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**UNIVERSITY OF PERPETUAL HELP
LAGUNA**

PERPETUALITE
HANDBOOK
2023

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The Perpetualite Handbook

**Higher Education
2023**

Name
Program
Date Received

Foreword

Welcome to the **University of Perpetual Help System JONELTA**. You are now part of the **Perpetualite Family**, and it is a pleasure to be of service to you. Your University is giving its best in the delivery of effective and efficient education. This conviction is anchored on our quest for excellence in academics, technology generation through research, student services, community partnership and industry linkages.

This is your handbook. We hope that it will guide you while you are enjoying the educational training programs in our University. It will make you well informed about our uniqueness and competitive edge as an educational institution, your rights and privileges, your duties and responsibilities, the policies and procedures, rules and regulations to be followed and to be complied with.

Always remember that your University is your second home for the duration of your stay as you strive to acquire basic and advanced knowledge, attitudes, skills, and habits as a way of life. Familiarization with handbook provisions is highly encouraged.

Be a part of the process in creating, enhancing, and sustaining our University atmosphere because:

EXCELLENCE is what WE ARE!

CONGRATULATIONS! You are now a PERPETUALITE.

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The University of Perpetual Help System, having committed to service in the forefront of education and health care, came into being out of the unselfish effort and untiring commitment of its founders: Dr. Jose de Guzman Tamayo and Dr. Josefina Laperal Tamayo. The desire to serve others was manifested at a very young age when Dr. Jose G. Tamayo dreamt of becoming a medical doctor. For him, it was the best way that he could serve his fellowmen. But when that dream became a reality, he realized that his best was not good enough... the services he rendered were so limited and only within the realm of his profession as a doctor. With an ardent desire to serve his fellowmen, the idea of reaching out through the setting up of an educational institution, gave birth to the following:

- **Perpetual Help College of Manila** opened in 1968 with BS Nursing as key program offering. Most graduates are now in the USA who formed a Perpetualites Association of America and serve as a direct linkage for Perpetualites.
- **Perpetual Help College of Pangasinan**, located in the heart of Malasiqui, Pangasinan, was founded in 1970 to accelerate the development of health education in the rural areas particularly in the province of Pangasinan.
- **University of Perpetual Help Rizal** (formerly Perpetual Help College of Rizal). In 1975, the eldest son, Antonio Laperal Tamayo, inspired by his parents, spearheaded the founding of another school in the city of Las Piñas. The Molino Campus in Bacoor, Cavite and Calamba Campus in Laguna are extension campuses of the University of Perpetual Help System Rizal, which started their operations in 1996 and 1997, respectively.
- **University of Perpetual Help System Laguna** (formerly Perpetual Help College of Laguna) opened its doors for academic excellence in 1976 with a total of 89 students in the first and second year high school and 367 students in the tertiary level. The campus is located along the old national highway in the City of Biñan.

- **University of Perpetual Help System - GMA Campus** located in General Mariano Alvarez, Province of Cavite started its operation in 1997. It is an extension campus of UPHS Laguna.
- **UPH-Dr. Jose G. Tamayo Medical University** opened in 1976 in the City of Biñan, Laguna, specializing in medical and allied health programs.
- **University of Perpetual Help System – Isabela Campus** is a satellite campus of the University System in the northern part of the country as an avenue for bringing out and nurturing the seeds of excellence through Perpetualite education.
- **University of Perpetual Help System Laguna – Pueblo de Panay Campus** is the youngest among the eight campuses and the only UPHS campus outside Luzon. It started its operation last April 2019. To date, the University offers Basic Education and collegiate programs .

From its humble beginnings, the University of Perpetual Help System Laguna has grown substantially. On July 25, 2012, the University was granted Autonomous Status in its quest for excellence through accreditation of its various programs.

The founders, Dr. Jose G. Tamayo and Dr. Josefina I. Tamayo, created an ideal partnership. Dr. Josefina was always at Dr. Jose's side, a partner in every undertaking until her early demise in 1987. As a fitting tribute, UNIVERSITY STATUS of the Perpetual Help System was granted by the Commission on Higher Education on the natal day of Dr. Josefina Laperal Tamayo on April 20, 1997.

The nature of the University of Perpetual Help System JONELTA is a private non-sectarian institution. It advocates for quality education in the formation of research-oriented professionals, committed leaders, and dynamic Christian citizens imbued with Perpetualite values.

Our University Philosophy

“Character Building is Nation Building”

The University of Perpetual Help System JONELTA believes that national and global development process, contents, and end-results are predicated on the quality of education of its people. Towards this end, the institution is committed to the ideal of teaching, research, student services, community service and partnership.

The University believes in the full holistic development of Perpetualites as leaders who are committed to the national and global development and to the achievement of the best quality of life.

Our University General Objectives

- To contribute to the development of creative and innovative individuals and responsible citizens who value freedom.
 - To develop the ability and courage to express will and determination, and the capacity to overcome obstacles and solve problems for the general welfare.
 - To establish and sustain a conducive atmosphere for intellectual training and exercise of academic freedom that will enhance the capacity and potential of the students to excel in their area of specialization.
- To provide unique opportunities that will optimize the inner potentials and capabilities of every student.

Our University Vision

The University Perpetual Help System is a premier University that provides a unique and innovative educational process, contents, end-results for the pursuit of excellence in academics, technology, and research through community partnership and industry linkages.

The University takes the lead role as a catalyst for human resource development, and continues to inculcate values as a way of strengthening the moral fiber of the Filipino individuals proud of their race and prepared for exemplary global participation in the realm of arts, sciences, humanities, and business.

It sees the Filipino people enjoying quality and abundant life, living in peace and building a nation that the next generations shall be nourishing, cherishing and valuing.

Our University Mission

The University Perpetual Help System is dedicated to the development of the Filipino as a leader. It aims to graduate dynamic students who are physically, intellectually, socially and spiritually committed to the achievement of the best quality of life.

As a system of services in health and education, the University Perpetual Help System is dedicated to the formation of Christian services and research oriented professionals and leaders in quality education and health care.

It shall produce Perpetualites who outstandingly value the virtue of reaching out and helping others as vital ingredients to nation building.

The UPHS Logo

The logo of the University of Perpetual Help System presents the image of The Mother of Perpetual Help which symbolizes the Christian precepts upon which the institution was founded and to which it adheres.

The twelve (12) laurel leaves stand for the twelve(12) children of the founders, Dr. Jose De Guzman Tamayo and Dr. Josefina Laperal Tamayo signifying the family's dedication to institutional development and to the future.

Inscribed in the border of the logo is the System's institutional motto: "Character Building is nation Building", which expresses the encompassing commitment of Perpetual Help education to national development and progress.

Section 1

General Directives

Your University of Perpetual Help System JONELTA is planned and designed to open the windows and doors of opportunities for a holistic approach to quality education. The educational processes, contents and end-results are anchored on its guiding philosophy that is;

"Character Building is Nation Building"

The University Perpetual Help System Laguna is increasing and strengthening its local and international linkages and networks with the existing and diverse leadership coming from relevant and known industries, academic institutions and non – government organizations (NGOs). Below are the core values of our University:

- Love of God, Self, Neighbor, and Country
- Value of Catholic Doctrines
- Academic and Professional Excellence
- Love of Country and Good Governance
- Peace and Global solidarity
- Health and Ecological Consciousness
- Filipino Christian Leadership

The University promotes a community that is open, safe and supportive by providing quality education and at the same time welcome Perpetualites of all gender identities, respecting their expressions to thrive in an inclusive and affirming academic and campus environment.

University Code of Conduct

As a member of the Perpetualite family of the University of Perpetual Help System JONELTA you are expected to promote and maintain certain social norms to ensure an atmosphere conducive to academic excellence towards the fulfillment of the vision, mission and objectives of the University.

Academic excellence, respect for the duly constituted authorities, faithful obedience to the rules and regulations of the University are trademarks of a true Perpetualite and a concrete manifestation of the University philosophy : *"Character Building is Nation Building"*.

Perpetualite Behavior

- It is therefore considered as a conviction that Perpetualites are:
- God-fearing, kind, humble, just and considerate to others;
- Nationalistic in their thoughts and ways;
- Observing proper decorum, courtesy and respect for others;
- Decent and dignified in their language.

Perpetualite Social Norms

- Perpetualites should promote and protect the good name of the University.
- Perpetualites should at all times show respect and courtesy to all individuals, inside and outside the campus .
- Unfavorable and/or offensive remarks against other person regardless of age, gender, creed, race, status, and political affiliations should be avoided
- Healthy interaction with members of the opposite sex is encouraged. However, public display of affection or acts or gestures of intimacy, which offend the sensibilities of the members of the community, should be avoided.
- Perpetualites should adhere to the conventions of proper grooming. They are prohibited from wearing any attire that may cause distraction to members of the academic community or which may attract inappropriate behavior from others; such as but not limited to shorts or mini-skirts (more than 3 inches from the center of the kneecap) plunging necklines, backless and skin-tight outfits, halter top, hanging shirts, sando, ripped jeans, athletic shorts, see-through attires, sleeveless body hugger, rubber sandals, and slippers.
- Physical Education (P.E) uniform should be worn during P.E. classes only and NSTP shirts should be worn during NSTP classes.
- Laboratory uniforms /gowns should be worn only during laboratory classes.
- The use of cellular phones and other communication devices should be in accord with the Data Privacy Act of 2012.
- Perpetualites should observe and conform to classroom rules and regulations.

- Perpetualites should develop a well-balanced personality through active participation in various accredited student organizations of the University.
- Perpetualites should only join duly accredited organizations in the school.
- Membership to any organizations which are not accredited by the university are not allowed
- Perpetualites should at all times uphold the standards of responsibility and dignity, which are part of the vision and mission of the University.

Perpetualite Academic Standards

Perpetualites must always have their registration forms with them for verification and reference purposes.

Perpetualites must be punctual in their attendance.

- A Perpetualite who obtains failing grades in at least 25% of his total unit load in any semester or school term shall be referred for academic counseling by the college dean to improve his/her academic standing.
- **FOR BOARD PROGRAMS**, Perpetualites enrolled in board programs must take and pass an examination under their respective program to qualify for the next curriculum level.

Perpetualite Student Life Standards

Prescribed Uniform/Haircut

- ◆ Perpetualites should at all times wear the prescribed school uniform while inside the campus or outside, during institutional activities . Unless otherwise announced, new Perpetualites are mandated to wear their complete uniform one month after class opening. while the rest of the returning Perpetualites should wear their complete uniform on the first day of classes.

- ◆ Perpetualites who are not in the prescribed uniform during ordinary school days will be denied entry to the university premises. Perpetualites who do not have classes or are to come to school for an activity or project should present a letter signed by their dean that they will participate in/or have an activity /project etc.
- ◆ Perpetualites with deeply colored hair will be denied entry to the campus. The University reserves the right to determine appropriate haircut and color.
- ◆ Wearing earrings and overt body piercings are not allowed for Perpetualites. Female Perpetualites should only wear earrings on their earlobes. Wearing big, dangling or multiple earrings is prohibited.
- ◆ Only Perpetualites who have sought approval may be exempt from wearing the prescribed uniform.

Requirements for exemption from wearing prescribed uniform:

For working students:

- ◇ Certificate of Employment
- ◇ Registration Form
- ◇ School ID
- ◇ Request Letter (addressed to the SPS Director/Prefect of Discipline and approved by the SPS Director)

For pregnant students:

- ◇ Request Letter (addressed to the SPS Director/Prefect of Discipline and approved by the SPS Director)
- Exceptional circumstances concerning the dress code would warrant the approval of the SPS Director i.e. cross-enrollees, on-the-job (OJT) trainees/interns

◆ To reiterate, prohibited attire inside the university premises:

- ◇ Any kind of short or mini skirt
- ◇ Sleeveless/Backless Blouses
- ◇ Plunging necklines/revealing attires
- ◇ Cropped tops/spaghetti straps
- ◇ Leggings/jeggings
- ◇ Ripped jeans/pants
- ◇ Slippers
- ◇ Sandals
- ◇ Other attire similar to the foregoing

Identification Card

- All bonafide Perpetualites are required to secure an identification Card (ID) upon enrollment. Validation of the student ID shall be done by the Office of the Registrar every semester.
- The University reserves the right to implement the No ID - No Entry policy.
- The ID must be worn at all times while the student is inside the school premises and must be presented to the school authorities whenever so required. Perpetualites who are in violation of the requirement to wear the school ID shall be subjected to the proper disciplinary procedure under the Student Personnel Services Office. For security reasons, any person who fails to present his/her ID upon request shall be dealt with accordingly by the Security Office.
- The ID is non-transferable. Lending/borrowing of student ID shall be subjected to the proper disciplinary procedure under the Student Personnel Services Office.
- Lost/damaged ID must be reported immediately to the SPS Office. Application for replacement of ID must be requested at the Student Personnel Services Office.
- A student who is transferring to another institution must surrender his/her ID to the University Registrar as a requirement for processing for clearance and transfer credentials.

Decorum inside the Classroom

- Perpetualites are enjoined to attend their classes regularly and punctually.
- Tardiness of 15 minutes or more without justifiable reasons shall be considered absent.
- Perpetualites shall leave the room quietly and in an orderly manner.
- Perpetualites waiting to occupy a classroom shall enter only after the outgoing class has left the room.
- Perpetualites may leave the classroom upon permission of the professor.
- Perpetualites shall not eat or smoke in the classroom and in all other restricted areas as may be identified.
- Perpetualites shall not cheat or commit any form of dishonesty in relation to their studies.
- No person shall be allowed to excuse the students inside the classroom during class hours without written approval of the Dean. Permission to excuse a student from class shall be sought from the College Dean.
- Students shall follow University rules and regulations governing them during emergencies, such as fire, earthquake, flood, etc.
- Violation of the foregoing shall be subject to the proper disciplinary procedure in the Student Personnel Services Office.

Decorum along Corridors, Passageways and other common facilities

- Perpetualites shall not loiter or create any disturbance i.e. swarming, noise along the corridors.
- Perpetualites shall keep right when walking along the corridors and stairways.
- Perpetualites shall keep corridors clean at all times.
- Perpetualites shall keep all stairways and corridors clear for passage.
- Perpetualites should observe cleanliness of their surroundings at all times.

Decorum in School Programs and Performances

Student participation in school programs enhances the student's academic life. The following guidelines should be observed:

- Perpetualites should maintain silence and refrain from creating noise that would distract the affair. If it becomes necessary for a student to leave before the end of the program, he should wait until the number being performed is over before he makes his exit, which should be made orderly.
- To show appreciation, a student should applaud politely after each performance.
- After the program, the students are expected to allow the guest/s to leave the hall before they exit.
- Perpetualites are expected to sit properly at all times. This should be observed more strictly during convocations or programs.
- Perpetualites, as the audience in programs, should refrain from unnecessary noise. Each one, therefore, should avoid loud and extended conversations while programs are on-going.
- The students should be punctual in attending school programs or affairs.
- An invocation, National Anthem and Perpetual Hymn must be played in this order at the start of every student co-curricular/extra-curricular activity.
- The foregoing should be similarly observed during virtual activities.

Guidelines for Pregnant Students

To safeguard the condition of pregnant students and their unborn child, the following guidelines should be observed:

- A Perpetualite in her third month of pregnancy may be allowed to apply for exemption from wearing the school uniform from the Prefect of Discipline or the SPS Director as the case may be.

- A Perpetualite who is pregnant and will give birth during the semester shall not be allowed to enroll unless she is able to present a medical certificate from her OB-GYN that she can enroll without detriment to her condition and that of her unborn child.
- A Perpetualite who has given birth shall not be allowed to return shall not be allowed to return until the end of the sixtieth day period from her delivery coupled with a medical certificate from her OB-GYN;
- A pregnant Perpetualite will not be allowed to enroll in all practicum subjects considering the stressful and even hazardous environment the unborn fetus may be subjected to;
- A Perpetualite who becomes pregnant during her practicum/OJT will be dropped from her practicum/OJT to safeguard her pregnancy unless there is a medical certificate attesting that she could undergo such practicum/OJT.

Section 2

Admission/Enrollment

Admission/enrollment to the institution is a privilege granted to those who qualify under the criteria set by the University.

After passing the Entrance Examination, the following requirements should be presented to the Student Personnel Services Office/Admission Office.

Admission Requirements

New Students

Requirements to be submitted after the Entrance Examination:

- High School Card (Form 138) - original plus two photocopies
- Form 137 (Copy for UPHSL) - original plus two photocopies
- Certificate of Good Moral Character - original plus two photocopies
- Three (3) photocopies of Birth Certificate (PSA/NSO)
- Three (3) copies of latest ID picture (2x2)
- Laboratory Test (For Maritime Students)
- Ishihara and Audiometry Test (For Maritime Students)

Transferees

Requirements to be submitted after Entrance Examination and evaluation by academic department:

- Copy of Grades for evaluation purposes
- Certificate of Transfer - original plus two photocopies
- Transcript of Records (copy for UPHSL) - original plus two photocopies
- Certificate of Good Moral Character - original plus two photocopies
- Three (3) photocopies of Birth Certificate (PSA/NSO)
- Three (3) copies of latest ID picture (2x2)
- Laboratory Test (For Maritime Students)
- Ishihara and Audiometry Test (For Maritime Students)

Earning Units

- Original Transcript of Records
- Photocopy of Birth Certificate
- Marriage certificate (For married woman)
- Three (3) copies of latest ID Picture (2x2)

Foreign Students

- Application Letter for Admission
- Certificate of Authority to Transfer
- Copy of Grades from Previous School attended
- Copy of Authenticated Documents (with apostille)
- Scholastic Record
- Police Clearance
- Affidavit of Support
- Original Passport
- Original ACR I-Card (Alien Certificate of Registration)

Enrolment Procedure

For New Students

1. Secure list of requirements and temporary ID number
2. Entrance Exam
3. Payment for Admission Kit
4. Claiming for Admission Kit
5. Submission of Requirements/Sorting of Admission Kit
6. Advising of Courses
7. Payment Schemes
8. Payment of School Fees
9. Printing of Registration Form
10. Printing of Student Identification Card
11. Purchase of Uniform

For New Students (Maritime Students Only)

1. Secure list of requirements and Temporary ID Number
2. Payment for Temporary ID/Locator number
3. Entrance Exam
4. Payment for Medical Exam

Advise to undergo the following:

- Laboratory Test (CBC, Urinalysis, Fecalalysis, Chest X-Ray)
 - Auditory Test for Marine Engineering and Transportation
 - Ishihara (Color Blindness Test) for Maritime Engineering and Transportation
6. Submit self for medical examination and get the result
 7. Present medical examination result and request for validation
 8. Payment of Enrollment Kit
 9. Claiming for Admission Kit
 10. Submission of Requirements/Sorting of Admission Kit
 11. Advising of Courses
 12. Payment Schemes
 13. Payment of School Fees
 14. Printing of Registration Form
 15. Purchase of Uniform

For Transferees

1. Refer to Dean's office for evaluation of subjects
2. Present the temporary evaluation at the Admission Office
3. Payment for Temporary ID/Locator at the Cashier
4. Entrance Exam at the Admission Office
5. Payment of Enrollment Kit at the Cashier
6. Claiming of Enrollment Kit at the University Supply Center
7. Submission of Requirements/ Sorting of Enrollment Kit at the SPS department
8. Advising of courses at the Dean's Office
9. Proceed to Assessment office for the payment scheme

1. Payment to fees at the cashier
 2. Proceed to the Registrar's office for printing of Registration Form
- Purchase of uniform at the University Supply Center

For Transferees (Maritime Students Only)

1. Secure list of requirements and Temporary ID/Locator Number
 2. Evaluation
 3. Payment for Temporary ID/Locator number
 4. Entrance Exam
 5. Payment for Medical Exam
- Advise to undergo the following:
- Laboratory Test (CBC, Urinalysis, Fecalalysis, Chest X-Ray)
 - Audiometry Test (for Marine Engineering and Transportation)
 - Ishihara (Color Blindness Test) for Marine Engineering and Transportation)
7. Submit self for medical examination and get the result
 8. Present medical examination and get the result for validation
 9. Payment for Enrollment Kit
 10. Claiming for Enrollment Kit
 11. Submission of Requirements/Sorting of Enrollment Kit
 12. Clearance
 13. Submission of Clearance
 14. Advising of courses
 15. Payment of schemes
 16. Payment of School Fees
 17. Printing of Registration form
 18. Purchase of Uniform

For Old Students

1. Secure Pre-Enrollment form from the Dean's Office for advising of courses
2. Proceed to Assessment office the payment Scheme
3. Payment of fees at the Cashier
4. Proceed to Registrar's office for the printing of registration

Form.

For Old Students (Maritime Students Only)

1. Payment for Medical Exam
- Advise to undergo the following:
- Laboratory Test (VBC, Urinalysis, Fecalalysis, Chest X-ray)
3. Submit self for medical examination and get the result
 4. Present medical examination result and secure pre-enrollment form
 5. Clearance
 6. Advising of courses
 7. Payment Schemes
 8. Payment of School Fees
 1. Printing of Registration Form

ADMISSION REQUIREMENTS FOR FOREIGN STUDENTS (in addition to requirements of Filipino students)

- Copy of Apostille/ Consularized Document (with Red Ribbon)
- Scholastic Record
- Birth Certificate
- Affidavit of Support/Bank Statement
- Police Clearance
- Photocopy of Passport to be verified against Original Passport
- Original ACR I-Card (Alien Certificate of Registration)

CROSS ENROLLMENT PROCEDURES

INTER-DEPARTMENT

1. Secure cross-enrollment form at the Registrar's Office
2. Ask permission from the Home Dean for cross-enrollment

3. Fill in the form and get the approval of the Receiving Dean where the course is to be cross-enrolled
4. Secure the signature of the Home Dean. Present the cross-enrollment form for the official assessment
5. Pay for the assessed tuition and other fees at the Cashier
6. Present receipt of payment and get the official registration form at the Registrar's Office

OTHER SCHOOL

1. Secure application for cross-enrollment from the Registrar's Office.
2. Fill out the form and seek for the Dean's recommending approval
3. Submit to the Registrar's Office the application for cross enrollment for final approval.
4. Once approved, the student will request for permit to cross enroll.

Student will be allowed to cross-enroll to other school for the following reasons:

- a. If the courses are not offered during the particular term
- b. If the courses are offered but are in conflict with the other courses

Note:

Upon issuance of the cross enroll permit, the student must provide the Registrar's and Dean's office a copy of their registration form within five (5) days.

CROSS-ENROLLMENT FROM OTHER SCHOOL

1. Student has to submit at the Registrar's Office the permit to cross-enroll from his/her school where he/she is currently enrolled. Permit to cross-enroll should be signed by the Registrar
2. Once approved, the student will proceed to Admissions Office for an interview for his/her 201 file.

3. At the Dean's Office, student will get the pre-enrollment and request for validation and assessment of courses to be enrolled.
4. Pay for the assessed tuition and other fees at the Cashier
5. Present receipt of payment and get the official registration form at the Registrar's Office

ENROLLMENT PROCEDURE FOR SHIFTEES

1. Secure "request for change of program/major" form at the Registrar's Office
2. Present the form and seek the signature of the Home Dean. Get 201 file from the Home Dean.
3. Present the form to be signed by the Receiving Dean. Submit 201 file. Present the summary of grades for evaluation. Secure pre-enrollment form
4. Seek the signature of the SPS Director
5. Submit the accomplished "request for change of program/major" form at the Registrar's Office for the change of program in the enrollment system.
6. At the Dean's Office, present the filled-out pre-enrollment form. Request for validation and assessment of courses to be enrolled.
7. Pay for the assessed tuition and other fees at the Cashier
8. Present receipt of payment and get the official registration form at the Registrar's Office

ENROLLMENT PROCEDURE FOR SHIFTEES

(Maritime Only)

1. Secure "request for change of program/major" form at the Registrar's Office
2. Secure request for medical exam. Submit self for medical examinations and get the result at UPH Medical Center. This includes laboratory test (Chest Xray, Urinalysis, Stool, CBC), Ishihara and Audiometry.

3. Present the form and seek the signature of the Home Dean. Get 201 file from the Home Dean.
4. Present the form to be signed the Receiving Dean. Submit 201 file. Present the summary of grades for evaluation. Secure pre-enrollment form. Present the medical exam results
5. Seek the signature of the SPS Director
6. Submit the accomplished "request for change of program/major" form at the Registrar's Office for the change of program in the enrollment system.
7. At the Dean's Office, present the filled-out pre-enrollment form. Request for validation and assessment of courses to be enrolled.
8. Pay for the assessed tuition and other fees at the Cashier
9. Present receipt of payment and get the official registration form at the Registrar's Office

**CHANGE OF REGISTRATION
(ADDING/ DROPPING OF COURSES)**

1. Secure change of registration form for adding/dropping of courses at the Registrar's Office
2. At the Dean's office, present the filled-out change of registration form for his/her approval and re-assessment.
3. Submit the approved change of registration form at the Registrar's Office for the issuance of new registration form.

Note: The student shall attach his/her current registration form at the change of registration form

PROCEDURE ON DROPPING ALL COURSES/ WITHDRAWAL FROM SCHOOL

1. The student will write a letter addressed to the Executive School Director stating his/her reason on withdrawing from the university, with notation from the Dean. (with attached registration form)

2. Once approved by the Executive School Director, the Student will seek the Drop All form at the Registrar's Office and seek the signatories (Dean, Assessment, Registrar, and School Director) in the form.
3. The accomplished form will be submitted to the Assessment office for recording in the ledger of accounts and processing of refund, if applicable.
4. A copy of the drop-all form will be given to the Registrar's office for dropping in the system.

GUIDELINES/PROCEDURE ON THE MAXIMUM LOAD PER STUDENT

1. Secure application for overloading of courses form at the Registrar's Office.
2. Fill out the form and seek for the Dean's recommending approval
3. Submit to the Registrar's Office the application for overloading of courses form for final approval.

Note:

- The students are required to enroll courses with corresponding units in accordance with their curriculum
- A graduating student may be allowed additional course-loads of not more than six (6) academic units every semester, in excess of the normal load prescribed in the curriculum for the last academic year.

It should be noted, however, that the maximum number of units allowed for a student to enroll with overloading is thirty (30); and that, a student who was allowed to carry an overload in a particular semester and obtained a failing grade shall not be allowed an overload in the following semester.

POLICY ON PETITION OF COURSE

Additional classes and/or new courses which are not regularly offered during the semester or summer may be opened provided that:

There are available instructors

There are available rooms

There are at least 35 or more student petitioners for general education courses and 25 or more student petitioners for professional courses during regular semester

There are at least 25 or more student petitioners for general education courses and 15 or more student petitioners for professional courses during summer

PROCEDURE ON PETITIONING OF COURSE

Students should write a petition letter addressed to the Executive School Director for the offering of a course not offered during the term. The petition letter should include the reasons for the petition to be endorsed by the Dean. Once approved, secure a Petition of Course form at the Registrar's office and obtain the signatures of concerned officials. Submit the accomplished Petition of Course form to the Registrar's office for encoding in the enrollment system.

School Charges and Refund Fees

A student who transfers or otherwise withdraws in writing after the beginning of classes, and who has paid the pertinent tuition and other school fees in part or in full, is entitled for refund of the payment made subjects to the surcharge:

Before the start of classes: will be charged P500.00 processing fee
First Week from the start of classes: will be charged 10% of the total Tuition Fee and Processing fee of P500.00.

Second Week from start of classes: will be charged 20% of the total Tuition Fee and Processing fee of P500.00.

Beyond Second Week: Will be charged the full amount for the entire semester.

Application for refund of fees and/or adjustment should be made at the Assessment Department promptly after dropping the course program. The date of the actual submission of dropping forms at the Assessment Department shall be the reckoning date for refund and/or adjustment purposes.

Returned check will mean automatic cancellation of enrollment and penalty of P1, 500.00. Likewise subsequent payment must be in CASH.

All students must obtain a test permit before taking the prelim, midterm and final test.

Section 3

Scholarships/Educational Privileges/

Tuition Discounts

Scholarships

Scholarships and Educational Privileges are available to inspire the youth in the pursuit of knowledge and to open doors of opportunity to those who have the ability but do not have the means to pursue their studies, to acknowledge the achievements of students in their chosen endeavors.

Policy on Scholarships

1. The University, through its committee on scholarship, offers to deserving students, who pass the screening, the privilege of being a scholar.
2. No students shall enjoy more than one scholarship in any term. In case of multiple scholarships whichever is higher will prevail.
3. Scholarships are non-transferable.
4. Scholarships are for tuition only otherwise stated. All other fees must be paid in full at the start of the term.
5. To be considered qualified for scholarship, the study load for those one must have carried regular loads (no underload and no overload) of the term under consideration. The study load of those vying for scholarship shall be subject to the approval of the scholarship committee chair.

Any scholar who after due process, is found to have been involved in any major infractions in the University school or CHED rules and regulations shall automatically lose his/her scholarship.

Section 4

Grading System / Academic Awards Grading Period and Grading System

Grading Period

The school year is divided into two (2) academic semesters, each with three grading periods wherein At the end of each grading period, the students are individually rated according to their individual performance. for the particular grading period

Grading System

Final grade is computed based on Modified Averaging

Prelim -	30%
Midterm -	30%
<u>Finals -</u>	<u>40%</u> (Cover-to-cover)
Final Grade	100%

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

3.0 And above	Passed
Below 3.0	Failed

An incomplete grade (INC) indicates that the student's work has not been completed. This means he passed the prelim and mid-term period but did not complete the final term requirement of a subject. A incomplete grade must be completed within one year otherwise the grade will be "Failed" (Lifted from Sec 109, MOPHE)

The numerical Grading System, with the following grades shall be observed:

<i>Grade point Percentage</i>	<i>Equivalent</i>
99-100	1.0
96-98	1.25
93-95	1.50
90-92	1.75
87-89	2.0
84-86	2.25
81-83	2.50
78-80	2.75
75-77	3.0
Below 75	5.0

The grading system follows standardized computation considering the following areas and their corresponding percentage equivalent:

<i>Class Standing</i>	<i>67%</i>
Quizzes and class activities	
Project/research paper/homework	
Recitation	
Assignment	
<i>Periodical Major Exam</i>	<i>33%</i>
Total	100%

Formula:

$$\frac{2 \text{ (Class Standing)} + \text{ (Periodical Test)}}{3}$$

Policy on Scholastic Deficiency/ies

Any student whose scholastic performance is below the passing standard shall be subjected to the following:

Warning

Those with grades below 3.0 in any academic course shall be issued a written warning by the Dean.

Probation

Those with 50% failing grades in enrolled subjects shall place on probation for the succeeding semester with the Dean determining the academic load.

Dismissal

Those with final grade below 75% in more than 50% of all academic units enrolled during the preceding semester shall be dropped from the rolls of the college.

For Foreign Students

Foreign students must not have 2 or more failing grades. In case he will have, will not be accepted for enrollment on the next semester.

Awards and Honors

Cum laude

Must be a regular student with a general weighted average grade of 1.75 in every semester and with no grade lower than 2.0 in all courses taken
Must not have conditional or incurred incomplete grades
All units required for graduation must be earned at the university.

Magna Cum Laude

Must be a regular student with a general weighted average grade of 1.5 in every semester and with no grade lower than 2.0 in all courses taken
Must not have conditional or incurred incomplete grades
All units required for graduation must be earned at the university.

Summa Cum Laude

Must be a regular student with a general weighted average grade of 1.25 in every semester and with no grade lower than 1.75 in all courses taken
Must not have conditional or incurred incomplete grades
All units required for graduation must be earned at the university.

Special Academic Awards

Must be a regular student with a general weighted average grade of 1.75 in every semester and with no grade lower than 2.0 in all courses taken
Must not have conditional or incurred incomplete grades
Must have a residency of three (3) consecutive years and earned 75% of units required for graduation in the University

Loyalty Award

Qualifications/Requirements

Must have completed the required units for graduation in the University
Must have finished the complete senior high school program in any UPHS Campus .

Those students who completed the required units for graduation are completed Senior High School at any UPHS campus are qualified for a loyalty award Applicable to post graduate programs wherein the immediate baccalaureate/ master's degree was earned in any UPHS campus.

Leadership Awards

Qualifications/Requirements

1. Only Must be a bonafide candidate for graduation without any unit of deficiency. may be considered for the award.
2. The candidate should not have any record of violation of the rules and regulation of the school

Academic Requirements

3.1 The candidate should have a general weighted average of 2.5 (81%) and no failing grades in all subjects.

3.2 The candidate must have enrolled a maximum of 18 units per semester

- 4. The candidate should have participated actively in various extra-curricular activities of different nature and levels.
- 5. There shall be only one recipient of leadership award from amongst the graduating class and be categorized as: University Presidential Award for Leadership and will be awarded during the Commencement Exercises.
- 6. Only Recipients of at least one Service Award are qualified for University Presidential Award for Leadership
- 7. All accomplishments to be exhibited should be documented properly and duly signed by the concerned authorities. Present a portfolio of all documents.
- 8. Leadership awards equivalent for non-graduating is categorized as service award an can be given to only one recipient per college using criteria below.

Must not have been students who have been charge of serious discipline case(s), shall be disqualified from graduating with honors and awards.

Evaluation Instrument

The following criteria and the corresponding points shall be used in determining the leadership awardee such as:

- 1. Academic Performance ----- 30 pts.
(Pls. refer to Requirements 1, 2, and 3)
- 2. Extra- Curricular Activities -----70 pts.
 - 2.1 Participation in competition - 15% (max. of 100 pts.)
 - Local - 2
 - Regional - 3
 - National - 4
 - International - 6

2.2 Individual Officer in Student

Government Organization = 15 %(max. Of 100 pts.)

Dept. council	-	1
UPHS Student Council	-	2
Local/Provincial Council	-	3
Regional Council	-	4
National Council	-	5

2.3 Participation to Related Seminars/Symposia /Conferences/congress = 15% (max. Of 100 pts.)

School-based	-	1
Local	-	2
Regional	-	3
National	-	4
International	-	5

2.4 Participation in the organization

Of activities as: =15% (max. Of 100 pts.)

Participants	-	1
Committee member	-	2
Committee co-chair	-	3
Committee chair	-	4
Organizer	-	5

2.5 Participation to Outreach Program = 10% (max. Of 100pts.)

Department COP	-	4
University COP	-	6

- Qualified recipients must be endorsed by their respective adviser and Dean to the SPS Director. The SPS Director will evaluate, then recommend for the approval of the Executive School Director/School Director.
- Only candidates who garnered total points of 50 above are qualified for the leadership award consideration otherwise, no leadership award will be given.
- The same requirements and procedure apply for the search of Service Awardees for the undergraduates. There shall be only one recipient of the awards per college and will be selected from amongst the non-graduating class. This Leadership award will be awarded during the Recognition Day

CRITERIA FOR AWARDS

DEAN'S LIST – A regular student with no grade lower than 2.0 in all courses for every semester.

PROFICIENCY - A student who obtained the highest grade in a particular subject area.

BEST IN THESIS – Student who obtained the highest grade in thesis

BEST IN DISSERTATION – Student who obtained the highest grade in dissertation

BEST IN PRACTICUM – students who obtained the highest grade in practicum.

Evaluation Procedure

All co- curricular activities from the first year of enrollment until graduation shall be evaluated.

Appropriate forms should have been submitted to the Office of Student Affairs not later than two weeks after the end of each activity.

Official Comprehensive evaluation will be done for all qualified candidates no later than the start of the mid term of the 2nd semester.

The results of the comprehensive evaluation shall be submitted with appropriate recommendation to the Executive School Director/School Director for final approval.

Section 5

PROMOTION AND GRADUATION

REQUIREMENTS FOR PROMOTION

The following requirements in the promotion or graduation of a student from any recognized educational program or course shall be observed and strictly followed:

No student shall be given any school credit towards the completion of or graduation from a program or course, unless he/she has enrolled and satisfactorily fulfilled the admission requirements, regularly attended classes and acquired a reasonable proficiency in each course of the approved curriculum.

No student should be permitted to take any advance course until he has satisfactorily passed the prerequisite course(s).

The final grade or rating to earn school credits and for promotion is at least 75%.

The record of attendance and course proficiency of students for each school year or term should be filed in the school until the close of the following school year or term for reference in case of any complaint or grievance.

REQUIREMENTS FOR GRADUATION

ACADEMIC REQUIREMENTS

- No student shall be allowed to graduate, unless he/she has taken and passed all the courses and number of units stipulated in the curriculum of his/her program.
- Any provisional, conditional or temporary grade given at the end of the semester or term for any course in the curriculum which is still subject to conversion into another grade shall not be allowed.

OTHER REQUIREMENTS

- The student must have settled all his/her financial obligations with the university prior the graduation.

- PSA/NSO Authenticated Birth Certificate
- PSA/NSO Authenticated Marriage Certificate (for married female only, if applicable)
- Apostille/Consularized Admission Requirements (for foreign students only)
- Copy of the Passed Comprehensive Examination Result (for graduate school students only)
- Copy of Hardbound Thesis/ Dissertation (for graduate school students only)

Note:

- Only those students who complied and finished the academic and other requirements will be eligible for graduation
- Only students who have no deficiency can join the commencement exercises.

PROCEDURE ON EVALUATION OF GRADUATING STUDENTS

- To qualify for graduation, one of the requirements that the student shall comply is to file an
- application for graduation through the Dean's office on the schedule provided by the Registrar.

Failure to comply with the application means waiving the right to be included in the graduation.

1. During the First Semester, the Registrar will disseminate, through memorandum to all Deans, the schedule of evaluation of graduating students
2. Together with the memo, the application forms for graduation will be forwarded to the Dean's offices for dissemination to all graduating students.
3. The forms must be submitted by the Dean's representative to the Registrar's office on the date indicated in the memorandum.
4. The evaluator will indicate the deficiency/ies of the student in the deficiency form.
5. During the evaluation schedule, the evaluator will give the deficiency form to the concerned student, and a copy to the Dean, for him/her to be aware of his/her deficiencies for completion.

6. Validation and evaluation of grades will be based on the records available in the Registrar's office, such as: Grades in the Enrollment System, Approved Credit Course Form with attached Official Transcript of Records from the previous school, and Certificate of Grades from the Cross- Enrolled course to other School.

Note:

The evaluator will provide the Dean a copy of the tentative list of graduating students indicating the list of deficiencies of the students.

Section 6

Co-Curricular / Extra Curricular Activities

Co-curricular activities

Refers to activities, programs, and learning experiences that complement in some way, what Perpetualites are learning in the University, experiences that are connected to or mirror the academic curriculum. They are extensions of the formal learning experiences in a course or academic program. Activities that take place outside of the classroom but are still tied to the classroom curriculum in some way.

A common example are the various enrichment seminars conducted by academic departments.

Extra-curricular activities

An extracurricular activity or extra academic activity or cultural activities is an activity, performed by Perpetualites, which falls outside the realm of the curriculum of the University.

Students are encouraged to participate in one or more of these activities to the extent that their scholastic standing will allow.

The University reserves the right to exclude any student from participation in co-curricular activities should they interfere with their studies.

Both co-curricular and extra-curricular activities are important aspects of student life to develop socio-cultural leadership among the students and prepare them to assume more meaningful roles in the society. The holding of both co-curricular and extra-curricular activities shall also be subject to approval of the Executive School Director/School Director through a concept paper compliant with the guidelines provided herein.

Co-curricular activities which include educational trips, seminars, symposia and athletic activities other than sports fests, cultural presentations, and other activities aimed to enrich and support curricular offerings are subject to the compliance to CMO 63 series of 2017 and other future issuances of the Commission on Higher Education or any pertinent government agency.

There shall be a moratorium on all co-curricular and extra-curricular activities one (1) week before prelim and midterm examinations and two (2) weeks before final examinations every semester. Violation of moratorium may lead to the suspension of other co – curricular activities of the organization for the rest of the semester. The University reserves the right to impose the appropriate penalty.

For off-campus activities, student-participants should submit parent's consent.

Guidelines for preparation of concept papers for co-curricular and extra-curricular activities

All request letters for co-curricular and extra-curricular activities must be addressed to the Executive School Director for approval, sourced through the Director of Student Personnel Services (SPS) for endorsement. Upon its approval, the concept paper corresponding to the activity approved must be submitted. All concept papers should be subject to the notation of the SPS Director before approval of the Executive School Director. All required details should be accomplished as a prerequisite for notation.

A lead time of at least one month before the date of activity should be observed for submission of concept paper for notation at the Student Personnel Services (SPS) office. Concept papers should be submitted before the actual holding of the proposed activity. Non-compliance with the submission will lead to the cancellation of the planned co-curricular or extra-curricular activity of the organization/department.

As mentioned, the request of the organizer shall be supported by a concept paper which should contain the following information:

- Title/theme of the activity, time, date, and venue or itinerary of the activity
- Concept
- Statement of objectives, mission, vision, statement of Program Educational Objectives
- Budget
- Speaker/s, guest/s, judge/s, adviser/s, et. al.
- Program Flow/Mechanics
- Participants
- Evaluation/Assessment
- Steering/Working Committee/s and other pertinent details.

The budget should specify:

- Source of funding
- Gross income
- Expenses
- Net income
- Mark – up (if any)
- Beneficiary of proceeds (if any)

In the matter of speaker/s et. al. there should be a pre-approved request addressed to the Executive School Director to invite speaker/s et. al. attaching thereto the curriculum vitae of the prospective speaker/s et. al., with the approved request to be appended to the concept paper

A footnote bearing title of the activity should be reflected on each of the pages of the concept paper.

The SPS Office should be furnished a copy of the approved concept paper as prerequisite for post activity evaluation.

Requests for facility forms shall be processed upon approval of concept paper for corresponding activity.

Fees involved, if any, should be supported by a resolution signed by the officers of the concerned student organization, with the signature of adviser, dean concerned, SPS Director and with the approval of the Executive School Director.

A copy of the audited financial report on a fund – raising activity must be submitted to the SPS Office within one (1) week after the date of the activity, duly audited by the organization's auditor and noted by the adviser and dean concerned. The concerned college/department/organization shall not be allowed to conduct any succeeding activity until the financial report is submitted to the SPS Director.

Organization fees, unless otherwise approved by the Executive School Director, should be paid through the cashier. However, fundraising fees (e.g. ticket selling) should be collected upon approval of the Executive School Director.

Public Information for Activity/ies

Written information regarding co/extra-curricular concerns may be circulated within the campus upon approval of the Executive School Director/School Director as the case may be.

Students who wish to release written information and endorsement of the student government shall seek the approval of the Executive School Director/School Director as the case may be upon the endorsement of the SPS Director.

Students who intend to release information through the press, radio, television, and/or social media must seek approval of the Executive School Director/School Director as the case may be.

All postings inside the campus should bear the name of the sponsoring organization or group affiliation, with the signature of the Executive School Director/School Director as the case may be as the approving authority.

Display periods must not exceed one month. All posters must be removed a day after the expiration date indicated. Failure to do so will warrant sanction for the organization's officers. Posters on organization bulletin boards are exempted.

The size of the poster may vary depending on the necessity as approved by the Executive School Director/School Director.

The following shall not be allowed:

- Overlapping of posters
- Putting posters beyond the bulletin board frame

Posting shall be prohibited on:

- Painted walls
- Painted posts
- Windows
- Trees
- Floors
- Stairs
- Classroom blackboards
- Hallway leading classrooms
- Doors (painted area)

The maximum size of display tarpaulins or other signages shall depend on the area where the streamers are to be placed. They should not cause any inconvenience or become an eyesore.

The tarpaulins or other signages should also bear the signature of the Executive School Director/School Director, and should be coursed through the engineering services/housekeeping dept. for the installation.

Section 7

Student Organizations

Procedure on Accreditation/Re-accreditation of Student Organizations

Secure an Application for Accreditation/Re-Accreditation form from the Student Personnel Services thru the Student Life Improvement Services Coordinator. Attach the requirements indicated below the said form. SLIS Coordinator will screen the submitted requirements of the organization applying for accreditation/re-accreditation and forward to the SPS Director for approval.

Report will be submitted to the Executive School Director reflecting the list of accredited organizations with the attestation that those in the list have complied with all registration requirements. The organization/society will be officially recognized once approved by the Executive School Director.

Conduct of Student Activities

Submit concept paper for in-campus activity at least one month prior to the target date; for off-campus activity, submit requirements as per CMO no. 63 series of 2017 at least 20 days before the activity; complying with the requirements provided under Section 6 of this handbook.

Revocation

The certificate of accreditation of any student organization which has been granted prior institutional accreditation may be revoked if it has been found to have violated its statement of purpose, constitution and by – laws , or in the Student Handbook and circulars of the office of SPS Director and the Office of the Executive School Director.

Section 8

Student Services

Campus Ministry

The Campus Ministry serves as a catalyst for human development and a vanguard of transformation of the students through different spiritual programs. It aims to provide and enhance the Christian spirit of leadership, service, camaraderie and evangelization. It assists its members in their quest for spiritual nourishment through counseling, recollection, retreats and the like.

Community Outreach Department

The Community Outreach Department is responsible for the implementation of community outreach and extension programs of the university. Its main objectives include, but are not limited to, improvement of health status of a community, enhancement of literacy of the community members, and cultivation of values and culture toward attaining improved quality of life as we exercise our virtue that Perpetualites are helpers of God.

Finance

The accounting, billing, assessment, cashier and audit services are provided by the Finance Division to ensure that all transactions are properly recorded and supported by appropriate documents/data and approved by proper authorities.

Library Learning Commons

The university library is dedicated to providing users with comprehensive resources and services as tools for independent critical thinking and life-long learning. It provides a variety of services that correspond to the university's educational objectives.

Medical and Dental Service

The Medical & Dental School Clinic focuses on providing best possible care and treatment to all Perpetualites, to ensure the best quality of life to each and every one, as one of the vital ingredients of nation building.

Records Management

The University Registrar maintains the archive of the University records of the student's academic performance, transcript of records and credentials.

It protects and ensures the sanctity of records with regard to individual status and academic performance of the students.

Security and Safety Services

The University security force shall carry-out the laws, policies, rules and regulations of the institution, to maintain peace and order and ensure safety and internal security with the active support of the University community.

Research Center

The Research and Development Center is primarily tasked to provide capacity-building activities for various stakeholders of the institution, monitoring and evaluating research productivity, disseminating research findings and ensuring that research outputs are utilized for informed decision making, policy development and commercialization.

Athletics Department

The Athletics Department coordinates with the College of Arts and Sciences in terms of academics for Physical Education courses of Perpetualites. It also manages and operates the University inter-collegiate athletics and academic program.

Student Personnel Services

The Student Personnel Services Center is established to provide assistance to students' campus life starting from admission up to graduation, and later on job placement. It aims to guide the students in compliance with the university rules and regulations and deal with personal and academic challenges for their personal growth and development as an individual.

Section 9

Board of Discipline

A special body that may be convened to hear, deliberate, and decide cases of Perpetualites alleged to be in violation of this Handbook.

Composition of the Board

SSC President or Representative
Prefect of Discipline
Security Officer
Guidance Counselor
Legal Department Representative
Dean (s) of the student/s concerned
Director of Student Personnel Services as Chairman

Power and Functions

Chairman

Upon receipt of the complaint endorsed by the Prefect of Discipline, the Director of Student Personnel Services as Chairman shall recommend to convene the Board of Discipline to the Executive School Director/School Director when so warranted.

The Chairman shall be the presiding officer during meetings and deliberations.

The Chairman will not vote during penalty deliberations.

Members

The members of the Board may propound questions to the parties concerned to answer with permission from the Chairman.

The guidance counselor sits as a member of the Board to obtain insights on how best to help the students concerned during the intervention session/s as resolved. He/she is a non-voting member in terms of imposition of penalty.

The Board

Only major offenses shall be endorsed to the Board for deliberation and resolution.

An undertaking of non-disclosure shall be signed by all parties concerned to ensure the confidentiality of the proceeding. After deliberation, the Board shall recommend the case resolution to the Executive School Director/School Director for approval.

Section 10

Definition and Types of Offenses

Offenses which are defined by Philippine legislations such as but not limited to hazing, bullying, sexual harassment and theft shall be dealt with in accordance with their respective definitions as provided by law. Their evidentiary requirement shall however be scaled down to that of an administrative proceeding as is the nature of the deliberation by the Board of Discipline. While the University respects the prerogative of the complainant/s to file the appropriate action/s before Philippine courts; documentations and proceedings done in the University are subject to the Data Privacy Act of 2012 and may not be used in said action/s without proper court order.

Definition and Types of Major Offenses

The following acts constitute major offenses and are punishable under this handbook:

1. Unauthorized use of the name or seal of the University.
2. Forgery, tampering, altering, misrepresentation of fabricating of school documents and releasing of information pertaining to the school, personnel, parents, and students without authorization.
3. Securing and using fake receipts, transfer or admission requirements.
4. Attendance in classes without officially enrolling.
5. Unreasonable failure to secure University ID after enrollment.
6. Committing any form of vandalism, destruction, and malicious mischief within school premises causing damage to person or property.
7. Malversation and/or embezzlement of scholastic funds.
8. Instigating and influencing others to participate in any subversive/ clandestine activity.
9. Dishonesty and/or conspiracy to commit dishonesty, bribery, extortion of any kind and the like.
10. Possession of deadly weapons or its paraphernalia, explosives, improvised weapon, pill box, bomb, fire crackers or other pyrotechnic devices and the like, and incendiaries inside the campus.
11. Serious cases of destruction of property or vandalism.

12. Serious fighting inside the school causing serious public scandal, moral damage, physical injuries, great harm to personal safety, damage to property, or other serious consequences.

13. Possession, use or entering the school premises under the influence of drugs.

14. Possession, use or entering the school premises under the influence of liquor.

15. Serious moral faults; immorality or lewd conduct, scandalous acts, indecent exposures and the like, committed within or outside the school deemed to be harmful to the best interest of school and has unwholesome influence and effect to academic community.

16. Assaulting/brassing/threatening teachers, school authorities, school personnel and students.

17. Hazing

18. Hooliganism.

19. Acts of constituting bullying as defined by law.

20. Committing malicious libelous or vulgar acts

21. Stealing/theft or being accomplice to such activity

22. Gambling in any form or without wages/making a bet.

23. Irresponsible use of social media causing damage to one's person, the good name of the school or to any member of the academic community.

24. Desecration of the chapel and other holy things.

25. Bringing or distribution of pornographic materials in print or electronic form of other pornographic media.

26. Public display of intimacy

27. Academic Dishonesty/Cheating

28. Plagiarism

29. Smoking within school premises or smoking outside the school premises while wearing the official uniform.

30. Posting/writing of unauthorized announcement/s within school premises.

31. Unauthorized alteration, erasure or removal of school announcement

32. Other acts similar to the foregoing.

Infraction/s against Perpetualite Behavior, Perpetualite Social Norms, Perpetualite Academic Standards, Perpetualite Student Life Standards as provided for in this Handbook may likewise be deliberated upon by the Board of Discipline as a major offense when so warranted.

Below are the disciplinary sanctions for the above offenses subject to the determination of the Disciplinary Board:

Suspension for a period of not less than five (5) days
Suspension for one (1) semester
Suspension for two (2) semesters
Exclusion, dismissal or dropping from the University
Expulsion

Definition and Types of Minor Offenses

A minor offense is one which is sanctioned by warning or reprimand. The following are considered minor offenses:

1. Not wearing and/or abiding by the prescribed school uniform within the school premises or during official school functions and/or violation of provisions under Perpetualite student life standards uniform/haircut.
2. Not wearing the ID properly and violating the provisions on the use of ID.
3. Sleeping in class and/or during official school activities.
4. Loitering during/after class hours, running, shouting or speaking in loud voice, making unnecessary noise, exhibiting undesirable behavior in the classrooms, corridors or anywhere within the school premises.
5. Non-observance of dress code.
6. Less serious case of destruction and vandalism.
7. Using vulgar, indecent, foul, obscene, profane, or improper language and acts.
8. Cutting classes/truancy.
9. Causing commotion of any kind during convocation, seminars, or any other official school activity.
10. Unauthorized and/or improper use of any school facility/equipment.
11. Other forms of fighting which are not encompassed in serious fighting.
12. Littering within school premises.
13. Using lewd or foul language.
14. Roughhousing/fighting/provoking a fight.
15. Unbecoming behavior inside/or outside of the campus.
16. Improper use of facilities, fixtures, tools, laboratories, equipment, and other properties of the school in any act which may result in it's unsanitary, dirty, or disorderly condition.
17. Other acts similar to the foregoing.

Below are the disciplinary measures for minor offenses:

- ◇ Written warning and advice from the Prefect of Discipline for the offense
- ◇ Notice of dialogue to parents, guardians or any responsible person in charge of the student

A third citation for a minor offense shall be considered a major offense and shall be dealt with accordingly as provided in this Handbook.

Section 11

Procedure for Handling Complaints

Procedure in Handling Student to Student Complaint

Complainant— Perpetualite should file a written complaint before the Prefect of Discipline. The Prefect of Discipline shall validate the complaint. After validation, a call slip shall be issued to the Dean's Office of the student/s subject of the complaint. The Dean will call the attention of the student to proceed to the SPS Office to answer to the complaint. The Prefect of Discipline will then explain to the student subject of the complaint the reason for being summoned. After which, a preliminary meeting with parents/guardians of all concerned will be held on a notified scheduled time with the complainant, the student subject of the complaint, the Prefect of Discipline and the SPS Director for a possible settlement of the issue/s. If there is no amicable settlement between/ among the parties; the case will be elevated to the Disciplinary Board for an Ad Hoc Committee to be convened.

Section 12

Appendices

Repealing Clause and Date of Effectivity

This Perpetualite Handbook 2023 edition shall take effect beginning August 2023. This supersedes the previous handbooks.

Preventive Measures Against Violence and Sanctions on Fraternities and other Student Organizations

TO: CHED Regional Directors
Head of Private Schools, Colleges and Universities
President of State College and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social wellbeing of the youth, the students. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student organizations must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parent educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students from inflicting physical and mental injuries on other and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for productive future. The following preventive measures are therefore suggested:
 - Monthly meetings of heads of fraternities in all Council of Equals.
 - Regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross membership;
 - Reporting a potential conflict to the head of the fraternity as a standard procedure; (The head in turn will patch it up with his counterpart).

- Internal policing by the fraternities themselves;
- Long – term re – orientation of role of fraternity to move away from macho conflicts and move towards a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
- More interaction between the School Administration and the fraternities;
- Enlisting fraternities alumni members to counsel resident members and;
- Obliging fraternities to have ethical codes in their organizational vision and objectives, which should include a commitment to solve problems in a peaceful and friendly way.

In order to deter violence among fraternities the following sanctions shall be strictly carried out:

- Automatic expulsion of any fraternity member of:
 - Starting or taking the offensive action that clearly provoke violence
 - Carrying of knives sticks, pipes, guns and other deadly weapon in schools; and
 - Extortion
- Sixty (60) days suspension of all officers of a fraternity for one year for the first offense and permanent ban for the next offense.
 6. Higher Education institution must fully assume authority and responsibility in dealing with fraternities and other student's aggru-pations. They are enjoined to closely monitor and supervise the numerated preventive measures and sanctions herein above stated.
 7. Immediate dissemination for this order is desired.

(SGD) RICARDO T. GLORIA

Chairman

[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"

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

Section 1. A new section to be denominated as Section 1 is hereby inserted in Republic Act N0. 8049, to read as follows:

"SECTION 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:

"Section 2. *Definition of terms.* — as used in this Act:

"(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 prerequisite 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 menial, 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 fraternity, sorority, 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 it is 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 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 similar fraternities, sororities and organizations: *Provide*, That the physical, mental, 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 National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: *Provided, further*, That the exemption 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 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;

"(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 fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the 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 fraternity, sorority, 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.lâwphil

"Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, organization shall be promulgated by the appropriate school official 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 in unequivocal terms in a formal advice to the fraternity sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

"School 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 and 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 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 shall make a report of 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 and 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 member 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 fraternity, sorority, or organization in a school shall immediately register with proper school authorities during the semester or trimester in which it was established or organized: *Provided*, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, 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, or 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 official 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 fraternity, sorority, 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 he same Act to read as follows:

Sec. 7. *Faculty Adviser.* - Schools shall require all fraternities, sororities, or organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective 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 advisers shall be responsible for monitoring the activities of the fraternity, sorority, 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 be 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 circumstances when discriminating 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 at the start of every 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 be 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 be 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 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 initiation 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 or any kind shall be committed by anybody during the initiation rites;

"(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing 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 conduct of 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 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 Rites of Community-Based and All Similar Fraternities, Sororities or Organizations. - The punong barangay of the barangay or the municipal or city mayor of the municipality or city where 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 document the entire proceedings. Thereafter, said

representatives who are present during the initiation and document the entire proceedings. Thereafter, said representatives who are present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or the city mayor regarding the conduct of the initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall be attached 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 the 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 adviser or advisers can do so without peril to their person or their family;

"(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: *Provided*, That should the former officer, nonresident 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, nonresident 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) or revocation of the professional license. A suspended or revoked 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 if 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 fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident member, 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, nonresident 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, nonresident members, or alumnus belong to any other profession subject to regulation by the 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 provisions 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 the fraternities, sororities, other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct 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 organization concerned shall be jointly liable with those members who actually participated in the hazing."

"Any person charged under this Act shall not be entitled to the mitigating circumstances 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 hazing as a requirement for employment in the manner provided herein.

"Any conviction by final judgement shall be reflected on the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment 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:

Section 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 thereof 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 newspaper of general circulation.

[REPUBLIC ACT NO. 11313]

AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFOR

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

Section 1. *Short Title.* -This Act shall be known as the "Safe Spaces Act".

Section 2. *Declaration of Policies.* -It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

Section 3. *Definition of Terms.* -As used in this Act:

- (a) *Catcalling* refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, sexist and slurs;

(b) *Employee* refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work, regardless of the term or duration of agreement: *Provided*, That for the purposes of this law, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee;

(c) *Employer* refers to a person who exercises control over an employee: *Provided*, That for the purpose of this Act, the status or conditions of the latter's employment or engagement shall be disregarded;

(d) *Gender* refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;

(e) *Gender-based online sexual harassment* refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cybersalking and online identity theft;

(f) *Gender identity and/or expression* refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex in which case this person is considered transgender:

(g) *Public spaces* refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and

(h) *Stalking* refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

ARTICLE I
GENDER-BASED STREETS AND PUBLIC SPACES
SEXUAL HARASSMENT

Section 4. *Gender-Based Streets and Public Spaces Sexual Harassment.* - The crimes of gender-based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks.

Gender-based streets and public spaces sexual harassment includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic,

homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks. Acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.

Section 5. Gender-Based Sexual Harassment in Restaurants and Cafes, Bars and Clubs, Resorts and Water Parks, Hotels and Casinos, Cinemas, Malls, Buildings and Other Privately-Owned Places Open to the Public. -Restaurants, bars, cinemas, malls, buildings and other privately-owned places open to the public shall adopt a zero-tolerance policy against gender-based streets and public spaces sexual harassment. These establishments are obliged to provide assistance to victims of gender-based sexual harassment by coordinating with local police authorities immediately after gender-based sexual harassment is reported, making CCTV footage available when ordered by the court, and providing a safe gender-sensitive environment to encourage victims to report gender-based sexual harassment at the first instance.

All restaurants, bars, cinemas and other places of recreation shall install in their business establishments clearly-visible warning signs against gender-based public spaces sexual harassment, including the anti-sexual harassment hotline number in bold letters, and shall designate at least one (1) anti-

sexual harassment officer to receive gender-based sexual harassment complaints. Security guards in these places may be deputized to apprehend perpetrators caught in *flagrante delicto* and are required to immediately coordinate with local authorities.

Section 6. Gender-Based Sexual Harassment in Public Utility Vehicles. -In addition to the penalties in this Act, the Land Transportation Office (LTO) may cancel the license of perpetrators found to have committed acts constituting sexual harassment in public utility vehicles, and the Land Transportation Franchising and Regulatory Board (LTFRB) may suspend or revoke the franchise of transportation operators who commit gender-based streets and public spaces sexual harassment acts. Gender-based sexual harassment in public utility vehicles (PUVs) where the perpetrator is the driver of the vehicle shall also constitute a breach of contract of carriage, for the purpose of creating a presumption of negligence on the part of the owner or operator of the vehicle in the selection and supervision of employees and rendering the owner or operator solidarity liable for the offenses of the employee.

Section 7. Gender-Based Sexual Harassment in Streets and Public Spaces Committed by Minors. -In case the offense is committed by a minor, the Department of Social Welfare and Development (DSWD) shall take necessary disciplinary measures as provided for under Republic Act No. 9344, otherwise known as the "Juvenile Justice and Welfare Act of 2006".

Section 8. Duties of Local Government Units (LGUs). -local government units (LGUs) shall bear primary responsibility in enforcing the provisions under Article I of this Act. LGUs shall have the following duties:

- (a) Pass an ordinance which shall localize the applicability of this Act within sixty (60) days of its effectivity;
- (b) Disseminate or post in conspicuous places a copy of this Act and the corresponding ordinance;
- (c) Provide measures to prevent gender-based sexual harassment in educational institutions, such as information campaigns and anti-sexual harassment seminars;
- (d) Discourage and impose fines on acts of gender-based sexual harassment as defined in this Act;
- (e) Create an anti-sexual harassment hotline; and
- (f) Coordinate with the Department of the Interior and Local Government (DILG) on the implementation of this Act.

Section 9. *Role of the DILG.* -The DILG shall ensure the full implementation of this Act by:

- (a) Inspecting LGUs if they have disseminated or posted in conspicuous places a copy of this Act and the corresponding ordinance;
- (b) Conducting and disseminating surveys and studies on best practices of LGUs in implementing this Act; and
- (c) Providing capacity-building and training activities to build the capability of local government officials to implement this Act in coordination

with the Philippine Commission on Women (PCW), the Local Government Academy (LGA) and the Development Academy of the Philippines (DAP).

Section 10. *Implementing Bodies for Gender-Based Sexual Harassment in Streets and Public Spaces.* -The Metro Manila Development Authority (MMDA), the local units of the Philippine National Police (PNP) for other provinces, and the Women and Children’s Protection Desk (WCPD) of the PNP shall have the authority to apprehend perpetrators and enforce the law: *Provided,* That they have undergone prior Gender Sensitivity Training (GST). The PCW, DILG and Department of Information and Communications Technology (DICT) shall be the national bodies responsible for overseeing the implementation of this Act and formulating policies that will ensure the strict implementation of this Act.

For gender-based streets and public spaces sexual harassment, the MMDA and the local units of the PNP for the provinces shall deputize its enforcers to be Anti-Sexual Harassment Enforcers (ASHE). They shall be deputized to receive complaints on the street and immediately apprehend a perpetrator if caught in *flagrante delicto*. The perpetrator shall be immediately brought to the nearest PNP station to face charges of the offense committed. The ASHE unit together with the Women’s and Children’s Desk of PNP stations shall keep a ledger of perpetrators who have committed acts prohibited under this Act for purposes of determining if a perpetrator is a first-time, second-time or third-time offender. The DILG shall also ensure that all local government bodies expedite the receipt and processing of complaints by setting up an Anti-Sexual Harassment Desk in all barangay and

city halls and to ensure the set-up of CCTVs in major roads, alleys and sidewalks in their respective areas to aid in the filing of cases and gathering of evidence. The DILG, the DSWD in coordination with the Department of Health (DOH) and the PCW shall coordinate if necessary to ensure that victims are provided the proper psychological counseling support services.

Section 11. Specific Acts and Penalties for Gender-Based Sexual Harassment in Streets and Public Spaces. -The following acts are unlawful and shall be penalized as follows:

- (a) For acts such as cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, pursing, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety –
 - (1) The first offense shall be punished by a fine of One thousand pesos (₱1,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar to be conducted by the PNP in coordination with the LGU and the PCW;

- (2) The second offense shall be punished by *arresto menor* (6 to 10 days) or a fine of Three thousand pesos (₱3,000.00);

- (3) The third offense shall be punished by *arresto menor* (11 to 30 days) and a fine of Ten thousand pesos (₱10,000.00).

(b) For acts such as making offensive body gestures at someone, and exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions –

- (1) The first offense shall be punished by a fine of Ten thousand pesos (₱10,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;

The second offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Fifteen thousand pesos (₱15,000.00);

- (3) The third offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) and a fine of Twenty thousand pesos (₱20,000.00).

(c) For acts such as stalking, and any of the acts mentioned in Section 11 paragraphs (a) and (b), when accompanied by touching, pinching or brushing against the body of the offended person; or any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs,

face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in Section 11 paragraphs (a) and (b) –

- (1) The first offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Thirty thousand pesos (₱30,000.00), provided that it includes attendance in a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;
- (2) The second offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) or a fine of Fifty thousand pesos (₱50,000.00);
- (3) The third offense shall be punished by *arresto mayor* in its maximum period or a fine of One hundred thousand pesos (₱100,000.00).

ARTICLE II

GENDER-BASED ONLINE SEXUAL HARASSMENT

Section 12. *Gender-Based Online Sexual Harassment.* -Gender-based online sexual harassment includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos,

voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

Section 13. Implementing Bodies for Gender-Based Online Sexual Harassment.

-For gender-based online sexual harassment, the PNP Anti-Cybercrime Group (PNPACG) as the National Operational Support Unit of the PNP is primarily responsible for the implementation of pertinent Philippine laws on cybercrime, shall receive complaints of gender-based online sexual harassment and develop an online mechanism for reporting real-time gender-based online sexual harassment acts and apprehend perpetrators. The Cybercrime Investigation and Coordinating Center (CICC) of the DICT shall also coordinate with the PNPACG to prepare appropriate and effective measures to monitor and penalize gender-based online sexual harassment.

Section 14. Penalties for Gender-Based Online Sexual Harassment. -The penalty of *prision correccional* in its medium period or a fine of not less than One hundred thousand pesos (₱100,000.00) but not more than Five hundred thousand pesos (₱500,000.00), or both, at the discretion of the court shall be imposed upon any person found guilty of any gender-based online sexual harassment.

If the perpetrator is a juridical person, its license or franchise shall be automatically deemed revoked, and the persons liable shall be the officers there

of, including the editor or reporter in the case of print media, and the station manager, editor and broadcaster in the case of broadcast media. An alien who commits gender-based online sexual harassment shall be subject to deportation proceedings after serving sentence and payment of fines.

Exemption to acts constitutive and penalized as gender-based online sexual harassment are authorized written orders of the court for any peace officer to use online records or any copy thereof as evidence in any civil, criminal investigation or trial of the crime: *Provided*, That such written order shall only be issued or granted upon written application and the examination under oath or affirmation of the applicant and the witnesses may produce, and upon showing that there are reasonable grounds to believe that gender-based online sexual harassment has been committed or is about to be committed, and that the evidence to be obtained is essential to the conviction of any person for, or to the solution or prevention of such crime.

Any record, photo or video, or copy thereof of any person that is in violation of the preceding sections shall not be admissible in evidence in any judicial, quasi-judicial, legislative or administrative hearing or investigation.

ARTICLE III

QUALIFIED GENDER-BASED STREETS, PUBLIC SPACES AND ONLINE SEXUAL HARASSMENT

Section 15. *Qualified Gender-Based Streets, Public Spaces and Online Sexual Harassment.* -The penalty next higher in degree will be applied in the following cases:

(a) If the act takes place in a common carrier or PUV, including, but not limited to, jeepneys, taxis, tricycles, or app-based transport network vehicle services, where the perpetrator is the driver of the vehicle and the offended party is a passenger;

(b) If the offended party is a minor, a senior citizen, or a person with disability (PWD), or a breastfeeding mother nursing her child;

(c) If the offended party is diagnosed with a mental problem tending to impair consent;

(d) If the perpetrator is a member of the uniformed services, such as the PNP and the Armed Forces of the Philippines (AFP), and the act was perpetrated while the perpetrator was in uniform; and

(e) If the act takes place in the premises of a government agency offering front-line services to the public and the perpetrator is a government employee.

ARTICLE IV

GENDER-BASED SEXUAL HARASSMENT IN THE WORKPLACE

Section 16. *Gender-Based Sexual Harassment in the Workplace.* -The crime of gender-based sexual harassment in the workplace includes the following:

(a) An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether

done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;

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

(c) A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient: *Provided*, That the crime of gender-based sexual harassment may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or to a trainer by a trainee; and

(d) Information and communication system refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.

Section 17. Duties of Employers. -Employers or other persons of authority, influence or moral ascendancy in a workplace shall have the duty to prevent

deter, or punish the performance of acts of gender-based sexual harassment in the workplace. Towards this end, the employer or person of authority, influence or moral ascendancy shall:

(a) Disseminate or post in a conspicuous place a copy of this Act to all persons in the workplace;

(b) Provide measures to prevent gender-based sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars;

(c) Create an independent internal mechanism or a committee on decorum and investigation to investigate and address complaints of gender-based sexual harassment which shall:

(1) Adequately represent the management, the employees from the supervisory rank, the rank-and-file employees, and the union, if any;

(2) Designate a woman as its head and not less than half of its members should be women;

(3) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;

(4) Investigate and decide on the complaints within ten (10) days or less upon receipt thereof;

- (5) Observe due process;
 - (6) Protect the complainant from retaliation; and
 - (7) Guarantee confidentiality to the greatest extent possible;
- (d) Provide and disseminate, in consultation with all persons in the workplace, a code of conduct or workplace policy which shall:
- (1) Expressly reiterate the prohibition on gender-based sexual harassment;
 - (2) Describe the procedures of the internal mechanism created under Section 17
 - (c) of this Act; and
 - (3) Set administrative penalties.

Section 18. Duties of Employees and Co-Workers. -Employees and co-workers shall have the duty to:

- (a) Refrain from committing acts of gender-based sexual harassment;
- (b) Discourage the conduct of gender-based sexual harassment in the workplace;
- (c) Provide emotional or social support to fellow employees, co-workers,

- (d) Report acts of gender-based sexual harassment witnessed in the workplace.

Section 19. *Liability of Employer.* — In addition to liabilities for committing acts of gender-based sexual harassment, employers may also be held responsible for:

- (a) Non-implementation of their duties under Section 17 of this Act, as provided in the penal provision; or
- (b) Not taking action on reported acts of gender-based sexual harassment committed in the workplace.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (₱5,000.00) nor more than Ten thousand pesos (₱10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (₱10,000.00) nor more than Fifteen thousand pesos (₱15,000.00).

Section 20. *Routine Inspection.* -The Department of Labor and Employment (DOLE) for the private sector and the Civil Service Commission (CSC) for the public sector shall conduct yearly spontaneous inspections to ensure compliance of employers and employees with their obligations under this Act.

ARTICLE V
GENDER-BASED SEXUAL HARASSMENT IN
EDUCATIONAL AND TRAINING INSTITUTIONS

Section 21. *Gender-Based Sexual Harassment in Educational and Training Institutions.*— All schools, whether public or private, shall designate an officer-in-charge to receive complaints regarding violations of this Act, and shall, ensure that the victims are provided with a gender-sensitive environment that is both respectful to the victims’ needs and conducive to truth-telling.

Every school must adopt and publish grievance procedures to facilitate the filing of complaints by students and faculty members. Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of gender-based sexual harassment or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of gender-based sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of gender-based sexual harassment or sexual violence being committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects.

Once a perpetrator is found guilty, the educational institution may reserve

the right to strip the diploma from the perpetrator or issue an expulsion order.

The Committee on Decorum and Investigation (CODI) of all educational institutions shall address gender-based sexual harassment and online sexual harassment in accordance with the rules and procedures contained in their CODI manual.

Section 22. *Duties of School Heads.* -School heads shall have the following duties:

- (a) Disseminate or post a copy of this Act in a conspicuous place in the educational institution;
- (b) Provide measures to prevent gender-based sexual harassment in educational institutions, like information campaigns;
- (c) Create an independent internal mechanism or a CODI to investigate and address complaints of gender-based sexual harassment which shall:
 - (1) Adequately represent the school administration, the trainers, instructors, professors or coaches and students or trainees, students and parents, as the case may be;
 - (2) Designate a woman as its head and not less than half of its members should be women;

- (3) Ensure equal representation of persons of diverse sexual orientation, identity and/or expression, in the CODI as far as practicable;
 - (4) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;
 - (5) Investigate and decide on complaints within ten (10) days or less upon receipt, thereof;
 - (6) Observe due process;
 - (7) Protect the complainant from retaliation; and
 - (8) Guarantee confidentiality to the greatest extent possible.
- (d) Provide and disseminate, in consultation with all persons in the educational institution, a code of conduct or school policy which shall:
- (1) Expressly reiterate the prohibition on gender-based sexual harassment;
 - (2) Prescribe the procedures of the internal mechanism created under this Act; and
 - (3) Set administrative penalties.

Section 23. *Liability of School Heads.*— In addition to liability for committing acts of gender-based sexual harassment, principals, school heads, teachers, instructors, professors, coaches, trainers, or any other person who has authority, influence or moral ascendancy over another in an educational or training institution may also be held responsible for:

- (a) Non-implementation of their duties under Section 22 of this Act, as provided in the penal provisions; or
- (b) Failure to act on reported acts of gender-based sexual harassment committed in the educational institution.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (₱5,000.00) nor more than Ten thousand pesos (₱10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (₱10,000.00) nor more than Fifteen thousand pesos (₱15,000.00).

Section 24. *Liability of Students.*— Minor students who are found to have committed acts of gender-based sexual harassment shall only be held liable for administrative sanctions by the school as stated in their school handbook.

Section 25. *Routine Inspection.*— The Department of Education (DepEd),

the Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA) shall conduct regular spontaneous inspections to ensure compliance of school heads with their obligations under this Act.

ARTICLE VI COMMON PROVISIONS

Section 26. Confidentiality.— At any stage of the investigation, prosecution and trial of an offense under this Act, the rights of the victim and the accused who is a minor shall be recognized.

Section 27. Restraining Order.— Where appropriate, the court, even before rendering a final decision, may issue an order directing the perpetrator to stay away from the offended person at a distance specified by the court, or to stay away from the residence, school, place of employment, or any specified place frequented by the offended person.

Section 28. Remedies and Psychological Counselling.— A victim of gender-based street, public spaces or online sexual harassment may avail of appropriate remedies as provided for under the law as well as psychological counselling services with the aid of the LGU and the LSWD in coordination with the DOH and the PCW. Any fees to be charged in the course of a victim's availment of such remedies or psychological counselling services shall be borne by the perpetrator.

Section 29. Administrative Sanctions.— Above penalties are without prejudice to any administrative sanctions that may be imposed if the perpetrator is a government employee.

Section 30. Imposition of Heavier Penalties.— Nothing in this Act shall prevent LGUs from coming up with ordinances that impose heavier penalties for the acts specified herein.

Section 31. Exemptions.— Acts that are legitimate expressions of indigenous culture and tradition, as well as breastfeeding in public shall not be penalized.

ARTICLE VII FINAL PROVISIONS

Section 32. PNP Women and Children's Desks.— The women and children's desks now existing in all police stations shall act on and attend to all complaints covered under this Act. They shall coordinate with ASHE officers on the street, security guards in privately-owned spaces open to the public, and anti-sexual harassment officers in government and private offices or schools in the enforcement of the provisions of this Act.

Section 33. Educational Modules and Awareness Campaigns.— The PCW shall take the lead in a national campaign for the awareness of the law. The PCW shall work hand-in-hand with the DILG and duly accredited women's groups to ensure all LGUs participate in a sustained information campaign and the DICT to ensure an online campaign that reaches a wide audience of Filipino internet-users. Campaign materials may include posters condemning

different forms of gender-based sexual harassment, informing the public of penalties for committing gender-based sexual harassment, and infographics of hotline numbers of authorities.

All schools shall educate students from the elementary to tertiary level about the provisions of this Act and how they can report cases of gender-based streets, public spaces and online sexual harassment committed against them. School courses shall include age-appropriate educational modules against gender-based streets, public spaces and online sexual harassment which shall be developed by the DepEd, the CHED, the TESDA and the PCW.

Section 34. Safety Audits. -LGUs are required to conduct safety audits every three (3) years to assess the efficiency and effectivity of the implementation of this Act within their jurisdiction. Such audits shall be multisectoral and participatory, with consultations undertaken with schools, police officers, and civil society organizations.

Section 35. Appropriations.— Such amounts as may be necessary for the implementation of this Act shall be indicated under the annual General Appropriations Act (GAA). National and local government agencies shall be authorized to utilize their mandatory Gender and Development (GAD) budget, as provided under Republic Act No. 9710, otherwise known as "The Magna Carta of Women" for this purpose. In addition, LGUs may also use their mandatory twenty percent (20%) allocation of their annual internal revenue allotments for local development projects as provided under

Republic Act No. 9710, otherwise known as "The Magna Carta of Women" for this purpose. In addition, LGUs may also use their mandatory twenty percent (20%) allocation of their annual internal revenue allotments for local development projects as provided under Section 287 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Section 36. Prescriptive Period.— Any action arising from the violation of any of the provisions of this Act shall prescribe as follows:

- (a) Offenses committed under Section 11(a) of this Act shall prescribe in one (1) year;
- (b) Offenses committed under Section 11(b) of this Act shall prescribe in three (3) years;
- (c) Offenses committed under Section 11(c) of this Act shall prescribe in ten (10) years;
- (d) Offenses committed under Section 12 of this Act shall be imprescriptible; and
- (e) Offenses committed under Sections 16 and 21 of this Act shall prescribe in five (5) years.

Section 37. *Joint Congressional Oversight Committee.*— There is hereby created a Joint Congressional Oversight Committee to monitor the implementation of this Act and to review the implementing rules and regulations promulgated. The Committee shall be composed of five (5) Senators and five (5) Representatives to be appointed by the Senate President and the Speaker of the House of Representatives, respectively. The Oversight Committee shall be co-chaired by the Chairpersons of the Senate Committee on Women, Children, Family Relations and Gender Equality and the House Committee on Women and Gender Equality.

Section 38. *Implementing Rules and Regulations (IRR).*— Within ninety (90) days from the effectivity of this Act, the PCW as the lead agency, in coordination with the DILG, the DSWD, the PNP, the Commission on Human Rights (CHR), the DOH, the DOLE, the DepEd, the CHED, the DICT, the TESDA, the MMDA, the LTO, and at least three (3) women’s organizations active on the issues of gender-based violence, shall formulate the implementing rules and regulations (IRR) of this Act.

Section 39. *Separability Clause.*— If any provision or part hereof is held invalid or unconstitutional, the remaining provisions not affected thereby shall remain valid and subsisting.

Section 40. *Repealing Clause.*— Any law, presidential decree or issuance, executive order, letter of instruction, administrative order, rule or regulation contrary to or inconsistent with the provisions of this Act is hereby repealed, modified or amended accordingly.

Section 41. *Effectivity.*— This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in any two (2) newspapers of general circulation in the Philippines.

REPUBLIC ACT NO. 10627

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

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

SECTION 1. *Short Title.* – This Act shall be known as the “Anti-Bullying Act of 2013”.

SEC. 2. *Acts of Bullying.* – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SEC. 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and at a minimum, shall include provisions which:

(a) Prohibit the following acts:

- (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school, or through the use of technology or an electronic device owned, leased or used by a school;
- (2) Bullying at a location, activity, function or program that is not school-

-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies for:

- (1) Reporting acts of bullying or retaliation;
- (2) Responding promptly to and investigating reports of bullying or retaliation;
- (3) Restoring a sense of safety for a victim and assessing the student's need for protection;

4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

(d) Enable students to anonymously report bullying or retaliation: Provided, however, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: *Provided*, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SEC. 1. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

(a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;

(b) Take appropriate disciplinary administrative action;

c) Notify the parents or guardians of the perpetrator; and

(d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

SEC. 5. Reporting Requirement. – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

SEC. 6. Sanction for Noncompliance. – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition

thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

SEC. 7. Implementing Rules and Regulations. – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SEC. 8. Separability Clause. – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SEC. 9. Repealing Clause. – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

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

REPUBLIC ACT NO. 9211

AN ACT REGULATING THE PACKAGING, USE, SALE, DISTRIBUTION AND ADVERTISEMENTS OF TOBACCO PRODUCTS AND FOR OTHER PURPOSES.

SECTION 1. Short Title.—This Act shall be known as the Tobacco Regulation Act of 2003.

SECTION 2. Policy.—It is the policy of the State to protect the populace from hazardous products and promote the right to health and instill health consciousness among them. It is also the policy of the State, consistent with the Constitutional ideal to promote the general welfare, to safeguard the interests of the workers and other stakeholders in the tobacco industry. For these purposes, the government shall institute a balanced policy whereby the use, sale and advertisements of tobacco products shall be regulated in order to promote a healthful environment and protect the citizens from the hazards of tobacco smoke, and at the same time ensure that the interests of tobacco farmers, growers, workers and stakeholders are not adversely compromised.

SECTION 3. Purpose.—It is the main thrust of this Act to:

- a. Promote a healthful environment;
- b. Inform the public of the health risks associated with cigarette smoking and tobacco use;
- c. Regulate and subsequently ban all tobacco advertisements and sponsorships;
- d. Regulate the labeling of tobacco products;
- e. Protect the youth from being initiated to cigarette smoking and tobacco use by prohibiting the sale of tobacco products to minors;
- f. Assist and encourage Filipino tobacco farmers to cultivate alternative agricultural crops to prevent economic dislocation; and

g. Create an Inter-Agency Committee on Tobacco (IAC-Tobacco) to oversee the implementation of the provisions of this Act.

SECTION 4. Definition of Terms.—As used in this Act:

- a. “Advertisement”—refers to any visual and/or audible message disseminated to the public about or on a particular product that promote and give publicity by words, designs, images or any other means through broadcast, electronic, print or whatever form of mass media, including outdoor advertisements, such as but not limited to signs and billboards. For the purpose of this Act, advertisement shall be understood as tobacco advertisement.
- b. “Advertising”—refers to the business of conceptualizing, presenting, making available and communicating to the public, through any form of mass media, any fact, data or information about the attributes, features, quality or availability of consumer products, services or credit.

For the purpose of this Act, advertising shall be understood as tobacco advertising. This shall specifically refer to any messages and images promoting smoking; the purchase or use of cigarette or tobacco products; and cigarette or tobacco trademarks, brand names, design and manufacturer’s names;

- c. “Advertiser”—refers to a person or entity on whose account or for whom an advertisement is prepared and disseminated by the advertising agency, which is a service established and operated for the purpose of counseling or creating and producing and/or implementing advertising programs in various forms of media;
- d. “Cigarette”—refers to any roll or tubular construction, which contains tobacco or its derivatives and is intended to be burned or heated under ordinary

conditions of use;

e. “Distributor”—refers to any person to whom a tobacco product is delivered or sold for purposes of distribution in commerce, except that such term does not include a manufacturer or retailer or common carrier of such product;

f. “Mass Media”—refers to any medium of communication designed to reach a mass of people. For this purpose, mass media includes print media such as, but not limited to, newspapers, magazines, and publications; broadcast media such as, but not limited to radio, television, cable television, and cinema; electronic media such as but not limited to the internet;

g. “Minor”—refers to any person below eighteen (18) years old;

h. “Manufacturer”—refers to any person or entity, including a repacker, who makes, fabricates, assembles, processes, or labels a finished product;

i. “Package”—refers to packs, boxes, cartons or containers of any kind in which any tobacco product is offered for sale to consumers;

j. “Person”—refers to an individual, partnership, corporation or any other business or legal entity;

k. “Point-of-Sale”—refers to any location at which an individual can purchase or otherwise obtain tobacco products;

l. . “Promotion”—refers to an event or activity organized by or on behalf of a tobacco manufacturer, distributor or retailer with the aim of promoting a brand of tobacco product, which event or activity would not occur but for the support

given to it by or on behalf of the tobacco manufacturer, distributor or retailer. It may also refer to the display of a tobacco product or manufacturer’s name, trademark, logo, etc. on non-tobacco products. This includes the paid use of tobacco products bearing the brand names, trademarks, logos, etc. in movies, television and other forms of entertainment. For the purpose of this Act, promotion shall be understood as tobacco promotion;

m. “Public Conveniences”—refer to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, buses, taxicabs, ships, jeeps, light rail transits, tricycles, and similar vehicles;

n. “Public Places”—refer to enclosed or confined areas of all hospitals, medical clinics, schools, public transportation terminals and offices, and buildings such as private and public offices, recreational places, shopping malls, movie houses, hotels, restaurants, and the like;

o. “Retailer”—refers to any person who or entity that sells tobacco products to individuals for personal consumption;

p. “Smoking”—refers to the act of carrying a lighted cigarette or other tobacco products, whether or not it is being inhaled or smoked;

q. “Sponsorship”—refers to any public or private contribution to a third party in relation to an event, team or activity made with the aim of promoting a brand of tobacco product, which event, team or activity would still exist or occur without such contribution. For the purpose of this Act, sponsorship shall be understood as tobacco sponsorship;

r. "Tobacco"—refers to agricultural components derived from the tobacco plant, which are processed for use in the manufacturing of cigarettes and other tobacco products;

s. "Tobacco Product"—refers to any product that consists of loose tobacco that contains nicotine and is intended for use in a cigarette, including any product containing tobacco and intended for smoking or oral or nasal use. Unless stated otherwise, the requirements of this Act pertaining to cigarettes shall also apply to other tobacco products;

t. "Tobacco Grower"—refers to any person who plants tobacco before the enactment of this Act and classified as such by the National Tobacco Administration (NTA); and

u. "Warning"—refers to the notice printed on the tobacco product or its container and/or displayed in print or aired in broadcast or electronic media including outdoor advertising and which shall bear information on the hazards of tobacco use.

Healthful Environment

SECTION 5. Smoking Ban in Public Places.—Smoking shall be absolutely prohibited in the following public places:

a. Centers of youth activity such as play schools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for persons under eighteen (18) years old;

b. Elevators and stairwells;

c. Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;

d. Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories;

e. Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants and conference halls, except for separate smoking areas; and

f. Food preparation areas.

SECTION 6. Designated Smoking and Non-smoking Areas.—In all enclosed places that are open to the general public, private workplaces and other places not covered under the preceding section, where smoking may expose a person other than the smoker to tobacco smoke, the owner, proprietor, operator, possessor, manager or administrator of such places shall establish smoking and non-smoking areas. Such areas may include a designated smoking area within the building, which may be in an open space or separate area with proper ventilation, but shall not be located within the same room that has been designated as a non-smoking area.

All designated smoking areas shall have at least one (1) legible and visible sign posted, namely "SMOKING AREA" for the information and guidance of all concerned. In addition, the sign or notice posted shall include a warning about the health effects of direct or secondhand exposure to tobacco smoke. Non-smoking areas shall likewise have at least one (1) legible and visible sign,

namely: “NON-SMOKING AREA” or “NO SMOKING.”

Access Restrictions

SECTION 7. Vending Machines, Self-Service Facilities.—Unless the vending machine has a mechanism for age verification, the sale or distribution of tobacco products to minors by means of a vending machine or any self-service facility or similar contraption or device is prohibited, except at point-of-sale establishments.

SECTION 8. Retailer Compliance with Respect to Self-Service Facilities.—Each retailer shall ensure that all tobacco-related self-service displays or facilities, advertising, labeling and other items that are located in the establishment of the retailer and that do not comply with the requirements of this Act are removed or are brought into compliance with the requirements of this Act.

SECTION 9. Minimum Age Sales.—Under this Act, it shall be unlawful:

- a. For any retailer of tobacco products to sell or distribute tobacco products to any minor;
- b. For any person to purchase cigarettes or tobacco products from a minor;
- c. For a minor to sell or buy cigarettes or any tobacco product; and
- d. For a minor to smoke cigarettes or any other tobacco product.

It shall not be a defense for the person selling or distributing that he/she did not know or was not aware of the real age of the minor. Neither shall it be a defense that he/she did not know nor had any reason to believe that the cigarette or any other tobacco product was for the consumption of the minor to whom it was sold.

SECTION 10. Sale of Tobacco Products Within School Perimeters.—The sale or distribution of tobacco products is prohibited within one hundred (100) meters from any point of the perimeter of a school, public playground or other facility frequented particularly by minors.

SECTION 11. Signage.—Point-of-Sale establishments offering, distributing or selling tobacco product to consumers, shall post the following statement in a clear and conspicuous manner: “SALE/DISTRIBUTION TO OR PURCHASE BY MINORS OF TOBACCO PRODUCTS IS UNLAWFUL” or “IT IS UNLAWFUL FOR TOBACCO PRODUCTS TO BE SOLD/DISTRIBUTED TO OR PURCHASED BY PERSONS UNDER 18 YEARS OF AGE.”

SECTION 12. Proof of Age Verification.—In case of doubt as to the age of the buyer, retailers shall verify, by means of any valid form of photographic identification containing the date of birth of the bearer, that no individual purchasing a tobacco product is below eighteen (18) years of age.

Advertising and Promotions

SECTION 13. Warnings on Cigarette Packages.—Under this Act:

- a. All packages in which tobacco products are provided to consumers withdrawn from the manufacturing facility of all manufacturers or imported into the Philippines intended for sale to the market, starting 1 January 2004, shall be printed, in

in either English or Filipino, on a rotating basis or separately and simultaneously, the following health warnings:

“GOVERNMENT WARNING: Cigarette Smoking is Dangerous to Your Health;”

“GOVERNMENT WARNING: Cigarettes are Addictive;”

“GOVERNMENT WARNING: Tobacco Smoke Can Harm Your Children;” or

“GOVERNMENT WARNING: Smoking Kills.”

b. Upon effectivity of this Act until 30 June 2006, the health warning shall be located on one side panel of every tobacco product package and occupy not less than fifty percent (50%) of such side panel including any border or frame.

c. Beginning 1 July 2006, the health warning shall be located on the bottom portion of one (1) front panel of every tobacco product package and occupy not less than thirty percent (30%) of such front panel including any border or frame. The text of the warning shall appear in clearly legible type in black text on a white background with a black border and in contrast by typography, layout or color to the other printed matters on the package. The health warning shall occupy a total area of not less than fifty percent (50%) of the total warning frame.

d. The warnings shall be rotated periodically, or separately and simultaneously printed, so that within any twenty-four (24) month period, the four (4) variations of the warnings shall appear with proportionate frequency.

e. The warning shall not be hidden or obscured by other printed information or

images, or printed in a location where tax or fiscal stamps are likely to be applied to the package or placed in a location where it will be damaged when the package is opened. If the warning to be printed on the package is likely to be obscured or obliterated by a wrapper on the package, the warning must be printed on both the wrapper and the package.

f. In addition to the health warning, all packages of tobacco products that are provided to consumers shall contain, on one side panel, the following statement in a clear, legible and conspicuous manner: “NO SALE TO MINORS” or “NOT FOR SALE TO MINORS.” The statement shall occupy an area of not less than ten percent (10%) of such side panel and shall appear in contrast by color, typography or layout with all the other printed material on the side panel.

g. No other printed warnings, except the health warning and the message required in this Section, paragraph f. shall be placed on cigarette packages.

SECTION 14. Warnings in Advertising.—Under this Act:

a. All tobacco advertising in mass media shall contain either in English or Filipino, the following health warning: “GOVERNMENT WARNING: Cigarette Smoking is Dangerous to Your Health.”

b. For print and outdoor advertisements, the warning frame shall be centered across the bottom of the advertisement and occupy a total area of not less than fifteen percent (15%) of such advertisement including any border or frame. The health warning shall occupy a total area of not less than fifty percent (50%) of the total warning frame. The text of the health warnings shall be clearly visible and legible, printed in a prominent color as appropriate and shall appear in contrast by color, typography or layout

with all other printed material in the advertisement. The warning shall not be hidden or obscured by other printed information or images in the advertisement.

c. For television and cinema advertisements, the warning shall be clearly shown and voiced over in the last five (5) seconds of the advertisement, regardless of the duration of the advertisement, even when such advertisement is silent. The health warning shall occupy a total area of not less than fifty percent (50%) of the television screen and shall be clearly visible, legible and audible, in black text on white background or white text on black background. No other images except the warning shall be included in the warning frame.

d. For radio advertisements, the warning stated after the advertisement shall be clearly and audibly voiced over in the last five (5) seconds of the advertisement, regardless of its duration.

SECTION 15. Restrictions on Advertising.—The following restrictions shall apply to all tobacco advertising:

a. Advertisements shall not be aimed at or particularly appeal to persons under eighteen (18) years of age.

b. Advertisements shall not feature a celebrity or contain an endorsement, implied or express, by a celebrity.

c. Advertisements shall not contain cartoon characters or subjects that depict humans or animals with comically exaggerated features or that attribute human or unnatural characteristics to animals, plants or other objects.

d. Advertisements shall only depict persons who are or who appear to be above

twenty-five (25) years of age.

e. Advertisements shall not show, portray or depict scenes where the actual use of, or the act of using, puffing or lighting cigarettes or other tobacco products is presented to the public.

SECTION 16. Restrictions on Print Media Advertising.—The following restrictions shall apply to all print media tobacco advertisements:

a. Advertisements shall not be placed in any printed publication unless there is a reasonable basis to believe that at least seventy-five percent (75%) of the readers of such publication are eighteen (18) years of age and above, and the number of youth who read it constitutes less than ten percent (10%) of all youth in the Philippines.

b. Advertisements shall not be placed on the packaging or outside covers (front and back) of a magazine, newspaper, journal or other publication printed for general circulation.

SECTION 17. Restrictions on Outdoor Advertising.—The following restrictions shall apply to all outdoor tobacco advertisements:

a. Outdoor advertisements shall not be placed on billboards, wall murals, or transport stops or stations which are within one hundred (100) meters from any point of the perimeter of a school, public playground or other facility frequented particularly by persons below eighteen (18) years of age.

b. Outdoor advertisements shall not, either individually or when placed in

deliberate combination with other outdoor tobacco advertising, exceed seventy (70) square meters in total size.

c. Outdoor advertisements shall not be placed on taxis, buses, trains or other public conveyance or in stations, terminals or platforms thereof, except point-of-sale establishments.

SECTION 18. Restrictions on Advertising in Cinemas.—Tobacco advertisements are prohibited in connection with the showing of any film where persons below eighteen (18) years old are permitted admission.

SECTION 19. Restrictions on Television and Radio Advertising.—Advertisements shall not be broadcast on television, cable television, and radio between seven o'clock in the morning and seven o'clock at night.

SECTION 20. Restrictions on Advertising in Audio, Video and Computer Cassettes/Discs and Similar Medium.—No electronic advertisements shall be incorporated within any video or audio cassette, videogame machine, optical disc, or any similar medium, unless access to the item is restricted to persons eighteen (18) years of age or older. For the purpose of this Section, video game includes any electronic amusement device that utilizes a computer, microprocessor, or similar electronic circuitry and its own cathode ray tube, or is designed to be used with a television set or a monitor that interacts with the user of the device.

SECTION 21. Restrictions on Advertising on the Internet and Similar Medium.—Advertisements are prohibited on the Internet and other similar medium unless the Internet site is restricted to persons eighteen (18) years of age or older. A site will be deemed restricted if a person cannot obtain access beyond the first page

of the website unless the person has established that he or she is at least eighteen (18) years old. This limitation applies to commercial communications and shall not prevent the use of company Internet websites to provide information regarding a company, its products and smoking and health related information. This Section shall not prohibit business-to-business transactions conducted on the Internet and other similar medium between tobacco manufacturers, retailers, and distributors.

SECTION 22. Ban on Advertisements.—Beginning 1 January 2007, all tobacco advertising on television, cable television and radio shall be prohibited.

Beginning 1 July 2007, all cinema and outdoor advertising shall be prohibited. No leaflets, posters and similar outdoor advertising materials may be posted, except inside the premises of point-of-sale retail establishments.

Beginning 1 July 2008, all forms of tobacco advertising in mass media shall be prohibited except tobacco advertisements placed inside the premises of point-of-sale retail establishments.

SECTION 23. Restrictions on Tobacco Promotions.—The following restrictions shall apply on all tobacco promotions:

a. Promotions must be directed only to persons at least eighteen (18) years old. No person below eighteen (18) years old or who appear to be below eighteen (18) years old may participate in such promotions. The participants in promotions must be required to provide proof of age.

b. Communications to consumers about tobacco promotions shall comply with the provisions of this Act governing tobacco advertising. In addition to the re-

quired health warning, the age requirement for participation in any promotion must be clearly marked on the program materials distributed to consumers.

c. All stalls, booths, and other displays concerning tobacco promotions must be limited to point-of-sale locations or adult-only facilities.

d. Telephone communications concerning promotional offers, programs or events must include a recorded health warning message in English or Filipino consistent with the warnings specified in this Act.

e. No placement shall be made by any manufacturer, distributor, or retailer of any tobacco product or tobacco product package or advertisement as a prop in any television program or motion picture produced for viewing by the general public or in a video, optical disc or on a video game machine.

f. The name, logo, or other indicia of a cigarette brand may appear on cigarette lighters, ashtrays, or other smoking related items. If such name, logo, or other indicia of a cigarette brand is larger than fifty (50) square centimeters, the item must carry a health warning consistent with the warnings specified in this Act.

g. No merchandise such as, but not limited to, t-shirts, caps, sweatshirts, visors, backpacks, sunglasses, writing implements and umbrellas may be distributed, sold or offered, directly or indirectly, with the name, logo or other indicia of a cigarette brand displayed so as to be visible to other when worn or used. Clothing items must be in adult sizes only.

h. . No name, logo, or other indicia of a cigarette brand or element of a brand-related marketing activity, may appear on items that are marketed to or likely to be used by minors such as, but not limited to, sports equipment, toys, dolls, min-

ature replicas of racing vehicles, video games, and food. The manufacturer or company must take all available measures to prevent third parties from using the company's brand names, logos, or other proprietary material on products that are directed toward minors.

i. No tobacco advertisement may be placed on shopping bags.

SECTION 24. Naming Rights.—Subject to the provisions of this Act:

a. No manufacturer may enter into any agreement pursuant to which payment is made or other consideration is provided by such manufacturer to any sports league, or any team involved in any such league, in exchange for use of a tobacco product brand.

b. No manufacturer may enter into any agreement for the naming rights of any stadium or arena using a tobacco product brand name or otherwise cause a stadium or arena to be named with such a brand name.

SECTION 25. Restrictions on Sponsorships.—Beginning 1 July 2006:

a. No sponsorship shall be provided for:

1) an event or activity which bears a tobacco product brand name, unless there is reasonable basis to believe that all persons who compete, or otherwise take an active part, in the sponsored events or activities are persons eighteen (18) years of age or older;

2) a team or an individual bearing a tobacco product name, unless all persons sponsored are eighteen (18) years of age or older; or

3) a sponsored event or activity reasonably believed to be of particular appeal to persons under eighteen (18) years old.

b. Tobacco brand sponsorships shall be prohibited except where there is a reasonable basis to believe that:

1) attendance at the sponsored event or activity will comprise no less than seventy-five percent (75%) persons at least eighteen (18) years old;

2) the sponsored event or activity will not be of particular appeal to persons under eighteen (18) years old;

3) the sponsored event or activity will not receive exposure, other than as a news item, on television or radio or the Internet, unless such exposure complies with the provisions of this Act governing tobacco marketing through those media; and

4) the principal activity associated with the sponsorship does not require above-average physical fitness for someone of the age group of those taking part.

c. All persons authorized to bear tobacco product advertisements, logos or brand names at sponsored events shall be at least eighteen (18) years old.

d. All forms of advertising associated with or ancillary to sponsorship shall comply with the marketing provisions of this Act.

SECTION 26. Ban on Sponsorships.—Beginning 1 July 2008, cigarette and tobacco companies are hereby prohibited from sponsoring any sport, concert, cultural or art event, as well as individual and team athletes, artists or performers where such sponsorship shall require or involve the advertisement or promotion

of any cigarette or tobacco company, tobacco product or tobacco use, name, logo or trademarks and other words, symbols, designs, colors or other depictions commonly associated with or likely to identify a tobacco product: Provided, That the attribution only to the name of the company in the roster of sponsors shall be allowed: Provided further, That no manufacturer may register a tobacco brand name as a company name after the passage of this Act.

SECTION 27. Restrictions on Sampling.—The distribution of samples of tobacco products to persons below eighteen (18) years old is prohibited.

SECTION 28. Legal Actions.—Any legal action in connection with the tobacco industry shall be governed by the provisions of the Philippine Civil Code and other applicable laws.

Implementing Agency and Application

SECTION 29. Implementing Agency.—An Inter-Agency Committee—Tobacco (IAC-Tobacco), which shall have the exclusive power and function to administer and implement the provisions of this Act, is hereby created. The IAC-Tobacco shall be chaired by the Secretary of the Department of Trade and Industry (DTI) with the Secretary of the Department of Health (DOH) as Vice Chairperson. The IAC-Tobacco shall have the following as members:

a. Secretary of the Department of Agriculture (DA);

b. Secretary of the Department of Justice (DOJ);

c. Secretary of the Department of Finance (DOF);

d. Secretary of the Department of Environment and Natural Resources (DENR);

- e. Secretary of the Department of Science and Technology (DOST);
- f. Secretary of the Department of Education (DepEd);
- g. Administrator of the National Tobacco Administration (NTA);
- h. A representative from the Tobacco Industry to be nominated by the legitimate and recognized associations of the industry; and
- i. A representative from a nongovernment organization (NGO) involved in public health promotion nominated by DOH in consultation with the concerned NGOs;

The Department Secretaries may designate their Undersecretaries as their authorized representatives to the IAC.

SECTION 30. Application to Tobacco Products.—The provisions of this Act shall apply to all tobacco products placed into commerce in the Philippines. Except as provided below, no provision of this Act shall apply to tobacco products intended or offered by the manufacturer for export and not for [retail] sale in the Philippines.

Tobacco products intended or offered for export shall be subject only to the requirement that the shipping container shall be prominently marked on the outside “Export Only:” Provided, That, tobacco products which are marked for export, but are sold/traded or distributed in the Philippine market, shall be subject to immediate confiscation and destruction.

SECTION 31. Compliance Monitoring.—Not later than one (1) year after the

date of the effectivity of this Act, and annually thereafter, the IAC-Tobacco shall submit to the President of the Philippines and to both Houses of Congress a Compliance Monitoring Report on the compliance of the manufacturers on all applicable laws and ordinances with respect to the manufacture and distribution of tobacco products.

The report shall contain pertinent information on the methods, goals and implementation program of said manufacturers with respect to the requirements of this Act.

Penal Provision.

SECTION 32. Penalties.—The following penalties shall apply:

a. Violation of Sections 5 and 6.—On the first offense, a fine of not less than Five hundred pesos (Php500.00) but not more than One thousand pesos (Php1,000.00) shall be imposed.

On the second offense, a fine of not less than One thousand pesos (Php1,000.00) but not more than Five thousand pesos (Php5,000.00) shall be imposed.

On the third offense, in addition to a fine of not less than Five thousand pesos (Php5,000.00) but not more than Ten thousand pesos (Php10,000.00), the business permits and licenses to operate shall be cancelled or revoked.

b. Violation of Sections 7, 8, 9, 10, and 11.—On the first offense, any person or any business entity or establishment selling to, distributing or purchasing a cigarette or any other tobacco products for a minor shall be fined the amount of not less than Five thousand pesos (Php5,000.00) or an imprisonment of not more

than thirty (30) days, upon the discretion of the court. For succeeding offenses, both penalties shall apply in addition to the revocation of business licenses or permits in the case of a business entity or establishment.

If the violation is by an establishment of business entity, the owner, president, manager, or the most senior officers thereof shall be held liable for the offense.

If a minor is caught selling, buying or smoking cigarettes or any other tobacco products, the provisions of Article 189 of Presidential Decree No. 603 otherwise known as The Child and Youth Welfare Code, as amended, shall apply.

c. Violation of Sections 13 to 27.—On the first offense, a fine of not more than One hundred thousand pesos (Php100,000.00) or imprisonment of not more than one (1) year, or both, at the discretion of the court shall be imposed.

On the second offense, a fine of Two hundred thousand pesos (Php200,000.00) or imprisonment of not more than two (2) years, or both, at the discretion of the court shall be imposed.

On the third offense, in addition to a fine of not more than Four hundred thousand pesos (Php400,000.00) or imprisonment of not more than three (3) years, or both, at the discretion of the court, the business permits and licenses, in the case of a business entity or establishment, shall be revoked or canceled.

In the case of a business entity or establishment, the owner, president, manager or officials thereof shall be liable.

If the guilty officer is an alien, he shall summarily be deported after serving his sentence, and shall be forever barred from re-entering the Philippines.

Programs and Projects

SECTION 33. Programs and Projects.—For a period not exceeding five (5) years, the National Government and the concerned departments and agencies shall provide the following programs and projects:

a. Tobacco Growers' Assistance Program—This program shall be utilized to support financially the tobacco farmers who may be displaced due to the implementation of this Act or has voluntarily ceased to produce tobacco. To avail of this program, a beneficiary shall present convincing and substantial evidence that:

- 1) He or she has been a tobacco farmer for the last three (3) years prior to January 1, 2004;
- 2) He or she belongs to the tobacco-producing provinces;
- 3) He or she has a certificate of eligibility to apply issued by the Local Government Unit and the NTA; and
- 4) He or she has ceased to plant tobacco for the next preceding season after the enactment of this Act.

b. Tobacco Growers' Cooperative.—This program shall promote cooperative programs to assist tobacco farmers in developing alternative farming systems, plant alternative crops and other livelihood projects. The requirements of subsection a) shall likewise apply.

c. National Smoking Cessation Program.—A National Smoking Cessation Program shall be undertaken with the approval of the IAC-Tobacco. The implementing rules and guidelines to reinforce this program shall be submitted to the IAC-Tobacco by the Secretary of Health within three (3) months after the effectivity of this Act.

d. Research and Development Program.—The IAC-Tobacco shall establish a research and development program to be spearheaded by the NTA in cooperation with the DOST, which will undertake studies concerning technologies and methods to reduce the risk of dependence and injury from tobacco product usage and exposure, alternative uses of tobacco and similar research programs.

e. National Tobacco-Free Public Education Program.—State Universities and Colleges and Technical and Vocational Schools shall provide scholarship programs for dependents of tobacco growers for which the administrator of the NTA shall provide implementing rules and guidelines. The guidelines shall be submitted to the IAC-Tobacco within three (3) months after the effectivity of this Act.

f. Displaced Cigarette Factory Workers' Assistance Program.—The Secretary of Labor and Employment, with the concurrence of the IAC-Tobacco shall establish a program to assist displaced, terminated/separated or retrenched cigarette factory workers as a result of the enactment of this Act. The Secretary of Labor in coordination with the NTA and DTI shall provide the rules and guidelines to effectuate this program and submit the same to the IAC-Tobacco within three (3) months after the effectivity of this Act.

g. Health Programs.—The IAC-Tobacco, in consultation with the DOH, shall be

responsible for awarding grants to all medical institutions for the purpose of planning, carrying out, and evaluating activities related to smoking-related illnesses. The IAC-Tobacco shall submit to Congress and the President of the Philippines the annual report of expenditures related to this program.

h. Withdrawal Clinics.—The DOH shall establish smoking withdrawal clinics to provide counseling regarding the hazardous health effects of tobacco/cigarette smoking and to rehabilitate smokers from the hazardous effects of such products. If a smoker or minor voluntarily submits himself for treatment, counseling, or rehabilitation in a smoking withdrawal clinic located in any medical institution in the Philippines, or through his parent/guardian, the expenses incurred shall be a reimbursable outpatient service of the Philippine Health Insurance Corporation.

Information Program

SECTION 34. Information Drive.—Consistent with the provisions of this Act, the DOH shall, in cooperation with the DepEd and with the assistance of the Philippine Information Agency (PIA), undertake a continuous information program on the harmful effects of smoking.

The DOH shall enlist the active participation of the public and private sectors in the national effort to discourage the unhealthy habit of smoking.

SECTION 35. Instruction on the Hazardous Effect of Smoking as Part of School Curricula.—Instruction on the adverse effects of cigarette/tobacco smoking, including their health, environmental and economic implications, shall be integrated into the existing curricula of all public and private elementary and high schools.

The DepEd Secretary shall promulgate such rules and regulations as may be necessary to carry out the abovestated policy hereof, and, with the assistance of the Secretary of Health, and with the approval of the IAC-Tobacco, shall cause the publication and distribution of materials on the unhealthy effects of smoking to students and the general public.

Miscellaneous Provisions

SECTION 36. Congressional Oversight Committee on Tobacco.—A Congressional Oversight Committee on Tobacco (COC-Tobacco) is hereby constituted which is mandated to monitor and review the implementation of this Act for a period not exceeding three (3) years. The COC-Tobacco shall be composed of the Chairpersons of the Senate Committees on Health, Trade and Commerce, Agriculture and Public Information and the House of Representatives Committees on Trade and Industry, Health, Public Information and Agriculture and a Member of the House of Representatives representing the tobacco producing provinces, to be nominated by all the Members of the House of Representatives from tobacco producing districts.

The Secretariat of the COC-Tobacco shall be drawn from the existing secretariat personnel of the standing committees comprising the Congressional Oversight Committee and its funding requirements shall be charged against the appropriations of both the House of Representatives and the Senate of the Philippines.

SECTION 37. Implementing Rules.—The IAC-Tobacco shall promulgate such rules and regulations necessary for the effective implementation of this Act within

six (6) months from the date of publication of this Act. The said rules and regulations shall be submitted to the COC-Tobacco for its review. The COC-Tobacco shall approve the implementing rules and regulations within thirty (30) working days of receipt thereof: Provided, that in the event the implementing rules and regulations are not promulgated within the specified period, the specific provisions of this Act shall immediately be executory.

SECTION 38. Appropriations.—The amount necessary to implement the provisions of this Act shall be charged against the current year's appropriations of the concerned national government agencies. Thereafter, such funds as may be necessary for the continued implementation of this Act shall be included in the budget of the concerned national government agencies under the annual General Appropriations Act.

SECTION 39. Repealing Clause.—DOH Administrative Orders No. 10 s. 1993 and No. 24 s. 2003 are hereby repealed. Article 94 of Republic Act No. 7394, as amended, otherwise known as the Consumer Act of the Philippines, is hereby amended.

All other laws, decrees, ordinances, administrative orders, rules and regulations, or any part thereof, which are inconsistent with this Act are likewise repealed or amended accordingly.

SECTION 40. Separability Clause.—Should any provision of this Act be subsequently declared unconstitutional, the other provisions not so declared shall remain in full force and effect.

SECTION 41. Effectivity.—This Act shall take effect fifteen (15) days after its publication in the Official Gazette and at least two (2) newspapers of national

schools.

The DepEd Secretary shall promulgate such rules and regulations as may be necessary to carry out the abovestated policy hereof, and, with the assistance of the Secretary of Health, and with the approval of the IAC-Tobacco, shall cause the publication and distribution of materials on the unhealthy effects of smoking to students and the general public.

Miscellaneous Provisions

SECTION 36. Congressional Oversight Committee on Tobacco.—A Congressional Oversight Committee on Tobacco (COC-Tobacco) is hereby constituted which is mandated to monitor and review the implementation of this Act for a period not exceeding three (3) years. The COC-Tobacco shall be composed of the Chairpersons of the Senate Committees on Health, Trade and Commerce, Agriculture and Public Information and the House of Representatives Committees on Trade and Industry, Health, Public Information and Agriculture and a Member of the House of Representatives representing the tobacco producing provinces, to be nominated by all the Members of the House of Representatives from tobacco producing districts.

The Secretariat of the COC-Tobacco shall be drawn from the existing secretariat personnel of the standing committees comprising the Congressional Oversight Committee and its funding requirements shall be charged against the appropriations of both the House of Representatives and the Senate of the Philippines.

SECTION 37. Implementing Rules.—The IAC-Tobacco shall promulgate such rules and regulations necessary for the effective implementation of this Act with

in circulation.

HEALTHFUL ENVIRONMENT

SEC. 5 Smoking Ban in Public Places – smoking shall be absolutely prohibited in the following public places:

Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hotels and recreational facilities for persons under eighteen (18) years old;

Elevators and stairways;

Locations in which fires hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;

Within buildings and premises of public and private hospitals, medical, dental and optical clinics, health centers, nursing homes, dispensaries and laboratories;

Public conveyances and public facilities

The Perpetualites' Prayer

Lord Jesus,

As we traverse the path leading to our success
May we always remember that You are the source
of our wisdom and knowledge;
the courage and strength when we are faced with trials and tribulations;
our refuge when we are alone and lost;
and that we are nothing without You!
May you turn our hearts into a dwelling place
Where grace and sanctity resides.
May our actions and conduct be always under the influence of your love.
That we, the Perpetualites, may be able to build the nation
According to the design of your will.

Lord Jesus,

We remember our fellow Perpetualites around the globe.
Take good care of them. Let Your Spirit guide them in their
practice of their profession that they may be able to see You
as they serve their fellow men.
Grant them the prudence and meant to take good care of this world as
Custodians of future generations.
And bestow upon them the sincerity of heart, which is the virtue of a true and
full-blooded Perpetualite.

Lord Jesus,

We pray for our teachers, non-teaching staff and administrators.
Give them the magnanimity of heart that they may be able to
Carry out their task with love and care.

Lord Jesus,

We lift up to You all the incoming Perpetualites.
Help them go through life guided by faith amidst darkness,
and sustained by hope and love.
Enlighten their minds and their hearts that they may be able to understand and
cherish the value of education in their lives.
And like us, may they aspire for the highest ideals in life.

As a Perpetualite family, we lift up this prayer to You through the
intercession of Mary, our Mother of Perpetual Help.

Amen.

The Perpetualite Hymn

I

Perpetual Help thy fount of truth
Where knowledge emanates
Where we have learned life will bear fruit
For us success awaits.

Chorus

Thy children here we sing for thee
We raise our voices clear
We'll shout and cheer in unity
For Alma Mater dear.

II

Training the mind and the heart and hands
Ready to serve as best as we can
Perpetual Help by the banner we stand
Loyal and true spread thy fame
O'er the land.

Repeat I and Chorus

We'll shout and cheer in unity
For Alma Mater dear.

Composed by:
Dr. Alberto Laigo
(1928-1997)

(Former Hospital Director PHMC / Personnel Officer, PHCD)

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