU-Sulu, and MSU-Buug.

PHILOSOPHY

Mindanao State University System is committed to the total development of man and to the search for truth, virtue and academic excellence.

VISION

MSU System aspires to be a Center of Excellence in Instruction, Extension transforming itself into a premier and peace university.

Research and globally competitive national

MISSION

MSU System is committed to:

1. Lead in social transformation through peace education and integration of the Muslims and other cultural minority groups into the mainstream society;
2. Ensure excellence in instruction, research development, innovation, extension, and environmental education and discovery;
3. Advance national and international linkages through collaborations and,
4. Demonstrates greater excellence, relevance, and inclusiveness for Mindanao and the Filipino nation.

GOALS

The MSU-Main Campus is committed to:

1. Promote and strengthen academic excellence in all levels of education to produce graduates who are competent to meet future needs of humankind;
2. Enhance the visibility of the University through production of high impact researches and innovation;
3. Respond to globalization trends through partnerships and collaborative relationships with national and international universities, research institutions, and industries;
4. Secure and preserve the University resources and facilities;
5. Integrate peace education programs in the University Curricula;
6. Strengthen and sustain extension services; and
7. Transform the University through investments in human resource development, infrastructures and equipment.



Core Values

MSU-Main is a community characterized by “Unity in Diversity” motivated with the following core values:

1. *Mutual Respect*, the University stakeholders and constituents respect and understand individual regardless of race, culture, and religion.
2. *Service Orientedness*, the University stakeholders provides efficient and effective services.
3. *Unity and Teamwork*, the University stakeholders collaboratively exercise in all aspect in accordance to national and global standards, interlink with colleagues and in other academic institutions, government, and industry through sharing and collaboration of knowledge expertise and skills towards career development and job placement.
4. *Multiculturalism with Means-tested Benefits*, acceptance and tolerance of other cultures geared towards social welfare and development.
5. *Academic Excellence*, the University maintain its highest standard of excellence both in academic and service performance as it’s mandated through instruction, research, extension, community services, peace development, innovations, production, entrepreneurship, and globalization.
6. *Integrity and Trustworthiness*, the University lead with Transparency, Respect, Understanding, Service and Teamwork (TRUST) in upholding public trust. Different activities are or will be performed with the highest standard of honesty, accountability and transparency.
7. *Nobility and Professionalism*, the University ensure strong camaraderie’s among stakeholders, intellectual discourse among other colleagues is encouraged upholding the great ideals of ethical behavior and genuine understanding with each other.



BRGY. BANGA

SABINGAN

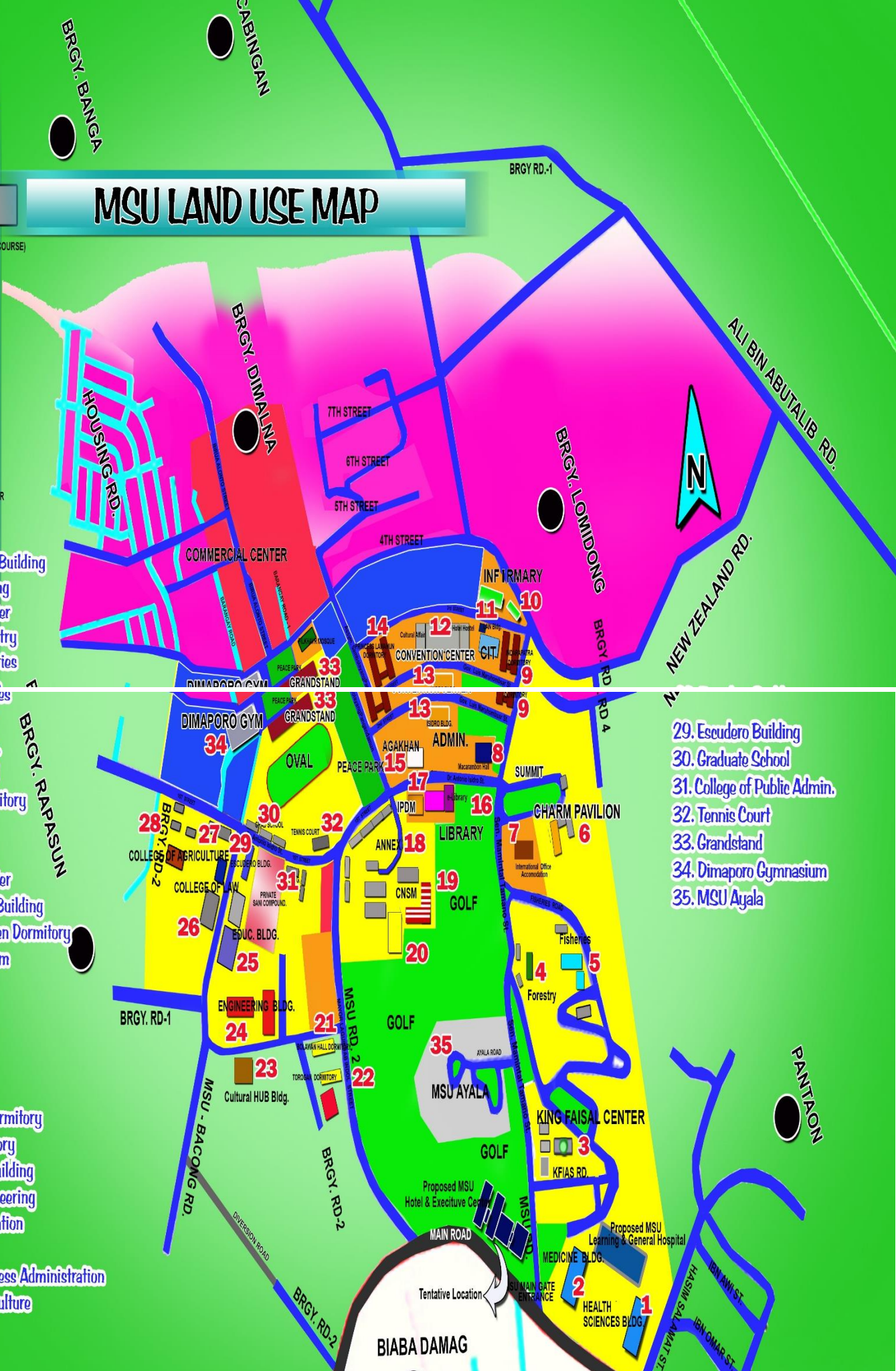
LEGEND

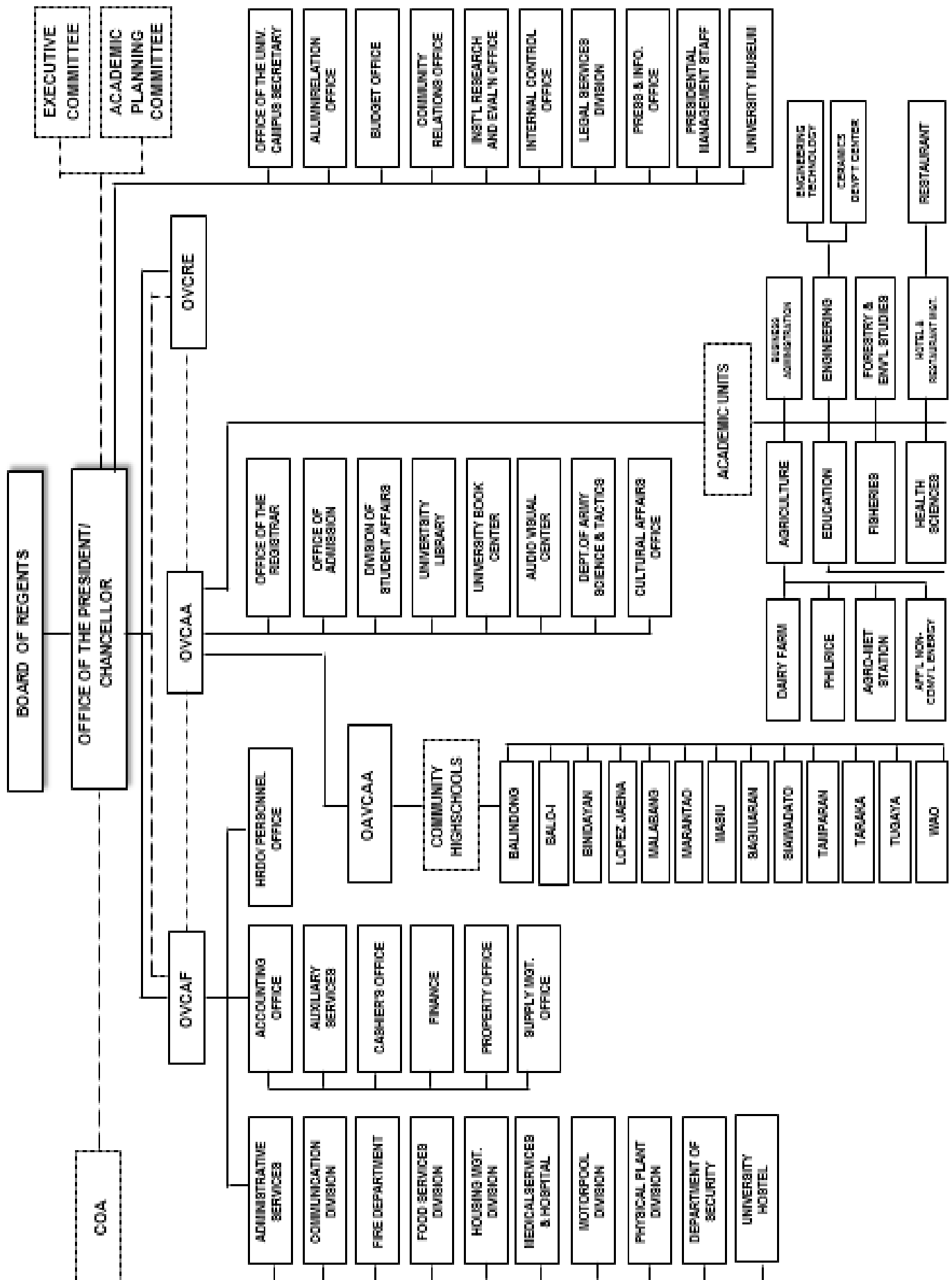
MSU LAND USE MAP

- 1 CAMPUS CORE (GOLF COURSE)
- 2 ACADEMIC ZONE
- 3 ACADEMIC SUPPORT FACULTY DORMITORY
- 4 COMMUNITY SUPPORT FACULTY ZONE
- 5 COMMERCIAL ZONE
- 6 RESIDENTIAL ZONE
- 7 PARK
- 8 OPEN AREAS ROAD NETWORK
- 10 INFORMAL SETTLERS OR SQUATTERS
- 11 BARANGAYS

- 1. Health Sciences Building
- 2. Medicine Building
- 3. King Faisal Center
- 4. College of Forestry
- 5. College of Fisheries
- 6. CHARM Pavilion
- 7. Int. Office Accom.
- 8. Macarambon Hall
- 9. Indarapatra Dormitory
- 10. Infirmary
- 11. CIT
- 12. Convention Center
- 13. Administration Building
- 14. Princess Lawanen Dormitory
- 15. Agakhan Museum
- 16. Library
- 17. IPDM
- 18. Annex
- 19. CNSM
- 20. CSSH
- 21. Bolawan Hall Dormitory
- 22. Torogan Dormitory
- 23. Cultural HUB Building
- 24. College of Engineering
- 25. College of Education
- 26. College of Law
- 27. College of Business Administration
- 28. College of Agriculture

- 29. Escudero Building
- 30. Graduate School
- 31. College of Public Admin.
- 32. Tennis Court
- 33. Grandstand
- 34. Dimaporo Gymnasium
- 35. MSU Ayala





THE PRESIDENTS



Habib W. Macaayong, DPA
March 8, 2016 - Present



Macapado A. Muslim, Ph.D.
Mar. 5, 2010-Mar. 7, 2016
Jan. 4 2008-Mar. 4, 2010



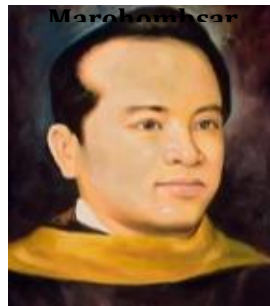
Camar A. Umpa, Ph.D.
1999 - 2005



Hadja Sittie Nurlaylah Emily M. Marohambear



Dr. Ahmad E. Alonto, Jr.
1997 - 1999



Dr. Mauyag M. Tamano
1979 - 1975



Dr. Antonio Isidro
1962 - 1969

THE PRESIDENTS



**Ricardo F. De Leon,
Ph.D.
2005**



**Prof. Diamael M.
Lucman
Jan. - Sept. 1999**



**Mangigin D.
Magomnang
1986**



**Gov. Mohamad Ali M.
Dimaporo
1971-1981**



**Atty. Tocod Macaraya,
Sr.
1974 - 1975**



**Dr. Alfredo Q. Primero
1969 - 1970**

HIMNO NG PAMANTASANG MINDANAO

*Lyrics: Prof. Angelito G. Flores, Sr.
Music: Lucio San Pedro*

***Silahis ang katulad mong
Nagsabog ng Liwanag
Ng pag-asa't hangarin
At pag-unlad.***

***Ang pook ng Mindanao
Tinanglawa't pinalad
Nang ikaw'y isilang
Na dakila ang hangad.***

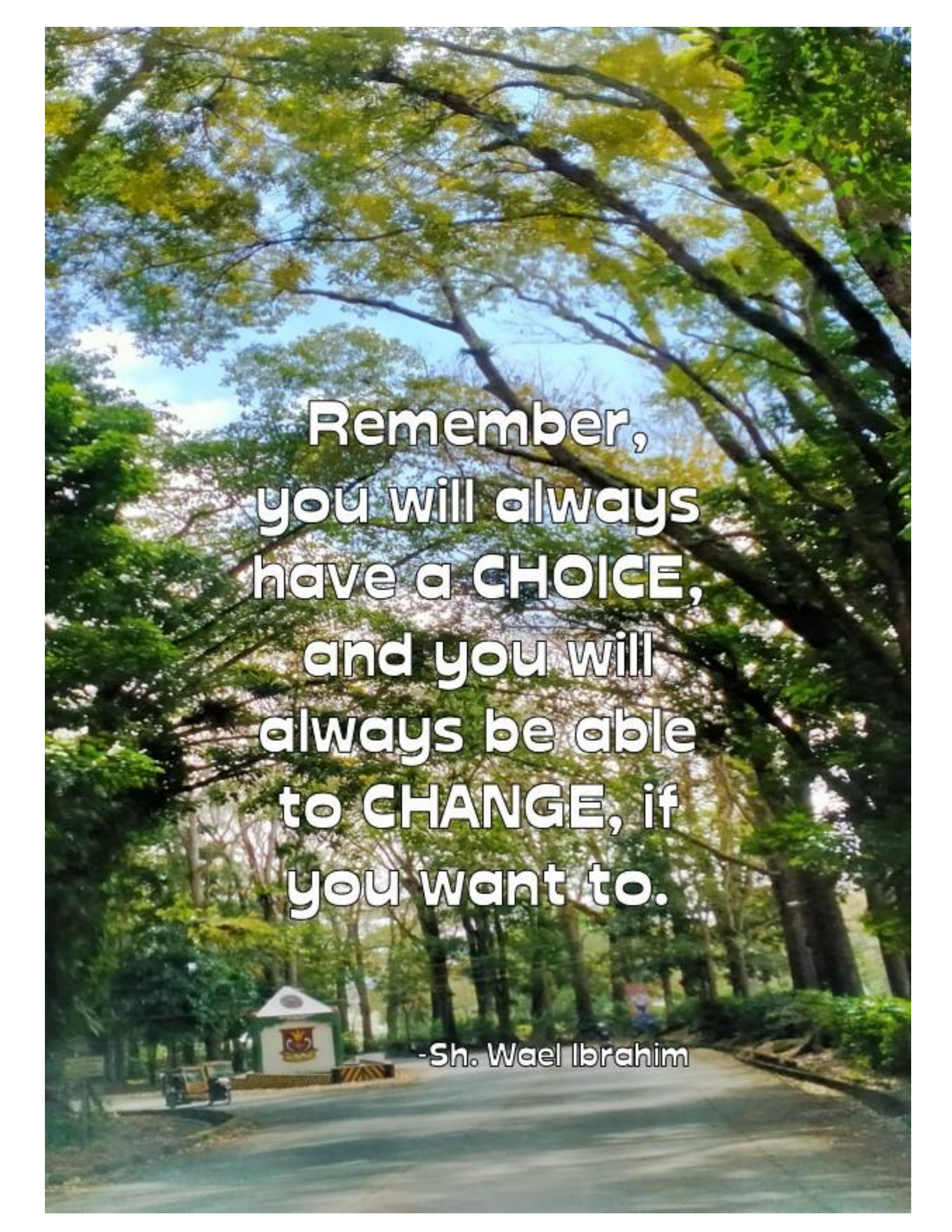
***Ating ipagkapuri
Itong pamantasan
Ang buhay at pag-ibig
Sa kanya'y iaalay.***

***Saan man naroroon ay
Bigyang karangalan,
Dakilang paaralan
Pamantasang Mindanao.***



Chapter II FRONTLINE OFFICES FOR STUDENT SERVICES



A photograph of a tree-lined road. The trees are tall and have dense green foliage, with some yellowing leaves visible. The road is paved and leads towards a small guardhouse or entrance structure in the distance. The sky is blue with some light clouds. The overall scene is bright and sunny.

Remember,
you will always
have a **CHOICE**,
and you will
always be able
to **CHANGE**, if
you want to.

-Sh. Wael Ibrahim

DIVISION OF STUDENT AFFAIRS

In accordance with RA. No. 7722, known as the “Higher Education Act No. of 1994”, BP. 232, and Res. No. 321-2013 Commission *en banc* dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated the following Enhanced Policies and Guidelines of Student Affairs and Services (CMOA, Series of 2013), which define the scope, procedures, the extent of regulations as well as the mechanics of evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs) thus:

Student Affairs and Services

(Article V)

Section 10. Student Affairs and Services (SAS)- Student Affairs and Services are the services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development. Academic support services are: those that relate to student welfare, student development and those that relate to institutional programs and services. Implementation of these services can be unique to an institution.

10.1 Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students.

10.2 Student Development Service refer to the services and programs designed for the exploration, enhancement and development of the student’s full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.

10.3 Institutional Student Programs and Services – refer to the services and programs designed to pro-actively respond to the basic health, food, shelter and safety concerns of students including students with special needs and disabilities in the school.

Functions and Services of the Division of Student Affairs

of MSU-Main Campus

(Per BOR Res. No. 496, Series of 1970)

1. Provides an effective channel of communication between the student body, on the one hand, and the administration, faculty and staff on the other;

2. Receives from the students and student organizations' suggestions and recommendations for the improvement of the University as well as complaints and grievances of students;
3. Endeavors to explain the policies of the university;
4. Endeavors to resolve student problems, provided that those that cannot be solved or lie beyond its competence shall be transmitted to higher authorities of the University for information, guidance or appropriate action;
5. Coordinates the operation of units in charge of student services such as:
 - a. University Infirmary
 - b. Student Organizations
 - c. Student Publications
 - d. Student Residence Halls and Villages
 - e. University Library

Guidance and Counseling

An integral part of education and vital component of human development, Guidance and Counseling provides professional assistance to the students and other constituents.

The guidance program endeavors to assist the students to formulate realistic life goals and make wise choices and decisions; and to assist students cope with their personal, social, emotional, academic and other challenges in order to facilitate their adjustment to college life.

1. Counseling

- Assists students to render proper decision and lay possible alternatives regarding their academic, social, career and other aspects or concerns.

2. Testing

- Provides objective measurement of the client's behavior through administering, scoring and interpreting tests, and informs them of the result. Translates the result through counseling and makes the clients know their strengths and weaknesses (i.e aptitude, mental ability, personality, etc.).

3. Information

- Gives accurate information to the students.
- Posts relevant information to different colleges. Make sure that guidance services are known and available to all constituents of the University.

4. Placement

- Assists students derive right decision in choosing their course or profession through career pathing.
- Coordinates with different employment agencies and facilitates job-fairs, seminars and workshops for the graduating students and other interested constituents.

5. Follow-up

- Monitors and determines/identifies the current status of the students through call or text and sends communication letters after assessment on the previous counseling has been done.

6. Research and Evaluation

- Conducts research, evaluation and studies concerning students/clients as strong bases for intervention in organizing programs and activities for the students. Finds out the status of the guidance services.

7. **Students Individual Inventory**

- Gathers and keeps confidentially relevant data of students and their profile as basis for counseling and other intervention programs to address students' academic, career, social and other concerns that are affecting their studies.

8. **Shifting of Courses**

- Provides shifting orientation, group processing and counseling session and recommends students who are shifting of program of study to appropriate courses.
- Renders counseling and recommends students who got dismissed for re-admission.

Special Concerns and

Other Activities

Mainly responsible in handling, serving students' needs and other activities in coordination with other stakeholders. Specifically, this section shall perform the following services, to wit:

1. **Darangen**- Preparation to include the pictorials of graduating students, printing-production and releasing of the yearbook. Evaluate the liquidation of expenses and the early selection and creation of the Editorial Board/Staff and Advisers.
2. **Students' Insurance Coverage**- Facilitating, coordinating with legitimate insurance company providing insurance coverage to the students, as well as processing, facilitating and coordinating the insurance claims of the students.
3. **Educational and Research Fieldtrips**- Managing, coordinating, facilitating the processing of the insurance certification of the students undergoing educational fieldtrips, practicum, OJT, seminars, training and the likes and issuance of necessary special orders from the University President.
4. **Student Discipline Board**- Serves as the secretary and co-chair of the disciplinary board. Keeps the records, receives complaints, provides notice of meeting and issues subpoena to parties involved in any hearing or proposed amicable settlement to the board.
5. **Student Handbook**- Takes the lead, facilitates all the activities of stakeholders relative to the preparation, printing-production and distribution of the University Student Handbook.
6. **Mindanao Varsitarian**- Guides, coordinates, facilitates and assists the preparation, publication, production and distribution of the Mindanao Varsitarian (student publication). Evaluates the liquidation of expenses and the early selection of the Editorial Board/staff.
7. **University Student Leadership Award (USLA)** - Takes the lead in selecting, facilitating, evaluating, and screening the students who may apply and qualify for the following: University Student Leadership Award

(USLA), Ayala Young Leaders Congress (AYLC), Ten Outstanding Students of the Philippines (TOSP), Jose Rizal and others.

8. **Students' Trainings, Seminar- Workshop Opportunities both Domestic and Foreign, Campus-Wide and System- Wide Leadership Summit** - Takes the lead and facilitates linkaging and networking for the students attendance or participation in the trainings, workshops, seminars, and conferences, both domestic and foreign, including system-wide leadership summits.
9. **Obituaries and Other Crises** - takes the lead, organizes, facilitates the students' financial and other forms of assistance to be extended to any student affected.
10. **Student Welfare Assistantship Program (SWAP)** - Takes the lead, facilitates, approves the implementation of the SWAP pursuant to BOR Resolution No. 06, Series of 1992.
11. **DSA Outstanding Student Leaders** - Recognizing significant leadership performance of student leaders from the Association of Registered Campus Student Organizations (ARCSO), Supreme Student Government (SSG), and Seniors Council.
12. **DSA Student Service Award** – Those students who extend Assistance or Services to the different student activities and programs of DSA pertaining to student activities which may either be co-curricular or extra-curricular.

Student Organizations Welfare and Development (Chapter 62, University Code, June 1977)

A student organization of the University or of any college or school thereof shall be any association, club, fraternity, sorority, and order of any other form of organized group whose members are bonafide students of the University (Article 460, MSU Code).

Organizations that are sectarian, provincial, sectional or sectionalistic in name and in nature are not allowed in the University. Any organization which identifies itself with any cultural, religious or linguistic group which may tend to promote division instead of unification of students is not authorized (Article 461, MSU Code).

Organizations which aim to promote artistic, literary, dramatic, civic, cultural or other worthwhile goals are under the control and supervision of an adviser recommended by the students in coordination with the Director of Student Affairs and approved by the President (Article 462, MSU Code).

Mainly responsible to handle and address issues and concerns involving the welfare and development of Campus Student Organizations.

1. **Continuous Dialogue-Consultation with the Campus Student Organizations-** takes the lead, organizes, coordinates and facilitates occasional dialogue and consultations with the various campus student organizations for issues and concerns affecting them.
2. **Registration and Accreditation of Campus Student Organizations-** Evaluates, facilitates and approves the registration and accreditation of campus student organizations being a partner of the administration in the improvement of the university. Registration of campus organization is during the 1st Month of the 1st semester of the academic year.
3. **Supreme Student Government Activities, Colleges' Student Councils, and Seniors' Council (SC)-** Administers, facilitates, and monitors the conduct of SSG Election. Monitors the conduct of election of every college student council. Monitors, implements, assists in the reorganization of the SC members, planning and implementation until the realization of all the activities and auditing of the disbursement of funds.
4. **Campus Student Organizations Co-Curricular and Extra-Curricular Activities-** Assists in organizing, regulating, and coordinating the conduct and implementation of the extra- curricular activities duly approved by the organization and the university administration through the DSA.
5. **Recognition and Incentives of Campus Student Organizations** - Plans, evaluates, and implements programs in recognition of the exemplary performances, accomplishments and citations of any organization. Provisioning or awarding of prizes or incentives for motivation purposes.
6. **Implementation of the Anti-Hazing and Other Relevant Laws** -Conducts and organizes symposia, fora and dialogue-consultations or activities that will promote student awareness on the Anti-Hazing Law and other relevant laws duly promulgated by the CHED, DEPED, etc.
7. **Leadership Training and Development** -Plans, organizes and conducts student leadership training and development as intervention in sustaining, motivating and strengthening the campus student organizations as partners in the campus wide development.
8. **Student Organization's Involvement in the Cleanliness, Sanitation and Beautification** -Plans, facilitates, coordinates the effective participation of the Campus Student Organizations in the university-wide cleanliness, sanitation and beautification drive.
9. **Campus Student Organization Participation in the Security, Peace and Order-** Plans, organizes, conducts seminars, and coordinates with the Security Services Department on how to involve, sustain and maintain the cooperation between the student organizations and the Security Services Department.
10. **Financial Assistance, Exchange Program and Linkages-**Plans, initiates, coordinates and links the campus student organizations with other organizations, entities both domestic and foreign, for any possible financial, scholarship or exchange program assistance.

Administrative and Finance

Mainly responsible in handling the administrative and financial support services for the employees or personnel and the smooth operation of the entire DSA office.

1. Property, Supply and Logistics Support

Plans and implements programs on inventory and safekeeping of office supplies and properties. Ensures the availability of the needed supplies through scheduling, recording and requesting.

2. Financing, Collection and Disbursement

Plans and implements program on how to effectively collect, handle, keep safe the collection of the office in the form of trust, donation and standing fund being generated and to properly monitor, conduct inventory of the disbursement and utilization thereof.

3. Office Maintenance and Cleanliness

Plans on how to sustain the cleanliness and maintenance of the office area in order to achieve and maintain healthy and conducive working environment.

4. Personnel Concern Including Attendance, Leave Application, Travel, and Daily Time Record (DTR)

Plans, monitors and keeps record of the personnel attendance, leave application (i.e. sick, maternity, vacation and study), travel and DTR and forwarding of the same to proper offices.

5. Professional Growth and Study Grants

Plans, recommends and supports personnel to pursue graduate and post graduate studies, attend seminars, workshops and trainings both local and international.

6. Liaisoning

Plans programs on how to strengthen coordination, linkages and cooperation with other offices of the University, other government agencies, non-government organizations (NGO) and other private entities. Specifically, facilitates effective communication and engagement with other colleges and offices/units of the University.

7. Signing of Student University Clearance

Records, keeps confidentially important or relevant students' data. Signs the University clearance of transferees and graduating students to ensure that students leave the University without liabilities from their respective colleges and other offices they have officially transacted with.

8. Lost and Found Services

Records, keep safe and facilitates the return of the lost and found money or materials to the rightful owner as entrusted to the DSA office.

9. Preparing and Releasing the Certificate of Good Moral Character

The certificate of good moral character will be issued to students who want to transfer to other university or to other academic institutions, to students who want to apply for employment as well as to students who wish to apply for scholarship grants and for any legal purposes. After preparing the same, it will be released to the former after having been approved by the DSA Director.

10. Recognition and Incentives

Plans strategies, evaluates and monitors the accomplishment performance of every employee and the provisioning of recognition and incentive to deserving employees.

11. Continuous Office Teambuilding

Plans strategies on how to sustain the conduct of office teambuilding purposely to strengthen camaraderie among employees thereby making them more efficient and effective in the discharge of their duties and responsibilities.

12. Complaints and Grievances

Facilitates and settles misunderstanding that may arise between and among employees with the end view of maintaining a harmonious relationship among them. Otherwise, if such concern is beyond the control of the management, the same shall be referred to the higher ups for resolutions.

FOOD SERVICE DIVISION

Services Offered

1. Prepares and maintains facilities and amenities available in the Convention Center for formal gatherings like meetings, seminars, conferences, convention, acquaintance parties, thank giving, weddings and other special events.
2. Well maintained facilities provided to both private and university constituents during events.
3. Cleanliness and maintenance of all the area in and outside the building including the façade, lobby, CRs, function hall, etc.
4. Reservation and booking of venue.
5. Venue preparation and set-up banquet and function area.
6. Production of quality food and beverages to students, faculty, staff officials and guest of the university from Monday to Friday at a reasonable price.
7. Provides and prepares food and beverage, meals from breakfast to dinner, for various special occasions.
8. Offers different banquet service like plate-in service, buffet or food station and etc.
9. Assigned food service personnel to assist during university function to ensure quality service.
10. Provides waiter/waitress services for serving food before, during and after the event.
11. Ensures proper storage and maintenance of banquet wares and equipment.

HOUSING MANAGEMENT DIVISION

The Housing Management Division supervises student dormitories and residence halls for faculty, staff and other MSU employees in accordance with approved rules and regulations. It also administers the established housing policies to the university-owned housing units.

The five (5) girls' dormitories can accommodate a total of 1,600 residents while the three (3) men's dormitories can accommodate a total of 800 residents. Accommodation at the dormitories is free to all scholars and grants in-aid recipients. For paying students, the semestral fee per resident is P350 (subject to change anytime to cope with inflation), to be paid at the University Business Office (UBO).

I. Dormitories/Residence Halls

1. Rajah Indrapatra Hall Ladies Dormitory-North Wing – Girl's dorm.
2. Rajah Indrapatra Hall Ladies Dormitory- South Wing – Girl's dorm.
3. Princess Lawanen Hall-North Wing – Girl's dorm.
4. Princess Lawanen Hall-South Wing – Girl's dorm.
5. Super New Girls' Dormitory – Girl's dorm.
6. Super New Boys' Dormitory – Boy's dorm.
7. Rajah Solaiman Hall – Boy's dorm.
8. Rajah Dumduma Hall – Boy's dorm.
9. Bolawan Hall (transient) - Boy's dorm.
10. Torogan Hall (transient) - Boy's dorm.

Each room is assigned with four (4) to eight (8) students and is provided with basic furnishing such as study tables, chairs, bed with foam mattresses and lockers. Bath and comfort rooms are common.

II. Objectives

1. To ensure a sociocultural integration in all University dormitories;
2. To ensure that scholars and other deserving students are prioritized and are accordingly awarded bed spaces;
3. To come up with an updated master-list of student residents in the Housing Management Division; and
4. To facilitate the admission of qualified students in all University dormitories.

III. General Policies and Guidelines

1. Accommodation in all University dormitories shall be in accordance with the following prioritization scheme:

First Priority: **Scholars**

1. Academic Scholars
2. State Scholars

Second Priority: **Grants-in-Aid Recipients and Members of Performing Cultural Groups**

1. Special Muslim Grantees
2. Economic Development Grantees, Cultural Community Grantees, PUP Passers
3. Band and Combo Scholars, Darangen Members, Sining Kambayoka Members, Sining Pananadem Members
4. College Bound Program (CBP) Grantees
5. Student Welfare Assistantship Program (SWAP) Beneficiaries

Third Priority: **Paying Students**

1. Those who lost their scholarship
 2. Those from far-flung provinces and cities
 3. Those from nearby provinces and cities
 4. Those from Marawi City and other parts of Lanao del Sur
-
2. Accommodation in all University dormitories is a privilege, hence, selective. Moreover, contract for accommodation is to be renewed on semestral basis.
 3. All residents are to vacate their rooms every summer and semestral break. If they intend to live in the dorm the following semester, then they must apply for accommodation three weeks before the last day of classes.
 4. Freshmen students shall be equally distributed to all dormitories.
 5. Mini-restaurants inside the dormitories are strictly prohibited.
 6. No student-resident maybe allowed to stay in the dormitories beyond a maximum of five- year period.

IV. Requirements for Dormitory Admission

1. Scholar/Grants-in-Aid Recipients/Members of Performing Cultural Groups

a. Contract of Scholarship Agreement

b. Approved Certificate of Registration (Requirements 1 and 2 are to be submitted only after the student is enrolled. Non-compliance should cause the dismissal of the student from the dormitory)

c. Interview (for freshmen and conditional old students only) by the Dormitory Managers/HMD Director.

Note: Upon arrival in the campus, freshmen scholars and other grantees are afforded temporary accommodation at the dormitories by this office.

2. Paying Students

a. Approved Certificate of Registration

b. Payment of P350.00 lodging fee per semester to be paid at the University Business Office (UBO)

c. Interview (for freshmen and old conditional students only)

d. A properly accomplished application form for accommodation

V. When to Apply

Scholars and other new and old grantees may apply for dorm admission two (2) weeks before enrollment. Paying students will only be entertained one week after the enrollment. The former is thus encouraged to apply before enrollment to benefit from the prioritization accorded to them. All students applying for dormitory shall go directly to the unit manager of the different university-owned dormitories and present the requirements for dormitory admission to the manager. If the applicant passes the interview, the manager issues an accommodation slip for payment of lodging fee to the University Business Office (UBO) before the approval of the application by the Director of the Housing Management Division.

VI. Personal Conduct

The residents in the different university-owned dormitories shall comply with the rules and regulations so as to maintain an atmosphere contributory to the well-being of other residents. Any student who conducts himself prejudicial to other residents may be refused future accommodations in any of the

dormitories. It is the responsibility of each resident in both his/her personal conduct and his/her attitude toward others to contribute to an atmosphere conducive to study. Radios, record players, CD players, tape recorders and other musical instruments must be operated with due consideration of the comfort of other residents and in observance of quiet hours. Silence should be observed on the following study hours in the evening: 8:00 to 12:00. Lights in the room must be switched off after 12:00 midnight except during review and examination days.

When there is no one in the room, all lights should be turned off. Violence against person or property is an offense, hence, subject to disciplinary action. Drinking liquor or any alcoholic drink is strictly prohibited inside the residence halls or in the University premises; creating disturbances while under the influence of alcohol is an unbecoming conduct which is ground for disciplinary action and eventual dismissal from the dormitory. Smoking is prohibited in the room except in the receiving halls. Gambling in any form is forbidden. Two offenses of this nature should be a ground for expulsion. Everyone should realize the dangers involved in possessing firearms and fireworks where students live in close proximity. Possession of firearms of any type is a ground for expulsion from the hall and from the University. Possession or use of long knives, pallet guns, firecrackers and other bladed weapons will result in expulsion.

All visitors shall be entertained at the receiving hall of every dormitory. Parents, friends and relatives may be allowed to visit dormitory resident(s) provided the door of the room remain open and such visit is made after prior approval of the dormitory management. Ladies entertaining visitors must not be in their bedroom attire. Wearing of "short shorts" is prohibited. Women are not allowed to enter inside the men's dormitory except during the open house or with chaperon and with the permission of the management.

The following are the approved visiting hours, to wit:

<u>Men's Dormitory</u>	<u>Ladies' Dormitory</u>
8:00 – 11:00 AM	9:00 – 11:00 AM
3:00 – 7:00 PM	5:00 – 6:00 PM

In order to maintain cleanliness in dormitories and their facilities, student residents are held responsible for their proper use. Willful damage or improper use of any of the University facilities will result to disciplinary action plus payment or replacement cost. Any student resident caught in the possession of firearms and other deadly weapons (as mentioned earlier), prohibited drugs (possession or use), caught in habitual drunkenness (three times or more) and found gambling twice should be immediately dismissed from the dormitory and refused admission in any other University residence hall.

These rules and regulations shall bind the resident effective upon his/her admission to any of the MSU owned dormitories. Violation or infraction of any of these rules and regulations is punishable by either reprimand, suspension or expulsion from the dormitories and suspension or expulsion from the University in addition to reparation or replacement cost.

VII. Norms of Conduct/Responsibility of Dormitory Residents

- 1.** The resident should respect the peace and privacy of his/her co-residents and observe proper decorum. Silence shall be strictly observed from 9:00 PM to 5:00 AM.
- 2.** The residents should cooperate with the residence hall management in maintaining the cleanliness and orderliness of the dormitory/hall. No resident shall be allowed to cook inside his/her room.
- 3.** The residents should use toilet and bathroom properly. The ladies should dispose their sanitary napkins properly.
- 4.** The resident shall be held liable for any damage done to the facilities issued to them and the furnishing of the hall.
- 5.** The possession of firearms, deadly weapons, gambling device and pornographic materials is strictly prohibited in the residence hall.
- 6.** Any resident using an electric fan, radio or tape recorder which may need electric power, should first secure a permit from the residence head.
- 7.** The resident should cooperate with the dormitory or residence hall management in the adoption of measures to prevent fire, accidents and theft. The dormitory/ hall does not assume responsibility of any loss of personal items.
- 8.** Radios, Phones and other musical instruments must be tuned at such volume so as not to disturb or make the other residents inconvenient.
- 9.** Study and visiting hours shall be observed at all times. Residents must strictly observe curfew hours which begin at 7:00 PM and ends at 5:00 AM.
- 10.** The resident shall not be allowed to transfer from one room to another except if permitted by the residence head and duly approved by the housing division.
- 11.** Keeping pets in the residence hall, hanging wet clothes, leaving soiled foot wears and other wet materials in the hallway are prohibited.
- 12.** Loitering around, room neighboring, singing, serenading, shouting, running along the stairs and hallways, and other deliberate actions that attract attention or may disturb other residents during night time or any appointed hours are strictly prohibited.
- 13.** No student is allowed to use paste in posting notices on the bulletin board and walls.
- 14.** No students shall be allowed to use his/her room or any of the premises of dormitory for any commercial activity.
- 15.** The resident is prohibited to introduce alteration and/or renovation of the premises.
- 16.** Dependent or unregistered person shall not be allowed to stay with a legitimate resident. However, a transient may be accommodated on a case-to-case basis upon approval by the HMD director.

MSU-MEDICAL SERVICES AND HOSPITAL

The MSU-Medical Services and Hospital is open to all students **twenty-four hours or 24/7** especially for **confinement/admission, for consultation -Monday to Friday except holidays**, which will start at **8:30 am to 4:30 pm**.

I. Requirements for Consultation/Admission:

- a. Students should bring their I.D. or COR.
- b. Filled-up Students' Health Form from the Record's Section.
- c. Secure ITR (Individual Treatment Form) for Consultation/Admission.
- d. Dental Form for Dental Extraction/Consultation.

II. Rules for Consultation/Admission:

- a. One or two watchers are allowed with the same sex.
- b. Tapes and radios are not allowed to avoid disturbance to other patients.
- c. Vandalism and absconding are strictly prohibited.
- d. Discharging of patients after confinement should be during office hours.

III. Visiting Hours for Confined Patients:

9:00 A.M. to 10:00 A.M.
4:00 P.M. to 6:00 P.M.

IV. Enrolment Procedure for All Freshmen Students:

In the **RECORD SECTION** present the following for the issuance of STUDENT HEALTH PROFILE FORM (Male: BLUE health form and Female: PINK health form):

- a. PRF/SASE result
- b. High School Report Card
- c. 1x1 I.D. picture
- d. Upon receiving the form write full name clearly and legibly in CAPITAL LETTERS.

Example: **ABAD, AIDA ARIONG**

Surname First Name Middle Name

- e. Follow written instructions in the Student Health Profile Form and answer all questions as directed, then affix signature at the space provided.

In the **NURSING SECTION**: Vital signs: Height, weight, blood pressure, pulse rate etc.

In the **DENTAL SECTION**: Tooth/denture examination for Dentist's signature.

With the **DOCTORS/PHYSICIAN**: Present the Student Health Profile form and Medical certificate for enrolment form for Physician's signature.

V. Enrolment Procedure for Freshmen Nursing Students:

In the **RECORD SECTION** secure a STUDENT HEALTH PROFILE FORM (Male: BLUE; Female: PINK):

- a. Write full name clearly and legibly in CAPITAL LETTERS.

Example: **ABAD, AIDA ARIONG**

Surname First Name Middle Name

- b. Follow written instructions in the Student Health Profile Form and answer all questions as directed, then affix signature at the space provided.

In the **LABORATORY SECTION:** Complete Blood Count -- 150.00
Blood Typing -- 100.00
Urinalysis -- 50.00

*Wait for the Laboratory results to be presented to the Nursing Section.

In the **NURSING SECTION:** Vital Signs: Height, weight, blood pressure, pulse rate etc.

In the **DENTAL SECTION:** Tooth/Denture Examination for Dentist's signature.

With the **PHYSICIAN:** Present Student Health Profile Form and Medical Certificate for Enrolment form for Physician's signature.

VI. Issuance of Medical Certificates:

A. Sick Leave of Absences:

- a.) **Medical Certificates** should be issued only to those who consulted in the MSU-Medical Services and Hospital. Medical certificates issued outside should be noted by the Medical Director or the MOD- Medical Officer on Duty depending upon the duration of the sick leave.
- b.) **One (1) to five (5) days sick leave** should be issued by the Medical Officer on duty.
- c.) **Sick leaves above six days** should be issued by the Medical Director.
- d.) Those for **exemption like adapted P.E. and ROTC** should be deliberated by the Medical Committee and be approved by the Medical Director depending upon the severity of the case.

B. Detail at the DAST Office for ROTC/ Adopted P.E.

Depending upon the severity or extent of the incapacity or ailment of any student concerned, anybody seeking medical certificate for detail at the **DAST Office**, or wishing to take up **adapted PE** will be scrutinized and subsequently recommended by the **Medical Committee** composed of three (3) physicians and one (1) dentist to be submitted to the Medical Director for approval.

C. Students who have no Health Record Form could not avail of the students' privileges in this University.

D. Students with Self-inflicted Injuries do not enjoy medical privileges like taking drugs, attempting suicide, self-inflicted wounds, hence, they have to pay **full charges**.

E. Confined students could avail of Free Confinement (no room fee) with **Free Laboratory Examinations** if needed, only if officially enrolled; OPD or outpatient students are not entitled to free laboratory examination.

F. Students who are Not Officially Enrolled- (those who did not undergo medical examination upon enrolment and no health record) cannot avail of free room fee and free laboratory examinations if confined.

VII. Forms/Documents Issued by the Medical Services & Hospital to the University Students:

1. Medical certificate for enrollment and P. E. subject purposes.
2. Medical certificate for medico-legal cases.
3. Medical certificate for prenatal to be used as support document for maternity leave.
4. Medical certificate for P.E. & ROTC exemption.
5. Medical certificate for confined students.
6. Medical certificate for outpatient cases for excuse from classes.
7. Medical certificate for study leave, scholarship grants.

I. General Admission Requirement

The University provides students the opportunity of an updated curricular programs designed for holistic development of the person to prepare them for top-caliber on leadership roles in their chosen fields. The Office of Admissions (OAD) was created to effectively control the admission of students and ensure adherence to the demands of academic excellence.

The **Office of Admissions** takes charge of the following functions:

1. implements existing admission policies and functions;
2. administers and implements the University Scholarship Programs as may be assigned from time to time;
3. assists the Office of the Vice President for Academic Affairs (OVPA) to administer and supervise the Marawi Campus MSU System Admission and Scholarship Examination (MSU-SASE) and College Entrance Test (CET);
4. undertakes studies and recommends improvements and admission policies and procedures;
5. renders assistance to students who have admission problems; and
6. establishes and promotes goodwill and rapport with the public especially with all high schools in the MINSUPALA region for continuous recruitment of freshmen students.

II. Admission Requirements in the Undergraduate and Post-Graduate Programs

A. New Applicants (Freshmen):

1. MSU-SASE/CET or CBP Report of Rating
2. Senior High School Report Card/Form138A (Original)
3. Certificate of Good Moral Character from Senior High School Principal
4. Birth Certificate (PSA-SECPA authenticated)
5. Medical Certificate from the University Infirmary & Medical Services
6. 2pcs 2x2 photo with name-tag
7. 1 long brown envelope with plastic transparent envelope

B. Transferee(s):

1. Honorable Dismissal/Transfer Certificate
2. Transcript of Records or Evaluation of Grades (signed by the Registrar)
3. Certificate of Good Moral Character
4. Birth Certificate (PSA-SECPA authenticated)
5. SASE/CET Report of Rating (for transferees from non-MSU Campuses)
6. 2pcs 2x2 ID photo with name-tag
7. Medical Certificate from the University Infirmary & Medical Services
8. 1 long brown envelope with plastic transparent envelope

C. Second Degree Applicant:

1. Honorable Dismissal/Transfer Certificate
2. Transcript of Records
3. Certificate of Good Moral Character
4. Birth Certificate (PSA-SECPA authenticated)
5. 2pcs 2x2 ID photo with name-tag
6. Medical Certificate from the University Infirmary & Medical Services
7. 1 long brown envelope with plastic transparent envelope

D. Master's/Doctorate Degree Applicant:¹

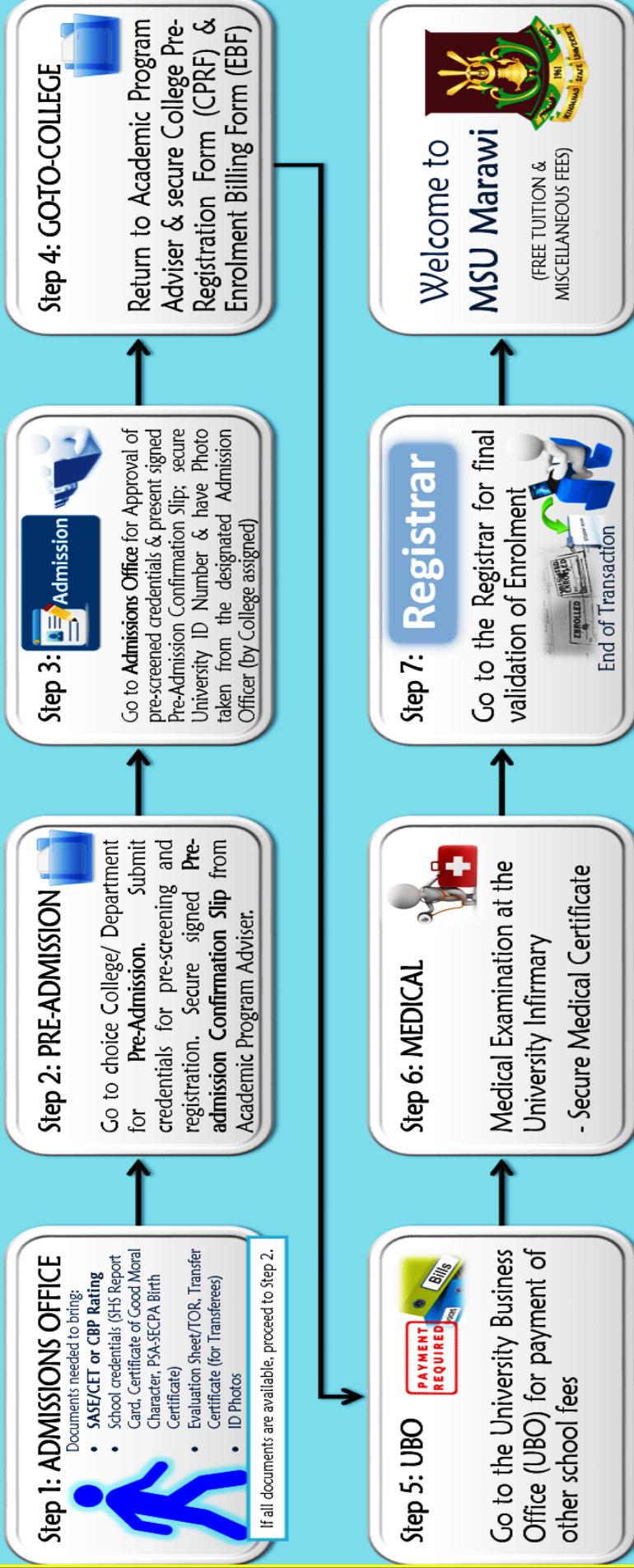
1. Qualifying Examination administered by Graduate School
2. Honorable Dismissal/Transfer Certificate
3. Transcript of Records
4. Certificate of Good Moral Character
5. Birth Certificate (NSO-SECPA authenticated)
6. Copy of Certificate of Marriage (NSO-SECPA authenticated)
7. 2pcs 2x2 ID photo with name-tag
8. 1 long brown envelope with plastic transparent envelope

Note: The student applicant must comply and submit the above requirements to the Office of Admissions upon confirmation of acceptance from the degree-granting College/Unit.

¹ Graduate and post-graduate programs are subject to Graduate School Center Admission Policies & Guidelines

ADMISSION & REGISTRATION PROCEDURE FOR FRESHMEN UNDERGRADUATE STUDENTS

First Semester, AY 2019-2020



Implementing R.A. 10931: “Universal Access to Quality Tertiary Education Act of 2017”

MSU Office of Admissions
Marawi Campus

III. MSU Scholarships & Study Grant Programs

The Mindanao State University, as conceived under RA 1387, has three major goals:

- 1) To perform the traditional functions of the University, namely: instruction, research and extension service;
- 2) To accelerate the program of integration among the peoples of Southern Philippines particularly the Muslim and other cultural minority groups; and
- 3) To provide trained manpower skills and technical know-how for the economic development of the MINSUPALA region.

To achieve these goals the University has adopted **scholarships** and **grants-in-aid schemes** that are aimed at attracting not only bright and promising students from the service areas to maintain a high academic standard but also other students especially from less privileged families in the cultural communities who do not have the luxury or opportunity to send their children to well-equipped and standard higher institutions of learning. For the former, a very competitive scholarship is given through the **MSU System Admission and Scholarship Examination (MSU-SASE)**. The latter are provided with special study skills/grants.

A. FULL SCHOLARSHIP

Awarded to the top examinees in the MSU System Admission and Scholarship Exam (SASE) whose campus choice is MSU-Marawi Campus (Main)

Grade Maintenance: 2.20 or better Grade Point Average (GPA), with no failure in any academic subject.

Privileges:

- a. P5,000.00 monthly stipend;
- b. Free tuition and other school fees;
- c. Free dormitory accommodation; and
- d. Free personal accident insurance coverage.

B. PARTIAL SCHOLARSHIP

Awarded to the next top examinee in the MSU SASE whose campus choice is MSU-Marawi and will enroll in non-priority courses.

Grade Maintenance: 2.50 or better Grade Point Average (GPA), with no failure in any academic subject.

Privileges:

- a. P3,500.00 monthly stipend;
- b. Free tuition and other school fees;
- c. Free dormitory accommodation; and
- d. Free personal accident insurance coverage.

C. SPECIAL MUSLIM GRANT (SPL)

Awarded to the next top Muslim examinees in the SASE for MSU-Marawi Campus only.

Grade Maintenance: 2.75 or better Grade Point Average (GPA), with no failure in any academic subject.

Privileges:

- a. P2,500.00 monthly stipend;
- b. Free tuition and other school fees; and
- c. Free dormitory accommodation.

D. COLLEGE BOUND PROGRAM (CBP) GRANT

Awarded to the top 40 participants of the Summer College Bound Program (CBP) remedial class.

Grade Maintenance: 3.00 or better Grade Point Average (GPA), with one subject failure allowed per semester.

Privileges:

- a. P2,000.00 monthly stipend;
- b. Free tuition and other school fees; and
- c. Free dormitory accommodation.

E. INDIGENOUS PEOPLE GRANT (IPG)

Formerly known as Cultural Community Grant (CCG) is awarded to selected students who belong to the indigenous people of the MINSUPALA areas and who passed the SASE but are financially handicapped to study in the University as determined by the screening committee.

Grade Maintenance: 3.00 or better Grade Point Average (GPA), with one subject failure allowed per semester.

Privileges:

- a. P2,000.00 monthly stipend;
- b. Free tuition and other school fees; and
- c. Free dormitory accommodation.

F. SPECIAL STUDY SKILLS/GRANTS

Students with special skills and talents who, after screening, became regular members of talent, performing, and athletic groups are awarded **Study Grants** in any of the following, as appropriate:

1. Darangen Cultural Troupe Grant
2. Sining Kambayoka Cultural Grant
3. Sining Pananadem Cultural Grant
4. University Band Grant
5. University Combo Study Grant
6. Varsity Grant

Privileges:

- a. P2,000.00 monthly stipend;
- b. Free tuition and other school fees;
- c. Free dormitory accommodation.

G. The Honor's list of scholars in recognition of high academic performance

DEAN'S HONORS' List

Scholars who obtain a Cumulative Grade Point Average (CGPA) of **1.75** or better during the previous semester.

Privilege:

- a. Award of Certificate of Commendation.

CHANCELLOR'S HONORS' List

Scholars who obtain a Cumulative Grade Point Average (CGPA) of **1.25** or better during the previous semester.

Privileges:

- a. Additional monthly stipend of P200.00 during the semester only.
- b. Award of Certificate of Commendation.

PRESIDENT'S HONORS' List

Scholars who obtain a Cumulative Grade Point Average (CGPA) of **1.00** during the previous semester.

Privileges:

- a. Additional monthly stipend of P300.00 during the semester only.
- b. A cash gift of P1,000.00.
- c. Award of Certificate of Commendation.

H. SHIFTING OF COURSE

Scholars or grantees are not allowed to shift to another program, otherwise scholarship or grant is **FORFEITED**.

In very exceptional cases, shifting **within the same college** may be allowed only with the permission of the Campus Scholarship Committee.

I. COMPUTATION OF GRADE FOR MAINTENANCE AND GAINING OF SCHOLARSHIP/STUDY GRANT

- a) The computation of Grade Maintenance shall be by **Cumulative Grade Point Average (CGPA)**.
- b) The maintenance grade requirement shall not be imposed during the first semester to provide for the adjustment of students in College.
- c) Gaining of Scholarship is computed after a minimum of two (2) semesters at **1.500** CGPA or better for Full Scholars; and **1.750** CGPA or better for Partial Scholars.

Gaining of FULL Scholarship

Guidelines and Requirements:

1. Submit to the Office of Admissions (OAD) grade cards at least taken in two (2) consecutive semesters in the course program.
2. Must have reached a Grade Point Average (GPA) of **1.50** or better.
3. Must be enrolled in at least **18 units as prescribed in the curriculum**. If there is one failing mark, then one is automatically disqualified.
4. Application for gaining Full Scholarship is entertained/allowed during enrolment period only.
5. Gainers will be notified if they are qualified after computation.
6. Concerned student gaining Full Scholarship will enroll in the following immediate semester to be allowed to enjoy privileges.

Gaining of PARTIAL Scholarship

Guidelines and Requirements:

1. Submit to the Office of Admissions (OAD) grade cards at least taken in two (2) consecutive semesters in the course program.
2. Must have reached a Grade Point Average (GPA) of **1.75** or better.
3. Must be enrolled in at least **18 units as prescribed in the curriculum**. If there is one failing mark, then one is automatically disqualified.
4. Application for gaining Full Scholarship is entertained/allowed during enrolment period only.
5. Gainers will be notified if they are qualified after computation.
6. Concerned student gaining Partial Scholarship will enroll in the following immediate semester to be allowed to enjoy privileges.

J. COMPLETION OF GRADES

An **INCOMPLETE (INC)** grade must be completed **ON** or **BEFORE** the close of the registration of the ensuing semester. Scholars must complete INC within the week of enrolment and late registration period only, **otherwise forfeiture of scholarship grant becomes automatic.**

K. SCHOLARSHIP POLICIES

- 1) Submit to a medical and physical examination with the Mindanao State University Physician as a prerequisite to enrollment;
- 2) Take not less than the semestral number of units and only the subjects prescribed in the curriculum;
- 3) Pass all subjects and maintain the Grade Point Average (GPA) prescribed in the scholarship grant during the succeeding semesters; provided complete all Incomplete (INC) grade(s) on or before the close of the registration of the ensuing semester.
- 4) Comply with, and observe all the rules and regulations of the Mindanao State University and the Laws of the land;
- 5) Concentrate on studies and refrain from accepting, without previous permission from the proper University authorities, any form of employment and from participating in activities which may be detrimental to the scholarship;
- 6) Inform the Chairman of the MSU Campus Scholarship Committee of any other scholarship that may be received, and the plan or intention to give up the MSU Scholarship; and any change in civil status, citizenship or residence;
- 7) Accept direct supervision and guidance from the University authorities, and as an act of gratitude, will render service of utmost five (5) hours weekly during the semester, or 100 hours a semester as may be determined from time to time, depending upon the exigencies of the service;
- 8) Finish the course within the prescribed period indicated in the curriculum;
- 9) Shift only at the start of the second year to another program in the college or to a priority program in another college with the consent and approval of the Campus Scholarship Committee; and
- 10) File an Official Leave of Absence subject only to the following conditions:
 - a. The leave is highly justifiable, supported by pertinent documents;
 - b. A written permission from the University is granted;
 - c. The maximum duration of the leave is one academic year, and the expiration date shall be immediately before the start of the ensuing semester; and
 - d. Upon return, will submit a report, which will be used as basis for determining the validity of the leave and resumption of scholarship and/or privileges.

L. FORFEITURE OF SCHOLARSHIP GRANT

- 1) Violation of Scholarship Policies;
- 2) Membership in any organization that engages in illegal, violent, or subversive activities, or participation in any such activities;
- 3) Taking prohibited drugs, threatening a faculty member, an official or an employee of the University, committing any act of immorality, drunkenness, dishonesty, discourtesy, disrespect, defamation whether verbal/non-verbal or online, and defiance of authority and any other form of misconduct adversely affecting the integrity of the University and inimical to the interest of the Philippine Government;
- 4) Deliberate or willful failure to pay just and valid obligations, such as board and lodging and other financial accountabilities;
- 5) Falsification of official records;
- 6) Expulsion or dismissal from the college or the University; and
- 7) Non-availability or exhaustion of scholarship funds.

M. GOVERNMENT FUNDED AND OTHER SCHOLARSHIPS ²

- 1) CHED UniFAST Tertiary Education Subsidy (TES)
- 2) CHED Scholarship (for Postgraduate Programs)
- 3) GSIS Scholarship
- 4) DOST Scholarship
- 5) DBP RISE Scholarship

²Subject to the Funding Agency's Memorandum of Agreement

- 1) BFAR Scholarship
- 2) NGCP Educate
- 3) Cherry Mobile Scholarship
- 4) Chief of Staff Scholarship
- 5) Chinese Scholarship
- 6) Tuition and Other School Fees (TOSF)
- 7) EY Scholarship

(Updated 2019)

I. Mandated Functions, Goals and Objectives

The Office of the University Registrar plays a vital role in preserving, if not improving the good image and prestige of the University. It is charged with the responsibility of enforcing University rules on admission, registration, assessment of fees and scholastic records. In coordination with the Office of Admissions, it is also charged of enforcing academic rules pertinent to the different scholarship programs of the university. It is likewise the custodian and guardian of all scholastic records of students and sees to it that its confidentiality is always being safeguarded.

Furthermore, it provides or furnishes data and information as requested by the different government agencies which may be necessary in plans and policy-making processes; keeps and updates records of students' evaluation sheets from the date of admission until their graduation; furnishes other higher institutions of learning records of transferring students whenever requested; services Alumni as to requested Official Transcript of Records and other public documents.

Moreover, the Office of the University Registrar aims to be the Center of Computerized Information regarding students' records and scholastic data in tertiary and graduate level at the MSU main campus and its extension programs at the other campuses of the MSU System.

II. Tuition Fees and Other School Expenses

Starting First Semester Academic Year 2018-2019, MSU has fully implemented RA 10931 or the Access to Quality Higher Education (or the Free Tuition Law). All MSU officially enrolled full-time undergraduate students in the University are no longer required to pay the tuition and other miscellaneous fees.

However, repeat subjects will still be paid in accordance with the approved policy of P100.00 per unit.

The College of Law and Graduate students are not covered by the Free Tuition Law (RA 10931) and collects tuition and other necessary school fees that are consistent with the approved policies. The following financial obligations should be carefully noted and taken into account in the budget expenses for the semester or academic year during which they are done, to wit:

- a. P 300.00 Application for Graduation
- b. P 100.00 Diploma / Diploma Folder P 150.00
- c. Annual Yearbook (Darangen) P 550.00
- d. An NSTP fee of P 50.00 must be paid each semester for two semesters during the first two years. Students are supposed to enroll the said subjects as prescribed in their curriculum
- e. Alumni fee P 200.00
- f. Rental (Cap and Gown) P 50.00

III. Special Fees

The following fees are imposed under certain conditions:

- P 100.00 – fine for late registration per day but not to exceed 10 days
- P 20.00 – change in matriculation involving and additional subject substitution of one subject for another, or dropping of a subject
- P 20.00 – validating test taken outside the regular period for validation per subject
- P 10.00 – laboratory deposit for loss or breakage of University property (refundable)
- P 50.00 – transcript fee per page
- P 50.00 – certification for graduation
- P 30.00 – certification of enrollment for one semester only, etc.
- P 20.00 – for certification not covered by any rules

Note: All amounts for the special fees shall be subject for revision and subsequent approval of the APC or the BOR. Meanwhile, all expenses and fees above mentioned are waived in compliance to the Universal Access to Free Tertiary Education Act otherwise known as RA 10931.

IV. Computation of Grade for Maintenance and Gaining of Scholarship and Study Grant

The computation of Grade Maintenance shall be by Cumulative Grade Point Average (CGPA).

- a. The maintenance grade requirement shall not be imposed during the first semester to provide for the adjustment of students in college.
- b. Full and Partial scholarships can be gained within the first two (2) semesters of study in the University. Gaining of Scholarships is computed at 1.75 CGPA or better.

Grading System for all Degree or Professional Courses

The academic performance of students shall be graded at the end semester in accordance with the following system:

A. Grading System for All Degrees or Professional Courses

1.0	}	Excellent
1.25		
1.5		
1.75	}	Very Good
2.0		
2.25	-	Good
2.5	}	Satisfactory
2.75		
3.0	-	Passing
5.0	-	Failure
INC	-	Incomplete

A mark of "INC" is given if a student, whose class standing throughout the semester is PASSING, fails to appear for the final examination due to an illness or other valid reasons. If, in the opinion of the Dean, the absence from the examination is justifiable, the student may be given consideration and be given a special set of examination. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5.0" is given. "INC" is also given for work that is of passing quality, however, some part of which is, for good reason unfinished. The deficiency indicated by the grade of "INC" must be removed within the prescribed time, otherwise, the grade becomes "5.0". The period for the removal of grades of "Incomplete" must not extend beyond an academic year from the time the grade was received. The one-year academic period allowed for the removal shall be interpreted as extending to the semestral removing period immediately following the one-year allowance. If a student passes an examination for the removal of an "INC", he shall be given a final grade of "3.00" or better. If he fails, the final grade shall be "5.00".

Re-examination shall be permitted only for the purpose of removing grades of "INC". A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his grade.

B. Grading System for Technology Course

"E"	(Excellent)	-	Passing
"S"	(Satisfactory)	-	Passing
"INC"	(Incomplete)	-	Failure until Removed
"U"	Unsatisfactory	-	Failure

Completion of Grades

All “Incomplete (INC)” grades should be completed on or before the close of registration of the ensuing semester.

V. Academic Policies and Guidelines

Maximum Academic Load for Cross-Registration

The total number of units of credit for which a student may register in two or more colleges or schools in the University shall not exceed the maximum allowed by the rules on academic load.

From Another Institution

On cross-registrants from other universities, no student registered in any other institution shall be admitted to the University without a written permit from his Dean, Director, or Registrar. The permit shall state the number of units for which the student will be registered and the subject that he will be authorized to take in the University.

Mindanao State University shall give NO credit for any subject taken by its students in any other universities, colleges or schools, unless the taking of that subject has been authorized in writing beforehand by the Vice Chancellor for Academic Affairs, upon the written recommendation of the Department Chairman and Dean or Director concerned. The authorization shall be noted and recorded by the University Registrar or his representative and shall specify and describe the subject authorized and indicate the semester, school year, and the name of school where the subject is taken. The school shall be limited to another MSU campus with very high quality/standard. Otherwise, the student shall be given no credit for courses taken without prior approval.

Physical Education Requirements

Basic Physical Education is a pre-requisite for graduation. All students shall comply with the requirements during their freshmen and sophomore years.

Eight (8) units of P.E. are required for all undergraduate students.

Changing of Classes

All transferees to other classes after registration shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after 12% of regular class meeting have been held. Changes in matriculation shall be allowed by means of the Change of Matriculation Form and must be recommended by the Adviser, approved by the Dean and submitted to the Registrar for assessment and notation, and upon payment of P 20.00 for every change of subject.

Dropping of Course

A student may, with the consent of his instructor and Dean, drop a subject by filling out the prescribed form, provided that he is not currently enjoying a scholarship or grant. If after three-fourths of the hours prescribed for the course has elapsed, the instructor concerned shall be requested to state whether or not the student shall be given a grade of “5.0” for the course.

Registration privileges of any student who drops a course without the approval of his Dean shall be curtailed or entirely withdrawn.

Students who are aspiring for graduation with honors must make sure dropping of course/s will not result to underloading which disqualifies any graduating student with such distinction.

Substitution of Subjects

Substitution of subject course may be allowed upon petition of the student concerned under the following conditions: (1) must be recommended by the Adviser and the Head of the department concerned; (2) must be approved by the Dean concerned. In case the action of the Dean is adverse to the recommendation of

the Adviser and the Head of the department concerned, the student may appeal to the Vice Chancellor for Academic Affairs, whose decision shall be final; (3) must involve subjects within the same department, if possible; if not, the subjects must carry about the same number of units as the latter.

Every petition for substitution must be based on at least one of the following: (1) when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new; (2) conflict of hours between a required subject and other required subjects; (3) when the required subject is not given.

All petitions for substitution must be submitted to the Office of the Dean concerned before 12 regular meetings have been held during the semester. Any petition submitted thereafter shall not be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.0" except when, in the opinion of the department offering the prescribed subject, the proposed substitute covers substantially the same subject matter as the required subject.

Attendance Requirements

The rules on attendance, unless otherwise specifically provided, shall be followed in all colleges and units of the University, including the National Service Training Program and Physical Education.

Any student who, for unavoidable cause, is obliged to be absent from the class must obtain an excuse slip from his Dean to be presented to the instructor concerned not later than the second session of the class after the date of the student's return.

A certificate of illness must be secured from the University Physician. An illness causing absence from class shall be reported by the sick student concerned to the University Infirmary within three days after his absence.

Excuses are for time missed only. All work covered by the class during his absence shall be made up to the satisfaction of the instructor within a reasonable time.

Whenever a student has been absent from his class from two consecutive class meetings, a report thereof should be sent by the faculty member concerned to the Registrar, through his Dean. The Registrar shall call the student and notify his parents immediately.

When the number of hours lost by absence in one semester reaches 20 percent of the hours of recitation, lecture, laboratory or any other scheduled work in one subject for that semester, the student shall be dropped from the class roll. If the majority of absences are excused, the student shall not be given a grade of "5.0" but a grade of "dropped". Time lost by late enrollment shall be considered as time lost by absence.

Prolonged leave of absence must be sought by a written petition to the Dean. The petition must state the reason of which the leave is desired and must specify the period of the leave which must not exceed one academic year.

For leave of absence availed of during the second half of the semester, the faculty member concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for the leave of absence shall be approved without indicating the student's class standing by the instructor concerned. This information, however, should not be entered in the official report of grades.

If a student withdraws after three-fourths of the total number of hours prescribed for the course has elapsed, his instructor may give him a grade of "5.0" if his class standing up to the time of withdrawal is below "3.0".

No leave of absence shall be granted later than two weeks before the last day of classes during the semester. If the inability of the student to continue with his classes is due to illness or similar justifiable causes, his absence during this period shall be considered. In such a case, the student shall be required to apply an excuse letter and shall present the excuse slip to the faculty members concerned.

A student, whose withdrawal from the college is without formal leave of absence, shall have his registration privileges curtailed or entirely withdrawn.

Any student under scholarship and /or grant may apply for a sick leave of absence for justifiable reason duly certified to and recommended by the University Physician without forfeiting his scholarship and/or grant.

Such privilege can only be granted for a total period of one academic year or its equivalent. Only two (2) sick leaves of absence can be allowed during the entire duration of the scholarship and/or grant. A third leave of absence automatically forfeits the student from the enjoyment of the scholarship and/or grant.

Maximum Residency Rule

The tenure of the students in Mindanao State University is limited to a maximum of six years for the conferment of a degree in a four-year program, or seven years in a five-year program, provided that this policy shall not apply to part-time students enrolling in not more than twelve (12) unit per semester and those admitted under special programs which normally require longer time for students to complete the course requirements; and provided further that special cases shall be at the discretion of the President of the University upon recommendation of the Dean of College.

The effectivity of the maximum residency rule started in the AY 1973-74.

Honorable Dismissal

A student in good standing who desires to sever his connection with his college shall present to the Registrar a written petition signed by his parent or guardian to this effect. If the petition is granted, the student shall be given an honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be issued.

All indebtedness to the University shall be settled before a statement of honorable dismissal be issued. The statement shall indicate that the withdrawing student is in good standing as far as his character and conduct is concerned. If the student has been dropped from the roll on account of poor scholarship, a statement to the effect shall be added to the honorable dismissal.

Graduate with Academic Honors

All students who garnered the following Cumulative Grade Point Average shall be awarded as Highest Honors in the University and is given during their graduation, to wit:

1.0	- 1.20	-	Summa Cum Laude
1.21	- 1.45	-	Magna Cum Laude
1.46	- 1.75	-	Cum Laude

Students aspiring to graduate with academic honors must enroll not lower than fifteen (15) units per semester. This is strictly enforced.

Graduate with Distinct University Award

The University Student Leadership Award (USLA) is the highest leadership award that the Mindanao State University affords to a student as a recognition of his/her potentials, performance and achievements as a TOTAL LEADER, one who is an epitome of scholastic and moral excellence, integrated personality, inspiring leadership, idealism, and performance and a vision that sets the awardee apart from the rest. It personifies the commitment of MSU student constituents to the goals and ideals of the University leading by his/her tangible achievements, which are distinctly above those of his/her peers.

MS/CWTS

A two-year basic course in military training (MS or CWTS) for male and female students is required for graduation, as established and maintained under the authority of RA 9163 or the NSTP Law. Except for those who are exempted or disqualified, all physically-able Filipino students of undergraduate status shall comply with this requirement within the first two years of residence in the University.

DECS Order No. 9, s. 1990 further provides that "starting school year 1991-1992, no male student shall be allowed to enroll in the fourth curriculum year of his academic course without having completed the CMT requirement." Please refer to RA 9163 called the National Service Training Program Act of 2001 in the last portion of this handbook.

Scholastic Delinquency

Any student whose scholastic performance in class is below a grade of "3.0" or "passing" shall be subject to the following rules:

1. **Warning.** Any student who obtains final grades at the end of the semester below "3.0" in 25 percent to 49 percent of the total number of academic units for which he is registered shall be warned by the Dean to improve his work.
2. **Probation.** Any student who obtains at the end of the semester final grades below "3.0" in 50 percent of the total number of academic units enrolled shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean; provided, that this shall not apply to a student who receives final grades in less than six academic unit. Probation maybe removed: a.) by raising the number of units passed to over 50 percent of the total number of units in which he has final grades by passing removal examination, or waiver examinations, or by removing the "INC" grades before the close of the next succeeding terms; b.) passing in more than 100 percent of the units in which he has final grades in the succeeding semester.
3. **Dismissal.**
 - a. Any student, who, at the end of the semester, obtains final grades below "3.0" in at least 76 percent of the total number of academic units enrolled in shall be dropped from the roll of his college or school; provided that this shall not apply to students who receive final grades in less than nine academic units.
 - b. Any student on probation in accordance with rule No. 2, who again fails in 50 percent or more in the total number of units enrolled in shall be dropped from the roll of his college or school.
 - c. Any student dismissed under paragraphs (a) and (b) but has grades of "Inc" or "W", may take removal examination or waiver examination or may complete his grades before the next registration period. His dismissal may be lifted provided that, after taking the examination, the units in which his final grades are below "3" constitute less than 76 percent or 50 percent (see a & b) of the academic units enrolled in. if he fails to take the removal examination before the close of the next registration period, his dismissal shall be final, and he can no longer take removal examinations.

The phrase "next registration period" in the above rule refers to the period following his dismissal.

- d. Any student dropped from one college or school shall not be admitted to another unit of the Mindanao State University, however, in extraordinary cases where the student's natural aptitude is along another line than that where he has failed, he may, on recommendation of the University Committee on Scholarship and Delinquency which may be created for said purpose, be allowed by the President to enroll in another college, school, or department where his natural aptitude may be developed.

4. Permanent Disqualification

- a. Any student who, at the end of the semester, obtains final grades below "3" in 100 percent of the academic units enrolled in shall be permanently barred from readmission to any college or school of the University; provided further, that this shall not apply to student who received final grades in less than 12 academic units.
- b. Likewise, any student who has dropped in accordance with rule 3 (a) or (b) and again fails, so that it becomes necessary again to drop him, shall not be eligible for readmission to any college or school of the University.

- c. The scholarship rule regarding permanent disqualification (Rule 4), does not apply to cases where, on the recommendation of the instructor concerned, the faculty certifies that the grade of "5" were due to the students authorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-term and the student's class standing is poor; his grades of "5" shall be counted against him for the purpose of this scholarship rule. The Committee on Scholarship and Delinquency shall deal with this cases on their individual merits and shall recommend to the President that the student be dismissed and be allowed to transfer to another department or college or be placed on probation; but in no case of readmission shall their action be lighter than probation.
 - d. Any student who fails twice in any basic course shall be dismissed from the University without the benefit of readmission. However, a student who fails in any major course maybe readmitted to another course upon approval by the Dean of the College concerned.
5. **Scholastic Standing.** For purposes of determining the scholastic standing of any student, the grades received during the summer session and the first semester of the ensuing academic year shall be considered as having been received in one semester so that the standing of the student for the ensuing second semester is the result of the computation of his summer and first semester general weighted average grade, provided that, the subject's taken during summer is/are clearly defined as a regular offering in a given summer in the approved curriculum the student is following.
6. **Non-admission of Dismissed Students.** Non-admission of a student seeking transfer to other college after having been dismissed from his/her college due to scholastic deficiency shall be enforced. Transfer to the two-year technology course is an exception.
7. **The application of this rules shall be under the supervision of the Registrar.**

I. Readers Services

(Main Library & College/Unit Libraries)

FUNCTION

Servicing library resources and assisting clientele in the use of library and information sources.

ORGANIZATION

For greater accessibility to materials, the open shelf system is adopted except in the Filipiniana, Serials, Reserve and Depository Section.

SERVICE HOURS

Monday to Friday	-	8:00 a.m. - 5:00 p.m.
Saturday and Sunday	-	9:00 a.m. - 4:00 p.m.

COLLECTION OF EACH SECTION

1. **Reference** - contains a) general references which are intended to be consulted only for specific or brief top call inquiry rather than to be read from cover to cover; b) the Vertical File materials; c) Audio-visual materials: microfiche, video tapes, etc.

2. **Circulation** - houses the main bulk of the library collection. These books are supplemental materials to basic textbooks used in the service colleges.

3. **Filipiniana** - contains library resources about Philippines regardless of authors, and those published in the Philippines.

4. **Reserve** - contains collateral reading materials recommended by faculty as required reading for courses and for the shared use of all students enrolled in the said courses.

5. **Depository** - contains materials published in the Philippines as provided in the Presidential Decree 812 on Legal and Cultural Deposit.

6. **Serials** - contains foreign and local publications of: magazines and journals, newspapers and clippings.

II. Policies and Procedures

REQUIREMENTS

To avail of library facilities and services, users are required to present:

1. University ID (countersigned in the Library of the current semester)

2. Borrower's Card (validated for the current semester)
3. Referral slip and ID (for outsiders)

LENDING POLICIES

1. For Room Use

- a) Filipiniana & Reference collection
- b) Deposit publications
- c) Periodicals and newspapers
- d) Vertical File materials
- e) Clippings
- f) Audio-Visual materials

2. Three Day Book Loan

Circulation books for home use are usually loaned out for three days renewable for a like period unless needed by other users. Three books may be borrowed at a time.

3. Hourly and Overnight Loan

Due to limited copies and demand, Reserved Books are restricted to hourly and overnight loans.

- a) Hourly Loans - two hours without renewal during the day
- b) Overnight Loans - the book may be borrowed after 3:00 pm and to be returned not later than 9:00 a.m. the next working day.

4. Photocopying

Materials for room use may be borrowed for 30 minutes for photocopying.

5. Online Resources

a) Users are allowed:

- For academic research or private study only
- To browse and search
- To make and save a digital copy of limited extracts from the database for academic purposes
- To print out copies of limited portions for reports, essays, projects and similar materials created with appropriate acknowledgment of the sources (such as footnotes, endnotes or other citations)
- Limited extracts may be shared with other academic users

b) Users are not allowed:

- To sell or otherwise re-distribute data to third parties without expressed permission. This includes but is not limited to posting on public sources like Google Docs, Tableau, and others

- To use database or any part of the information comprised in the database content for commercial research, for example, research that is done under a funding or consultant contract, internship, or other relationship in which the results are delivered to a for-profit organization
- To engage in bulk reproduction or distribution of the licensed materials in any form
- To engage in extensive downloading or copying of content
- To use automated searching or querying, including, but not limited to the use of Spiders or other external software for text and data mining
- To store a vast amount of data on your personal computers.

LENDING PROCEDURES

1. Charging of Circulation Books

a) Borrower presents the book he wants to borrow together with his ID and BC

- Writes the call number or Barcode in the Borrower's card and
- Prints and signs his name in the book card.

b) Charging Personnel

- Examines ID, BC and book card for correct information
- Writes dues date in BC, book card and date due slip;
- Releases book/s to the borrower; BC, book card and ID of borrower are retained;
- Takes down statistics and interfiles BC in the charging tray which is alphabetically arranged by borrower.

c) Control List for Faculty and Staff

- Borrowing of faculty and staff list are recorded in 5' x 8" cards called the "Control List". The cards are arranged alphabetically by surname of the borrower.

2. Discharging

a) Borrower presents the book at the charging desk

b) Personnel gets the book card from the charging tray and initials it with written date and "ret" for returned and shelves the book if it is a reserve book

c) Borrower shelves the book if it is a circulation book.

OVERDUE BOOKS

All overdue books are subject to payment of fines. For faculty and staff with overdue borrowing are sent with a recall notice to remind them to return the materials which are already overdue. For students with over dues, name will be posted in the bulletin board.

FINES

1. Assessment

- a) Circulation books: P10.00 per book
- b) Reserved books: P2.00 are imposed for first hour; P20.00 for each full day

2. Issue receipt based on the assessment indicated in the delinquent slip issued by the section concerned.
3. Collection should be remitted monthly to the Cashier's Office.
4. Submit O.R. and receipt stubs to the Auxiliary Services together with the monthly report of collection.

OUTSIDE USERS

1. This refers to users who are not constituents of MSU.
2. Outside users are required to present their ID and a letter of recommendation from their supervisor of their institution.
3. The user fills out the form for UL permit to use and have it approved by the Director.
4. The user pays P5.00/day, P20.00 for a week use of the library and P200.00 for one semester.
5. The permit is to be signed and issued by the Director or the Assistant University Librarian.
6. The section/unit where the user is referred checks the permit form.
7. Allowed inside reading only.

ISSUANCE OF BORROWER'S CARD

Students, Faculty and Staff should present:

- Library Registration form or ID Registration;
- Two (2) pcs. 1x1 ID Pictures (Latest);
- COR/EBF;
- P10.00

For Faculty and Staff:

A letter of introduction from the department chairman or unit head is required for issuance of borrower's card to faculty or employee of permanent/probationary status. Contractual faculty and employees are not allowed to sign out library materials.

REPLACEMENT/REAPPLICATION FOR LOST BORROWER'S CARD

1. Filled-up/worn-out BC is replaced upon presentation and request of the user.
2. For a lost BC, re-application is required.
 - a) Borrower reports the loss to the Record Section;
 - b) Present an Affidavit of Loss signed by the Public Attorney's Office (PAO) or the MSU Legal Services Division;

- c) Present COR/EBF;
- d) 2pcs. 1xq ID picture (latest)
- e) P20.00 (Borrower's Card fee plus penalty);
- f) The records Personnel stamps "cleared" on the back of the COR and date of the report of loss.
- g) BC will be issued after one week. Affix signature and date of issuance in the registration form and back of COR.

RESPONSIBILITIES OF LIBRARY USERS

1. Library materials borrowed should be returned by the borrower himself/or authorized representative provided BC is presented.
2. The limited number and period of book loans is imposed in fairness to other users. Books should be returned promptly on or before the due date.
3. Any book on loan may be recalled if:
 - a) In demand by clientele;
 - b) Officials of the University have an urgent need of the book;
 - c) A book is to be placed on "Reserve" for a course or is to be given shorter loan period;
 - d) It is overdue; or
 - e) The libraries are conducting their mandated physical annual inventory.
4. Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the same title and author or pay its current price value within thirty (30) days plus 10% processing fee and a fine equivalent to 25% of the cost of the book.
5. Fine for a lost book shall continue until it is replaced but the amount must not exceed the current price of the book.

GENERAL CONDUCT

1. Proper conduct is expected of all library users. Courtesy, politeness and respect for others should be observed at all times. Loud conversation, smoking, eating and littering are deemed improper inside the library.
2. Return catalog trays, books, periodicals and chairs to their proper places after using them.
3. Treat the library materials you use with care. Mutilating, marking or damaging materials shall be subject to suspension of library privileges for not more than one (1) month and made to pay the current price of the destroyed property.

VIOLATIONS OF LIBRARY RULES AND REGULATIONS

Repeated violations of library rules and misconduct will be justification for the curtailment of the library privileges.

1. Three times overdue - warning.
2. Four times overdue - curtailment of borrowing privileges for one week.

3. Misconduct - curtailment of library privileges, suspension or expulsion depending on the gravity of the offense.

OTHER SERVICES

1. Referrals

To avail of the facilities of other libraries, the MSU Library issues a Referral Slip. This may be requested from the Office of the Director.

- a. Present ID and Borrower's Card
- b. Request for the Referral Slip from the desk in charge
- c. Fill-up slip and return for approval of the Director of Libraries.

2. Outside Users

Alumni and researchers from educational institutions or agencies may be allowed to avail of the library facilities limited to room use of materials and subject to library rules and regulations.

Outside users are required to present their IDs and a letter of recommendation/introduction from the following: the librarian, head of school of agency/institution.

Every addition to
TRUE KNOWLEDGE
is an addition to
HUMAN
POWER.



- Horace Mann

UNIVERSITY CODE

(Chapter 67)

Art. 475. **Conduct and Discipline.** The following rules and regulations on the conduct and discipline of students are hereby promulgated:

Basis of Discipline: Students at all times should observe the laws of the land and the rules and regulations of the University.

Art. 476. **Grounds for Discipline.** No student shall be suspended, expelled or dismissed except for cause and after due process as provided by this Code.

The following shall be grounds for disciplinary action:

1. Cheating in any form in any examination or any act of dishonesty in relation to his/her studies;
2. Carrying within the University premises any firearms, bladed, dangerous or deadly weapon, provided that this shall not apply to one who has permit from the Dean or Director of his College to possess any of the above-mentioned weapons in connection with his/her studies in addition to a permit from competent authorities where the carrying of such weapon is so required;
3. Bringing, selling, keeping or drinking any alcoholic beverage within the campus of the University;
4. Hoarding, selling, or taking, administering or giving out any regulated or prohibited drug without prior prescription by a duly licensed physician;
5. Any violation of law connected with marijuana, opium, morphine and other prohibited drugs;
6. Involvement in Illegal gambling;
7. Threatening another student with the imputation upon his person, honor or property of any wrong amounting to a crime;
8. Violation of curfew hours duly prescribed by competent authorities;
9. Vandalism of textbooks, references or other reading materials belonging to the University;
10. Destroying any property belonging to the University;
11. Indulging in any immoral act in and outside the campus of the University;
12. Any student who shall, by means of force or violence, assault or attack another student shall suffer the penalty of expulsion or dismissal from the University;
13. The penalty of expulsion or dismissal from the University shall be imposed upon any student who shall, by means of violence, prevent another student from doing something not prohibited by law or the Code of the University or compel him to do something against his will, whether it be right or wrong;

14. Any student carrying any firearm within the University premises, unless in connection with his ROTC training and is duly authorized by competent authorities, shall suffer the penalty of expulsion or dismissal. If the firearm shall have been discharged or used to threaten another student, the penalty to be imposed on the offender shall also be expulsion or dismissal from the University without prejudice to the filing of criminal charges;

15. Any student carrying any firearm within the University premises, unless in connection with his ROTC training and is duly authorized by competent authorities, shall suffer the penalty of expulsion or dismissal. If the firearm shall have been discharged or used to threaten another student, the penalty to be imposed on the offender shall also be expulsion or dismissal from the University without prejudice to the filing of criminal charges;

The penalty that may be imposed for any violation of numbers 1 to 11 of this Articles shall range from suspension to dismissal depending on the gravity of each particular case, provided that in case where the offender has previously been penalized for any offense defined in this Code, the STUDENT DISCIPLINE BOARD may recommend for his expulsion and/or dismissal.

No complaint against any student shall be given due course unless the same is in writing and subscribed and sworn to by the complainant. However, when initiated by the University authorities it is enough that the complaint is in writing and states insubstantial recital the facts of the alleged offense.

Art. 477. Procedure in Filing Complaint and Answer Involving Student Discipline.

a. Any or all complaints should be filed and/or indorsed to the STUDENT DISCIPLINE BOARD through the Division of Student Affairs. The Student Discipline Board shall be composed of the following:

1. Director, Legal Services Division Chairman
2. Director, Division of Student Affairs Co-Chair
3. President of the Faculty Association Member
4. One Senior Employee from the Office of the
Vice President for Academic Affairs Member
5. Chief Security Officer Member
6. University Registrar Member
7. SSG President Member

Provided that the Directors of Legal Services Division and Division of Student Affairs as well as the University Registrar may appoint any of their senior staff to act in their place and stead.

Even before the actual constitution of the STUDENT DISCIPLINE BOARD for any particular case, any complaint filed or indorsed to the Board through the DSA shall be proceeded within the following manner:

1. The Director of the DSA or his representative confers with the Director of the Legal Services Division or the latter's representative to determine whether or not a prima facie case exist. The respondent shall be notified in writing of the charge against him, attaching to said notice copies of complaint sworn statements and other documents submitted and the respondent shall be allowed not less than seventy-two hours to answer the charges in writing under oath. In the notice, the respondent shall be informed that he is entitled the assistance of a lawyer and he should indicate whether or not he elects a formal investigation if his answer is not considered satisfactory. If the answer is found satisfactory the SDB shall recommend dismissal of the case.
2. While the notice to the respondent is being served, the OVPAA and the Dean of the respondent shall be notified for record purposes.
3. Even if a respondent does not request a formal investigation, one shall nevertheless be conducted when from the complaint and the answer including their supporting documents the merits of the case cannot be decided judiciously without conducting such an investigation.

Art. 478. **Hearing.** Hearing by the SDB shall begin not later than one week after receipt of the respondent's answer or after expiration of the period within which the respondent should answer.

Art. 479. **Frequency and Duration of Hearing.** In the interest of speedy justice, the SDB shall hold a hearing at least once a week until the case has been resolved. In case of failure to adhere to these rules, written explanation in every case shall be submitted by the Board Chairman to the University President. No hearing on any case shall last beyond two (2) calendar months.

Art. 480. **Notice of Hearing.** All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. The respondent, may defend himself personally or by counselor representative of his own choice. If the complainant or the respondent should desire but is unable to secure the services of a counsel, he should manifest such fact to the SDB before the date set for hearing and shall designate a counsel for him from among members of the University constituents.

Art. 481. **Failure to Appear at Hearing.** Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause the SDB shall note this fact and thereafter proceed to hear the case exparte without prejudice to the appearance of the absent party in subsequent hearings.

Art. 482. **Postponement.** The SDB on the application of either the complainant or the respondent or in its own motion, may at its discretion and for good cause, postpone the hearing for such period of time as the ends of justice and the rights of the parties for speedy hearing require. As much as possible, postponement should be limited to a maximum of three (3) days.

Art. 483. **Amicable Settlement.** Amicable settlement made by and between the parties (complainant and respondent) will not prevent the University from proceeding with the case for the purpose of instilling discipline among the studentry.

- Art. 484. **Comment and Recommendations.** The complete records of the case, with the report of findings thereon and the recommendation signed by a majority of the members of the committee shall be forwarded to the OVPAA within fifteen (15) days after the termination of the hearing. The recommendation shall state the findings of facts and the specifics on which it is based.
- Art. 485. **Action by OVPAA.** The OVPAA shall submit within ten (10) days after the receipt of the Board report, a recommendation to the President of the University.
- Art.486. **Action by the President.** The decision of the University President shall be rendered within ten (10) days after receipt of the recommendation of the OVPAA. All decisions of suspensions not exceeding one year must be confirmed by the Board of Regents; provided, that the President cannot impose but only recommend cases of expulsion and/ or dismissal to the Board of Regents. All decisions not needing the confirmation of the Board may be appealed to the Board within ten (10) days after the respondent received the copy of the decision.
- Art. 487. **How an Appeal is Made.** An appeal shall be made, within ten (10) days after the respondent has received a copy of the decision, by filing to the President the notice of appeal. The appeal shall not in anyway stay, the decision appealed.
- Art. 488. **Action by the Board of Regents.** If the Board deems the appeal meritorious, especially in the cases of recommendations for expulsion and/or dismissal, it shall refer the pertinent records to a committee of its members for review. Said committee shall submit a report thereon with its recommendations at the next meeting of the Board.
- Art. 489. **Motion for Reconsideration.** If the respondent has filed a petition for reconsideration with the President, and such petition for reconsideration is denied by the President, he may still file an appeal to the Board of Regents, provided the same is submitted within ten (10) days following notice of denial of the reconsideration.
- Art. 490. **Effect of Decision.** In case final decision involving suspension or dismissal is rendered within thirty (30) days prior to any final examination, the penalty shall take effect during the subsequent semester except when the respondent is graduating in which case the penalty shall immediately take effect.
- Art. 491. **Records.** All proceedings before the SDB shall be put in writing by a competent stenographer/typist. All original records pertaining to student discipline shall be under the custody of the Director of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for the inspection or copying unless he/she is involved therein, or unless he has legal right that cannot be protected or vindicated without access or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

Art. 492. **Sanctions.** The penalty of expulsion or dismissal shall carry with it the accessory penalty of withholding graduation or permanent disqualification of the respondent to continue studying in any unit of the University. The penalty of suspension shall carry with the accessory penalty of forfeiture of the privilege to enjoy scholarships benefits, and dormitory and library facilities, during the period of suspension. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of disciplinary action taken against the student and shall be reported to his parents or guardians. Refusal to submit to the jurisdiction of the University by any person not enrolled at the time a charge against him is filed shall prejudice his future enrollment in any unit of the University.

Art. 493. **Summary Action.** Any provision in these rules notwithstanding a Dean or Director may upon the recommendation of the SDB, immediately suspend for a period not exceeding fifteen (15) days any student in his/her unit for any breach of order or discipline. The order of suspension shall state the ground, the circumstances showing the responsibility of the student and the period of suspension. Before the order or suspension is served on the student copy thereof shall be furnished to the President, the Vice President for Academic Affairs and the Director of Student Affairs. The order of suspension may be appealed to the President. If the appeal of any suspension made under this article is filed with the University President, the latter may order the holding in abeyance of the suspension. If no such order is made within two (2) days after the appeal is filed, the suspension shall take effect.

Art. 494. **Definition.** The following terms shall have their meanings set forth for the purpose of these regulations:

- a. "STUDENT" shall include any person enrolled in any academic unit of the University on regular or part-time basis at the time the charge or report involving him/her is filed. Regardless of whether or not he/she enrolled in any unit of the University during the pendency of the disciplinary proceeding against him.
- b. "LAWS OF THE LAND" shall refer to the general statutes currently in force within the Republic of the Philippines with particular reference to the Revised Penal Code and Civil Code.
- c. "BOARD" shall refer to the SDB unless explicitly stated otherwise.
- d. "OFFICIAL REPORT" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any official of a college or unit, or any official of the university administration.

ANTI-HAZING ACT OF 2018

Republic Act No. 11053

An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations thereof, amending for the purpose Republic Act No. 8049,

Entitled “An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Organizations and Providing Penalties Therefor”.

SECTION 1. A new section to be denominated as Section is hereby inserted in Republic Act. No. 8049, to read as follows:

“SEC. 1. Short title. – This Act shall be known as the “Anti-Hazing Act of 2018”.

SECTION 2. Section 1 of the same Act is hereby amended to read as follows:

“SEC. 2. Definition of Terms. – As used in this Act:

“(a) *Hazing* refers SEC 2. (A) HAZING refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a pre-requisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse or endanger by requiring a recruit, neophyte, applicant, or member to do mental, silly or foolish tasks.

“(b) *Initiation or Initiation Rites* – refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority or organization.

“(c) *Organization* refers to an organized body of people which includes, but not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) *Schools* refer to colleges, universities, and all other educational institutions.”

SECTION 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

SEC. 3. *Prohibition on Hazing* – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall

likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other fraternities, sororities, and organizations. *Provided*, that the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purposes of this Act. *Provided, further*, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement for employment in any business or corporation.”

SECTION 4. Section 2 of the same Act is hereby amended to read as follows:

“*Sec. 4. Regulation of School-Based Initiation Rites* – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided*, That:

“(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) The initiation rites shall not last more than three (3) days;

“(e) The application shall contain the names of the incumbent officers of the fraternities, sororities, and organization and any person or persons who will take charge in the conduct of initiation rites;

“(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternities, sororities, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

“(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

“The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

“Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternities, sororities, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternities, sororities, or organization concerned, taking into consideration the safety and security of participants in the activity.

“Schools officials shall have the authority to impose, after due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in information, appropriate disciplinary sanctions in accordance with the school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.

SECTION 5. Section 3 of the same Act is hereby amended to read as follows:

“*Sec. 5. Monitoring of Initiation Rites.* - The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who were present during the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SECTION 6. A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows:

“Sec. 6. Registration of Fraternities, Sororities, or Other Organizations. – All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

“A newly established fraternities, sororities, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: Provided, That the new fraternities, sororities, or organization has complied with the requirements prescribed by the school in establishing a fraternities, sororities, or organization: Provided, further, That schools shall promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternities, sororities, or organization who fail to register or update their roster of members as required under this section.

“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization.”

SECTION 7. A new section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

“SEC. 7. Faculty Adviser – Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their faculty adviser or advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

“The faculty adviser or advisers shall be responsible for monitoring the activities of fraternities, sororities, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternities, sororities, or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.”

SECTION 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. *Role of Educational Institutions.* – The responsibility of schools to exercise reasonable supervision *in loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign as the start of the semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society”

SECTION 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. *Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations.* – All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration.”

SECTION 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC. 10. *Regulation of initiation Rites for Community-Based Fraternities, Sororities, or Organizations.* – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided, That:*

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) A medical certificate of the recruit, neophyte, or application must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not falling under the definition of hazing as used in this Act;

“(e) The initiation rites shall not last more than three (3) days;

“(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the initiation rites;

“(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and

“(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SECTION 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

“SEC. 11. *Monitoring of Initiation Rite of Community-Based and All Similar Fraternities, Sororities, or Organizations.* – The punong barangay of the barangay or the municipal or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of the initiation: *Provided*, that if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SECTION 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC. 12. *Nullity of Waiver and Consent.* – Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

SECTION 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

“SEC. 13. *Administrative Sanctions.* – The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction.”

SECTION 14. Section 4 of the same Act is hereby amended to read as follows:

“SEC 14. *Penalties.* – The following penalties shall be imposed:

“(a) The penalty of *reclusion perpetua* and a fine of three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

“(b) The penalty of *reclusion perpetua* and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

“(1) All persons who actually planned or participated in the conduct of hazing;

“(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

“(3) The adviser of a fraternity; sorority; or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or advisers can do so without peril to their person or their family;

“(4) All former officers, non-resident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing; *Provided*, That should the former officer, non-resident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary

proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further,* That should the former officer, non-resident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided,* That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

“(6) Members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

“(c) The penalty of *reclusion temporal* in its maximum period and a fine of one million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

“(d) The penalty of *reclusion temporal* and a fine of one million pesos (P1,000,000.00) shall be imposed upon former officers, non-resident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: *Provided,* That should the former officer, non-resident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further,* That should the former officer, non-resident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided,* That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(e) The penalty of *prision correccional* in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purposes of this section; and

“(f) A fine of one million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: *Provided*, That if hazing has been committed in circumvention of the provision of this Act, it is incumbent upon school officials to investigate *motu proprio* and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by fraternities, sororities, and other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing or where there is actual knowledge of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

“The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is *prima facie* evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The incumbent officers of the fraternity, sorority, or the organization concerned shall be jointly liable with those members who are actually participated in the hazing.

“Any person charged under this Act shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

“This section shall apply to the president, manager, director, or other responsible officer of businesses or corporations engaged in hazing as a requirement for employment in the manner provided herein.

“Any conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.”

SECTION 15. A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. *Implementing Rules and Regulations (IRR)*. – The Commission on Higher Education (CHED), together with the Department of Education (DepEd), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”

SECTION 16. *Separability Clause*. – If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

SECTION 17. *Repealing Clause*. – Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SECTION 18. *Effectivity Clause*. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved,

(SGD) PANTALEON D. ALVAREZ
Representative

Speaker of the House of

(SGD) AQUILINO “koko” PIMENTEL III

President of the Senate

This Act which is a consolidation of the Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

(SGD) CESAR STRAIT PAREJA

Secretary General House of Representative

(SGD) LUTGARDO B. BARBO

Secretary of the Senate

Approved: JUNE 29, 2018

(SGD) RODRIGO ROA DUTERTE

President of the Philippines

Republic Act No. 7079
AN ACT PROVIDING FOR THE DEVELOPMENT
AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

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

SECTION 1. Title- This act shall be known and referred to as the “**Campus Journalism Act of 1991.**”

SECTION 2. Declaration of Policy- It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

SECTION 3. Definition of terms.

- a) **School-** An institution of learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.

- b) **Student Publication-** The issue of any printed materials that is independently published by, and which meets the needs and interests of the studentry.

- c) **Student Journalist-** Any bona fide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He/She must likewise maintain a satisfactory academic standing.

- d) **Editorial Board-** In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the parents-teachers’ Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

- e) **Editorial Policies-** A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as school administration’s policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

SECTION 4. Student Publication- The student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

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

SECTION 5. Funding of Student Publication – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for student publication.

Subscription fees collected by the school administration shall be released automatically to the student publication concerned

SECTION 6. Publication Adviser- The publication adviser shall be selected by the school administration from a list of recommended submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

SECTION 7. Security of Tenure- A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled/suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

SECTION 8. Press conference and Training Seminars- The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher advisers of student publication in the elementary, secondary and tertiary levels shall be held at the institutional, divisional and regional levels, culminating with the holding of the annual elementary, secondary or tertiary School Press Conferences in the places of historical and/or cultural interest in the country.

SECTION 9. Rules and Regulations- The Department of Education, Culture and sports in coordination with the officers of the national elementary, secondary tertiary organizations or official advisers of student publications, together with the student journalist at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

SECTION 10. Tax Exemption- Pursuant to paragraph 4, section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

SECTION 11. Appropriations- For the initial year of implementation, the sum of Five million pesos (5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

SECTION 12. Effectivity- This act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general publication.

Republic Act No. 7877
AN ACT DECLARING SEXUAL HARASSMENT
UNLAWFUL IN THE EMPLOYMENT, EDUCATION,
OR TRAINING ENVIRONMENT AND FOR OTHER PURPOSES.

SECTION 1. Title- This act shall be known as the “**Anti-Sexual Harassment Act of 1995.**”

SECTION 2. Declaration Policy- The State shall value the dignity of every individual, enhance development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicant for employment students or those undergoing training, instruction or education. Toward this end. All forms of sexual harassment in the employment, education, or training environment are hereby declared unlawful.

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

- a) In a work-related or employment environment sexual harassment committed when:
1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotion or privileges, or refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities otherwise adversely affect said employee.
 2. The above Acts would impair the employee’s rights or privileges under existing labor laws; or
 3. The above Acts would result in an intimidating, hostile, or offensive environment for the employee.
- b) In education or training environment, sexual harassment is committed.

1. Against one who is under the care, custody or supervision of the offender;
2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration;
or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

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

- a. Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and administrative sanctions thereof. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this sub-section (a) shall include, among the others, guidelines on proper decorum in the workplace and educational or training institutions. (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

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

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

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

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

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

SECTION 7. Penalties. Any person who violates the provision of this Act shall upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six months, or a fine of not less than Ten thousand pesos (10,000.00), nor more than Twenty thousand pesos (20,000.00), or both such fine and imprisonment at the discretion of the court.

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

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

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

SECTION 10. Effectivity Clause – This Act shall take effect fifteen (15) days after this complete publication in at least two (2) national newspapers of the general circulations.

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

Republic Act No. 9163
AN ACT ESTABLISHING THE NATIONAL SERVICE TRAINING PROGRAM (NSTP) FOR TERTIARY LEVEL STUDENTS, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 7077 AND PRESIDENTIAL DECREE NO. 1706, AND FOR OTHER PURPOSE.

Be it enacted by the Senate and House of Representatives
in Congress Assembled

SECTION 1. Short Title – This Act shall be known as the “**National Service TRAINING Program (NSTP) Act of 2001.**”

SECTION 2. Declaration of Policy – It is hereby affirmed the prime duty of the government to serve and protect its citizens. In turn, it shall be the responsibility of all citizens to defend the security of the State and in fulfillment thereof, the government may require its citizens to render personal, military and civil service.

Recognizing the youth’s vital role in nation-building, the state shall promote civic consciousness among the youth and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.

In pursuit of these goals, the youth, the most valuable resources of the nation, shall be motivated, trained, organized and mobilized in military training, literacy, civic welfare and other similar endeavors in the service of the nation.

SECTION 3. Definition of Terms- For the purpose of this Act, the following are hereby defined as follows:

(a) “National Service Training program (NSTP)” is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth’s active contribution to the general welfare.

(b) “Reserve Officer Training Corps (ROTC)” is a preparation institutionalized under Section 38 and 39 of the Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

(c) “Literary Training Service” is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.

(d) "Civic Welfare Training Service" refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health education, environment, entrepreneurship, safety recreation and morals to the citizenry.

(e) "Program Component" shall refer to the service components of the NSTP as enumerated in Section 4 of this Act.

SECTION 4. Establishment of the National Service Training Program. There is hereby established a National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree courses and of at least two (2)- year technical-vocational courses and is a requisite for graduation, consisting of the following service components:

- (1) The Reserve Officers Training Corps (ROTC), which is hereby made optional and voluntary upon the effectivity of this Act;
- (2) The Literacy Training Services; and
- (3) The Civic Welfare Training Service

The ROTC under the NSTP shall instill patriotism, respect for rights of civilians, and adherence to the Constitution, among others. Citizenship training shall be given emphasis in all three (3) program components.

The Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA), in consultation with the Department of National Defense (DND), Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Association of the Philippines (COCOPEA) and other concerned government agencies, may design and implement such program components as may be necessary in consonance with the provisions of this Act.

SECTION 5. Coverage- Students, male and female, of any baccalaureate degree course or at least two (2)-year technical-vocational courses in public and private educational institutions shall be required to complete one (1) of the NSTP components as requisite for graduation.

SECTION 6. Duration and Equivalent Course Unit- Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

SECTION 7. NSTP Offering in Higher and Technical- Vocational Educational institutions- All higher and technical-vocational institutions, public and private, must offer at least one of the program components: Provided, that the State Universities and Colleges offer ROTC component and at least one other component as provided herein; provided, further, that private higher and technical-vocational education institutions may also

offer ROTC if they have at least three hundred and fifty (350) cadet students. In offering the NSTP whether during the semestral or summer periods, clustering of affected students from different educational institutions may be done, taking into account logistics, branch of service and geographical considerations. Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components shall allow their students to cross-enroll to other schools irrespective of whether or not the NSTP components in said schools are being administered by the same or another branch of service in the Armed Forces of the Philippines (AFP), CHED and TESDA to which schools are identified.

SECTION 8. Fees and Incentives- Higher and technical-vocational institutions shall not collect any fee for any of the NSTP components except basic tuition fees which shall not be more than fifty percent (50%) of what is currently charged by schools per unit. In the case of the ROTC, the DND shall formulate and adopt a program of assistance and/or incentives to those who will take the said component.

SECTION 9. Scholarship- There is hereby created special Scholarship Program for qualified students taking the NSTP which shall be administered by the CHED TESDA. Funds for this purpose shall be included in the annual regular appropriations of the CHED and TESDA.

SECTION 10. Management of the NSTP Components- The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools: Provided, that in case CHED or TESDA accredited non-government organization (NGO) has been contracted to formulate and administer a training module for any NSTP components, such academic and administrative supervision shall be exercised jointly with the accredited NGO. Provided, further, that such training modules shall be accredited by CHED and TESDA. The CHED and TESDA regional offices shall oversee and monitor the implementation of the NSTP under their jurisdiction to determine if the training is being conducted in consonance with the objectives of this Act. Periodic reports shall be submitted to the CHED, TESDA and DND in this regard.

SECTION 11. Creation of the National Service Reserve Corps- There is hereby created a National Service Reserve Corps, to be composed of the graduates, non-ROTC components. Members of this Corps may be tapped by the Senate for literacy and civic welfare activities through the joint effort of the DND, CHED and TESDA. Graduate of the ROTC shall form part of the Citizens Armed Force, pursuant to Republic Act No. 7077

SECTION 12. Implementing Rules- The DND, CHED and TESDA shall have the joint responsibility for the adoption of the implementing rules of this Act within sixty (60) days from the approval of this Act.

These three (3) shall consult with the other concerned government agencies, the PASUC and COCOPEA, NGOs and recognized student organizations in drafting the implementing rules. The implementing rules shall include the guidelines for the adoption of the appropriate curriculum for each of the NSTP components as well as for the accreditation of the same.

SECTION 13. Transitory Provisions- Students who have yet to complete the Basic ROTC, except those falling under Section 14 of this Act, may either continue in the program component they are currently enrolled or shift to any of the other program components of their choice: Provided, that in case he shifts to another program components, the Basic ROTC courses he/she has completed shall be counted for the purpose of completing the

NSTP requirement; Provided, further, that once he has shifted to another program component, he shall complete the NSTP in that component.

SECTION 14. Suspension of ROTC Requirement- The completion of ROTC training as a requisite for graduation is hereby set aside for those students who despite completing all their academic units as of the effectivity of this Act have not been allowed to graduate.

SECTION 15. Separability Clause- If any section or provision of this Act shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

SECTION 16. Amendatory Clause- Section 35 of Commonwealth Act No. 1, Executive Order No. 207 of 1939, Section 2 and 3 of Presidential Decree No. 1706, and Section 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuance inconsistent with the provisions of this Act hereby deemed amended and modified accordingly.

SECTION 17. Effectivity- This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of national circulation, but implementation of this Act shall commence in the school year of 2002-2003.

**EXECUTIVE ORDER NO. 200
BY THE PRESIDENTS OF THE PHILIPPINES
CODE OF STUDENT RIGHTS**

WHEREAS, it is in interest of the State and Society that the college and university education, in both public and private institutions, provide facilities therein for academic development as condition for intelligent social participation; and

WHEREAS, it is necessary for the attainment of this objective, that rapport be promoted between school authorities and students by establishing student rights and defining student responsibilities;

NOW, THEREFORE I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby promulgate the following Manual or Student Rights and Responsibilities.

SECTION 1. Student rights- Every student enrolled in post-secondary course in college or university authorized or recognized by the government shall, among other things, enjoy the following rights.

- a) The right to organize a free student government that can administer, legislate and adjudicate within its approved constitutional jurisdiction;
- b) The right to be represented on all policy-determining bodies of the educational institution, through the duly authorized student government representative, whenever policies relating to curriculum student

discipline, and the use or collection of student fees, funds, and contributions are considered for adoption or amendment. This right shall be exercised by participation in the discussion and by voting subject to the provisions of the law; and

- c) The right to establish and issue within the bounds of law, good morals and school regulations and objectives, regular student-controlled publications free from censorship, or any pressure aimed at controlling editorial policy or staff appointments; Provided, That the publication expense shall be paid out from student funds.

SECTION 2. Student Responsibilities- Every student enrolled in a post-secondary course in a college or university authorized or recognized by the government shall among other things, bear the following responsibilities;

- a) The responsibility to fulfill the duties imposed upon him/her by his/her duly constituted student government or other legally constituted student officers or organizations to which he/she has voluntarily affiliated;
- b) The responsibility to recognize and comply with the policies and regulations concerning school duties, campus activities and discipline within the school;
- c) The responsibility, in his/her publications, to abide by laws of the land, school regulations and the ethics of journalism.

SECTION 3. Implementing Rules and Regulations- The Secretary of Education shall issue the appropriate rules and regulations including such sanctions as maybe necessary to implement the provisions of this order.

SECTION 4. This Order shall take effect immediately- Executive Order No. 170 dated February 19, 1969, is hereby revoked.

Done in the City of Manila, this fifth day of December in the year of our Lord, Nineteen Hundred and Sixty-Nine.

(SGD.) FERDINAND E. MARCOS

President of the Philippines

CHAPTER IV COLLEGES AND COURSES OFFERED



A silhouette of a person holding a graduation cap (mortarboard) against a sunset background. The person's arms are raised, and the cap is held high. The background is a gradient of orange and yellow, suggesting a sunset or sunrise. The text is overlaid on the image in a white, cursive font.

*If you don't have
targets to
achieve, then
you are going
NOWHERE.*

- Sh. Wael Ibrahim

DEGREE PROGRAMS OFFERED IN MSU-MAIN CAMPUS

College of Agriculture:

- a. Bachelor of Science in Agricultural Business Management
- b. BSA Agronomy
- c. BSA Animal Science
- d. BSA major in Extension Education
- e. BSA Farming Systems
- f. BS Agricultural & Bio Systems Engineering
- g. BSA Horticulture
- h. BSA Agricultural Food Processing
- i. DAT Crop Production
- j. DABMT Food Processing



College of Business Administration and Accountancy:

- a. Bachelor of Science in Accountancy
- b. Bachelor of Science in Business Administration (BSBA) Business Economics
- c. Bachelor of Science in Business Administration (BSBA) Economics
- d. Bachelor of Science in Business Administration (BSBA) Management
- e. Bachelor of Science in Business Administration (BSBA) Human Resource Management
- f. Bachelor of Science in Business Administration (BSBA) Entrepreneurial Marketing
- g. Bachelor of Science in Business Administration (BSBA) Marketing Management
- h. Bachelor of Science in Business Administration (BSBA) Entrepreneurship



College of Education:

- a. Bachelor of Secondary Education (BSED) Biology
- b. Bachelor of Secondary Education (BSED) English
- c. Bachelor of Secondary Education (BSED) Filipino
- d. Bachelor of Secondary Education (BSED) History
- e. Bachelor of Secondary Education (BSED) Mathematics

- f. Bachelor of Secondary Education (BSED) Physics
- g. Bachelor of Secondary Education (BSED) Technology and Livelihood Education
- h. Bachelor of Secondary Education (BSED) Sciences
- i. Bachelor of Secondary Education (BSED) Social Studies
- j. Bachelor of Elementary Education (BEED) major in Early Childhood Education & Development
- k. Bachelor of Elementary Education (BEED) major in General Education
- l. BTVTED Home Economics
- m. BTLED Bachelor of Technology and Livelihood Education major in Home Economics



College of Engineering:

- a. Bachelor of Science in Chemical Engineering
- b. Bachelor of Science in Civil Engineering
- c. Bachelor of Science in Electronics Engineering
- d. Bachelor of Science in Electrical Engineering
- e. Bachelor of Science in Mechanical Engineering



Division of Engineering Technology

- a. BS in Engineering Technology (Construction Engineering Management)
- b. BS in Engineering Technology (Electrical and Renewable Energy)
- c. BS in Engineering Technology (Machining and Fabrication)
- d. Diploma in Technology major in Construction Technology
- e. Diploma in Technology major in Machine Shop Technology



College of Fisheries:

- a. Bachelor of Science in Fisheries
- b. Diploma in Technology major in Fish Processing
- c. Diploma in Technology major in Aquaculture



College of Forestry and Environmental Studies:

- a. Bachelor of Science in Forestry
- b. Bachelor of Science in Forestry major in Agroforestry
- c. Bachelor of Science in Environmental Science



College of Health Sciences:

- a. Bachelor of Science in Nursing



College of Hotel and Restaurant Management:

- a. Bachelor of Science in Hospitality Management
- b. Bachelor of Science in Tourism Management
- c. Basic Courses:
 - Bread and Pastry Production
 - Cookery
 - Housekeeping
 - Front Office
 - Tour Guiding Services
 - Food and Beverage Services



College of Information Technology:

- a. Bachelor of Science in Computer Science
- b. Bachelor of Science in Information System
- c. Bachelor of Science in Entertainment and Multimedia Computing
- d. Bachelor of Science in Information Technology (Major in Networking, Database System)



King Faisal Center for Islamic, Arabic and Asian Studies:

- a. Bachelor of Arts in Islamic Studies (Shari'ah)
- b. Bachelor of Science in Teaching Arabic
- c. Bachelor of Science in International Relations



College of Natural Sciences and Mathematics:

- a. Bachelor of Science in Biology
- b. Bachelor of Science in Chemistry
- c. Bachelor of Science in Mathematics
- d. Bachelor of Science in Physics
- e. Bachelor of Science in Statistics
- f. Bachelor of Science in Zoology
- g. BS Biology major in Animal Biology



College of Public Affairs:

- a. Bachelor of Science in Community Development
- b. Bachelor of Science in Sustainable Community Development
- c. Bachelor of Public Administration
- d. Bachelor of Science in Social Work



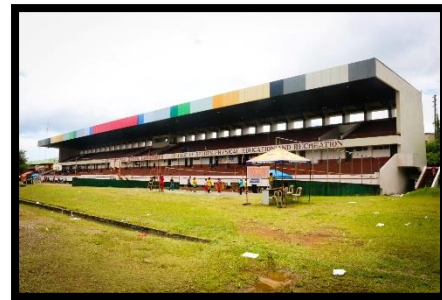
College of Social Sciences and Humanities:

- a. Bachelor of Arts in History
- b. Bachelor of Arts in Psychology
- c. Bachelor of Science in Psychology
- d. Bachelor of Arts in Filipino
- e. Bachelor of Arts in Panitikan
- f. Bachelor of Arts in History Philippine and Asian History Track
- g. Bachelor of Arts in History – Public Development Track
- h. Bachelor of Arts in History – International History Track
- i. Bachelor of Arts in Sociology
- j. Bachelor of Arts in Philosophy
- k. Bachelor of Library and Information Science
- l. Bachelor of Science in Development Communication
- m. Bachelor of Arts in Communication Studies
- n. Bachelor of Arts in Journalism
- o. Bachelor of Science in Communication Arts
- p. Bachelor of Arts in English
- q. Bachelor of Arts in English Language Studies
- r. Bachelor of Arts in Political Studies



College of Sports, Physical Education and Recreation:

- a. Bachelor of Science in Physical Education



College of Law:

- a. Bachelor of Laws



College of Medicine:

- a. Doctor of Medicine



Graduate School:

Ph.D. in Science Education (DOST consortium)

- Biology
- Mathematics
- Physics

Ph.D. in Educational Management

Ph.D. in Language Studies

Ph.D. in Philippine Studies

Doctor of Public Administration (DPA)

Master of Science in Animal Science

Master of Science in Farming Systems

Master of Science in Biology

Master of Science in Physics

Master of Science in Mathematics

MSCIED Secondary Mathematics

Master of Science in Physical Education

Master of Science in Community Development

Master of Public Administration

- Organization & Management
- Public Personnel Administration
- Public Fiscal Administration
- Local Government Administration
- Human Resources Management

Master of Science in Teaching

- Elementary Mathematics
- Elementary Science
- General Science
- Physical Science

Master of Arts in Education

- School Administration
- Guidance & Counseling
- Reading

Master of Arts in Filipino

Master of Arts in Language Studies

Master of Arts in English Language Teaching

Master of Arts in Psychology (Social Psychology)

Master of Arts in Peace & Development Studies

Master of Arts in Philippine Studies

Master of Arts in History

Master of Arts in Global Studies (American Studies)

Master of Arts in Islamic Studies (Muslim Law)

Master of Arts in Nursing (Nursing Administration)

Certificate in Governmental Management



Certificate in Professional Teaching

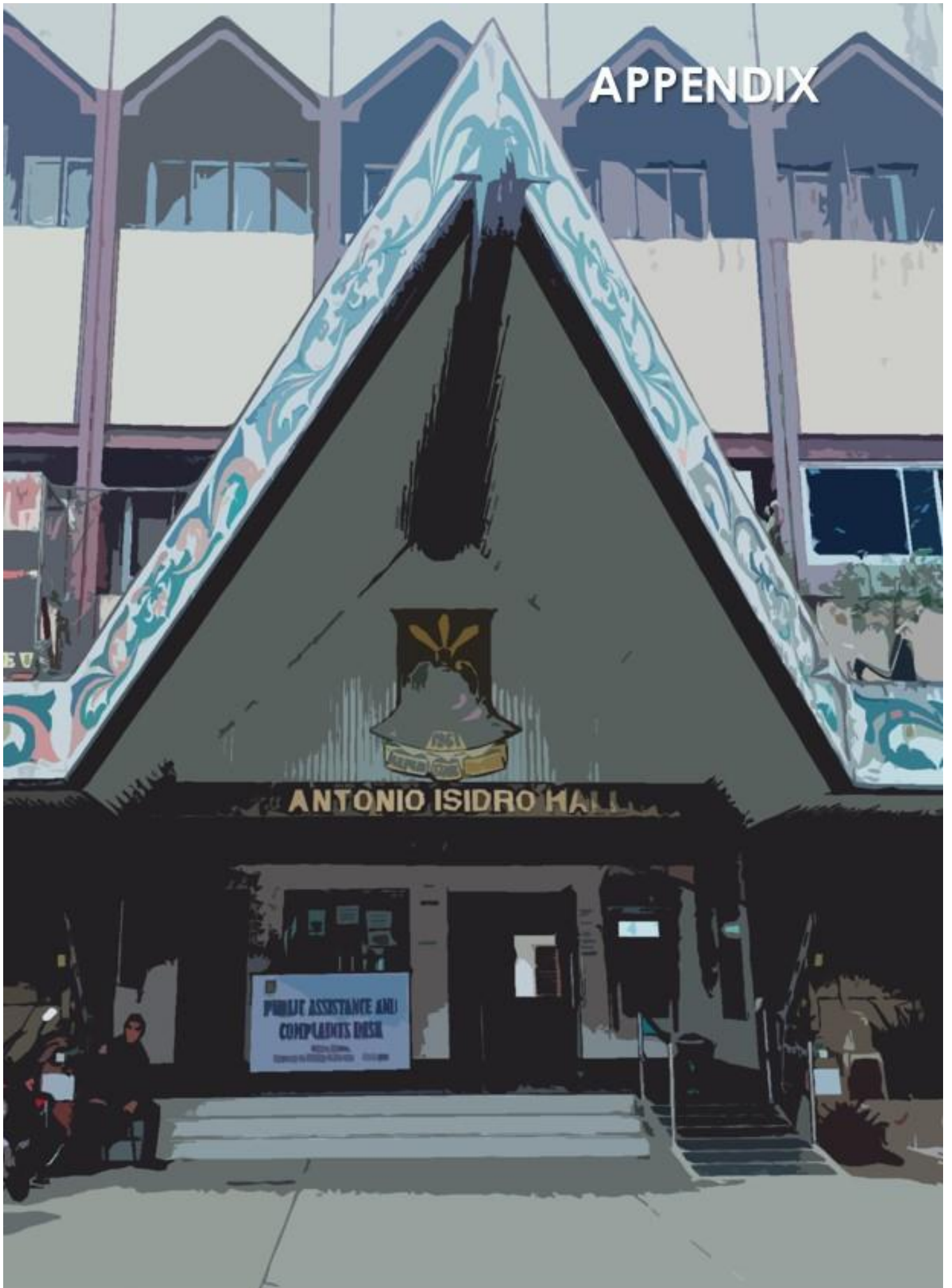
Certificate in Statistics

Diploma in Islamic Studies

Diploma in Community Development

Professional Diploma in Physical Education

APPENDIX



January 1	New Year's Day
February 12	Chinese Lunar New Year's Day
March 11	Lailatul Isra Wal Mi Raj
April 1	Maundy Thursday
April 2	Good Friday
April 9	The Day of Valor
May 1	Labor Day
May 13	Eid'l Fitr
June 12	Independence Day
July 20	Eid'l Adh-ha

Note:

	1 st Semester	2 nd Semester
Deadline for Submission of Book bound Thesis (Graduate Level)	December 2020	
Deadline for Submission of Book bound Thesis (Undergraduate Level)	December 2020	
General convocation & College Orientation Program	August 2021	

Sundays should not be examination days because of ROTC and should not encroach on another's time

OTHER FACILITIES AVAILABLE ON CAMPUS

Stores, shops, parlors, barbershops, pharmacies, eateries and boarding houses are situated on campus. The commercial center located near the MSU Gymnasium has establishments that can sufficiently provide for the needs of MSU constituents like resto, snack inns, groceries, school supplies, shoe repair shops, photo shops, mosques, chapel, bakeshops, photocopy services, Wi-Fi services area, bookbinding, lamination, boutiques and other facilities.

Accessible facilities and amenities inside the campus:



PNB
Landbank of the Philippines
Amanah Islamic Bank



Globe Telecommunication
Smart Tawag Center
M/Lhuillier (Pera Padala & Pawnshop)
Palawan Express



Marawi Resort Hotel
MSU Hostel
VIP Hostel
Others



Jeepneys
Vans
Motorcycle
MSU School Buses



Private Internet Café -
Commercial Center
Wi-Fi zone area



PKF - 0905 128 3978
0950 583 1117



Oval (jogging, hataw)
Grandstand
Dimaporo Gymnasium

SSG - 0917 150 0138
0939 378 0105
0999 539 9210

DSA - 0906-127-9503
0917-716-4703
0918-736-4613
0967-584-0982

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