



Republic of the Philippines
**Southern Philippines Agribusiness and Marine and
Aquatic School of Technology (SPAMAST)**
Malita, Davao Occidental

STUDENT MANUAL

2024 Revision



My Dear SPAMAST Students:

As we strive for excellence in education, it brings me great pleasure to welcome you to SPAMAST and guide you on your academic journey through this Student Manual. This manual encapsulates our shared values, expectations, and the necessary resources to empower you on your educational path. We've diligently revised and enhanced it to ensure it aligns seamlessly with our evolving educational landscape and your needs as students.

Within these pages, you will find a wealth of information designed to support your academic, personal, and professional growth. From academic policies to campus resources, from codes of conduct to avenues for involvement, this manual serves as a comprehensive reference that embodies the essence of the SPAMAST experience.

As your College President, I encourage you to explore this manual thoroughly. Familiarize yourselves with its contents and utilize it as a tool to navigate the rich tapestry of opportunities that SPAMAST has to offer. Let it be a companion on your journey, empowering you to make informed decisions, fostering a culture of responsibility, and nurturing a sense of community among us all.

Remember, your education here extends beyond the classroom. It encompasses the values you embrace, the connections you foster, and the experiences you gain. I urge you to engage actively, seek knowledge passionately, and uphold the values that define us as SPAMASTians.

I extend my heartfelt wishes for your success and fulfillment during your time at SPAMAST. Embrace this manual as a resource that not only outlines guidelines but also reflects our commitment to your growth and success.

Together, let's embark on this educational voyage, aspiring for excellence and shaping a brighter future.

Warm regards,

LYNETTE A. BONTIA, Ph.D.
SUC President





BOARD RESOLUTION

This Student Manual has been approved for use throughout the school system as per Board Resolution No. 059, Series of 2024, dated July 18, 2024.





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Section 1. Historical Background

The beginning of Southern Philippines Agri-Business and Marine and Aquatic School of Technology (SPAMAST) is rooted in the aspirations and perseverance of two remarkable individuals, then-Barrio Lieutenant Juanita Ybarle Vda. de Salmon and former Assemblyman Benjamin V. Bautista Sr. Their shared vision for providing educational opportunities to the underprivileged laid the foundation for what would become a pioneering institution in the province of Davao del Sur.

In 1966, their vision took perceptible form with the passage of Municipal Ordinance No. 70, establishing Malita Barangay High School, aimed at assisting those who couldn't afford private education. Two years later, Municipal Ordinance No. 80 was enacted, converting the barangay high school into Malita Municipal High School, offering a complete secondary curriculum. Mrs. Juanita Ybarle Vda. De Salmon's generous donation of a two-hectare lot in Poblacion, Malita, became the home for this budding educational institution, marking the beginning of a transformative journey.

However, the dreamers hope to expand the offering secondary education. In 1982, Malita Municipal High School evolved into a state college, thanks to the efforts of Assemblyman Benjamin V. Bautista Sr., who authored the bill that became Batas Pambansa Blg. 148. Thus, Malita Agri-Business and Marine and Aquatic School of Technology (MAMAST) was born, with Engr. Ramon M. Barbon as its first president.

The transformation was remarkable; unlike most state colleges, which evolved from established tertiary schools, MAMAST originated from humble beginnings as a secondary school. This unique journey marked a legacy that resonated deeply within the hearts of its founders and the community it served.

In 1984, MAMAST expanded its scope and became SPAMAST, as per Batas Pambansa Blg. 651, spearheaded by Benjamin V. Bautista Sr. This change reflected the institution's commitment to agri-business, marine, and aquatic education, aligning with the region's economic needs and opportunities.





Under the leadership of successive presidents, SPAMAST experienced significant growth and development. Dr. Francisco G. Ladaga Sr. and Dr. Alexander M. Campaner spearheaded initiatives to enhance the institution's academic offerings and infrastructure. Dr. Irvin C. Generalao's tenure marked a period of dramatic changes and resource mobilization, resulting in partnerships and advancements in academic, research, and extension services.

In 2019, Dr. Ruth S. Lucero became SPAMAST's first female president, ushering in an era of faculty and staff development aligned with 21st-century skills and education trends.

The year 2023 marked a significant milestone with the installation of Dr. Lynette A. Bontia as SPAMAST's 6th president. Under her leadership, SPAMAST continued to excel in licensure examinations and facility enhancement, cementing its reputation as a hub for quality education and research.

Throughout its 42-year academic journey, SPAMAST remained steadfast in its pursuit of academic excellence, inclusivity, and limitless opportunities for its students and the community. As it progresses towards universityhood, SPAMAST stands poised to contribute significantly to the sustainable development objectives of the Philippines, embodying the spirit of innovation, perseverance, and dedication that has characterized its remarkable journey.



Section 1.2 VISION

“By 2028, SPAMAST will be a premier Higher Education Institution transforming communities toward the attainment of Sustainable Development.”

Section 1.3 MISSION

“SPAMAST is committed to provide quality and transformative education with innovative and culture sensitive programs, protect the environment, and contribute to national economic prosperity.”

Section 1.4 GUIDING PRINCIPLES

Respect - Promote equality in education, cultural diversity, and unity.

Integrity - Adhere to honesty, transparency, accountability, and ethical standards.

Service - Commit to unwavering public service.

Excellence - Pursue highest standards in holistic learning, knowledge, and intellectual achievement.





Section 1.6 School Seal



Figure 1

The SPAMAST seal is dominantly **green** representing youth and life. The golden yellow represents richness in aims.

The **stylized banca, sea, coconut tree and farmland** reflect the main thrust priorities of the College.

The **torch** represents the primary objective and mission of SPAMAST to light man's never-ending search for knowledge.

The **open book** symbolizes wisdom to sustain national development through science and technology (microscope and gear).

The **rope** serves as the force that binds the balance of agro-industrial development our country needs.

Section 1.7 College Hymn

Honor to SPAMAST our Alma Mater
Star of the Southern Sky
Light of our Destiny
In joyous harmony we lift our voices clear
With loyal hearts and purpose true
Onward march along the way
With noble aims and pledge and inspiration
Waive our banner high show our colors bright
Steady steps steadfast define
With love, spirit and glory
For the welfare of our countrymen
Assume our duty to God and country
Bringing the seal of our Alma Mater dear.



II- ACADEMIC POLICY

1. Academic Calendar

- 1.1 SPAMAST academic calendar shall fall within the calendar approved by the Commission on Higher Education (CHED) and the details thereof prepared by the College thru the Office of Vice President for Academic Affairs;
- 1.2 Each semester shall consist of at least 18 weeks; Summer Class shall be equivalent to class work in one semester; and
- 1.3 All class hours lost due to fortuitous events such as earthquake or typhoons shall be made up for.

2. Classes

2.1 Schedule of Classes

- 2.1.2 The schedule of classes shall be prepared by the Program Heads in accordance with the academic calendar, after consulting with the Deans, Program Heads, Director for Instruction, and Vice President for Academic Affairs. Once approved, it shall be strictly observed.
- 2.1.2 Classes may start at 7:30 in the morning and end at 9:00 in the evening; and
- 2.1.3 For security purposes, a 10:00 pm curfew shall be enforced and mechanisms for compliance shall be set by the College.

2.2 Special Classes

The following are the policies and guidelines in offering special classes:

- 2.2.1 Special Class is an off-semester subject (i.e. one which is not offered in the current semester) which may be offered upon petition by the class or a group of students;
- 2.2.2 Students who would like to request for a special class shall write a letter and filed to the Department Chair or Program Head for offering of identified subjects for special class, before class offering;
- 2.2.3 At least fifteen (15) students shall constitute one special class offering. However, requester below 15 students shall pay school fees equivalent to 15 heads. School fees shall include tuition and miscellaneous. The maximum number of students in a special class is forty (40);



2.2.4 Approval of request for Special Class shall be acted by the President through the Vice President for Academic Affairs and lastly special class shall be conducted beyond office hours; and

2.2.5 Faculty handling a special class shall be paid upon submission of Report of Grades and upon payment of the students requesting for special class;

2.3 Suspension of Classes

2.3.1 Suspension of Classes Due to Calamities or Natural Disasters

2.3.1.1 Suspension of classes in the College shall abide the outlined guidelines on CMO No. 15 series of 2012. Classes at the collegiate level, including the graduate school, in the affected area, are automatically cancelled or suspended when Signal No. 3 is raised by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) and announced through various media outlets.

2.3.1.2 Classes may be cancelled or suspended at the discretion of the local chief executives of Local Government Units and/or the College President if special circumstances in the area of operation where the school is located such as flooding, road damage, etc. warrant it.

2.3.1.3 The Office of the College President should issue a memorandum whenever classes are cancelled or suspended for whatever reason/s.

2.4 Make-up Classes

2.4.1 All class hours lost due to fortuitous events shall be made up for.

2.5 Non-regular Class

2.5.1 The non-regular classroom activities and changes in schedules and venues for regular classroom within the university activities should be approved by the vice-president for academic affairs concerned.

3. Class Size

3.1 Class size shall adhere to the requirement of CHED as indicated in the Program Standards Guidelines (PSGs) of each Program offered by the College;

3.2 No class shall exceed to fifty (50) students. Otherwise, another class section will be created but has to be recommended for approval by the Vice President for Academic Affairs to the College President; and



- 3.3 Students seeking enrollment to a particular Program but not given slot shall be advised to enroll in the other Programs offered by the College, where they may qualify with the admission requirements.

4. Admission and Registration

4.1 Admission

This refers to services that manage the processing of student's entrance and requirements.

4.1.1 Admission and enrolment procedures are posted within school to guide students in the enrolment process. Student recruitment, selection, admission and retention policies are clearly stipulated in the Student Manual;

4.1.2 Offices prioritize Persons with Disability (PWD), Senior Citizens and pregnant women during the enrolment period and in all school transactions;

4.1.3 Stakeholders are properly informed of the enrolment guidelines of the college. Admission and enrolment procedures are posted in conspicuous places within the province and inside the institution to provide guidance and directions to clientele. Radio advertisements are also facilitated to broadcast programs, benefits and scholarships offered by the college;

4.1.4 No student shall be denied admission to the College by reason of age, gender, status, nationality, physical disability, religious belief or political affiliations;

4.1.5 *For Undergraduate Students:*

4.1.5.1 A student who graduates the secondary level of education from the Department of Education (DepEd) shall be eligible for admission to the degree program offered by the College. However, a student who has not completed the secondary level, but who qualified in the Philippine Educational Placement Test (PEPT), Alternative Learning System (ALS) and other alternative mode of delivery prior to 2016 shall be eligible for admission provided they pass or comply with the qualification requirement of the College;

SPAMAST shall accept foreign students who have complied with the requirements of the Commission on Higher Education (CHED), the Department of Foreign Affairs (DFA) and the Bureau of Immigration (BI) and have passed the requirement of the College;

4.1.5.2 Students may be admitted depending upon all the academic and admission requirements are met as set forth by the



College. Specifically, the following are the admission policies for entering freshmen:

- 4.1.5.2.1 For Board Programs, a student must have obtained an average grade of at least 85% or its equivalent in Senior High School/College and must have an overall Stanine score of at least 4 in the SPAMAST College Entrance Examination (SCEE). Moreover, the same grade and Stanine score shall also be required for transferee students seeking admission to the institution.
- 4.1.5.2.2 For Non-Board Degree Programs, a student must have obtained an average grade of at least 80% or its equivalent in Senior High School/College and must have an overall Stanine score of at least 3 in the SPAMAST College Entrance Examination (SCEE). Moreover, the same grade and Stanine score shall also be required for transferee students seeking admission to the institution.
- 4.1.5.2.3 Students who obtained an average grade of at least 75% or its equivalent in Senior High School/College and an overall Stanine score of 2 or below in the SCEE shall be advised to enroll in a non-degree program;
- 4.1.5.2.4 Transferee(s) and Returning Students will be admitted to any of the three programs upon satisfying requirements for admission classified as regular students. Transferee or Returnee students who does not satisfy requirements for admission shall be on probationary status or shall be given qualifying examination;
- 4.1.5.2.5 Interviews shall be conducted in the College to guide and assess students' readiness and the appropriateness of their preferred courses.
- 4.1.5.2.5 Due to the limited number of students to be enrolled in the respective programs, ranking shall be done based on the students' academic performance in Senior High School, the SPAMAST College Entrance Examination, and interviews. The ranking shall follow the criteria outlined in the following table:



Table 1. Admission Ranking Criteria for Students

Criteria	Weight	Board Programs	Non-Board Degree Programs	Non-Degree Program
SHS GPA	40%	At least 85%	At least 80%	At least 75%
SCEE Result	40%	At least Stan-nine 4	At least Stanine 3	At least Stan-nine 2
Interview	20%	No specific rating required		

4.1.5.2.6 Transferees and returning students will be admitted to any of the programs offered by the College upon satisfying the requirements for admission for regular students. Transferees or returning students who do not satisfy the requirements for admission shall be placed on probationary status or given a qualifying examination.

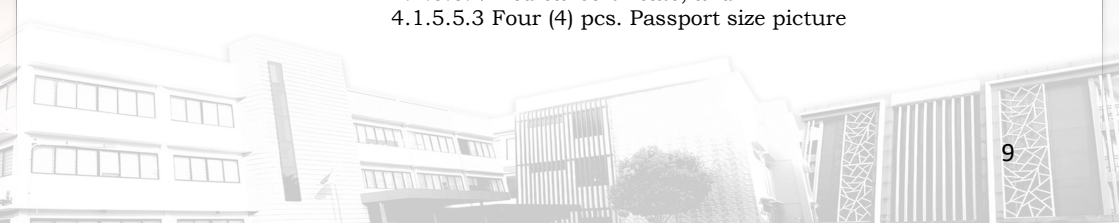
4.1.5.3 Freshmen shall be admitted through the SPAMAST College Entrance Examination (SCEE) and must have the following documentary requirements:

- 4.1.5.3.1 High School Report Card (Form 138);
- 4.1.5.3.2 Good moral certificate from previous school;
- 4.1.5.3.3 PSA Birth Certificate (photocopy);
- 4.1.5.3.4 Medical Certificate with the following: ECG, X-Ray, CBC, Urinalysis, and Fecalalysis;
- 4.1.5.3.5 Four (4) pcs. Passport Size I.D. picture;
- 4.1.5.3.6 Drug Test Result (DOH accredited); and
- 4.1.5.3.7 One (1) long brown folder.
- 4.1.5.3.8 Additional requirements for Criminology students:
 - 4.1.5.3.8.1 Neuro-Test/Psychological Test Result;

4.1.5.4 Undergraduate freshmen seeking admission to the College should have not taken academic units to any higher education institutions (HEIs) prior to their enrolment in the College and have submitted to the Admission Office and Office of the Registrar all the documents required for formal acceptance in the College;

4.1.5.5 Transferring students from other SPAMAST Campus, shall be admitted as transferees upon the recommendation of the Institute Dean and have complied with all other requirements for admission:

- 4.1.5.5.1 Birth certificate (photocopy);
- 4.1.5.5.2 Medical certificate; and
- 4.1.5.5.3 Four (4) pcs. Passport size picture





4.1.5.6 Transferring students from another school shall be admitted as transferees and have met all the academic and admission requirements set forth by the College in Section 4.1.5.3. Additional requirements for transferring students are as follows:

4.1.5.6.1 Certificate of transfer credential accompanied by informative copy of transcript of records;

4.1.5.6.2 Good moral certificate from previous school; and

4.1.5.6.3 Honorable dismissal.

4.1.5.7 Returning students (returnees) shall be considered for readmission depending on their previous scholastic performance. They must have complied with all other requirements for readmission. The College reserved the right to readmit only those students who have proven themselves loyal or in good standing with the College;

4.1.5.8 Readmitted students shall be considered transferees if they have enrolled in other schools. They must present credentials required of transferees. A readmitted old student who stopped schooling for three (3) years will be evaluated based on the new curriculum of the Program enrolled in especially when a curriculum has superseded the old one. Crediting of courses will be based on the new implemented courses; and

4.1.5.9 Students with disabilities shall be admitted to any course offered by the college. However, special considerations and requirements shall be given to address their special needs with respect to the use of school facilities, class schedules, physical education requirements and other pertinent considerations.

4.1.6 *For Graduate Students*

4.1.6.1 *Admission Requirements for New Graduate Students:*

4.1.6.1.1 Transcript of Records (photocopy authenticated with remarks "valid for transfer");

4.1.6.1.2 Honorable Dismissal;

4.1.6.1.3 Filled-up application form and reference for admission;

4.1.6.1.4 Permit to study from the head of agency if the applicant is a government employee;

4.1.6.1.5 Passed the Graduate Admission Test (GAT) administered by the Guidance and Testing Office of the College;

4.1.6.1.6 Two (2) pcs. passport size photo; and

4.1.6.1.7 Payment of application fee and examination.

4.1.6.2 *Admission Requirements for Graduate Transferees* will be as follows:

4.1.6.2.1 Undergraduate and Graduate Transcript of Records;

4.1.6.2.2 Honorable Dismissal;



- 4.1.6.2.3 Filled-up application and reference for admission;
- 4.1.6.2.4 Passed the GAT (Graduate Admission Test); and
- 4.1.6.2.5 Payment of application fee and examination.

4.1.6.3 *Educational Qualification of Graduate Students*

- 4.1.6.3.1 Only graduates of Bachelor of Secondary Education (BSED) and Bachelor in Elementary Education (BEED) shall be admitted in the Master of Arts in Education (MAED) Program. Graduates of other related degrees must have at least 9 units of professional undergraduate education course;
- 4.1.6.3.2 Only graduates of BS Fisheries, BS Marine Biology, BS Agriculture, or related degree shall be allowed to enroll in MS Aquaculture and MS Marine Biodiversity. Graduates of other related degrees must have at least 9 units of professional undergraduate fisheries, marine biology and agriculture course; and
- 4.1.6.3.3 Graduate of any business course shall be allowed to enroll in the MBA Program. However, graduates of other related degrees must have at least 9 units of professional undergraduate business course.

4.1.6.4 *Application Procedure*

- 4.1.6.4.1 Prospective graduate students must first take the Graduate Admission Test (GAT) scheduled by the Graduate School Office; and
- 4.1.6.4.2 They must accomplish the Application for Admission Form and present the required documents for admission to the Graduate School Office within the date scheduled. The Graduate School Dean approves the application for admission.

4.1.6.5 *Enrolment Procedure*

- 4.1.6.5.1 A student whose application for admission has been approved and/or old student continuing graduate work shall report to the Graduate School Office to be guided as to the enrolment procedure; and
- 4.1.6.5.2 No student is permitted to attend a graduate course for credit until the registration has been certified by the College Registrar.

4.1.6.6 *Readmission and Re-enrolment*

- 4.1.6.6.1 A graduate student who wishes to return to the College after a lapse of two (2) semesters or one (1) year or more should apply for readmission at least two (2) weeks prior to the beginning of the registration for the course stating the reason/s for such lapse. In which case, the graduate student is



readmitted to the College only after seeking approval from the Graduate School Dean; and

4.1.6.6.2 A graduate student who failed in a subject or who obtained a grade of 5.0 may re-enroll the subject.

4.1.6.7 *Deficiencies*

4.1.6.7.1 Any graduate student who does not have the necessary academic preparation to pursue a specified program or specialization will be expected to make up for the deficiencies. The amount of such additional work will be determined in each instance by the Graduate School Dean on the basis of the student's previous accomplishments.

4.1.6.7.2 In the event that the graduate student will enroll the deficiency subjects in undergraduate program, he or she shall be exempted in taking the prerequisite subjects normally required from an undergraduate student.

4.1.6.8 The following are the requirements for admission into the graduate programs including foreign students in accordance with rules and regulations set by the Commission on Higher Education (CHED), and in the case of foreign students, the rules and regulations set by the Commission on Higher Education (CHED), Department of Foreign Affairs (DFA) and Bureau of Immigration (BI):

4.1.6.8.1 Bachelor's degree from a recognized institution of higher learning and the general weighted average to be set by the College but not lower than 3.0;

4.1.6.8.2 High intellectual capacity;

4.1.6.8.3 Submission or satisfaction of other requirements like health clearance and others that may be imposed by the College;

4.1.6.8.4 Each applicant shall submit to the Graduate School Dean of the following:

4.1.6.8.4.1 duly accomplished application form;

4.1.6.8.4.2 official transcript of records; and

4.1.6.8.4.3 written recommendations from two (2) former professors or experts in the field.

4.1.6.8.5 *For foreign students only:* proficiency in English, a score of at least 500 in the paper-based or a minimum score of 173 in the computerized form of the Test of English as a Foreign Language (TOEFL) shall be required.



4.1.6.8.6 The College may adopt additional or stricter requirements for their respective graduate programs with the approval of the appropriate bodies.

4.1.6.9 Advanced credits will be granted to college graduates who wish to enroll in another degree, subject to the evaluation and endorsement of the Program Head, Institute Dean, and Registrar.

Note:

1. Other requirements/criteria prescribed by the PSG/CMO of the program and the concerned college may be applied.
2. A quota system based on the ranking of all applicants shall be implemented depending on the number of sections to be offered for the first year.

4.2 Registration

4.2.1 A student is considered officially enrolled when:

4.2.1.1 A stamped Certificate of Registration (COR) is issued by the Registrar and submitted the requirements to the Registrar's Office; and

4.2.1.2 The student copy of the COR which has been properly stamped Registered is given to the student.

4.2.2 No student shall be registered later than the date specified in the enrollment period, except under reasonable and justifiable circumstances to be determined by the Dean who then recommend it to the Vice President for Academic Affairs;

4.2.3 A transferee student seeking enrollment in the College shall be given a temporary registration of 15-day period to comply the necessary requirements for enrollment. However, if not complied within the prescribed period, the student shall be denied from his/her registration in the College;

4.2.4 Cross Enrollment and Permit

4.2.4.1 A student may be authorized to enroll in other Programs of the College, provided, that the total number of units of credit for which a student may enroll shall not exceed the maximum allowed by the rules on academic load;

4.2.4.2 Cross enrollment is allowed for graduating students for six (6) units only, provided these subjects are not offered in the College, must have the same course description and number of units, and must not be a major subject;



- 4.2.4.3 No student is allowed to cross-register in two or more schools outside the College;
- 4.2.4.4 A student who wants to cross register in another accredited institution of higher learning, in another campus and in any Programs in the College shall fill out the Cross Registration Form. Permission from the Program Head, Dean, and approved by the Vice President for Academic Affairs;
- 4.2.4.5 The written authorization for cross registration shall be recorded by the Registrar and shall specifically describe the subjects authorized; and
- 4.2.4.6 Students coming from other institutions may be allowed to cross register within the enrollment period only and with a permit to cross-enroll from Registrar and subject to availability of slot.

4.3 Changing, Adding, and Dropping of Subjects

- 4.3.1 Transfer to another class may be allowed only with the approval of the Dean, who shall advice the Registrar's Office for proper recording.
- 4.3.2 Adding and dropping of subjects are permitted ten (10) working days after regular classes have been held and two days during summer for the following reasons:
 - 4.3.2.1 conflict of schedule;
 - 4.3.2.2 change of course;
 - 4.3.2.3 subject is dissolved;
 - 4.3.2.4 pre-requisite subject is failed; and
 - 4.3.2.5 contingencies such as cutting down on the number of units, employment and other reasons provided that the Program Head approves.
- 4.3.3 A student who will add or drop a subject shall fill out the necessary application form with the Registrar's Office. However, any student who drops a subject after the adding or dropping of subject schedule shall have his/her registration privileges cut or entirely withdrawn; and
- 4.3.4 Furthermore, if the subject is dropped after midterm, the student shall automatically receive a failing grade.



4.4 Withdrawal of Registration

- 4.4.1 Withdrawal of registration shall be approved by the Vice President for Academic Affairs;
- 4.4.2 A student who withdraws registration shall be entitled to withdraw the credentials submitted as requirement for enrollment;
- 4.4.3 Refund for fees shall follow Section 5.2 of this manual; and
- 4.4.4 No withdrawal of registration shall be allowed after the specified period. The rules of dropping shall apply.

4.5 Validation of Subjects

- 4.5.1 A validation of subject is given to the admitted undergraduate transferee student. All subjects must be validated for advanced credits during the first semester of stay in the College, if possible. The admission of the transferee student shall be on probationary basis until such time that the subjects have been validated or repeated, in accordance with this rule on validation of subjects which are required by the Program. The student shall not be allowed to enroll in a subject or subjects, the prerequisites of which, taken elsewhere, have not yet been validated or repeated in this College;
- 4.5.2 All subjects and units taken from any public and private educational institutions within the last five (5) years at the time of transfer, may be credited.
- 4.5.3 Subjects to be credited must not exceed 50% of the total number of units prescribed in the curriculum;
- 4.5.4 Application for advanced credit of subjects shall be made on the prescribed form available from the Registrar and subject to corresponding payment per subject; and
- 4.5.5 Subject specialist shall validate or accredit the subjects and approved by the Dean.

4.6 Substitution of Subjects

- 4.6.1 No substitution shall be allowed for major and mandated subjects prescribed in the curriculum in which the student has failed, except when, in the opinion of the Dean offering the prescribed subject, the proposed substitute is substantially similar in subject matter to the required subject;



4.6.2 Substitution of subjects may be authorized in any one of the following cases:

4.6.2.1 A curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new one. However, in case, of curricular revision, the student follows the curriculum used during enrollment in the first year;

4.6.2.2 There is conflict of schedule between required subjects; and

4.6.2.3 The required subject is not offered.

4.6.3 Petition for substitution should:

4.6.3.1 Involve subjects within the same department, if possible; if not, the proposed substitute must be applied to the one being substituted;

4.6.3.2 Be between subjects of the same number of units;

4.6.3.3 Be recommended by the Program Head and the Dean during the registration period or before the opening of classes; and

4.6.3.4 Be acted upon by the Vice President for Academic Affairs. In case the petition is disapproved, the student may appeal to the President whose decision on the matter is final.

4.7 Shifting of Degree Program

4.7.1 A non-degree program student or those taking Diploma or Certificate programs who would like to shift to a degree program must satisfy the retention requirement of the degree program. The student should pass the qualifying exam covering selected major subjects of the degree program identified by the Program Head; and

4.7.2 A student enrolled in non-board degree program and shifts to board degree program must first satisfy the retention requirement and the stanine requirement of the board degree program. In such manner, the student is advised to take again the admission or entrance examination.

5. Fees & Refund of Fees

5.1 Fees

5.1.1 Since SPAMAST is a state college, the undergraduate student's educational expenses are borne by the State, except for special classes duly approved by the President;



- 5.1.2 Billing of the undergraduate students per semester shall be forwarded to CHED for payment by the Scholarship Office;
- 5.1.3 School fees approved by the Board of Trustees (BOT) will be the reference for billing. The College charges a fixed amount per unit course. On the other hand, laboratory fees vary according to the laboratory course. Please refer to the Appendix for the complete list of school fees.
- 5.1.4 Special classes requested shall be paid by the requesters that include tuition and other miscellaneous fees, as indicated in Section 7.
- 5.1.5 Normally, the mode of payment for both graduate and undergraduate students shall be as follows:
 - 5.1.5.1 enrollment period - 50%;
 - 5.1.5.2 midterm examination - 25%; and
 - 5.1.5.3 final examination - 25%.

5.2 Refund of Fees

- 5.2.1 Students who are granted honorable dismissal or leave of absence, or voluntary withdrawn from the College shall be entitled to a refund of their tuition only in accordance with the following schedule:
 - 5.2.1.1 Within one week from the opening of semester classes (or 2 says from the opening of summer classes) - 70%;
 - 5.2.1.2 Within two weeks from the opening of semester classes (or 3 says from the opening of summer classes) - 50%;
 - 5.2.1.3 Within the third week from opening of classes - 30%; and
 - 5.2.1.4 Within fourth week from the opening of classes - 20%.
- 5.2.2 In the case of students who withdraw before the opening of classes, the refund of tuition and other fees, which shall be made in accordance with the schedule, shall be counted from the actual date of registration;
- 5.2.3 In the case of dissolution of a class or the death of a student during the semester, the corresponding tuition may be refunded; and
- 5.2.4 Students who request for refund of tuition fees shall secure recommendation from the Program Head and the Dean and final approval of the Vice President for Academic Affairs.

6. Classification of Students

6.1 According to Academic Load and Admission Status

- 6.1.1 Regular student - one who is registered for formal academic credits and carries the full load required in a given semester based on the curriculum;



- 6.1.2 Irregular student – one who is registered for formal credits but who carries less than the full load required in a given semester based on the curriculum;
- 6.1.3 Resident student – bona fide student including those who are not officially enrolled and by virtue of their approved written petition for leave of absence may be considered for re-admission, provided the LOA did not exceed (1) academic year;
- 6.1.4 Returning student – one who is considered for readmission depending on their previous scholastic performance and must have complied with all other requirements for readmission;
- 6.1.5 Transferring student – one admitted as transferee from other school provided met all the academic and admission requirements set by the College;
- 6.1.6 Cross-Enrollee – one who cross register in another accredited institution of higher learning, in another campus, and in any program in the College;
- 6.1.7 Re-enrolling Baccalaureate Degree Holder – student may be admitted to a post-baccalaureate program or any other special program of the College;
- 6.1.8 Non-degree student – one who is enrolled in Certificate or Diploma programs of the College; and
- 6.1.9 Visiting/Exchange student – A visiting/exchange students is a foreign student with complete and valid credentials who wishes to enroll at SPAMAST or whose academic engagements are based on the provision of a signed agreement between the College and his/her home institution.

6.2 According to Year Level

- 6.2.1 Freshman – one who is in the first year of his/her curriculum, or who has not finished the prescribed subjects of the first year of the curriculum, or 25 percent of the total number of units required in the entire course;
- 6.2.2 Sophomore – one who is in the second year of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first year of the curriculum or has finished more than 25 percent but less than 50 percent of the total number of units required in the entire course;
- 6.2.3 Junior – one who is in the third year of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first and second year of the curriculum or has finished more than 50 percent but less than 75 percent of the total number of units required in the entire course;



- 6.2.4 Senior - one who is in the fourth year of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first, second, and third year of the curriculum, or has finished more than 75 percent or more of the total number of units required in the entire course;
- 6.2.5 However, for Engineering courses, a student is in the Fifth Year and is considered in senior standing upon completion of at least 80 percent of the curricular requirement and satisfactorily completed the prescribed subjects from first year to fourth year of the prescribed curriculum.

6.3 According to Special Condition

- 6.3.1 Special need student – The College gives importance to the following modified educational facilities and equipment, as minimum requirements for special students needing special education:
- 6.3.1.1 For student with visual impairment – sensory and tactile materials, Braille books and record materials, Braille writing, painting and reading machines, orientation and mobility equipment;
- 6.3.1.2 For students with hearing impairment – group or individual hearing aids, speech trainers, tape recorders and speech or language kit containing auditory and language training materials;
- 6.3.1.3 For persons with orthopedic handicaps – the requirements provided by Batas Pambansa Bilang 344 otherwise known as the Accessibility Law, shall be complied with, including adjustable desks or chairs and adopted physical education apparatuses; and
- 6.3.1.4 Other types of learners with special needs or those with behavioral problems including the autistic, those with learning disabilities and those with multiple handicaps-instructional devices and equipment for behavior modification, perceptual motor training, daily living skills, language and speech and cognitive skills development (per CHED Memo 30 s. 2009).

6.4 According to Programs

- 6.4.1 Undergraduate Student. A student who is enrolled in the baccalaureate program in the College.
- 6.4.2 Graduate Student. A student who is enrolled in any graduate program in the College.

7. Conduct of Special/Tutorial Classes

- 7.1 Student may request for offering of a special class in subject/s not offered in a given semester through a written letter to the Program Head before classes begins.



- 7.2 At least fifteen (15) students shall constitute one special class offering. Otherwise, the special class below 15 students shall pay school fees equivalent to 15 heads. School fees shall include tuition and miscellaneous fees;
- 7.3 The maximum number of students in a special class is forty (40);
- 7.4 Approval of request for special class shall be acted by the President through the Vice President for Academic Affairs who shall recommend faculty to handle the special class; and
- 7.5 Special classes shall be conducted by the faculty beyond office hours as they will be paid for this extra service accorded to the students.

8. Advanced and Simultaneous Enrolment of Pre-requisite Subjects

- 8.1 As a general rule, a student shall not be permitted to take any advanced subject until satisfactorily passed the pre-requisite subject or subjects;
- 8.2 Simultaneous enrolment of subjects shall be allowed in a given semester for a pre-requisite subject/s which has been taken but failed in the previous semester;
- 8.3 Simultaneous enrolment means two subjects with one which is a pre-requisite enrolled at the same time;
- 8.4 Request for a simultaneous enrolment shall be filed to the Program Head, acted by the Dean and approved by the Vice President for Academic Affairs; and
- 8.5 At the end of the semester, no credit shall be given to the subject with pre-requisite if the prerequisite subject failed.

9 Issuance and Wearing of Identification Card

- 9.1 An identification card (ID card) is a document that is used to verify a person's identity. Officially enrolled students are required to properly wear their ID cards whenever inside the premises of the school. No students are allowed entrance to school without presentation of validated ID card;
- 9.2 Officially enrolled freshmen students are issued with identification card. The Certificate of Registration (COR) shall be presented to the In-charge for the later to prepare the ID card.
- 9.3 The Registrar shall release the ID card to the students and validate the same every semester.
- 9.4 Replacement for lost ID card or request for new one is allowed. Payment to the Cashier is required and present the official receipt to the in-charge.



10 Academic Load

10.1 Regular Load

10.1.1 No undergraduate student shall be allowed to take more than the number of units specified in the curriculum except for the graduating students certified by the Dean and approved by the Vice President for Academic Affairs.

10.2 Excess or Overload

10.2.1 Upon the discretion of the Vice President for Academic Affairs, a graduating student may be allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed in the curriculum;

10.2.2 Teacher Education students taking up practice teaching are not allowed to overload or have other subjects taken alongside with practice teaching.

10.3 Mid-Year/Summer Term

10.3.1 In the summer term, the normal subject load shall be six (6) units. In justifiable cases, however, the Dean with the approval of the Vice President for Academic Affairs may allow a student to take nine (9) units.

11. Attendance

11.1 Admission to Class

11.1.1 Only officially enrolled students are allowed admission to classes. Student class list shall be issued by the Registrar after the end of the enrolment period; and

11.1.2 Moreover, students given temporary admission of 15-day period are allowed to sit-in during classes by presenting the Permit to Sit-in to the subject instructor;

11.2 Tardiness and Absence

11.2.1 Students are required to attend all classes starting with the first meeting of every subject. Non-attendance in any required class or academic activity constitutes an absence. Time lost due to late enrolment shall also be considered as absence;

11.2.2 As provided for by Sec. 1551 of the Manual of Regulations for State Colleges and Universities, a student who has incurred 20% of the required number of class and laboratory periods or any other scheduled work in a given time, shall be dropped from the subject;



- 11.2.3 Application in subjects with or without laboratory and more than 3 units subjects is as follows:
- 11.2.3.1 Any subject meeting 1 x a week = 3 absences max. = 4 absences over cut;
 - 11.2.3.2 Any subject meeting 2 x a week = 7 absences max. = 8 absences over cut; and
 - 11.2.3.3 Any subject meeting 3 x a week = 10 absences max. = 11 absences over cut;
- 11.2.4 In summer classes, the prescribed number of cuts for a particular subject is five (5) meeting days. This is regardless of the number of units assigned to the subject;
- 11.2.5 A student is considered late when not yet present during the roll call and until the fifteenth minute from the start of the class. Tardiness beyond fifteen minutes is considered an absence in the subject. Three instances of tardiness are counted as one absence.
- 11.2.6 Three successive unexcused absences shall be reported by the faculty member concerned to the Guidance Counselor who shall call for the student and notify the parent or guardian. (PUP)
- 11.2.7 No student shall be denied access/entry to class due to tardiness. Student may, however, be marked absent and may not take part in any graded oral or written recitation. (PUP)

11.3 Excused Absences

- 11.3.1 Any student, who, for unavoidable cause, absent from class must obtain an excuse slip from the Student Organization and Discipline Office (SODO) to be presented to the instructor concerned not later than the second-class session following the student's return;
- 11.3.2 In case the absence is due to illness and confined in a hospital, a medical certificate must be presented;
- 11.3.2 Natural calamities such as storms, floods, earthquakes, fires;
- 11.3.3 Excuse from classes is discretion of the instructor and are for the time missed only. All work covered by the class during the absence shall be made up to satisfy the requirements of the course;
- 11.3.4 Absence duly authorized in writing by the College by reason of officially representing the College at some function or affair shall be excused. The Dean/Program Head/Director for Instruction shall inform the faculty member/s concerned;



11.4 Dropped due to Absence

11.4.1 Any student who exceeds the prescribed maximum number of cuts for a particular subject is considered dropped, and shall receive a corresponding remark in the Report of Grades of DROPPED for the semester regardless of his/her performance in the class as of the date of debarment.

12. Guidelines in the Use of Artificial Intelligence (AI)

- 12.1 Students are encouraged to use AI tools responsibly and ethically for learning and academic purposes.
- 12.2 Before using AI tools for coursework, students should consult their subject instructors to understand the course policies regarding AI use.
- 12.3 All content generated using AI tools should be clearly disclosed by the student to mitigate the risk of plagiarism.
- 12.4 SPAMAST will provide AI awareness initiatives and educational resources to students to promote responsible and ethical AI use.
- 12.5 Violations, including plagiarism or academic dishonesty involving the use of AI tools, will be subjected to disciplinary action in accordance with SPAMAST's academic integrity policies.

13. Guidelines in the Use of Information and Communication Technology (ICT) resources

- 13.1 Students should avoid engaging in activities that might disrupt the ICT infrastructure, such as spreading malware through flash drives, tampering with wired connections in computer labs, or committing cyber-crimes.
- 13.2 Institutional email accounts are to be used for official communication purposes only.
- 13.3 Students should be cautious when opening email attachments or clicking on links to avoid phishing attacks or malware. It's important to stay safe online by being careful about what you download or click on.
- 13.4 Students must avoid spamming, forwarding, or distributing unsolicited emails.
- 13.5 The internet connection provided by the institution is intended primarily for educational or academic purposes. Internet access is available via SPAMAST Auxiliary Wi-Fi and in the Internet lab.



- 13.6 The provided internet access is expected to be utilized for activities related to academic research, online learning, and other educational purposes.
- 13.7 Students should use the internet responsibly and avoid accessing inappropriate or offensive content. It's important to be mindful of what you view online.
- 13.8 Students need to keep their personal information and account credentials private. Sharing login information or accessing someone else's account without permission is prohibited.
- 13.9 If suspicious activity is noticed, such as unauthorized access to your accounts, malware, or phishing messages, inform the MIS Office immediately to address the incident properly.
- 13.10 Violating these guidelines may lead to disciplinary action, including suspension of ICT privileges, academic penalties, or legal consequences based on the severity of the violation.

14. Examinations

12.1 Schedule

- 12.1.1 Two major examinations shall be given to the students every semester, to wit: mid-term examination and final examination;
- 12.1.2 The schedule of examinations as specified in the school calendar for the school year shall be observed unless otherwise changed to another date as approved by the Vice President for Academic Affairs. Such changes shall be properly communicated to the students and faculty; and
- 12.1.2 The maximum period for each final examination shall be two (2) hours.

12.2 Requests for Early or Late/Special Examinations

- 12.2.1 Request for early examination is discouraged unless for valid reasons, which shall be approved by the Vice President for Academic Affairs and after payment of the corresponding fee; and
- 12.2.2 Request for late or special examination may be allowed upon recommendation by the Program Head and approved by the Dean and after payment of the corresponding fee.

12.3 Removal Examination



12.3.1 Removal examinations may be taken at other times upon recommendation by the Program Head and approved by the Dean and after payment of the corresponding fee.

13. Examination Permits

13.1 A student should present examination permit to the proctor prior to the start of the examination; and

13.2 Examination permit is given to the student upon accomplishment of the semestral clearance.

14. Students' Clearance

14.1 Student Clearance

14.1.1 At the end of each semester, students shall accomplish the Semestral Clearance Form as proof of being cleared from financial and school obligations in the given period;

14.1.2 The duly accomplished semestral clearance shall be presented to the Dean for release of the student permit.

14.2 Honorable Dismissal

14.2.1 An Honorable Dismissal is issued by the Registrar to a student who withdraws from the College for purposes of transferring to another school; and

14.2.2 A student applying for an Honorable Dismissal shall be cleared of all accountabilities before a certificate is issued.

15. Grades and Grading System

15.1 Grading System

15.1.1 The work of the student shall be graded at the end of each semester under the following system:

Grade Point Equivalent	Percentage Equivalence	Grade Letter Equivalence	Qualitative Rating
1.00	99-100	A+	Excellent
1.25	96-98	A	Outstanding
1.50	93-95	A-	Good Work
1.75	90-92	B+	Satisfactory work
2.00	87-89	B	Average
2.25	84-86	B-	Moderately Average
2.50	81-83	C+	Moderately low average
2.75	78-80	C	Low average
3.00	75-77	C-	Passing



Grade Point Equivalent	Percentage Equivalence	Grade Letter Equivalence	Qualitative Rating
5.00	74 and below Failure (No Credit)		
INC	Incomplete (No Credit)		

15.1.2 Incomplete (INC) is temporarily given to a student who may qualify for passing but had not complied with all requirements of the subject. Such requirement(s) must be satisfied within one year from the end of the semester, otherwise, the grade automatically becomes a “5.0” or Failure. Provided, that the subject is not a pre-requisite subject offered in the subsequent semester. If it is a pre-requisite subject, it shall be removed or completed before the start of each semester.

15.1.3 A student who has received a passing grade in a subject shall not be allowed to take another examination to improve his/her grade.

15.1.4 The computation of the grade is based on a modified transmutation table, in which base 50 will be observed.

15.1.5 The student shall be graded based on the following:

Lecture:

All Programs except BSIT		for BSIT (Major subjects only) _	
Quizzes	30%	Quizzes	20%
Exam	40%	Exam	20%
<u>Requirements</u>	<u>30%</u>	<u>Requirements</u>	<u>60%</u>
Total	100%	Total	100%

With laboratory subjects:

All Programs except BSIT	
Quizzes	30%
Exams	30%
<u>Requirements</u>	<u>40% - Laboratory Exercises/Field Works</u>
Total	100%

15.2 Posting of Grades

15.2.1 Grades of the student shall be posted in the grade viewer where a computer set is installed in the kiosk. Password-protected accounts are provided to the students;

15.2.2 Passwords and barcodes are required before a student can access to their personal accounts. This is to ensure adherence of data privacy and other applicable laws and regulations;



- 15.2.3 Faculty and other school personnel should obtain consent from the student before posting grades other than the grade viewer (e.g. posting in media platform).

15.3 Late Reporting/Change of Grades/Correction of Entry

- 15.3.1 Correction of entry should be accomplished within a period of one semester upon receipt of grade;
- 15.3.2 Late reporting of grade should be accomplished within a period of one (1) year; and
- 15.3.3 A request letter addressed to the Vice President for Academic Affairs shall be prepared by the concerned subject instructor indicating the reason/s for wrong entry or late reporting. For Correction of Entry, a copy of the class record signed by the subject instructor and noted by the Program Head and Dean should be attached.

15.4 Grade Completion/INC Completion

- 15.4.1 A student is given one (1) year period for completion of requirements or removing Incomplete (INC) grade. Provided, that the subject is not a pre-requisite subject offered in the subsequent semester. If it is a pre-requisite subject, it shall be removed or complied before the start of each semester;
- 15.4.2 Student who received Incomplete grade must accomplish and submit Completion Form with the passing grade signed by the subject instructor to the subject instructor who shall forward it to the Office of the Registrar. Official receipt covering the payment for the completion of INC grade should be attached;
- 15.4.3 The Registrar or clerk shall stamp the Completion Form received from the concerned instructors. A copy of the stamped receipt Completion Form shall be given to the student and Program Head;
- 15.4.4 Incomplete grades not completed within the prescribed period will be automatically converted a grade of 5.0 or Failure; and
- 15.4.5 In no case shall the period for the removal of the Incomplete mark extend beyond one year from the end of the term when the subject was taken, unless justified and with the approval of the Vice President for Academic Affairs and acknowledged by the Registrar.



16. Scholastic Standing and Delinquency

16.1 The College shall implement the following rules on scholastic delinquency:

% Failure	No. of Units En-rolled	Status	Allowable load for the ff. semester
1-24%	Any number of units	Regular	Normal Load
25-49%	Any number of units	Warning	Less 3 units from normal load
50%-75%	6 academic units or more	Probation	15 units only
76%-99%	9 academic units	Dismissal from the Program	Not allowed to enroll
100%	9 academic units	Permanent Dis-qualification from the College	Not allowed to enroll

16.2 Any student who has received two successive warnings shall be placed on probation;

16.3 Probation may be lifted the following semester if the student passes all the subjects in which he obtained failing grades;

16.4 Any student who has been placed on probation for the two (2) successive semesters shall be dropped from the rolls of the Program enrolled in.

16.5 However, the student may be readmitted to other Programs offered in the College to which the student qualifies. If the student failed 50% - 75% in the new Program to which being admitted, the student shall be dropped from the rolls of the College; and

16.5 Required subjects in which a student has failed shall take precedence over other subjects in the succeeding enrollment.

Note: Other requirements/ criteria prescribed by the PSG/CMO of the program and the concerned college may be applied.

17. Selective Retention Procedure

17.1 Students in all Board Programs shall have a General Point Average (GPA) of 2.25 with no failing grade, no pending INC (Incomplete) grade upon enrolment, and no D (Dropped) remarks obtained;

17.2 Only first-year and second-year students in Board Programs shall be subject to program debarment. If they fail to meet the required GPA, they will be advised to transfer to other programs.



17.3 All non-board programs are required to obtain a passing grade of at least 3.0 to be retained in the Program; and

17.4 Students enrolled in Diploma and Certificate Programs (e.g., DFT) must maintain a GPA of 3.0 and successfully pass the qualifying exam on selected major subjects identified by the Program Head to advance to the third year.

18. Maximum Residency

18.1 To obtain bachelor's degree, a student must take the last two (2) years of academic work and at least fifty percent (50%) of academic credits for diploma courses in the College; otherwise, the student will not be readmitted;

18.2 In case a student is officially given permission for leave of absence, the leave shall not be included in the computation of tenure;

19. Leave of Absence

19.1 Any student intended to take leave of absence exceeding one semester shall file a written petition with the Dean, stating therein the reason for the leave and must specify the period of the leave. If the leave exceeds one academic year, he/she shall lose the status as a student in residence; and

19.2 Any student who withdraws from the College without a formal leave of absence shall apply for readmission as a new student.

20. Bridging Programs

20.1 *English Bridge Program.* Students who obtain a verbal ability of below average (rating of 3 and below for a scale of 1-9) based on the result of entrance test are advised to enroll in the English bridge program.

20.2 *Mathematics Bridge Program.* Students whose non-verbal ability is below average (rating of 3 and below for a scale of 1-9) in the admission test are required to take the bridge program.

20.3 The Bridge Program is a two-week program (at least 48 hours) that caters at least forty (40) students per classroom.

20.4 Students' performance will be described as passed or not passed only. The faculty must handle the Bridge Program class outside of the official time.

21. Honors/Academic Award System

21.1 Academic Honors (Graduating Students)

21.1.1 The Dean, in close coordination with the Registrar's Office shall recommend a student who completes baccalaureate course with any of the following weighted average to be graduated with honors:





21.1.1.1 Summa cum Laude	- 1.24 to 1.00
21.1.1.2 Magna cum Laude	- 1.49 to 1.25
21.1.1.3 Cum Laude	- 1.75 to 1.50

21.1.2 The guidelines on graduation with honors shall be as follows:

21.1.2.1 Only final grades shall be considered in the computation of the general average;

21.1.2.2 Only resident credits shall be included in the computation of the general average;

21.1.2.3 A student's final grades during the last school term shall be submitted 30 days before the graduation.

21.1.2.4 In the computation of the final averages of a candidate for graduation with honors, grades in all accredited academic subjects in the curriculum including electives shall be included;

21.1.2.5 Every candidate for graduation with honors must:

21.1.2.5.1 Have carried the normal load prescribed in the curriculum, except in the last semester;

21.1.2.5.2 have completed at least 75% of the total number of the academic units for baccalaureate;

21.1.2.5.3 Have been in residence for at least two (2) years for baccalaureate one (1) year prior to graduation;

21.1.2.5.4 Have no final grade lower than 2.25, incomplete (INC) grade, and/or failing grade in any academic subject whether prescribed or not in the curriculum taken in the College, or in any other educational institution;

21.1.2.5.5 Have not repeated a subject in other educational institution; and

21.1.2.5.6 Have not been charged and found guilty of any violation of existing College rule punishable by at least one-week suspension.

21.1.3 In case nobody qualifies for graduation with honors, HIGHEST DISTINCTION AWARD shall be granted to any graduating student who obtain the first highest weighted average among the graduating class provided that the weighted average grade is not less than 2.25.

21.2 Non-Academic Awards (Graduating Students)

21.2.1 *Leadership Award.* This award is given to any graduating student who has exhibited an outstanding manner of leadership ideals set by the College for its students. The recipient of this award shall have a cumulative weighted average of at least 2.50, must have taken at least 75% of required units for graduation in the College and must not have been found guilty of a serious infraction of College disciplinary rules.



21.2.2 Types of Leadership Awards are as follows:

21.2.2.1 Institutional Leadership Award. This is given to any graduating student who applied for Leadership Awards that obtains the highest points in the evaluation.

21.2.2.2 Institute Leadership Award. This is given to any graduating student in their respective Institutes who applied for Leadership Awards that obtains the highest points in the evaluation.

21.2.3 Other awards may also shown given to any graduating students who have exemplary performance in their respective fields.

21.2.4 The awards committee shall take charge of the screening and evaluation of all the awards and shall recommend qualified students to the Vice President for Academic Affairs and approved by the President.

21.3 Academic Awards (Non-graduating Students)

21.3.1 Non-Academic Awards

The following non-academic awards can be given to students that may qualify, to wit:

21.3.1.1 Journalism Award – given to a member of any College publication or student publication and a member of the graduating class, have joined in the local, regional, national competition in campus journalism as school representative, and have contributed and published articles in School Publication;

21.3.1.2 Best Institute Publication – given to Institute of which the publication must be duly recognized or accredited by the Office of the Student Affairs, and able to release/publish their issues within the academic year;

21.3.1.3 Membership Development Awards for Student Organizations – given to student organization that involve its members with various trainings/seminars/workshops conducted by the organization itself. Moreover, student organizations with pending cases shall not be disqualified to the award until proven guilty before the date of the awarding;



21.3.1.4 Student Organizations Award Categories

21.3.1.4.1 Student Club/organization Awards is given to any registered school clubs/organizations which proved to be outstanding in their respective thrusts and areas of concern (co-curricular, spiritual, social awareness, and involvement). They are divided in to the following:

- a. Outstanding College Based Organization;
- b. Outstanding Religious Organization;
- c. Outstanding Socio-Civic Organization;
- d. Outstanding Academic Organization; and
- e. Outstanding Special Interest Organization.

21.3.1.5 Outstanding Student Organization President – given to president of a student organization for at least 1 year that involved actively in the organization as officer or member whose accomplishments, performance, and contributions are remarkable.

21.3.2 Criteria for the selection non-academic awards is attached in the Appendix.

22. Off Campus Activities

22.1 As per CHED Memo 63 s. 2017, Off Campus Activities refer to the activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution. This is divided into two categories:

22.1.1 **Curricular Activities** – required off campus activities and are integral part of the instructional program. Students are expected to attend these activities since these are part of the regular class time. Examples of these are the following:

22.1.1.1 Educational tours (visit government sites, LGUs, museums, landmarks and related culture and arts activities, plant visit, etc.);

22.1.1.2 Field trips;

22.1.1.3 Field Study/Experiential Learning/Related learning Experience;

22.1.2 **Non-Curricular Activities** – off-campus activities that are considered as non-curricular or non-programed based activities. It is up to the College discretion for the strategies and implementation of these activities as long as the security and safety of the students are ensured. Examples are:



- 22.1.2.1 Retreat or Recollection;
 - 22.1.2.2 Conventions, seminars, trainings, teambuilding, conferences;
 - 22.1.2.3 Volunteer programs/relief operations;
 - 22.1.2.4 Advocacy projects and campaigns;
 - 22.1.2.5 Sports activities;
 - 22.1.2.6 Activities initiated by accredited student organizations;
 - 22.1.2.7 Interschool tournaments/competitions; and
 - 22.1.2.8 Culture and arts competition.
- 22.2 The following are the requirements/checklist that the students/faculty must secure before their off-campus activity:
- 22.2.1 For Curricular Off Campus Activities, the course syllabus must reflect the relevance of requiring an educational and field trip;
 - 22.2.2 Duly notarized consent of the parents or student's guardian;
 - 22.2.3 Medical clearance of the students duly signed by HEI or government physician;
 - 22.2.4 First Aid Kit;
 - 22.2.5 Designation or order from the Administration indicating the Personnel -In-Charge's (PIC) role and responsibilities during and after the activities. The PIC must be an employee of the HEI and must have an appropriate qualification and experience regarding the activity. The PIC must also have a first aid and medical emergency training. Ratio of PIC is 1:35-50;
 - 22.2.6 Duly approved schedule of fees and budgetary breakdown;
 - 22.2.7 Proof of insurance coming from the HEI administration;
 - 22.2.8 When using vehicles owned by the HEI for transportation, the following updated documents must be secured:
 - 22.2.8.1 Vehicle registration;
 - 22.2.8.2 Insurance coverage;
 - 22.2.8.3 Driver's License; and
 - 22.2.8.4 Assurance Certificate of Roadworthiness.
 - 22.2.9 For third party or sub-contracting vehicle, the following must be secured:
 - Franchisee:
 - 22.2.9.1 Certification from LTFRB indicating the validity of the franchise;
 - 22.2.9.2 Special permit from LTFRB if transportation is out of line;
 - 22.2.9.3 Updated and valid registration of vehicle, insurance coverage, driver's license, assurance/certificate of road worthiness.
 - Travel and Tour Operator
 - 22.2.9.4 Copy of the Travel and Tour Operator Accreditation Certificate by DOT;
 - 22.2.9.5 Duly approved plan/itinerary of travel by HEI;
 - 22.2.9.6 Certification from LTFRB indicating the validity of the franchise; and
 - 22.2.9.7 Updated and valid registration of vehicle, insurance coverage, driver's license, assurance/certificate of road worthiness.



- 22.2.10 Whenever necessary, a copy of letter sent to LGU/NGO and copy of acknowledgement letter from LGU/NGO;
 - 22.2.11 Minutes and attendance of the briefing and consultation conducted by the students, faculty, parents and stakeholders;
 - 22.2.12 Letters to parents, students and adult companions regarding the activity which must be sent to them 1 or 2 months prior to the activity;
 - 22.2.13 Appointment with conformed of Personnel-In-Charge;
 - 22.2.14 Itinerary and handy information materials for students (i.e. programmed);
 - 22.2.15 Learning journals; and
 - 22.2.16 Appropriate Report with regard to the Emergency Preparedness Plan.
- 22.3 After the off-campus activity, the following will be submitted by the students and the Personnel-In-Charge:
- 22.3.1 Learning journals/paper reflecting the students' observations, learnings, findings and experience;
 - 22.3.2 Assessment or breakdown of expenses including receipts;
 - 22.3.3 Reports on the debriefing program conducted.
- 22.4 Submission of Reports. The following reports must be submitted in compliance with CMO 63 s. 2017. The forms to be used for these reports can be downloaded at the CHED websites:
- 22.4.1 Certificate of compliance – duly notarized signed by the Personnel-In-Charge, the Vice President for Academic Affairs and the University President which indicates that all requirements are all completed. It must be submitted to CHEDRO 15 days before the activity;
 - 22.4.2 Report of compliance – duly notarized and signed by the Personnel-In-Charge, the Vice President for Academic Affairs and the University President indicating all the list of activities and corresponding compliance. It must be submitted to CHEDRO 15 days before the activity; and
 - 22.4.3 Comprehensive semestral/term report must be submitted to CHEDRO at the end of the semester.



22.5 Exemptions for the Submission of Reports. The following are the exceptions for the submission of the abovementioned reports:

22.5.1 HEIs awarded with Level II accredited programs, Center of Excellence and Development, Deregulated, Autonomous, SUCs with at least Level III accredited programs. However, they are still required to submit Certificate of Compliance.

22.5.2 Non-curricular Off Campus activities and field study/experiential learning/ related learning experience activities. However, for purpose of transparency, activities should be posted in conspicuous place and the website of HEI if available.

23. Conduct of On-The-Job Training/Practicum/ Student Internship

23.1 Local Internship/OJT program

The SPAMAST Local Internship Program procedures and guidelines is adapted from CMO 104, s. 2017. The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and in case of working students, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the SPAMAST, a student intern must:

- 23.1.1 be enrolled in an internship subject;
- 23.1.2 be at least eighteen (1) years of age from the start of the internship period;
- 23.1.3 pass pre-internship requirements as specified in the internship plan;
- 23.1.4 submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on the physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by the Host Training Establishment (HTE), if any; and
- 23.1.5 have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed)
- 23.1.6 Enter into an internship Contract and/or agreements with the participating HTE;
- 23.1.7 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
- 23.1.8 Comply with the provision of the contract and/or agreement including the rules and regulations of USTP, the HTE and CHED at all times;
- 23.1.9 Undergo the required orientation/internship program conducted by SPAMAST and the HTE;



- 23.1.10 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- 23.1.11 Maintain confidentiality, when and where appropriate, during and after internship period of all data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- 23.1.12 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments. Machines and equipment;
- 23.1.13 Submit a journal of internship as required by HTE reflecting on the approved internship plan, or her experiences describing the internship activities, any problems/s encountered, and his or her reflections on the internship experiences to the SIPP coordinators;
- 23.1.14 Complete the agreed duration of his or her internship within the designated period, he or she shall inform the SIPP coordinator I writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- 23.1.15 Report to the SIPP coordinator for an exist assessment after the completion of the internship period

23.2 International OJT/Internship Program

The College shall comply with CMO 22, S.2013 or the “Student Internship Abroad Program” (SIAP). The student submits a letter of intent to undergo international internship with supporting document such as grades, good moral character ID pictures, written consent from parents/guardian and photocopy of passport. Student interns shall be carefully screened by USTP and must:

- 23.2.1 be a Filipino citizen;
- 23.2.2 be currently enrolled in SPAMAST and must be completed at least 75% of professional units or 4th year of graduating student for that particular program (Bachelor degree);
- 23.2.3 Be at least 18 years old at the time of the internship;
- 23.2.4 Have passed the pre-practicum/internship requirements of the SPAMAST;
- 23.2.5 Be in good academic standing as certified by the SPAMAST;
- 23.2.6 Be physically, mentally, and emotionally fit and have passed by physical and psychological examinations as certified by DOH accredited clinics and hospitals;
- 23.2.7 Be articulate in English or the language spoken in the host country;
- 23.2.8 Have written consent from parents/guardian/spouse;
- 23.2.9 Sign and comply with the provisions of the internship contract, including the rules and regulations of the CHED, SPAMAST and FHE/O.);



- 23.2.10 Undergo the required orientation internship program conducted by SPAMAST and Foreign Host Establishment or Organizations (FHE/O);
- 23.2.11 Report personally to the Visa or Consular Officer of the nearest Philippine Foreign Service Post within a week upon arrival;
- 23.2.12 Keep a bi-monthly journal of practicum experiences describing his/her internship activities, problem/s encountered, and reflections on the internship experience to be submitted on the monthly basis to the faculty member or any authorized coordinator;
- 23.2.13 Complete the agree duration of his/her internship;
- 23.2.14 Submit to SPAMAST the terminal report and other school requirements upon completion of the internship training; and
- 23.2.15 Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances.

24. Preparation, Conduct and Defense of Research Proposals and Thesis/ Capstone Project Manuscript

24.1 Nomination of Thesis Advisory Committee

- 24.1.1 The candidates with a ready concept research paper, with the assistance of the Department Chairperson will nominate the Adviser and Members of the Committee from among the faculty of the College. Use form FM-SPAMAST-PUT-01.
- 24.1.2 The Thesis Advisory Committee shall be composed of four (4) members who will sit both in outline and final examinations. They are the following: adviser, chairperson, and two (2) members.
- 24.1.3 The members of the thesis committee must be regular faculty members of the college.
- 24.1.4 Students and the examining Committee perform their respective Duties and Responsibilities based on the thesis manual provision.

24.2 Thesis Outline writing and presentation

- 24.2.1 The candidates with ready outline manuscript shall file application for outline oral examination at least two weeks before the proposed date of examination.
- 24.2.2 The candidate is required to submit duly approved application form (FM-SPAMAST-PUT-02). During application, the student should provide a copy of the manuscript to the panel member.
- 24.2.3 If one of the examining committee members is not available during the defense, the presentation must proceed as long as the chairperson, one member, and the adviser are present. One-on-one defense with the absent member will be considered.



- 24.2.4 All panel members will rate the presentation, including the adviser. If the students get a failing grade during defense, he/she should revise and present again the manuscript. The advisory committee should take action after the presentation of the paper, whether the student candidate passed or failed or any remarks.
- 24.2.5 After the outline oral examination, the candidates facilitate the manuscript processing and have the manuscript processing form (FM-SPAMAST-PUT-03) completely signed.
- 24.2.6 The following should be the sequence in the processing of the manuscript;

Corrected Draft

- a. Statistician
- b. Adviser
- c. Panel members
- d. Chairperson

Pre-approval

- a. Adviser
- b. Statistician
- c. Panel members
- d. Chairperson
- e. Grammarian
- f. Dean (format and style)
- g. Research Ethics Committee

Recommending Approval

- a. Adviser

Approval

- a. Dean

- 24.2.7 The candidates with approved outline manuscript for reproduction shall submit soft bound copies to the department chairperson prior to the gathering of data.
- 24.2.8 The Thesis Format should follow the thesis manual provision.
- 24.2.9 The official color of the thesis cover shall be dark green for all undergraduate programs.
- 24.2.10 After binding, the student researcher should process the signing approval sheet. The examining committee should check or review the manuscript before signing the approval sheet to ensure that all comments are followed. Student researchers should also attach the latest corrected manuscript during approval sheet processing



24.3 Conduct/Implementation of the study

- 24.3.1 The candidates shall conduct the study with an approved request/ permit to conduct the study from the respondents and the head office respectively.
- 24.3.2 Students should observe ethical considerations as determined by Research Ethics Committee during the conduct of study

24.4 Manuscript Presentation and Examination

- 24.4.1 Two weeks before the proposed date of the final thesis presentation, the candidate is required to submit duly approved application form (FM-SPAMAST-PUT-02). During application, the student should provide a copy of the manuscript to the panel member.
- 24.4.2 The candidate has to inform his/her adviser if for some valid reasons, he is unable to come on his scheduled day/time for presentation.
- 24.4.3 The adviser is duly bound to inform immediately the Department Chairperson so that all members of the panel will be notified one day before the scheduled date of presentation/examination.
- 24.4.3 If one of the examining committee members is not available during the defense, the presentation must proceed as long as the chairperson, one member, and the adviser are present. One-on-one defense with the absent member will be considered.
- 24.4.4 All panel members will rate the presentation, including the adviser. If the students get a failing grade during defense, he/she should revise and present again the manuscript. The advisory committee should take action after the presentation of the paper, whether the student candidate passed or failed or any remarks.

24.5 Final Manuscript Processing

- 24.5.1 The candidates facilitate the manuscript processing and have the final manuscript processing form (FM-SPAMAST-PUT-03) completely signed.
- 24.5.2 The following should be the sequence in the processing of the manuscript;

Corrected Draft

- a. Statistician
- b. Adviser
- c. Panel members
- d. Chairperson

Pre-approval

- a. Adviser
- b. Statistician
- c. Panel members



- a. Chairperson
- b. Grammarian
- c. Dean (format and style)
- d. Research Ethics Committee

Recommending Approval

- a. Adviser
- b. Approval
- c. Dean

24.5.3 The Thesis Format should follow the thesis manual provision.

24.6 Hardbound Submission

- 24.6.1 A copy of the approved manuscript with the duly accomplished processing form (FM-SPAMAST-PUT-03) shall be submitted to the office of the College Dean for final evaluation and approval.
- 24.6.2 After binding, the student researcher should process the signing approval sheet. The examining committee should check or review the manuscript before signing the approval sheet to ensure that all comments are followed. Student researchers should also attach the latest corrected manuscript during approval sheet processing.
- 24.6.3 Two (2) hardbound copies of the thesis manuscript must be submitted to the Department Office not later than one week before the scheduled commencement exercises.
- 24.6.4 The two (2) copies shall be distributed by the candidate student as follows: one copy each for the student and the College Library
- 24.6.4 Student shall submit electronic copy of his/her research through email in word format, and a photocopy of approval sheet and abstract.
- 24.6.5 The official color of the thesis cover shall be Dark green for all undergraduate programs
- 24.6.6 The candidate student shall evaluate the performance in the Duties and Responsibilities of the Thesis Advisory Committee. FM-SPAMAST-PUT-05.

25. Graduation

25.1 Requirements for Graduation

- 25.1.1 A candidate for graduation shall file an Application for Graduation with the Registrar at the start of the last semester;
- 25.1.2 A student shall be recommended for graduation when:
 - 25.1.2.1 has satisfied all academic requirements;
 - 25.1.2.2 completed the On-the-Job Training (OJT), Internship, and/or Practicum;



- 25.1.2.3 passed the Comprehensive Review during the last two semesters in board program curriculum (for Programs with board exam only); and
 - 25.1.2.4 submitted the hardbound for Thesis/Capstone as final requirement for graduation;
 - 25.1.2.5 complied all other requirements prescribed by the College;
- 25.1.3 No student shall be allowed to graduate from the College unless earned therein 50% of the academic units required in the curriculum;
- 25.1.4 A candidate for graduation shall have complied the deficiencies made up and record with exception of their current enrolled subjects not later than the date specified in the school calendar;
- 25.1.5 No student shall be issued a diploma and a transcript of records unless all financial and school accountabilities have been cleared.

25.2 Application for Graduation

- 25.2.1 The graduating student shall accomplish the Application for Graduation of which the deadline for submission is in accordance with the school calendar; and
- 25.2.2 Only those graduating students who have submitted their Application for Graduation shall be included in the tentative list of graduating students endorsed by the Registrar to the Vice President for Academic Affairs and approved by the President.

25.3 BOT Confirmation

- 25.3.1 No student shall graduate from the College unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Trustees (BOT).

26. Recognition, Commencement and Baccalaureate Exercises

26.1 Recognition Program

- 26.1.1 The Recognition Program shall be the responsibility of the Office of Student Affairs and Services in coordination with the different Institutes. All honor students from first year to the senior year shall be given due recognition for their academic and non-academic achievement;

26.2 Commencement and Baccalaureate Exercises

- 26.2.1 The Office of the Registrar shall be responsible for the Commencement and Baccalaureate Exercises and may call upon the other offices for assistance in carrying out of said arrangements;



- 25.2.2 The Commencement Exercises for graduating students shall be held on the dates fixed for graduation in the school calendar;
- 25.2.3 All candidates for graduation are required to attend the graduation or commencement rites as no degree is conferred in absentia, except for just reason but must be properly supported by valid certifications and presented at least 24 hours before the commencement rites to the Registrar;
- 25.2.4 In-person graduation or commencement rites shall be conducted unless restricted by health authorities. Otherwise, the College should recourse to virtual graduation to give tributes to all graduating students and awardees; and
- 25.2.5 All candidates for graduation are required to attend the baccalaureate exercises, with the exception of those non-Catholic graduating students. Candidates for graduation shall be required to wear academic costumes during the Baccalaureate and Commencement Exercises in accordance with the rules and regulations of the College.

26. Graduation Rehearsals

- 26.1 All candidates for graduation are required to attend the graduation rehearsals set by the College;
- 26.2 Attendance during the rehearsals shall be checked by the Committee assigned for graduation rehearsals; and
- 26.3 Any candidate for graduation who have not attended any of the rehearsals scheduled by the Committee shall not be allowed to participate in the graduation or commencement rites.

III- RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

1. NORMS OF CONDUCT

- 1.1 *Moral Character.* A student is imbued with moral character if, among other qualities:
- 1.1.1 S/he has learned to act, live and think as a person whose values attitudes and convictions are in accord with the universal norms of right reasons and the accepted values and approved levels of conduct in the society where s/he lives.
- 1.1.2 S/he is honest to himself, accepting of his shortcoming, and willing to improve and change;
- 1.1.3 S/he is fair and just in his/her dealings with everyone s/he encounters;
- 1.1.4 S/he lives by the precepts of love, justice, compassion and concern for other; and
- 1.1.5 S/he respects the rights of other, as he would want his own rights to be respected.



1.2. *Personal Discipline.* A student is imbued with moral character if, among other qualities:

- 1.2.1 S/he devotes him/herself to the fulfillment of his/her obligations;
- 1.2.2 S/he is able to forego the enjoyment of certain rights and privileges that others more needy may be benefited and for the greater good of society;
- 1.2.3 S/he resolves his/her problem and conflict without prejudicing others;
- 1.2.4 S/he tolerant of others and humble enough to accept his/her mistakes;
- 1.2.5 S/he has developed temperance and propriety in words and in action, especially with regards to vices, e.g. gambling, drinking, drugs, sexual excess and aberration, etc.; and
- 1.2.6 Right reason guides and controls his/her action and emotions.

1.3. *Social Media Etiquette for Students.*

1.3.1 Be Mindful of Your Posts

- 1.3.1.1 Think before posting. Remember that once content is shared, it may be seen by a wide audience, including future employers and school representatives.
- 1.3.1.2 Ensure that your posts reflect your personal values and core values of SPAMAST, and contributes positively to the community.

1.3.2 Avoid Legal Risks

- 1.3.2.1 Libel. Do not post false statements about individuals or groups that could damage their reputation.
- 1.3.2.2 Harassment. Avoid behavior that could be considered acts of sexual harassment, or cyberbullying.
- 1.3.2.3 Intellectual Property. Respect intellectual property rights by not sharing or claiming others' work as your own.
- 1.3.2.4 Data Privacy. Do not disclose personal information about others without consent.
- 1.3.2.5 Breach of Confidence. Keep confidential information private and do not share sensitive school documents or details.

1.3.3 Follow School Policies

- 1.3.3.1 Familiarize yourself with school policies as well as relevant laws such as the Data Privacy Act and the Intellectual Property Code.
- 1.3.3.2 Adhere to the guidelines provided in the SPAMAST Students manual.



1.3.4 Use Appropriate Channels for Complaints

1.3.4.1 If you have concerns or complaints, discuss them directly with teachers, counselors, or administrators rather than posting them online.

1.3.5 Handle Official SPAMAST Accounts with Care

1.3.5.1 Create official SPAMAST social media accounts (including academic and college-recognized organizations) only when authorized or with approval from the appropriate authority.

1.3.5.2 Ensure that all SPAMAST accounts follow the school's style guide and are regularly monitored.

1.3.6 Maintain Professionalism in Official Accounts

1.3.6.1 Keep your personal accounts separate from official accounts. Personal views should not be attributed to social media accounts affiliated with SPAMAST.

1.3.6.2 Ensure that all social media content aligns with the ethical standards and values of SPAMAST.

1.3.7 Ensure Account Security

1.3.7.1 Use strong, unique passwords for social media accounts.

1.3.7.2 Immediately report any hacking or security breaches of official accounts to the Management Information System (MIS) Unit.

1.3.8 Respond to Emergencies Appropriately

1.3.8.1 In case of emergencies, rely on official SPAMAST accounts for accurate information. Avoid spreading unverified information.

1.3.9 Addressing Misuse

1.3.9.1 The misuse of social media may result in disciplinary action. Ensure that your online behavior aligns with school rules and contributes positively to the SPAMAST community.

2. BASIS OF DISCIPLINE

Student Discipline- This refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.

2.1 sanction on the student disciplinary cases shall follow procedures set Basis of Discipline

2.1.1 At all times, every student must observe/follow/abide by all the laws of the land all the policies and regulations adopted by the College. The investigation, disposition and corresponding in this Code.



- 2.1.2 Every student shall observe at all times the pledge of loyalty and discipline to the institution.
- 2.1.3 The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the College as signified by their enrolment pledge and guidance and counseling provided by the faculty who shall be exercising substitute authority.
- 2.1.4 All College personnel are mandated to enforce and supervise overall compliance to this Code in their respective areas of responsibility. For purposes of implementing College policies, rules and regulations and the provisions of this Code, the President, Vice President, Dean of the Institute, Director, Department Chairperson and all members of the faculty, staff and security forces are all deemed persons in authority.

2.2 Guidelines on Appropriateness of Appearance for SPAMAST Students

- 2.2.1 School Uniform identify the students as belonging to the SPAMAST community thus it must be worn with respect and dignity;
- 2.2.2 Regular uniform for men consists of white polo, white undershirt/sando, slacks or in considerate case, dark pants, black leather closed shoes and well-groomed. Uniform for women, consists of green-checked skirt below the knee, collared white blouse (tucked-in) with necktie (sports collar), black leather closed shoes.
 - 2.2.2.1 Moreover, LGBTQIA+ should wear the prescribed uniform (for Men & Women).
 - 2.2.2.2 For women Muslim students, they should wear white long sleeves with collar (tucked-in) with necktie (sports collar) and hijab, green-checked skirt below the knee, black or white socks, and black leather closed shoes.
 - 2.2.2.3 For men Muslim students, they should wear white polo, white undershirt/sando with Songkok/Peci/Kopiah, slacks or in considerate case, dark pants and black leather closed shoes.
- 2.2.3 Students enrolled in PE/NSTP/ROTC subjects are allowed to enter the SPAMAST campus wearing PE/NSTP/ROTC uniforms. They are obliged to wear the prescribed school uniform after their PE/NSTP/ROTC classes. However, to avoid the students from getting late for their next subject after the PE/NSTP/ROTC classes, they will be allowed to enter the classrooms wearing PE/NSTP/ROTC for half day only. That is:
 - 2.2.3.1 PE Uniform consists of jogging pants (Green with Gold and white line) with SPAMAST name, cotton white shirt with PE word (front) and SPAMAST logo (back).
 - 2.2.3.2 NSTP uniform consists of black pants (jeans) and white cotton shirt with NSTP name (front) and SPAMAST logo (back). While, ROTC uniform consists of black pants (jeans) with garrison belt and plain white cotton shirt round collar).



- 2.2.3.3 If PE/NSTP class falls on the morning, enrolled students be allowed to enter the campus and classrooms wearing PE/NSTP uniforms for whole morning only.
 - 2.2.3.4 If PE/NSTP class falls on the afternoon, enrolled students be allowed to enter the campus and classrooms wearing PE/NSTP uniforms for the whole afternoon only.
 - 2.2.3.5 If PE/NSTP class falls on Saturdays, enrolled students be allowed to enter the campus and classrooms wearing PE/NSTP uniforms and observed the provisions on *prohibited attire during non-uniform days*.
 - 2.2.3.6 If PE/NSTP class activity requires students to wear sports attire/dance attire/working clothes/other attire, other than the PE/NSTP uniform, the PE/NSTP instructor must inform the Dean, Department Head, SODO, and the Security Office thru a letter two (2) days before the scheduled class or activity.
 - 2.2.3.7 The PE instructor and the NSTP coordinator will facilitate the acquisition of the PE and NSTP uniforms for the students, respectively.
 - 2.2.3.8 For freshmen and transferee students, the deadline for the PE and NSTP uniforms shall be the same as the deadline for wearing of complete uniform.
- 2.2.4 Only students wearing proper uniforms will be allowed to enter the school premises.
- 2.2.5 All students are required to wear proper school uniforms except on Wednesday, Saturday and Summer Classes.
- 2.2.5.1 For Male, any appropriate civilian clothes with closed shoes and sandals with straps except following:
 - 2.2.5.1.1 Sleeveless Shirts;
 - 2.2.5.1.2 Torn and tattered jeans;
 - 2.2.5.1.3 Shorts (jersey or purontong);
 - 2.2.5.1.4 Rubber Slippers;
 - 2.2.5.1.5 Earrings; and
 - 2.2.5.1.6 unnatural hair colors (blue, violet, yellow, red and the like).
 - 2.2.5.2 For Female, any civilian, closed shoes with or without heels, or sandals with heels and sandals with straps if not heels. The following as prohibited to wear inside the school premises:
 - 2.2.5.2.1 Blouses/dresses with spaghetti straps, backless, tube, transparent, and with plunging neckline;
 - 2.2.5.2.2 Midriff blouses, tank tops;
 - 2.2.5.2.3 City shorts, pedals, tights, micro mini skirt and purontong;
 - 2.2.5.2.4 Torn and tattered jeans;
 - 2.2.5.2.5 Slippers;
 - 2.2.5.2.6 Low waist or hip hugging pants;
 - 2.2.5.2.7 T-shirt with vulgar or offensive prints and designs;
 - 2.2.5.2.8 Multiple earrings; and



- 2.2.5.2.9 unnatural hair colors (blonde, blue, violet, yellow, red and the like).
- 2.2.5.3 For LGBTQ+, any civilian clothes with closed shoes with or without heels, or sandals with heels and sandals with straps if not heels. The following are prohibited to wear inside the school premises:
 - 2.2.5.3.1 Blouses/dresses with spaghetti straps, backless, tube, transparent, and with plunging neckline;
 - 2.2.5.3.2 Midriff blouses, tank tops;
 - 2.2.5.3.3 Sleeveless Shirts;
 - 2.2.5.3.4 Shorts (jersey or purontong);
 - 2.2.5.3.5 Rubber Slippers/Slippers;
 - 2.2.5.3.6 City shorts, pedals, tights, micro mini skirt and purontong;
 - 2.2.5.3.7 Torn and tattered jeans;
 - 2.2.5.3.8 Low waist or hip hugging pants;
 - 2.2.5.3.9 T-shirt with vulgar or offensive prints and designs
 - 2.2.5.3.10 Multiple earrings/Earrings; and
 - 2.2.5.3.11 Unnatural hair colors (blue, violet, yellow, red and the like).
- 2.2.5.4 For student residing in the Dormitory (Buhangin Campus)
 - 2.2.5.4.1 Wearing of all prohibited attires stipulated above during school days including house clothes, sleeping clothes, bathrobes, towel wrapping or going topless (males) within the school premises.
- 2.2.6 Student should wear their Identification Card upon entering the school premises.
 - 2.2.6.1 Students are required to wear School ID at all times while inside the campus. School IDs must be validated at the start of every semester by the College Registrar.
 - 2.2.6.2 The school ID is non-transferable. Any form of tampering, defacement, unauthorized use or lending to others is strictly prohibited and may result in confiscation, revocation, or disciplinary action;
 - 2.2.6.3 A student who graduates or withdraws from the College must surrender the School ID to the Office of the College Registrar as prerequisite to the issuance of a certification of graduation or transfer by the College Registrar.
 - 2.2.6.4 Use of temporary cards for new students until replaced with official cards;
 - 2.2.6.5 Use of SPAMAST Official strap/lanyard;
 - 2.2.6.6 Those students not wearing prescribed uniform/school ID will not be allowed to enter the College premises.
- 2.2.7 Exemption of wearing the school uniforms is only given to those students with valid reasons such as:
 - 2.2.7.1 Physical disabilities and other legitimate health reason;
 - 2.2.7.2 Pregnant students are allowed to wear maternity dress during the period of pregnancy and should present Medical Certificate or pre-natal check-up result;



2.2.7.3 Other circumstances analogous to the foregoing

2.2.8 Fourth Year students must wear their OJT uniform or regular school uniform. All OJT uniforms must be approved by the Academic Council. Moreover, program head must send letter to the SODO regarding the approved OJT uniforms i.e. Type A, B and C uniform. Students are allowed to enter the campus wearing their complete OJT uniforms with School ID.

2.2.9 Students with laboratory activities in the fields (e.g. working in farms, ponds, and the like). However, they must not enter other classrooms with classes. This class instructor must inform the Dean, Department Head, SODO, and the Security Guard two (2) days before the scheduled activity.

2.2.10 Student who are currently employed are allowed to wear their office uniform and must secure Uniform Permit to the SODO. They must present certificate of employment.

2.2.11 SPAMAST athletes and members of socio-cultural groups will be allowed to enter the campus wearing their respective appropriate attires during rehearsals and practices set by their respective coaches and coordinators. Provided that:

2.2.11.1 Rehearsals and practices should not disrupt the schedule of classes;

2.2.11.2 Athletes and members of the socio-cultural groups, not wearing appropriate school uniforms, should not enter any classroom with classes;

2.2.11.3 The general schedule for daily practices and rehearsals shall be 4:00 to 6:00 p.m. In case of other schedules, the sports coordinator or the socio-cultural coordinator must inform the Institute Dean, Department Head, SODO, and the Security Office thru a letter two (2) days before the scheduled practice or rehearsal.

2.2.11.4 Athletes and members of the socio-cultural groups must present Membership Identification Card to the guard on duty before entering the campus.

2.2.12 Students with lacking school uniform due to inevitable circumstances (e.g. loss of ID, flood, fire incident, etc). Provided that:


2.2.12.1 The students will present excuse letter noted by parent or guardian to the security guard, affix name in the log book, lacking uniform, reason(s), and signature;

2.2.12.2 If the School ID is lost, the student should provide Affidavit of Loss and present to the SODO Office with the excuse letter.

2.2.12.3 Proceed to the SODO and present the excuse letter. The SODO coordinator will validate and weigh the reasons; and

2.2.12.4 They will agree on when the student shall comply the lacking school uniform.

2.2.13 The Uniform Permit shall bear the following information:

 <p>STUDENT ORGANIZATION AND DISCIPLINE OFFICE Southern Philippines Agri-Business and Marine and Aquatic School of Technology Malita, Davao del Sur</p>
<p>UNIFORM EXEMPTION PERMIT</p> <p>STUDENT'S FULL NAME</p> <p>Course and Year (ex.: BSED 2 Student)</p>

(Front)

<p>Lacking school uniform:</p> <p><input type="checkbox"/> White Polo / Blouse</p> <p><input type="checkbox"/> Green Checkered Skirt</p> <p><input type="checkbox"/> Black Pants</p> <p><input type="checkbox"/> Necktie</p> <p><input type="checkbox"/> School Shoes</p> <p><input type="checkbox"/> School ID</p> <p><input type="checkbox"/> Others: _____</p>	<p>Status:</p> <p><input type="checkbox"/> Laboratory Activity</p> <p><input type="checkbox"/> Practicum with Uniform</p> <p><input type="checkbox"/> Practicum without Uniform</p> <p><input type="checkbox"/> Physical Disabilities</p> <p><input type="checkbox"/> Health Reasons</p> <p><input type="checkbox"/> Maternity</p> <p><input type="checkbox"/> Others _____</p>
<p>This Permit is valid until _____ only.</p> <p>FULL NAME AND SIGNATURE SODO Coordinator</p>	

(Back)

2.3 *Rights of Students.* Among the basic rights appertaining to students as members of the academic community are:

- 2.3.1 Freedom of inquiry and expression, within the campus, in curricular activities and in extracurricular student affairs to include the right not only to accurate information, but also to hear any opinion on any subject of public or general concern. They may have the right to invite outside speakers, and school authorities may not veto their invitation solely on the basis of the credentials of the speakers;
- 2.3.2 Procedural fairness in disciplinary proceedings to include right not be punished for acts that were not grounds for disciplinary action when they were committed; right to written notice of the charges and reasonable time to answer them and prepare for their hearing; right to hearing before suspension or expulsion, unless summary suspension is clearly authorized in limited cases; right to impartial judge; right to be assisted by a counsel; right to confront and question adverse witnesses; right to present defense; right to be informed of the decision and right to appeal to the Dean of the Institute in writing, within five (5) business days where allowed, and thereafter to the court; and
- 2.3.3 Participation in the governance of the institution.

3. CLASSIFICATION OF OFFENSES

3.1 *Disciplinary Grounds and Penalties.* A student shall be subject to disciplinary action for any of the following acts:

3.1.1 TYPES OF OFFENSES

3.1.1.1 **Minor Offenses** – are offenses committed against the provisions of the Student Discipline Handbook of SPAMAST. A minor offense warrants a penalty of warning, up to nine (9) hours of community service, or a fine as provided by this handbook for minor offenses.

3.1.1.2 **Major Offenses** – are serious infractions committed against any provision of the Student Discipline Handbook of SPAMAST, such as offenses that warrant a more severe penalty of suspension, up to dismissal/expulsion.

3.1.2 PENALTIES

3.1.2.1 Minor Offenses and Its Sanction

3.1.2.1.1 Any of the following sanctions may be imposed on any student who is found guilty of committing a major offense:

3.1.2.1.1.1 Warning (oral and Written notice of warning);

3.1.2.1.1.2 3 hours' community service;

3.1.2.1.1.3 6 hours of community service; and

3.1.2.1.1.4 Students shall not be allowed to enter the campus.

3.1.2.1.2 An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense and is punishable by suspension for less than one (1) semester with or without community service.

TABLE OF OFFENSES: MINOR OFFENSES AND THEIR CORRESPONDING SANCTIONS

OFFENSE	OCCURRENCE AND SANCTION			
	1 st	2 nd	3 rd	4 th
1. Left/Lost ID (without Affidavit of Loss)	1 st warning (oral or written notice of warning)	2 nd warning (oral or written notice of warning)	3 rd warning (oral or written notice of warning)	Students shall not be allowed to enter the campus
2. Not properly wearing one's ID while inside the campus	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus



3. Spitting or littering	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
4. Wearing inappropriate campus attire	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
5. Violation of parking regulations	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
6. Disrupting or disturbing classes and/or making excessive noise within the premises of the college	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
7. Loitering in corridors during class sessions	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
8. Eating and drinking are prohibited areas such as but not limited to classrooms, laboratories, classrooms, or within the school campus.	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
9. Disruptive use of mobile phones, or other similar communication devices during classes.	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
10. Use of mobile phones and other similar communication devices during the examination.	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus



11. Misbehavior during school programs, activities, or competitions	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
12. Disrespect for national symbols	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
13. Improper use of lavatories and washrooms	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
14. Use of electronic cigarettes/ vaping within the school premises	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus
15. Simple misconduct	Warning	3 hours of community service	6 hours of community service	Students shall not be allowed to enter the campus

3.1.2.2 Major Offenses and Its Sanctions

3.1.2.2.1 Any of the following sanctions may be imposed on any student who is found guilty of committing a major offense:

3.1.2.2.1.1 Suspension for less than one semester, with or without community service;

3.1.2.2.1.2 Suspension for one semester or more, with or without community service;

3.1.2.2.1.3 Non-readmission to the College;

3.1.2.2.1.4 Dismissal from the College; and

3.1.2.2.1.5 Expulsion.

3.1.2.2.2 An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense and is punishable by suspension for less than one (1) semester with or without community service.

TABLE OF OFFENSES: MAJOR OFFENSES AND THEIR CORRESPONDING SANCTIONS

OFFENSE	OCCURRENCE AND SANCTION			
	1 st	2 nd	3 rd	4 th



16. Any violation of the College's Academic Integrity Policy and/or dishonesty, such as but not limited to the following	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
16.1 Cheating in online or physical examinations, unauthorized possession/use of notes or any materials relevant to the examination during exam	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
16.2. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
16.3. Communicating with another student/any other person during the examination, without permission from the professor or proctor	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



16.4 Recording and saving copies of exam questions or answers, or answers key for distribution; receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
16.5 Massive, premeditated, organized cheating using any means including online cheating using instant messaging/email during a quiz or exam	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
16.6 Asking or hiring someone else to take their exams, do their homework, papers, projects, or other academic requirements	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion





<p>16.7 Plagiarism, or the unethical act of stealing the thoughts of another without proper citation or reference, includes acquiring information from the internet without acknowledging the author, using ideas generated by artificial intelligence (AI) without proper acknowledgment, copying another student's work without permission and submitting it as one's own, or submitting another person's work as one's own.</p>	<p>Suspension for less than one semester, with or without community service</p>	<p>Suspension for one semester or more, with or without community service</p>	<p>Non-readmission to the College</p>	<p>Expulsion</p>
<p>16.8 Any form of dishonesty in peer-reviewed assignments/submissions.</p>	<p>Suspension for less than one semester, with or without community service</p>	<p>Suspension for one semester or more, with or without community service</p>	<p>Non-readmission to the College</p>	<p>Expulsion</p>



16.9	Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
16.10	Any other form of dishonesty or cheating in any assessment or course requirements, examination, submission of assignments, assigned projects, or any other academic work.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
17.	Falsification of documents, forgery, and/or any similar acts of alteration but not limited to:	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
17.1	Alteration or misuse of school documents in connection with official matters.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
17.2	Alteration or misuse of school records or credentials	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



17.3	Submission of false or fraudulent information and/or documents to the College in connection with officials matters	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
17.4	Publication or dissemination of false information about the school administration, its officials, faculty members, or students.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
17.5	Using a fake vaccination card to gain entry into the College premise (for COVID19 Pandemic)	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
18.	Lending or borrowing of a school ID, or other official documents and/or presenting another document and/or presenting another person's documents as one's own; tampering of school ID and using it to gain access to the College.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



19. Physical injury/ assault upon any member of the faculty, administration, staff, or any student, personnel, or visitor of the College	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
20. Any acts of threat either physical or utilizing any medium of communication including but not limited to: oral, through social media, and using any electronic gadget against any school officials, faculty members, employee, students, and or any visitor of the College	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
21. Discourtesy in any form utilizing any medium of communication, such as, but not limited to:	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
21.1 Bullying, defamation, inciting to fight, and/or any abusive behavior committed against any student.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
21.2 Disrespect toward any faculty member, or any official of the College or his authorized representative.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



21.3 Willful failure to comply immediately with the instruction/ directions given by persons in authority such as but not limited to: officials of the College, faculty members, and security personnel who are acting in the performance of their official duty.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
21.4 Failure to comply with the deadline given/set to complete the given disciplinary sanction and /or to submit an explanation letter for the commission of any of the minor offenses unless justified.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
22. Any other conduct which threatens or endangers or adversely affects the health or safety of any person inside SPAMAST premises	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



23. Illegal possession of a deadly weapon of any kind and or use of explosives, incendiary devices, and/or any other similar devices	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
24. Forcible entry into the campus	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
25. Unauthorized use of SPAMAST facilities and services, including but not limited to:	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
25.1 Unauthorized use of rooms and their facilities therein.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
25.2 Tampering with or misuse of computer, computer apps, software, programs, and other computer systems in the College, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, and student records, or any willful or negligence.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



26. Any form of bribery of any faculty member or personnel of the College	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
27. Stealing, attempting, or facilitating stealing.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
28. Vandalism, or the willful or negligent destruction of any property of the College which includes, but is not limited to tearing off or defacing any library books, magazines, or periodicals, posting unauthorized notices on walls or pieces of furniture, breakages of glass windows, showcases, cabinet doors, unauthorized removal of official notices and posters from bulletin boards and other similar act, causing other damage to property of the College	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
29. Unauthorized/misuse of emergency switches such as but not limited to fire alarms, activation of water sprinklers, and the like	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



30. Hazing or the infliction of any physical or mental harm or ordeal on any person, which injuries, degraded, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in the College.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
31. Forming, recruiting, and/or joining a surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Student Organization and Discipline Office or not listed in the official list of organizations.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
32. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and or other banned substances but not limited to LSD, marijuana, heroin, shabu, amphetamines, barbiturates, or opiates in any form within the premises or immediate vicinity of the College	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion





33. Unauthorized possession and/or drinking of alcoholic beverages within the premises of the College whether or not in connection with an official school activity approved by the OSS and SODO; drinking outside the premises of the campus in connection with an official school activity approved by the OSS and SODO; or entering the campus under the influence of alcohol	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
34. Public Display of Affection (PDA), which offends or tends to offend the sensibility of the Academic Community or any inappropriate intimate physical contact including, but not limited to: intimate touching, kissing, hugging, lying/leaning on another person, etc. within the school premises or at any school-sponsored activities.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion





<p>35. Gender-based sexual harassment committed within the college premises or online including but not limited to: catcalling, wolf-whistling, unwanted invitations sexual in nature, 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; groping or making offensive body gesture at someone, and other similar lewd actions; any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety. This may include cursing, leering, and intrusive gazing and taunting; the persistent telling of sexual jokes, use of sexual names; and stalking.</p>	<p>Suspension for less than one semester, with or without community service</p>	<p>Suspension for one semester or more, with or without community service</p>	<p>Non-readmission to the College</p>	<p>Expulsion</p>
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36. Engaging in lewd, obscene, or immoral conduct; public masturbation or flashing of private parts within the campus.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
37. Engaging in any form of gambling within the premises of the College	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
38. Smoking at any time within the school premise.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
39. All forms of student protest whose distinctive characteristics are physical force, violence, threat, and intimidation.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
40. Posting and/or distributing literature, pamphlets, pictures, news items, or any announcement whatsoever without any written permission from the OSS and SODO.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
41. Organizing, participating in, and/or supporting any activity inside or outside the school campus, without approval from the OSS or SODO or to the appropriate school authorities	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



42. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
43. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters about the College.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
44. Embezzlement of funds of a student organization or student council.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
45. Refusal to comply with the instruction, summons, and/or notices given/issued for purposes of an investigation conducted in connection with discipline-related offenses, or any matters related/in connection to the official function of the College by law.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion



46. Perjury/lying or giving false statements in any administrative proceeding and/or presenting false documents to mislead an investigation during the administrative proceedings.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
47. Violation of any penal statute or rules and regulations promulgated by the Commission on Higher Education (CHED), of the policies and regulations of SPAMAST, or any valid order by proper authorities.	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
48. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion
49. Any other acts that compromise the name and reputation of SPAMAST as a premier educational institution	Suspension for less than one semester, with or without community service	Suspension for one semester or more, with or without community service	Non-readmission to the College	Expulsion

3.1.2.2.3 The disciplinary action that may be imposed for violation of the disciplinary grounds above may take the form of expulsion, suspension from the College, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrollment, exclusion from any class, reprimand warning, or expression of apology;



3.1.2.2.4 The gravity of the offenses committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

3.1.2.2.5 The Dean of the Institute may impose the penalty of suspension for a period not exceeding (1) semester. If he or she deems suspension for a longer period or expulsion warranted, he or she shall so recommend to the Vice President for Academic Affairs, who shall refer the case to the President for final decision.

3.2 A STEP-BY-STEP STUDENT CONDUCT PROCESS

3.2.1 REPORT OF STUDENT MISCONDUCT

3.2.1.1 All College Personnel and students are responsible for reporting misconduct by a student that they witness of which they have evidence.

3.2.1.2 Any person who becomes aware of misconduct by a student should notify the matter of the Disciplinary Officer. This can be done by using the Incident Report Form. Where appropriate, relevant documentary evidence must be provided to support the misconduct allegation.

3.2.1.3 SPAMAST Personnel who become aware of misconduct by a student through some other means (for instance, reported them in person) will ensure that the matter is reported through the correct channel either by advising and attaching any evidence to their report.

3.2.1.4 The College will not usually accept anonymous allegations of misconduct.

3.2.2 CHARGE LETTER/ CALL SLIP.

3.2.2.1 If warranted, an accused student will be sent a charge letter informing him/her of an allegation of his or her misconduct and his or her responsibility to set-up a meeting known as a preliminary briefing with the SODO. Each respondent required to answer in writing within five (5) days from receipt of the charges. Formal investigation held on notice.

3.2.3 INFORMAL RESOLUTION

3.2.3.1 Minor conduct issues can sometimes be dealt with informally without initiating the disciplinary process. Staff who observe conduct that may cause concern if repeated may inform the SODO Coordinator, who may discuss the concerns with you. An informal verbal warning may sometimes be given, which will not form part of your formal disciplinary record. A note of any such informal discussions and oral warnings may be held on the SODO Coordinator's files for one full academic year following the date of the incident. Formal steps may be taken under this procedure if the SODO Coordinator reasonably believes that the conduct is likely to be repeated or if the behavior is repeated.



3.2.4 FORMAL INVESTIGATION: INVESTIGATION BY THE SODO COORDINATOR/PRELIMINARY BRIEFING

3.2.4.1 Upon receipt of an allegation of misconduct, the SODO Coordinator will record the matter and forward the reports to the relevant offices as soon as possible.

3.2.4.2 Before starting the investigation, the SODO Coordinator should consider whether they could be deemed to have a conflict of interest, and if there is a conflict of interest, ask another suitably qualified person to take over the investigation. The SODO Coordinator can also refer the matter to a specialist interviewer in complex or sensitive matters where specialist skill and knowledge are required, e.g., in case of alleged sexual misconduct.

3.2.4.3 If there is no conflict of interest, the SODO Coordinator will review the allegation and determine whether the misconduct, if proven, could be considered a disciplinary offense. If so, the SODO Coordinator will conduct an investigation. If not, the SODO Coordinator may be dealt with informally or decide to take no further action.

3.2.4.4 The investigation will be started promptly within ten working days of the allegation. If you have reported an allegation of misconduct, you can track the progress of your claim and submit comments on your case. The College reserves the right to extend this during holidays and exam times.

3.2.4.5 As part of the investigation, the SODO Coordinator will:

3.2.4.5.1 Interview you;

3.2.4.5.2 Identify and interview any other relevant witnesses or obtain written witness statements from them; and

3.2.4.5.3 Seek documentary evidence where appropriate, such as logs from guards or other relevant evidence.

3.2.4.6 The SODO Coordinator will write to you at least three working days before the investigatory interview, inviting you to the interview and explaining the reason for the interview and the allegations made against you.

3.2.4.7 Suppose you fail to attend the investigatory interview without good reason or cannot do so on more than two occasions. In that case, the SODO Coordinator may continue with the investigation without interviewing you, provided the SODO Coordinator is satisfied that you were given due notice of the date and time of the meeting. The SODO Coordinator shall decide at their discretion what constitutes "good reason."

3.2.4.8 The SODO Coordinator will compile a decision that will include the allegations and a summary of the evidence gathered during the investigation, including copies of relevant documents and witness statements, including evidence and witness statements provided by the students in support of their case.



3.2.4.9 The SODO Coordinator may:

- 3.2.4.9.1 Dealt the matter informally;
- 3.2.4.9.2 Decide that no further action should be taken; or
- 3.2.4.9.3 Decide that there is a case to answer, and the matter should be referred to stage 2 of this procedure.

3.2.4.10 Suppose the SODO Coordinator decides that there is a case to answer. In that case, the SODO Coordinator will invite you to a disciplinary meeting or refer the matter to the Disciplinary Panel/Student Grievance Committee (SGC). Cases that the SODO Coordinator considers complex or may warrant your expulsion from the College will usually be referred to the Disciplinary Panel/Student Grievance Committee (SGC).

3.2.4.11 You will be informed of the decision of the SODO Coordinator within five working days of the conclusion of the investigation.

3.2.5 PRELIMINARY BRIEFING.

3.2.5.1 The preliminary briefing is a meeting designed to:

- 3.2.5.1.1 Inform the accused student of his or her rights in the student conduct process;
- 3.2.5.1.2 Provide the accused specific detail regarding the nature of the allegation;
- 3.2.5.1.3 To allow the accused student to ask questions about the process and for the accused student to officially respond to the misconduct charge.

3.2.5.2 Any accused student who fails to respond to the charge letter or attend the preliminary briefing will be sent a (3) subsequent notice informing them of a specific date and time for a hearing to review their case.

3.2.5.3 Instead of a preliminary briefing, an accused student also has the right to submit a waiver of Hearing, taking responsibility for a violation and waiving the right of the accused to participate in hearing. A student who chooses this option is not required to attend a preliminary briefing.

3.2.6 PRECAUTIONARY ACTION

3.2.6.1 If, after reviewing the allegation of misconduct and having carried out the relevant risk assessment, the SODO Coordinator decides that your continued access to the College creates a significant risk in one or more of the following situations, namely:

- 3.2.6.1.1 There may be a recurrence of unacceptable conduct by any one or more student.
- 3.2.6.1.2 Staff, service users, or any student may be harmed and or
- 3.2.6.1.3 Due process under this procedure may be inhibited or impede.



- 3.2.6.2 The SODO Coordinator may decide that you be suspended temporarily from access to all or any part of the college premises, college activity, placement/internship, and professional work experience until the disciplinary procedure is concluded or conditions are placed on you. The decision of the SODO Coordinator will be sent to you via email and hard copy.
- 3.2.6.3 The SODO Coordinator will immediately submit a record of the decision to suspend and or place conditions on you to the Vice-President for Academic Affairs, Student Services Director, and Dean, with clear reason.
- 3.2.6.4 The decision to suspend and to place conditions on you will be only made where the risk level is high and where there are no alternative measures that could be put in place instead to mitigate the risk. It is, therefore, a preventive rather than a punitive measure.
- 3.2.6.5 Any suspension/conditions will be limited to a specified period and reviewed regularly by the SODO Coordinator but may be extended where necessary.
- 3.2.6.6 You can appeal against a precautionary decision to suspend and or place conditions on you to the Vice-President for Academic Affairs within five working days of the date of the decision letter. The VPAA will notify you of the decision within five working days of receipt of your appeal.
- 3.2.6.7 You can also request that the SODO Coordinator review the precautionary action decision if you can demonstrate that there has been a material change in the circumstances of the case.
- 3.2.7 *Disciplinary Meeting/Disciplinary Panel Hearing (SODO Coordinator Disciplinary Meeting/Disciplinary Panel Meeting/Student Grievance Committee)*
- 3.2.7.1 The SODO Coordinator will invite you to attend a disciplinary meeting, providing a date, time, and place. The meeting will be held as soon as reasonably possible, but you will be given at least seven working days' notice to prepare your case based on the information provided by the College.
- 3.2.7.2 The notice will set out the allegations against you, the basis of those allegations, and the likely range of penalties if it is decided after the disciplinary meeting that the allegations are true.
- 3.2.7.3 The SODO coordinator will also provide copies of your case's relevant documents. In limited circumstances (e.g., a risk of harm to the witness), a witness's identity may be kept confidential unless doing so would prejudice the fairness of the proceedings.



- 3.2.7.4 The disciplinary meeting aims to discuss the evidence gathered and allow you to make representations. The SODO Coordinator will decide whether the allegation is proven based on the evidence and your representations. Suppose the allegation is proven, depending on the nature of the disciplinary offense. In that case, the SODO Coordinator will ask you to submit any evidence in mitigation to decide on the appropriate penalty.
- 3.2.7.5 If you or your companion cannot attend the disciplinary hearing/meeting, inform the SODO Coordinator immediately, and the SODO Coordinator will arrange an alternative time. You must make every effort to participate in the meeting, and failure to attend without good reason may be a disciplinary offense. Suppose you fail to attend without good reason or cannot do so on more than two occasions. In that case, the SODO Coordinator may decide, based on the available evidence provided, that the SODO Coordinator is satisfied that you were given due notice of the date and time of the meeting. The SODO Coordinator shall decide at their discretion what constitutes "good reason."
- 3.2.7.6 The SODO Coordinator will notify you in writing of the outcome of the disciplinary hearing, the reasons for the decision, and (where relevant) any penalty imposed within seven working days of the meeting. You will also be informed of your right to request a Review.

3.2.8 *Disciplinary Panel Meeting/Student Grievance Committee*

- 3.2.8.1 The Disciplinary Meeting/Student Grievance Committee hearings are undertaken when the SODO Coordinator refers the case.
- 3.2.8.2 The Secretary to the Disciplinary Panel Meeting will, within ten working days of the referral by the SODO Coordinator, invite you to attend a Disciplinary Panel/Student Grievance Committee hearing, providing the date, time, and place of the hearing. The hearing will be held as soon as reasonably possible, but you will be given at least seven working days' notice to prepare your case based on the information provided by the College.
- 3.2.8.3 The notice will set out the allegations against you, the basis of those allegations, and the likely range of penalties if it is decided after the disciplinary hearing that the allegations are true.
- 3.2.8.4 The Secretary of the Disciplinary Panel/Grievance Committee will also include the following:
- 3.2.8.4.1 A summary of relevant evidence gathered during the investigation;



- 3.2.8.4.2 A copy of any relevant documents which will be relied on at the disciplinary hearing; and
- 3.2.8.4.3 A copy of any relevant witness statements. In limited circumstances, a witness's identity may be kept confidential unless doing so would prejudice the fairness of the proceedings.
- 3.2.8.5 You will be invited to respond to the allegations in writing. All written documents you wish to rely on must be received by the Secretary to the Disciplinary Panel/Student Grievance Committee at least three working days before the disciplinary hearing.
- 3.2.8.6 The Disciplinary Panel/Student Grievance Committee shall consist of:
- 3.2.8.6.1 Chairman;
 - 3.2.8.6.2 SODO Coordinator;
 - 3.2.8.6.3 Guidance Counsellor;
 - 3.2.8.6.4 Chairman of the Department;
 - 3.2.8.6.5 Faculty Representative; and
 - 3.2.8.6.6 Student Representative.
- 3.2.8.7 Suppose you or your companion cannot attend the disciplinary hearing/meeting. In that case, you should inform the Chair of the Disciplinary Panel/Student Grievance Committee immediately, and the SODO Coordinator will arrange an alternative time. You must make every effort to attend the meeting, and failure to attend without good reason may be a disciplinary offense. Suppose you fail to attend without good reason or cannot do so on more than two occasions. In that case, the SODO Coordinator may decide, based on the available evidence provided, that the SODO Coordinator is satisfied that you were given due notice of the date and time of the meeting. The SODO Coordinator shall decide at their discretion what constitutes "good reason."
- 3.2.8.8 At the disciplinary hearing, the SODO Coordinator will present the case against you, including any previously disclosed evidence. You will be able to respond and present any evidence of your own.
- 3.2.8.9 Both you and the SODO Coordinator may ask relevant witnesses to appear at the disciplinary bearing. You must give the Disciplinary Panel/Student Grievance Committee at least three working days' advance notice to arrange their attendance. You will be allowed to respond to any information a witness gives and ask a witness a question.
- 3.2.8.10 The disciplinary hearing may be adjourned at the discretion of the Chair in the interest of fairness, e.g., new evidence that could not have reasonably been disclosed per the prescribed time scales under this procedure.



- 3.2.8.11 Following the disciplinary hearing, the members of the Disciplinary Panel will consider whether the allegation made against you has been proven on the balance of probabilities.
- 3.2.8.12 If the allegation has not been proven, the Disciplinary Panel will write to you to confirm the outcome and the reasons.
- 3.2.8.13 Suppose the allegation is proven, depending on the nature of the disciplinary offense. In that case, the Disciplinary Panel will ask you to submit any evidence in mitigation to decide on the appropriate penalty.
- 3.2.8.14 A member of the Disciplinary Panel will notify you in writing of the outcome of the disciplinary hearing, the reasons for the decision, and any penalty imposed within ten working days of the hearing. You will also be informed of your right to request a Review.

3.2.9 *Disciplinary Outcome*

3.2.9.1 The Disciplinary Panel shall have discretion in choosing the appropriate penalty for any disciplinary offense under this procedure. The reasons for the choice of penalty shall be recorded in writing and shared with the SODO Coordinator.

3.2.9.2 Penalties under this procedure are as follows:

An action plan and conditions for improvement of your conduct (to be reviewed within two months of being issued) or

3.2.9.2.1 A formal written warning or

3.2.9.2.2 Community Service; or

3.2.9.2.3 Payment of compensation; or

3.2.9.2.4 Partial or full suspension or

3.2.9.2.5 Expulsion from the College.

3.2.9.3 The penalties described are indicative only, and other penalties may be imposed to account for the offense's particular circumstances and your previous disciplinary record.

3.2.9.4 If you are found to have committed a second offense, you may, in appropriate circumstances, be referred to the College Guidance and Counseling Service.

3.2.9.5 In exercising discretion in deciding on a penalty, the SODO Coordinator or the Disciplinary Committee shall have regard to the following:

3.2.9.5.1 Whether another body has already taken action.

3.2.9.5.2 Whether there is remorse on your part (for instance, evidence that you have apologized, made restitution, or improved your behavior since the incident);



- 3.2.9.5.3 Any professional body standards or regulations that apply and
- 3.2.9.5.4 Any mitigating or aggravating factors. Multiple or repeated incidents of misconduct may be more severe than a simple act of misconduct. Previous findings may be considered when determining what penalty should be imposed.
- 3.2.9.6 Suppose your conduct has been proven motivated by hostility or prejudice. The SODO Coordinator or the Disciplinary Panel will likely impose a more severe penalty.
- 3.2.9.7 Suppose there is clear evidence that your conduct caused material loss or damage. In that case, the SODO Coordinator or Disciplinary Panel may require you to pay financial compensation to the person or persons who suffered the loss or damage.
- 3.2.9.8 If you have a College Dormitory Accommodation Agreement and your conduct has been proven to constitute a disciplinary offense, the SODO Coordinator or Disciplinary Panel will terminate your Accommodation Agreement.
- 3.2.9.9 Suppose you have a College Dormitory Accommodation Agreement, and your conduct has been proven to constitute a disciplinary offense punishable by expulsion from the College. In that case, the College reserves the right to terminate your Accommodation Agreement.
- 3.2.9.10 A decision to impose a partial or full suspension will partially or fully restrict your access to the College premises, activities, services, placements/internships, and professional or work experience during the suspension. You shall be entitled to use the Guidance and Counseling Service during the suspension unless expressly prohibited by the SODO Coordinator or Disciplinary Panel on health and safety grounds.
- 3.2.10 *Review Request on Limited Grounds*
- 3.2.10.1 Suppose you are dissatisfied with Stage 2 (2.8) of the Disciplinary procedure outcome. In that case, you have ten working days to request a Review of that decision by submitting a request to the Director of Student Services in writing. The College will generally acknowledge your request within five working days of receiving it.
- 3.2.10.2 A request for Review will be granted on limited grounds, namely:
- 3.2.10.2.1 There was a procedural irregularity at the formal stage (e.g., there was a material failure by the College to follow the Student Disciplinary Procedure, clear reasons were not provided for the decision, or there is evidence of bias);



3.2.10.2.2 The outcome was not reasonable in all circumstances (e.g., no reasonable decision-maker, appropriately directing themselves and taking into account the relevant facts, could have reached those decisions); and

3.2.10.2.3 New material evidence is available, which you were unable, for a valid reason, to provide earlier in the process.

3.2.10.3 You should set out your concerns clearly and succinctly and provide supporting evidence. You must explain how your request for a Review fall within or more of the set grounds.

3.2.10.4 The Director of Student Services will decide whether your request for a Review is based on the permitted grounds and, hence, eligible to be considered and will notify you within five working days of receiving the request.

3.2.10.5 If the Director of Student Services believes that the grounds are not satisfied, you will be informed of the decision to reject your request for a Review, and a Completion of Procedures letter will be issued to you.

3.2.11 *Review by Academic Council/Finality and Effect of Decision*

3.2.11.1 If the Director of Student Services believes that one or more of the grounds for Review Apply to your case, it will be referred to the Academic Council. The Academic Council will review all information collated for the original decision and any new evidence presented in the papers.

3.2.11.2 The outcome of the Review will be that the Academic Council either upholds the outcome of Stage 2 or Note 5 (2.8) or makes a different finding which overturns the outcome. The Academic Council may remit the matter to the Disciplinary Panel to consider again or reduce the penalty.

3.2.11.3 The decision taken at the Review stage is final. The final decision of the Review will be communicated to you in writing, with reasons, usually within 28 working days from your review request being accepted.

3.2.11.4 If the outcome of the Review is favorable to you, you can request the College to provide a Completion of Procedure (COP) within 30 days of the date of the outcome letter. Where such a request is made, a COP will be provided within 14 days of the request. If the outcome of the Review is unfavorable to you, a COP will be sent to you automatically within 28 days of the decision letter being issued.



4. RULES AND REGULATIONS GOVERNING ORGANIZED STUDENT ACTIVITIES

4.1 OPERATION OF STUDENT ORGANIZATION

- 4.1.1 **Student Organization-** These refer to the recognition/ accreditation, supervision and monitoring of student groups including the evaluation of their activities.
- 4.1.2 The institution recognizes the rights of the student to: (1) govern themselves as student body; (2) be transparent and accountable to their constituents; (3) and be represented in various for a where the students need to be consulted.
- 4.1.3 The Student Organization and Discipline Office (SODO) has a system of accreditation, and re-accreditation, monitoring and evaluation using the participatory institutional procedures and processes in recognition of basic rights to organize as stipulated in the SPAMAST Manual of Operation and Student Manual. Requirements and procedures for recognition/accreditation of student groups are widely disseminated.
- 4.1.4 The Office of the President appoints a Student Organization and Discipline Office Coordinator every year to take charge of the registration and renewal of the student organizations in SPAMAST as well as the keeping of documents of student organizations.
- 4.1.5 Student organizations are encouraged to register/renew to the Student Organization and Discipline Office every semester. In order to be recognized as accredited organization, requirements should be complied and submitted to the SODO coordinator.
- 4.1.6 The SODO Coordinator conducts regular orientation to the Student Organization officers and Advisers on the school policies concerning student organizations to guide them in their operations.
- 4.1.7 Student organizations are encouraged to include in their Constitution and by-laws facilitation and/or participation to activities on anti-drug abuse, awareness and drug abuse prevention initiated by the college in partnership with other Government and Non-government Organizations.
- 4.1.8 The institution recognizes student organizations which greatly contributed to the welfare of the whole institution every year by giving certificate of recognition as one of the highlights during the Foundation week celebration of SPAMAST. Graduating Officers of the student organizations are also given certificates during the recognition program for their contributions to the welfare of their respective organization and the college as a whole.



4.2 Policies and Guidelines on Recognition of Organization

- 4.2.1 Recognition of student organizations shall be done by the OSAS based on performance of the previous semester or summer term, and compliance of requirements for the current period;
- 4.2.2 Fraternities, Sororities, political organizations should be registered in the student organizations and discipline office (SODO) of the OSAS; and
- 4.2.3 New organizations shall be on probation during its first semester of summer term of operation or existence and may be recognized upon satisfactory performance and compliance of requirements.

Note: Failure of organizations to comply with stipulated terms and conditions herein stated, gross violations of school politics and objectives, and/or unsatisfactory performance may result in the withdrawal of recognition

4.3 Types of Student Organizations- Student organizations may be classified according to their scope of membership or nature of activities.

- 4.3.1 Based on scope of membership, student organizations may be of two (2) kinds:

- 4.3.1.1 College Organizations. These are student organizations whose members belong exclusively to one college.

- 4.3.1.2 Class Organizations. These are organizations whose members belong to academic program courses.

- 4.3.2 Based on the nature of their activities, student organizations may be classified as:

- 4.3.2.1 College Student Councils;

- 4.3.2.2 Publication;

- 4.3.2.3 Interest Groups;

- 4.3.2.4 Fraternities and Sororities;

- 4.3.2.5 Chapters/Branches of Recognized National or Regional Organizations;

- 4.3.2.6 Cultural Performing Groups of the College; and

- 4.3.2.7 Academic-based Organizations

4.4 Registration of Student Organizations. Student organizations, in order to operate legitimately, have to be registered by the college. College organizations are granted recognition by the SODO. A group of 10 or more currently enrolled students may form a registered student organization by complying these following requirements:

- 4.4.1 Duly accomplished Registration Form;

- 4.4.2 Application for Registration or Accreditation;

- 4.4.3 Affidavit of Consent by the adviser;

- 4.4.4 Constitution and By-Laws to govern the organization and ensure a version is on file with the SODO. Ordinarily, every constitution contains articles covering these subjects:

- 4.4.4.1 Name of the organization;

- 4.4.4.2 Purpose;

- 4.4.4.3 List of Officers;

- 4.4.4.4 List of Members;

- 4.4.4.5 Meetings;

- 4.4.4.6 Executive Board (if needed);

- 4.4.4.7 Committees;

- 4.4.4.8 Parliamentary authority to be followed by the organization;



- 4.4.4.9 Amendments (prescribing procedure for making changes to the Constitution);
- 4.4.4.10 Registration Renewal;
- 4.4.4.11 List of Officers and Members;
- 4.4.4.12 Report of Activities/Accomplishment Report (from the previous academic year);
- 4.4.4.13 Financial Statements;
- 4.4.4.14 Work Plan (current academic year);
- 4.4.4.15 Extend membership without biases prohibited by applicable law, including but not limited to gender, race, color, nationality, religion, age, veteran status, disability, marital status or sexual preference; and an
- 4.4.4.16 Agreement to conduct organization affairs in accordance with the institutional regulations.
- 4.4.4.17 Agreement to participate in activities on anti-drug abuse, awareness and drug abuse prevention and anti-hazing law and other activities initiated by the college in partnership with other Government and non-government Organizations.

4.5 *Rights of Registered Student Organizations.* Registered student organizations are entitled to the following right and privileges:

- 4.5.1 Recognized student organizations may use the name of the College in their official titles. Use of the College's trademarked images and logos is also a privilege of recognized student organizations.
- 4.5.2 Student organizations can place flyers/materials on general purpose bulletin boards throughout campus.
- 4.5.3 Use of campus facilities (grounds, classrooms, conferences, buildings, etc. for free, subject to rules and regulations on the use of such and provided official academic activities are not prejudices.
- 4.5.4 Representation through SPAMAST Supreme Student Government in standing committees which concerns student welfare and interest.
- 4.5.5 For fully registered student organizations, their officers or members may be appointed representatives of the Institutes in community activities as requested or recommended by the Institute Dean.

4.6 *Limitation on the Rights and Privileges of Student Organizations.* Fraternities and sororities are subject to the following rules: (a) first year students are absolutely banned from joining any fraternity or sorority. Any fraternity or sorority which permits or invites freshmen to join any activities shall have its recognition cancelled; (b) initiation of students, which inflict physical or moral damage, is strictly prohibited.

4.7 *Submission of Annual Work and Financial Plan.* The annual work and financial plans of registered organizations are to be submitted within two weeks after the start of classes during the semester or upon notice by the SODO. Failure to submit the annual report on time shall prevent the organization of taking activities in the campus. Registered organization must seek permit to conduct the activity at the SODO two (2) days before the scheduled activity and parent's consent for outside activity. Submit activity completion with attach photo documentation and cash flows after the activity.



4.8 *The Adviser and the Officers*

4.8.1 Full time faculty and regular professional staff shall become adviser of any student organization. Proper consultation with the respective Department Chairman and dean shall be made before accepting the advisership. A permission letter noted by the Department Chairman, recommended for approval by the Dean of Institute, and approved by the campus director shall be submitted to the SODO. On the other hand, a non-teaching staff, by virtue of special knowledge and expertise in the field of interest of a student organization, may also be asked to co-advise.

4.8.2 The SODO Coordinator will submit complete list of student organizations with advisers noted by the Director for Student Services and Campus Director, recommended for approval by the Vice President for Academic Affairs, and approved by the College President. A Special Order may be issued by the College President at the end of the school year upon request of the Director for Student Services with attached accomplishment reports of the advisers of the organizations.

4.8.3 Duties and responsibilities of the adviser are to be embodied in the Constitution and By-Laws of the organization. Adviser's responsibility extends to both on and off-campus activities. The adviser, a more experienced and concerned mentor-elder in the college, provides advice to the members of the organization not only on how to achieve organizational goals but also on the development of individual members as responsible and concerned citizens.

4.8.4 The duties and responsibilities of the adviser are the following:

4.8.4.1 Guide and assist students in the annual planning of activities;

4.8.4.2 Supervise and guide students in the conduct of the year-round activities;

4.8.4.3 Supervise the preparation and submission of the annual organization reports; and

4.8.4.4 Conduct regular meetings and consultations with the officers and members of the organization;

4.8.4.5 Ensure that all organizational activities observe college policies and standards;

4.8.4.6 Make self-available to the officers and members of the organization for consultation;

4.8.4.7 Encourages officers to maintain accurate organization records;

4.8.4.8 Advise and consult organization officers on budgets and other financial affairs;

4.8.4.9 Attend Student Organization Council training meeting on an annual basis;

4.8.4.10 Promote involvement and discussion among members of the organization; and



4.8.4.11 Attend organization meetings as often as possible.

4.8.5 The qualifications required for the officers are the following:

4.8.5.1 The officer of a student organization must be a resident of the College for at least one (1) semester;

4.8.5.2 No student with a grade of “INC” or “5.0” in the semester immediately preceding the term of office may become an officer of the organization, except when these grades have been completed, removed, or re-enrolled and passed during the summer term. Officers of all organizations are required to have a weighted average grade of “3.0” as certified by the Office of the College Registrar or Student Scholastic Book that is duly signed by an authorized person. Certifications of good moral standing also need to be presented as qualifications;

4.5.8.3 A student may hold the position of President (or its equivalent) in only one (1) organization within any given semester.

4.5.8.4 The officers and adviser/s are jointly responsible for the conduct and discipline of the organization. Like that of the adviser/s, activities held inside and outside of the campus are also responsibilities of the officers.

4.9 *Change of Name of a Registered Student Organization.* To change the name of an organization, a student officer must submit the following information to the SODO Coordinator:

4.9.1 Updated registration form; and

4.9.2 Updated constitution that reflects the change of name

4.10 *Web Pages for Registered Student Organizations*

Student organizations desiring a website should create and fund their own separate from the school services website. However, student organizations interested in providing relevant information for posting on FACEBOOK Page, (<https://www.facebook.com/spamastSODO>) may visit the Student Organization and Discipline Office (SODO).

4.11 *Funding Opportunities available for Registered Student Organizations*

4.11.1 It is the responsibility of the members of student organizations to know and abide by all College policies pertaining to fund-raising.

4.11.2 Registered student organizations wishing to hold a fund-raising event must submit and activity design prepared by the organization and signed by the organization adviser, noted by SODO Coordinator and Director for Student Services, recommended for approval by the Vice-President for Academic Affairs and approved by the College President. It may be necessary for some co-curricular organizations to have additional approval from department heads, instate deans and campus directors.



- 4.11.3 Fund raising is defined as any event, program or activity in which money or items are collected (ex. donations, ticket sales, sale of items, collection of canned goods, etc.). Gaining monetary compensation by providing a service to SPAMAST is not considered a fund-raising activity.
- 4.11.4 Fund raising events may not disrupt or impair the normal operation of the College. The College reserves the right to determine the time, place and manner of fund raising. As a matter of operational policy, the College has restricted fund raising on campus to exclude academic buildings and their environs. Other buildings may have additional policies governing fund raising activities.
- 4.11.5 Raffles, lotteries and similar games of chance are considered to be gambling. Illegal gambling is prohibited by state law and by the Student Conduct Code.
- 4.11.6 Student organizations may not engage in fund raising activities in which the student organization merely serves as the agent of a non-SPAMAST entity to sell its products or provide services for it.
- 4.11.7 No student organization may promote or sell alcoholic beverages. Alcoholic beverages may not be served at any student organization event.
- 4.11.8 The use of college facilities by registered student organizations must be at no direct cost to the college. Registered student organizations must reimburse the college for the cost of facilities, janitorial services and direct costs incurred to the university by making the facility available for the student-sponsored fund-raising event. Dependent upon the policies of the campus facility in use, the university reserves the right to assess charges for facilities when an admission fee is charged to participants of an event.
- 4.11.9 Student organizations may not use the SPAMAST logo or other indicia without prior approval from the President Office. This approval includes, but is not limited to, T-shirts, hats and calendars.

5. OPERATION OF THE STUDENT COUNCIL

5.1 *Student Council.* This refers to the SPAMAST Supreme Student Government (SSSG), student body duly organized and elected at large by the students themselves, with due recognition and authority from the SPAMAST, as the students' official representative in matters affecting them.

5.1.1 SPAMAST recognizes the right of the students to govern themselves as a student body, to be transparent and accountable to their constituents; and be represented in various for a where the students need to be consulted.

5.1.2 SPAMAST ensures transparency in the development/revision of guidelines and procedures for the student council/ government.

5.1.3 The Supreme Student Government (SSG) is the most powerful and highest governing body in the Institution. It composed of officers duly elected by the entire student body in the tertiary level. It represents the voice of the student entry with the following duties and responsibilities:



- 5.1.3.1 To develop school spirit among the students and promote their general welfare;
- 5.1.3.2 To organize and direct student activities of the nature described;
- 5.1.3.3 To inform the President, the Director of Student Services, the SODO, and the Institute Deans on student matters, affairs, and activities;
- 5.1.3.4 To exercise such powers and perform such other functions in accordance with laws and regulations.
- 5.1.3.5 The composition of the SSG, its officers, and the matter of electing its members and officers shall be in accordance with rules and regulations promulgated by the SODO. The Federation President shall be ex-officio member of the Administrative/Academic Council during his/her term.

IV - STUDENT SERVICES

1. **SCHOLARSHIP SERVICES**- The Scholarship Office is one of the Student Services Units that facilitates the processing and availment of scholarships and grants offered to students either by the institution, the national and local government, or by any interested individual, group of persons or company for both new and continuing students including the Free Higher Education (FHE) availment of all qualified and officially enrolled students in the institution.

2. Types of Scholarships and Grants

Scholarship	Description With Legal Basis	Eligibility/Qualification	Benefits	Grounds For Termination
Institutional Scholarships				
Entrance Scholarship (With Highest Honor)	SPAMAST Approved per BOT Res. No 007 Dated May 17, 2018 "Proposed Increase of Stipend on SPAMAST Entrance Scholarship" SPAMAST Entrance scholarship was approved through BOT Resolution No. 860 dated June 30, 2015 and was fully implementation in SY 2011-2012. This scholarship was first provided with free tuition and stipend only to first year students who were valedictorians (With Highest Honor) during high school and to those showed impressive academic performance with in the semester.	<ol style="list-style-type: none"> 1. Qualified students will be advised to enroll in board programs 2. There will be two slots per board program, per specialization and per year level 3. Students will continue to enjoy the scholarship in the next semester upon meeting the GPA requirements: 1.50 or better. 	Semestral Stipend 7,000.00	<ul style="list-style-type: none"> ● Failing grades, INC, IP, NO Grade ● Failure to maintain the requires General Percentage Average ● Have been suspended and expelled due to disciplinary problems or scholastic deficiency based on SPAMAS student manual ● Dropping from school within the semester
Entrance Scholarship (With High Honor)	SPAMAST Approved per BOT Res. No 007 Dated May 17, 2018 "Proposed Increase of Stipend on	<ol style="list-style-type: none"> 1. Qualified students will be advised to enroll in board programs 	Semestral Stipend	<ul style="list-style-type: none"> ● Failing grades, INC, IP, NO Grade



	<p>SPAMAST Entrance Scholarship*</p> <p>SPAMAST Entrance scholarship was approved through BOT Resolution No. 860 dated June 30, 2015 and was fully implementation in SY 2011-2012. This scholarship was first provided with free tuition and stipend only to first year students who were salutatorians (With High Honor) during high school and to those showed impressive academic performance with in the semester.</p>	<p>There will be two slots per board program, per specialization and per year level</p> <p>Students will continue to enjoy the scholarship in the next semester upon meeting the GPA requirements: 1.75 or better.</p>	<p>5,000.00</p>	<p>Failure to maintain the requires General Percentage Average</p> <p>Have been suspended and expelled due to disciplinary problems or scholastic deficiency based on SPAMAS student manual</p> <p>Dropping from school within the semester</p>
<p>Presidents List</p>	<p>Revised Guidelines of the Scholarship Grants-In-Aid from the General Fund (Fund 101) (Academic Scholarship) Approved BOT Res. No. 641 dated September 13, 2012</p> <p>With the aim of attracting more intelligent students, a proposed revision of guidelines of the new grants-in-aid privileges is conceptualized. This scholarship is mainly intended to students who op to enroll in the board programs. The ultimate purpose of this scholarship program is to motivate students to strive more in their studies and hope more passers in the licensure examination.</p>	<p>Must be an officially enrolled undergraduate student of SPAMAST.</p> <p>Must have taken regular load prescribed in the curriculum during the previous semester.</p> <p>Must have no failing grade, INC, IP and NO grade in any academic or non-academic subject.</p> <p>Have no final grade lower than 2.25 and /or incomplete in any academic subject whether prescribed or not in his/her curriculum which he/she has taken in the college.</p> <p>Has not availed of any government/private scholarship and/grants, or any scholarship from the institution.</p> <p>Must Obtain General Percentage Average of: 1.00-1.50</p>	<p>Semestral Stipend</p> <p>3,500.00</p>	<p>Failing grades, INC, IP, NO Grade</p> <p>Failure to maintain the requires General Percentage Average</p> <p>Have been suspended and expelled due to disciplinary problems or scholastic deficiency based on SPAMAS student manual</p> <p>Dropping from school within the semester</p>
<p>Dean's List</p>	<p>Revised Guidelines of the Scholarship Grants-In-Aid from the General Fund (Fund 101) (Academic Scholarship) Approved BOT Res. No. 641 dated September 13, 2012</p> <p>With the aim of attracting more intelligent students, a proposed revision of guidelines of the new grants-in-aid</p>	<p>Must be an officially enrolled undergraduate student of SPAMAST.</p> <p>Must have taken regular load prescribed in the curriculum during the previous semester.</p> <p>Must have no failing grade, INC, IP and NO grade in any academic or non-academic subject.</p> <p>Have no final grade lower than 2.25 and /or incomplete in any academic subject whether prescribed or</p>	<p>Semestral Stipend</p> <p>2,500.00</p>	<p>Failing grades, INC, IP, NO Grade</p> <p>Failure to maintain the requires General Percentage Average</p> <p>Have been suspended and expelled due to disciplinary problems or scholastic deficiency based on SPAMAS student manual</p>



Dean's List	privileges is conceptualized. This scholarship is mainly intended to students who opt to enroll in the board programs. The ultimate purpose of this scholarship program is to motivate students to strive more in their studies and hope more passers in the licensure examination.	not in his/her curriculum which he/she has taken in the college. Has not availed of any government/private scholarship and/grants, or any scholarship from the institution. Must Obtain General Percentage Average of: 1.51-1.75	Dropping from school within the semester
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Government Sponsored Scholarships and Grants

CHED-UniFAST Scholarships and Grants

Scholarship	Description With Legal Basis	Eligibility/Qualification	Benefits	Grounds For Termination
CHED Scholarship Program (CSP)	<p>Priority Courses for CHED Scholarship Programs (CSPs) for Academic Year 2021-2022</p> <p>CMO 8 Series of 2019 Policies and Guidelines for CHED Scholarship Programs CSPs</p> <p>CMO 10 Series of 2019 Amendments to CMO 08 Series of 2019 The Policies and Guidelines for CHED Scholarship Programs</p> <p>CMO 11 Series of 2021 Amendments to Section 6 and 12 of CMO No. 08, Series of 2019 Entitled "Policies and Guidelines for CHED Scholarship Programs (CSPs)"</p> <p>CHED Scholarship Program (CSP) StuFAPs aims to provide financial assistance to students who are enrolled in authorized public or private Higher Education Institutions (HEIs). This helps to ensure that education shall be accessible to all especially to underprivileged and deserving students.</p>	<p>A student-applicants must comply with the following criteria to qualify for the scholarships and grants:</p> <p>Filipino citizen</p> <p>Graduating high school student/High school graduate with general weighed average (GWA) of at least 90% or its equivalent computed as follows:</p> <p>If completed grade 11+ 1st semester of grade 12 then grade is computed as ((Average GWA of Grade 11) + GWA of grade 12)/3*70%</p> <p>If completed Grade 12 the grade is computed as 12GWA*70%</p> <p>Combined annual gross income of parent/s, guardian which does not exceed Four Hundred Thousand Pesos (PhP 400,000.00), or in cases where the income exceeds PhP 400,000.00 an applicant must present a written certification or medical finding of illness of a family member, or school certifications of two or more dependents enrolled in college; and</p> <p>Aside from the requirements hereof, those students-applicants belonging to the special group of person such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA No. 8972, Senior Citizens under RA 9994), and Indigenous Peoples under 8371, shall submit certifications and/or Identification Cards (IDs) issued by the appropriate offices or agencies</p>	<p>Full SSP Annual Allowance: 80,000.00</p> <p>Half SSP Annual Allowance: 40,00.00</p>	<p>Enrollments in non-recognized or non-priority program;</p> <p>Failure to maintain a GWA of at least 85% or its equivalent for full scholars and 80% or its equivalent for half scholars. A graduating scholar who fails to maintain the required GWA may file an appeal to CHEDRO for reconsideration, within fifteen (15) days from notice of the GWA;</p> <p>No carrying a regular load in accordance with Section 15 (15.3) of Article XII of this CMO hereof;</p> <p>Dropping out, deferment of scholarship grant for more than the period prescribed in Section 16.1(b) of Article XIII of his CMO, shifting to another program or transferring to another HEI without approval from concerned CHEDRO</p> <p>Submission of Fake news or spurious documents;</p> <p>Final conviction of an offense involving moral turpitude;</p> <p>Participation or involvement in fraternity or sorority related hazing activities, as determined by the concerned HEI'</p> <p>Non-completion of the degree program; and</p> <p>Other causes analogous to the foregoing.</p>



<p>Tulong-Dunong Program (TDP-TES)</p>	<p>Memorandum Circular No. 02 Series of 2022 UniFAST MC No. 2, series of 2021</p>	<p>An applicant for this grant must be a Filipino citizen with a combined household (parents/guardian) gross income which shall not exceed Four Hundred Thousand Pesos (PhP400,000.00) and may be classified as one of the following</p> <p>New TDP-TES Grantees must be enrolled in any first undergraduate degree in SUCs, CHED-Recognized LUCs, and Private HEIs that are in the CHED Registry of Programs and Institutions</p> <p>Ongoing Grantees must be a TDP-TES beneficiary with a corresponding TES-TDP Award number and is currently enrolled in he presents academic year, in any SUCs, CHED-Recognized LUCs, and Private HEIs that are in the CHED Registry of Programs and Institutions</p>	<p>Semestral Allowance:</p> <p>7, 500.00</p>	<p>Failure to confirm acceptance of the award with 15 calendar days from receipt of Notice of Award (NOA);</p> <p>Failure to meet the admission and retention policies of the HEIs where they are enrolled;</p> <p>Failure to enroll a regular load per term, as determined and certified by his/her respective HEI;</p> <p>Grantees who fail to enroll for one (1) academic term with no leave of absence (LOA);</p> <p>Grantees who fail to enroll for at least two (2) academic terms within an academic year;</p> <p>Failure to secure approval from concerned CHEDRO on dropping out from school, deferment of the grant, or transferring to another program or HEI;</p> <p>Grantees suspended by their HEI for one (1) academic term or more;</p> <p>Grantees expelled from their HEI;</p> <p>Grantees who fail to complete their bachelor's or comparable undergraduate degree a year after the period prescribed in their programs;</p> <p>Grantees who have been found to have submitted falsified documents; and,</p> <p>Availment of multiple national government-funded assistance, except for Free Higher Education in SUCs and LUCs under R.A 10931 OR THE Universal Access to Quality Tertiary Education Act.</p>
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<p>Tulong Agri-Program (TAP)</p>	<p>CHED MEMORANDUM ORDER (CMO) No. 24, series of 2021.</p> <p>This grant is only for students who are enrolled in Agriculture, Agricultural Engineering, Agricultural Technology, Doctor in Veterinary Medicine, Forestry, Fisheries Education. This is open for Public and Private HEIs S.Y. 2021-2022.</p> <p>The Tulong-Agri Program (TAP) shall be accessible to qualified and deserving Filipino students who will or are enrolled in degree programs related to agriculture, fisheries, forestry, food technology, and veterinary medicine education, as well as other related agricultural and fisheries education, including the hybrid programs, in private higher education institutions (PHEIS), state universities and colleges (SUCs) or local universities and colleges (LUCs).</p>	<p>Filipino citizen; Graduating senior high school students/High school graduate/with earned units in college; with General Weighted Average (GWA) of 75% or its equivalent; and who will enroll or currently enrolled in the areas of agriculture, forestry, food technology, veterinary medicine education, and other related agricultural and fisheries the hybrid programs in PHEIS, SUCs or LUCs with Certificate of Program Compliance (COPC); Combined annual gross income of parents/guardian which does not exceed Four Hundred Thousand Pesos (Php400,000.00). In cases where the income exceeds PHP 400,000.00, the applicant must present a written certification or medical findings of illness of a family member, or school certifications of two or more dependents enrolled in college; Student-applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA NO. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371, shall submit certifications and/or Identification Cards (IDs) issued by the appropriate offices or agencies; and Not a recipient of any government funded financial assistance program</p>	<p>Stipend (PHP 2,500 per month)</p> <p>Book Allowance (PHP 200 per month)</p>	<p>Recipient of any government funded financial assistance program. Following the Memorandum Circular No. 02 Series of 2022</p>
<p>Tertiary Education Subsidy (TES)</p>	<p>MC No. 01 Series of 2022 IRR OF RA 10931</p> <p>TES is a grant-in-aid program under Republic Act 10931 to help qualified disadvantaged students and those residing and studying in cities and municipalities without public universities to support their studies.</p>	<p>Continuing ESGP-PA scholars in the SUCs effective AY 2018-2019; Students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and Students not part of the Listahanan 2.0, ranked according to estimate per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board; PWD students will be given additional allowance to cover expenses such as special services, personal</p>	<p>For SUCs</p> <p>Semestral Allowance: 20,000.00</p>	<p>For new applicants: Foreign citizens; Non-students; Students enrolled in HEIs or programs not included in the CHED registry of Programs and institutions Students already in their second undergraduate post-secondary programs; Students who are already beneficiaries of Tulong Dunong Program (TDP) and CHED Scholarship Programs (CSPs), and</p>



		<p>assistance, transportation, equipment and supplies that are reasonably incurred. (Section 23-d IRR of RA 10931)</p>	<p>other national government-funded StuFAPs; For student-applicants under the PNSL category, those who are not residing in the city or municipality where the HEI is located; and, Applicants who submitted falsified documents.</p> <p>For continuing grantees:</p> <p>Students who fail to enroll for one (1) academic term with no leave of absence (LOA)</p> <p>Students who fail to enroll for at least two (2) academic terms within an academic year</p> <p>Students suspended by their HEI for one (1) academic term or more</p> <p>Students expelled from their HEI;</p> <p>Students who fail to qualify under the admission and retention requirements of their HEL as certified by the HEL</p> <p>Students who fail to complete their bachelor's degree or comparable undergraduate degree a year after the period prescribed in their program:</p> <p>For continuing grantees under the concluding Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA), those who transfer to HEIs other than SUCs and Applicants who submitted falsified documents</p>
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Other Government Sponsored Scholarships and Grants				
Scholarship	Description With Legal Basis	Eligibility/Qualification	Benefits	Grounds For Termination
Bureau of Fisheries and Aquatic Resources (BFAR)	<p>The Fisheries Scholarship Program (FSP) is one of the banner programs of the Bureau of Fisheries and Aquatic Resources (BFAR) which aims to provide educational assistance to deserving children of registered municipal fisher folk to pursue higher education and eventually, gain employment opportunities in the field of fisheries. One of the component programs is the Fisherfolk Children Educational Grant (FCEG) for Senior high school graduates and graduating students whose parents are registered municipal fisherfolk.</p> <p>Special Order No. 201 dated August 29, 1979, issued by then President Ferdinand E. Marcos, established the "Ferdinand E. Marcos Scholarship Program for Fisheries".</p> <p>Republic Act (RA) No. 8550, otherwise known as the "Philippine Fisheries Code of 1998", recognized the mandate of BFAR to carry out the FSP and provided an annual appropriation thereof under the GAA.</p> <p>FAO 257, s2018 – Fisheries Scholarship Program (FSP) Guidelines.</p>	<p>Must be a natural-born Filipino citizen; Any Senior high school graduate or graduating student whose parent (s) or guardian is a Registered Fisherfolk; Not more than 25 years old at the time of the examination, who has not earned any units in college For high school graduate applicants who completed their high school under the old curriculum, the general weighted average (GWA) shall not be lower than 80%; For Senior High School students under K12 curriculum, graduating students GWA of the last 3 immediately preceding semesters of his Senior High School in any Track shall not be lower than 80% or its equivalent Of good moral character as certified by the School Head/Principal; Parent(s)/guardian or the applicant must be physically residing in the municipality of the Region for at least six (6) months, where the slot of the scholarship program is allotted; Parent(s)/guardian must be registered municipal fisherfolk duly certified by the Municipal Agricultural Officer (MAO) or the BFAR Regional Office in his/her area</p>	<p>Semestral Allowance: 27,000.00</p>	<p>Willful abandonment of the scholarship (continuous absence from attending classes of scholar for the period of 20 days without notice; did not submit requirements) Failure to maintain the grade requirements (GWA of 2.75) Failure to comply with any of the terms and conditions of the scholarship contract Non-pursuance of BS in Fisheries course (shifting to other courses) Expulsion from the SUC</p>
National Commission of Indigenous People (NCIP)	<p>The Educational Assistance Program. It is the program that aims to provide limited financial assistance to qualified ICCs/IPs students/pupils based on the criteria set forth in NCIP Administrative Order No. 5, series of 2012, otherwise known as NCIP Guidelines of 2012 on the Merit-Based Scholarship (NCIP-MBS) and Educational Assistance (NCIP-EA) and its amendments by virtue of Commission En Banc Resolution No. 06-099-2014, series of 2014.</p>	<p>Bonafide member of an ethnolinguistic group in his/her community duly recognized by NCIP Income of parents or guardian must not be more than PhP 150,000.00 per annum, provided that the family is not the owner of land/s and/or business where the estimated income therefrom is more than PhP 150,000.00 per annum; Parentis or guardian must commit to support the child throughout his/her studies/training; For children of NCIP employee/s, the gross annual salary/ies must not exceed PhP 150,000.00;</p>	<p>Semestral Allowance: 10,000.00 (Regular) 20,000.00 (PAMANA)</p>	<p>Tampering or falsification of any/all documents relative to his/her application and its supporting papers; Becomes physically and mentally unfit to continue studies without prejudice to the differently abled; Enjoys another major grant provided by government; Earns a grade below 85% general average during the semester ended for NCIP-MBSP and below 80% general average for NCIP-EAP except</p>



	<p>The Merit-Based Scholarship Program. It is a program that aimed of providing meaningful scholarship to qualified/deserving IP students based on screening criteria and benefits or privileges set forth in the Guidelines.</p>	<p>Favorable endorsement of at least two (2) respected/acknowledged IP traditional leaders of his/her ethnolinguistic group recognized by NCIP;</p> <p>Willingness to sign an undertaking to serve his/her community /Ancestral Domain after completion of his/her studies should there be opportunity;</p> <p>Taking of priority courses needed in his/her community in a duly accredited college/university in or near his/her domicile, provided the chosen priority course is available thereat;</p>		<p>very meritorious cases which is duly explained and the concerned Commissioner recommends consideration;</p> <p>Incomplete grade not completed within the prescribed period;</p> <p>Shifts to another of course and transfers to another school without the approval of the Commission; and</p> <p>Enroll in less than Eighteen (18) units during a particular semester except when it is the remaining requirements for a graduating awardee/grantee. (P.E., Religion subjects not included)</p> <p>Drops a subject.</p> <p>Incur failing grade/grades in any subject/s regardless of the units.</p> <p>Drops from the school without the approval of NCIP</p>
<p>Handog Edukasyon Scholarship Program- LGU Malita</p>	<p>This is a scholarship program which will provide financial assistance to indigent but worthy and qualified students who are in great need of financial assistance in the municipality of Malita.</p>	<p>Indigent and residing in Malita Officially enrolled in SPAMAST</p>	<p>Semestral Allowance: 2,500.00 with TShirt Additional 2,500.00 for being a Dean's or President's List</p>	<p>Failure to comply and submit the necessary documents for application/renewal of my grant on time to SPAMAST Scholarship Office at the beginning of every semester;</p> <p>Failure to maintain a satisfactory academic performance in accordance with the retention policies of SPAMAST by not obtaining a Failed Grade (5.0) and Incomplete Grade (INC) in any of the subjects enrolled,</p> <p>Availment of another scholarship/grant" policy per student of SPAMAST.</p>



Private Scholarships and Grants				
Scholarship	Description With Legal Basis	Eligibility/Qualification	Benefits	Grounds For Termination
SMCPC IP Tulong Dunong Scholarship Project	The project started last August of 2019 aims at assisting less fortunate and disadvantage IP youth of Malita, especially those who are within the host communities. The company will co-create opportunities as part of the Corporate Social Responsibility efforts. It aims at uplifting their selves by attaining tertiary education. This is collaborative effort and partnership with the local government units and Southern Philippines Agribusiness and Marine and Aquatic School of Technology (SPAMAST).	<ol style="list-style-type: none"> Must be bona fide member of an ethno-linguistic group in Malita, Davao Occidental Open to all senior high school graduates who want to pursue their college degrees in SPAMAST Income of parents or guardian must not be more than Php 150, 000 per annum Willingness to serve hisher community/ ancestral domain after completion of his/her studies should be there opportunities Taking of priority courses needed in his/her community, provided the chosen priority course is available in SPAMAST Must have a general weighted average grade of not lower than 80% or its equivalent Pas the entrance examination administered by SPAMAST 	<ol style="list-style-type: none"> Semestral Book Allowance Monthly Communicati on Allowance Miscellaneous Allowance Transpor tation Allowance Bi-semesteral Learning Sessions / Scholars Talk 	<ol style="list-style-type: none"> Where grantee is forced by circumstances to quit school due to illness or temporary disability regardless of the cause, thereby forfeiting your scholarship. A medical certificate from a licensed Physician shall be submitted in order for SMCGP Foundation to consider waving your obligations; In cases of drop-out for reasons within the control of the scholar, he/she will be barred from applying to any Scholarship from SMCGP Foundation and shall have obligations to repay the incurred cost including repayment of school fees and monthly allowances for the semester.

3. Selection of Athletes

3.1.1 For new student, upon enrolment, student will present/submit certificate of recommendation duly signed by the coach certifying that he or she was a first or second placer of provincial, regional or national meet to the scholarship committee.

3.1.1.1 In case of two (2) or more applicants in every sport event enumerated above, a try-out will be conducted by the respective coaches of each event.

3.1.1.2 The top winner of the said try out will be eligible/qualified for the scholarship. If on the succeeding semester, another qualified applicant will apply for the same sport/event, another try-out will be held and whoever got the top place will be the official beneficiary/scholar of the event.



3.1.1.3 Results of try-out every semester will be submitted to the scholarship committee for record purposes, copy furnished to the office of the sports committee and office of the dean.

3.1.2 *Terms and Conditions for Athletic Scholarship.* In order for an athlete to qualify and maintain his or her scholarship, the following terms and conditions must be strictly followed and observed:

3.1.2.1 A grantee must have enrolled at least twelve (12) units in any two or four-year courses/programs offered in SPAMAST except for graduating students.

3.1.2.2 Semestral medical examination certificate duly signed by a physician will be submitted to the Office of the Sports Coordinator copy furnished to the Scholarship Committee.

3.1.2.3 A grantee must maintain GPA of 2.75 or better. An athlete with a failing grade will be disqualified from being a scholar.

1.2.2.1 Scholarship for any athlete is to be determined before the midterm examination in every semester before signing of clearance upon the recommendation of the respective coaches to the sports coordinator.

1.2.2.2 Regular attendance at every athlete during training/practice and meetings called by the respective coaches should be strictly observed.

1.2.2.3 Five (5) absences of an athlete without valid reasons will automatically disqualify the athlete from the team/scholarship.

1.2.2.4 For athlete with irregular attendance during practices, trainings and meetings and/or who display unsatisfactory behavior, scholarship shall be cancelled and shall pay back the free tuition/miscellaneous fee granted by the school.

1.2.2.5 Drinking of intoxicated liquor and smoking during training and competitions are strictly prohibited. Violation of this policy is a ground for the termination of the scholarship grant.

1.2.2.6 Drug testing is a must. Required age limit for the athletes is 25 years old.

1.2.3 *SPONSORED SCHOLARSHIPS (Private Funded or Government Funded)*

1.2.3.1 Other scholarships/grants include sponsorships by NGOs, LGUs, and etc. Private, government and non-government scholarship grants are given as financial assistance as a reward for excellent academic performance. These scholarships include monetary benefits, the extent of which is determined by the donors. The rules governing each scholarship, including the qualifications like minimum general weighted average, family income, etc. required of prospective awardees, are subject to the approval of the College. These scholarships are either College-administered or Institute-administered.



2. STUDENT ORGANIZATION AND DISCIPLINE OFFICE

The Student Organization and Discipline Office (SODO) provide services such as accreditation and re-accreditation of organization, monitoring and evaluation using the participatory institutional procedures and processes in recognition of basic rights to organize as stipulated in the SPAMAST Manual of Operation and Student manual. It also provides services relative to the formulation and implementation of college policies, rules and regulations and investigation of cases. It is managed by a SODO Coordinator.

3. GUIDANCE COUNSELING AND TESTING SERVICES

3.1 Guidance and counseling services is a set of using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest. Individual and/or group intervention is designed to facilitate positive change in student behavior, feelings, and attitudes.

3.2 The Guidance program includes comprehensive services such as: Counseling, Orientation Services, Appraisal/ Testing, Follow-up, Career and Job Placement and Seminar/Symposium/ Information Drive.

3.3 A counseling room is provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential. There is a licensed guidance counselor who provides

3.4 Appropriate and pro-active intervention programs and strategies are adopted by the Guidance Counselor to ensure that every student's need for guidance and counseling and psycho-social are provided in a timely manner.

3.5 *Types of Counseling (Online/Offline)*

3.5.1 *Individual Counseling.* Guidance counselor will spend significant amount of time working with individual in helping them focus on particular concerns such as making decisions about their future goals, current relationships and self-directions all throughout the school year.

3.5.2 *Group Counseling.* This session will help the students handle specific concerns or support with his peer with particular developmental goals.

3.5.3 *Academic Counseling.* This is put into service to students whose learning rate is slow or those who have advanced learning phase.

3.5.4 *Career Counseling.* This activity is designed to give students the opportunity for an effective and realistic career decision.

3.6 *Students' Mental Health*

3.6.1 *Mental Health refers to a state of well-being in which the individual realizes one's own abilities and potentials, copes adequately with the normal stresses of life, displays resilience in the face of extreme life events, works productively and fruitfully, and is able to make positive contribution to the community (RA 11036).*

3.6.2 *Students shall be provided with basic information and education on mental health. Basic information and education shall include, but not limited to, the following:*



- 3.6.2.1 *Understand mental health and its impact to school performance and workplace or workforce.*
- 3.6.2.2 *Identification and management of mental health problems in the school and workplace.*
- 3.6.2.3 *Salient features of RA 11036 and its IRR with emphasis on the basic human rights of persons with mental health condition and consent to treatment; and*
- 3.6.2.4 *Confidentiality of all information or medical records of student, faculty and staff with mental health problem.*
- 3.6.3 *The institution shall conduct Mental Health Wellness activities, to include;*
 - 3.6.3.1 *Regular stress management activities;*
 - 3.6.3.2 *Team-building activities;*
 - 3.6.3.3 *Peer counseling;*
 - 3.6.3.4 *Support group for individual with special needs (working mothers/lactating mothers, single parent, faith group fellowship, etc.);*
 - 3.6.3.5 *Interest group sharing (hobbyists, riders, theater artists, athletes, etc.);*
- 3.6.4 *Delivering mental health services through virtual or face-to face debriefing and/or counseling.*

4. MEDICAL AND DENTAL SERVICES

- 4.1 This refers to the provision of primary health care services administered by licensed medical, dental and allied professionals to all students.
- 4.2 Medical/Dental Services:
 - 4.2.1 Students are required to submit themselves for a regular or semester physical and dental check-up;
 - 4.2.2 Students who are ill must obtain permission from the teacher to go to the clinic in order to be excused from the class;
 - 4.2.3 The clinic in-charge or nurse dispenses medicines for less serious illness. For serious illness, the student is advised to seek for medical attention by a physician;
 - 4.2.4 All medical records will only be kept confidential for the required period of five years;
 - 4.2.5 Information Drive is provided to all students, faculty and staff not limited to bloodletting/donation activity, fire drill, teenage pregnancy, SOGIE, HIV, earthquake drill, and basic life support. It is conducted annually and sharing through social media, symposiums and posters; and
 - 4.2.6 Posters are placed at the school gate that the students, faculty and staff can easily see, the school clinic personnel also give brochures and pamphlets to give health information and awareness.

5. SPORTS AND PHYSICAL WELLNESS PROGRAM

- 5.1 These are programs designed for physical fitness and wellness of students.



- 5.2 SPAMAST provides opportunities for physical fitness and well-being of students. Sports Office is assigned to facilitate physical fitness program to students every Wednesday afternoon.
- 5.3 SPAMAST athletes and members of socio-cultural groups will be allowed to enter the campus wearing their respective appropriate attires during rehearsals and practices set by their respective coaches and coordinators. Provided that:
 - 5.3.1 Rehearsals and practices should not disrupt the schedule of classes.
 - 5.3.2 Athletes and members of the socio-cultural groups, not wearing appropriate school uniforms, should not enter any classroom with classes.
 - 5.3.3 The general schedule for daily practices and rehearsals shall be 4:00 to 6:00 p.m. In case of other schedules, the sports coordinator or the socio-cultural coordinator must inform the Dean, Department Head, SODO, and the Security Office two (2) days before the scheduled practice or rehearsal.
 - 5.3.4 Athletes and members of the socio-cultural groups must present Membership Identification Card to the guard on duty before entering the campus.

6. SOCIO-CULTURAL AND ARTS SERVICES

- 6.1 This refers to the set activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.
- 6.2 The institution provides opportunities for appreciation of culture and the arts. Socio-Cultural groups are encouraged to present dances, songs and other production numbers promoting different cultures in the locality.
- 6.3 The institution has a Socio-Cultural Office headed by the designated Socio-Cultural coordinator.
- 6.4 The Office of Socio-Cultural Affairs and Sports and Athletics Office are concerned in motivating students to participate in social, cultural, sports and intellectual events inside and outside the SPAMAST campus. Interested students will be screened through separate auditions held by the different socio-cultural and athletics groups such as Sining Sundayag, Baglis, and other groups.

7. SCHOOL PUBLICATION/YEARBOOK SERVICES

- 7.1 This refers to the official publication/ organ/ journal/ yearbook and such other student-oriented print and non-print media of the college.
- 7.2 The college supports the establishment and implementation of student publication as provided for in R.A. 7079, or otherwise known as "Campus Journalism Act of 1991" and other media forms preferably within the framework of self-management.
- 7.3 The members of the editorial board of the student publication shall be responsible to the college and to third parties for its decisions, actions, policies and legal consequences arising from such.
- 7.4 *Aims and purposes.* Student publications shall be utilized to train interested students in:



- 7.4.1 the application of the communication arts in journalism;
- 7.4.2 the basic mechanism and technical skills in journalism;
- 7.4.3 the responsibilities and privileges in journalism in relation with the contents of articles to be published;
- 7.4.4 the use of the student publication in support of the educational development of the learner/student, the school, the community and the country;
- 7.4.5 train interested students in the application of the art and science of journalism for technological advancement;
- 7.4.6 develop intelligent and responsible student leadership and good citizenship in a free and democratic society;
- 7.4.7 serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives;
- 7.4.8 serve as a pool of all learning experiences of student journalists;
- 7.4.9 advocate social consciousness and uphold the interests of the Filipino people; and
- 7.4.10 advance students' rights and responsibilities as well as promote their general welfare.

8. LIBRARY SERVICES

The SPAMAST Library offers the following services to its clientele:

- 8.1 Library Orientation – is an instructional program that gives an overview of the total service operation of the SPAMAST library. It is integrated in the English 1 (or equivalent) class of First Year and transferee students. A separate general orientation is conducted to newly hired faculty members. In the new normal, library orientation is done virtually.
- 8.2 Book Borrowing – students may borrow a maximum of three books at a time for home use.
- 8.3 Reading Guidance (Reader's Guidance/Reader's Services) – students can ask the assistance of the library staff for books and other resources related to their field of specialization or other items under control of a library.
- 8.4 On-line Public Access Catalog (OPAC) – an online database which provide users fast and easy book retrieval of SPAMAST library. Users may search such as the following: keyword, subject, title, and author, etc. It is an electronic version of the card catalog.
- 8.5 STARBOOKS Database – students can ask assistance from the library staff on how to access STARBOOKS. The database provides users an online access to the full text of thousands of e-books and e-journals.
- 8.6 In-house Indexing – it is a special service wherein students can have an easy access to the information found in the magazines and journals. It is arranged alphabetically according to their subject areas.
- 8.7 Reserve Book Provision – these books are reserved by the Librarian and Faculty. Students can avail of these books if many of them are using the same book which has limited number of copies. These can be borrowed within the reading area only. However, these books have special service for overnight use. This section or area is composed of Circulation and Reference Books.



- 8.8 Reference and Information – students may refer to the library staff for books and other materials, which are intended for referral purposes only or for inquiries related to the subject matter. It may consist of the 11 general reference materials.
- 8.9 Card Catalog Assistance – an informal library instruction with the use of the card catalog are given to the students with difficulty in finding location of the materials in the shelves or in the collection.
- 8.10 Referral Services – a type of reference transaction in which a client with an information need is directed to a reputable person or agency outside the library, better qualified to provide assistance. They have to secure a referral letter from the librarian for free, to be presented to the institutions where they will be conducting their researches. The students will be subjected to the rules and regulations of the referred institution. Requests for referral letters should be made a day before the intended day of visit.
- 8.11 Bibliographic Compilation – listings of books available in the library in all areas of specialization. The clientele will be made aware of the resources significant for their study or for subject matters handled.
- 8.12 Feasibility Study/Thesis Assistance – this service is extended to users who are engaged in research work. They are provided with the listing of the researches conducted and the compilation of the thesis's abstracts.
- 8.13 Information Dissemination/Current Awareness Service – Updated Bulletin board display. Posted here are information about the library services, activities, and newly acquired books.
- 8.14 Technical Services – this service deals with the technical preparation of library materials, after selection and acquisition process, materials are classified and organized for quick access to information. Before a material can be circulated, the technical staff analyzes the contents of the book and assigns the call number. The process is called cataloging and classification. It is also here that books are encoded into the Integrated Library System, printing statistical reports, new acquisition list and other documents related to the library's daily activities.
- 8.15 Library Exhibit – is a service intended to promote and disseminate to the library users the newly arrived library materials.
- 8.16 Virtual Library / Learning Commons -The Virtual library offers services and facilities for accessing electronic resources. Computer units with internet connectivity, access to electronic resources such as the STAR-BOOKS, subscribed electronic resources and the Open Educational Resources (OERs). The Virtual Library offers services for research and instruction in addition to databases and web searching.
- 8.17 Open Educational Resources (OERs) -Open Educational Resources are teaching, learning and research materials in any medium – digital or otherwise that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. –UNESCO

9. SECURITY SERVICES

This refers to the provision of a safe and secure environment and that of the members of the academic community.



- 9.1 The school provides a safe, accessible and secure environment, buildings and facilities complies with the government standards. Licensed and competent security personnel ensure the safety and security of students and their belongings.
- 9.2 NSTP office regularly conducts symposia to capacitate students and faculty on how to prevent and/or reduce and manage unexpected disasters.
- 9.3 There are regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.
- 9.4 The students are covered with Life and Accident Insurance.

10. CAFETERIA/SCHOOL CANTEEN

This refers to the insurance of available, adequate, safe, and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

- 10.1 The institution through Student Services Office sets criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution.
- 10.2 The Student Affairs and Services Office inspects food outlet within the campus for sanitation and hygiene. The Certificate to operate is displayed in a prominent area of the food outlet.
- 10.3 There is coordination with the local government for the safety of food service outside the school premises.

11. STUDENT HOUSING SERVICES

These refer to the assistance provided to ensure to accommodation that is safe and conducive to learning.

11.1 SPAMAST Dormitories (*Buhangin and Malita Campus*)

11.1.1 The operation of SPAMAST dormitories in Buhangin and Malita campuses are under the supervision of the Auxiliary Services Office (ASO) under the Office of the School President. The dormitories are manned by a dormitory in-charge designated by the Auxiliary Services Office to monitor its operations and impose the implementing rules and regulations.

11.2 DORMITORY RULES AND REGULATIONS (Men's & Ladies)- to ensure living condition that shall promote professional and personal development, dormitory rules and regulations are set forth for guidance and compliance.

11.2.1 Abide by the school guidelines on student discipline and behavior;

11.2.2 Participate and cooperate on the various committees for dormitory activities and group works;

11.2.3 Signing in the logbook in going to and coming from home, or other important places;



- 11.2.4 Observe silence during study and rest periods (12:00 nn to 1:00 pm; 10:00 pm to 5:00 am);
- 11.2.5 Observe curfew hour at 9:00 pm. All dormitory residents should be inside the dormitory premises at 8:30 pm and must be in the rooms at 9:00 pm. In cases of group studies and other important activities outside the dormitory, permission slips should be secured and should be in the dormitory at 12:00 mn. Residents failed to be back at 12:00 mn will not be entertained and will be subjected to corresponding penalties;
- 11.2.6 Entertain visitors/guests/classmates/non-dorm residents at the receiving area not in the rooms and windows. Male visitors are strictly prohibited inside the rooms;
- 11.2.7 Refrain from entering and or sleeping in other rooms without any permission from the concerned residents;
- 11.2.8 Prohibit non-dormitory residents to enter and sleep in the dormitory without permission. Visiting person/s specifically female/s are allowed to stay in the dormitory as transients and shall pay a corresponding rate (student transients – Php 75.00/night, faculty/staff transients – Php 150.00/night, Parent – Php 150.00/night). Strictly no visitors are allowed to sleep in the dormitory residents' room;
- 11.2.9 Adopt austerity measures by conserving electricity and water;
- 11.2.10 Avoid using improvised electrical or electronic gadgets and appliances in the dormitory;
- 11.2.11 Strictly no cooking inside the rooms;
- 11.2.12 Avoid using of electric water heater in the dormitory;
- 11.2.13 Eating is allowed only in the kitchen or in the dining area;
- 11.2.14 Avoid destruction of dormitory facilities such as door knob, glass windows, screen, etc.;
- 11.2.15 Unauthorized use of electrical appliances including ironing of clothes inside the dormitory premises;
- 11.2.16 Television viewing and use of audio devices must be done at designated places and designated time respectively;
- 11.2.17 Spreading of rumors that malign the reputation of other occupants;
- 11.2.18 Refrain from engaging in unnecessary noise and loud conversation within and outside the dormitory;
- 11.2.19 Not to engage in smoking, gambling, vandalism and drinking liquor inside the dormitory;
- 11.2.20 Engage in get together or fellowship on days when there are no classes on the following day (weekend, Friday evening, holidays);
- 11.2.21 Maintain cleanliness and orderliness in the rooms, assigned cleaning areas, mess hall, and CR's;
- 11.2.22 Obligated to attend regular and urgent meetings on dormitory concerns;
- 11.2.23 Initiate activities that will favor harmonious camaraderie and better relationship among residents; and
- 11.2.24 STRICTLY NO PETS allowed.

- 11.3 The administrator may from time to time adopt or implement policies not stated above for the protection and safety of the dorm residents. New set of dorm policies relevant to the existing rules are implemented with corresponding penalties.



11.3.1 Penalties:

11.3.1.1 The penal provision of the guidelines on student discipline and behavior shall in general cover violation and offenses of dorm residents.

11.3.1.2 Non-compliance of the dormitory rules and regulations shall be dealt with accordingly;

11.3.1.2.1 First Offense- Verbal Reprimand,

11.3.1.2.2 Second Offense – Written Warning, copy furnished the parents/ guardian

11.3.1.2.3 Third Offense – Suspension; and

11.3.1.2.4 Habitual, grave violations, and Unruly behavior, residents may be evicted from the dormitory

11.4 Violations to the above rules with the new set of policies relevant to the existing rules and regulations have the penalty of labor and fines.

11.5 The parent/guardians has the right to be informed to whatever violations and irregularities made by the dorm residents thereof.

12. STUDENT WITH SPECIAL NEEDS/ PERSONS WITH DISABILITIES SERVICES

The programs and activities designed to provide equal opportunities to Persons with Disabilities (PWD's), indigenous people, solo parents, etc. (academic accommodation for learners with special needs.)

12.1 The institution ensures that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardian/s, personal assistant/s and other concerned professionals, whenever necessary.

12.2 There are provisions/programs for life skills training e.g., conflict management and counseling or testing referrals is done whenever necessary.

13. FOREIGN/INTERNATIONAL STUDENTS SERVICES

It refers to the provision of assistance to address the needs of foreign students (*whenever applicable*).

13.1 An integrated service program that caters to the socio-psycho-cultural, academic and non-academic needs may be made available to all International Students, *whenever applicable*.

13.2 The President may appoint a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs and Bureau of immigration, *whenever applicable*.

13.3 Foreign students must abide with the policies and regulations of the school including the student discipline, *whenever applicable*.

14. MULTI-FAITH SERVICES

This refers to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.



- 14.1 The institution ensures that the right of religion is respected. Students are free to practice their faith inside the campus and/or form a religious organization provided that they will comply with the requirements. Any religious activity to be conducted by students inside the school campus shall undergo a process before it will be approved. An activity design shall be submitted, noted by the organization adviser and Director for Student Services, and approved by the school President; and
- 14.2 For the use of facilities, the organizer shall write a permission letter and secure for permit from the Campus Director (CD) to utilize a place and/or facility of SPAMAST.
- 14.3 Students' Values Formation.
 - 14.3.1 Values formation refers to the process by which individuals develop their beliefs, attitudes, and behaviors based on the values they have internalized from various socializing agents such as family, school, community, and media.
 - 14.3.1.1 Student shall be provided with values formation activities to develop its outmost sense of purpose and discovering one's personal values.
 - 14.3.1.2 Understand value formation and its impact to school, community and society.
 - 14.3.1.3 Integrate lesson/topics in the subject that can develop student's value and be agent of change (Ex. Understanding the Self, Ethics, NSTP subject, etc.).
 - 14.3.1.4 Provide space for them to reflect and worship God.
 - 14.3.1.5 Create values formation IEC (leaflets, brochures and etc.) to widen their knowledge.
 - 14.3.2 Student shall attend activities, to include;
 - 14.3.2.1 Regular Holy Mass/Worship activities;
 - 14.3.2.2 Retreat and Recollection (graduating students);
 - 14.3.2.3 Team-building activities;
 - 14.3.2.4 Peer counseling;
 - 14.3.2.5 Support group for individual with special needs (working mothers/lactating mothers, single parent, faith group fellowship, etc.);
 - 14.3.2.6 Interest group sharing (hobbyists, riders, theater artists, athletes, etc.);
 - 14.3.2.7 Monthly health and wellness sessions; and
 - 14.3.2.8 Delivering values formation services through virtual or face-to face.



APPENDIX I

RECOGNITION AND AWARDS

To establish a framework for students' development, the College adheres to a system of merit and fitness in the recognition and awards for their academic and non-academic performances to ensure fairness and excellence.

A committee for Evaluation and Awards shall be constituted to appraised the academic and non-academic awards of students. It shall scrutinize the documents of prospective awardees / nominees for endorsement to proper authorities. The composition of the Committee shall be recommended by the Academic Management Team to be approved by the College President.

A. Academic Awards

1. The Registrar together with Evaluation and Awards Committee shall review and evaluate the grades/academic records or prospective nominees on consultation with the Program Chairperson and concerned Institute Dean every semester. Such grades shall be made as bases for giving the academic awards in.

B. Non-Academic Awards

1. The Evaluation and Awards Committee with the Heads of the different academic unit shall sit en banc in case there is/are additional award/s to be included or amendments shall be incorporated in the merit and award system. The awards agreed by the group shall be endorsed to the College President for approval.

2. At the beginning of the school year, the criteria for awards and recognition shall be disseminated by the Committee to all students through OSS/Institute Deans. The Committee shall also publicize the criteria in bulletin boards, social media, brochures and other conspicuous places.

3. Nominations shall be made by the Program Chairpersons/Advisers of Student Organizations/Coaches and Institute/OSS Deans. Such shall be pre-evaluated by an evaluation committee in the Institute/OSS who shall endorse nominees to the Evaluation and Awards Committee for review of the documents.

4. The result of the evaluation with attached necessary documents shall be forwarded by the Evaluation Committee to the College President for approval.

Process of Evaluation

1. The Office of the Students Services will inform through a letter or memo the Deans and the Department Chairman regarding the search as well as the mechanics for the selection of Leadership, Academic Excellence and Special Awards. The hard copy of the application for, and nomination forms shall also be provided to the Institute Deana and Department Chairman to be given to the student applicants.



2. Announcement on the Search and mechanics for Leadership, Academic Excellence and Special Awards shall be posted in the bulletin boards and Facebook page for students' information.

I- Academic Excellence Award

1. Non-Graduating Students

1.1 Students who obtain the herein specified average grade in the semester will be given an academic award corresponding to the points earned to wit:

Academic Honors	Description With Legal Basis	Eligibility/Qualification	Awards	Grounds For Termination
Presidents List	<p>Revised Guidelines of the Scholarship Grants-In-Aid from the General Fund (Fund 101) (Academic Scholarship) Approved BOT Res. No. 641 dated September 13, 2012</p> <p>With the aim of attracting more intelligent students, a proposed revision of guidelines of the new grants-in-aid privileges is conceptualized. This scholarship is mainly intended to students who op to enroll in the board programs. The ultimate purpose of this scholarship program is to motivate students to strive more in their studies and hope more passers in the licensure examination.</p>	<p>Must be an officially enrolled undergraduate student of SPAMAST.</p> <p>Must have taken regular load prescribed in the curriculum during the previous semester.</p> <p>Must have no failing grade, INC, IP and NO grade in any academic or non-academic subject.</p> <p>Have no final grade lower than 2.25 and /or incomplete in any academic subject whether prescribed or not in his/her curriculum which he/she has taken in the college.</p> <p>Must Obtain General Percentage Average of: 1.00-1.50</p>	Certificate	<p>Failing grades, INC, IP, NO Grade</p> <p>Failure to maintain the requires General Percentage Average</p> <p>Have been suspended and expelled due to disciplinary problems or scholastic deficiency based on SPAMAS student manual</p> <p>Dropping from school within the semester</p>
Dean's List	<p>Revised Guidelines of the Scholarship Grants-In-Aid from the General Fund (Fund 101) (Academic Scholarship) Approved BOT Res. No. 641 dated September 13, 2012</p> <p>With the aim of attracting more intelligent students, a proposed revision of guidelines of the new grants-in-aid privileges is conceptualized. This scholarship is mainly intended to students who op to enroll in the board programs. The ultimate purpose of this scholarship program is to motivate students to strive more in their studies and hope more passers in the licensure examination.</p>	<p>Must be an officially enrolled undergraduate student of SPAMAST.</p> <p>Must have taken regular load prescribed in the curriculum during the previous semester.</p> <p>Must have no failing grade, INC, IP and NO grade in any academic or non-academic subject.</p> <p>Have no final grade lower than 2.25 and /or incomplete in any academic subject whether prescribed or not in his/her curriculum which he/she has taken in the college.</p> <p>Must Obtain General Percentage Average of: 1.51-1.75</p>	Certificate	<p>Failing grades, INC, IP, NO Grade</p> <p>Failure to maintain the requires General Percentage Average</p> <p>Have been suspended and expelled due to disciplinary problems or scholastic deficiency based on SPAMAS student manual</p> <p>Dropping from school within the semester</p>



2. Graduating Students

2.1 The Department Chairman will recommend name/s of students who qualify for the academic excellence award based on the approved criteria and submit the list to the Honors and Awards Committee.

2.2 The Honors and Awards Committee will submit the list of qualified students to the Registrar's Office for verification of grades. The following weighted average to be graduated with honors:

2.2.1 Suma cum laude 1.24 to 1.00

2.2.2 Magna cum laude 1.49 to 1.25

2.2.3 Cum laude 1.75 to 1.50

2.2.4 The guideline on graduation with honors shall be as follows:

2.2.4.1 Only final grades shall be considered in the computation of the general average;

2.2.4.2 A student's final grades during his last school terms shall be submitted 30-days before the graduation;

2.2.4.3 In the computation of the final averages of a candidate for graduation with honors, grades in all accredited academic subjects in the curriculum shall be included.

2.2.5 Every candidate for graduation with honors must:

2.2.5.1 have carried the normal load prescribed in his/her curriculum, except in the last semester;

2.2.5.2 Have completed in the College at least 75% of the total number of the academic units for baccalaureate and 50% of the total number of academic units for diploma courses required for graduation;

2.2.5.3 Have been in residence for at least two (2) years for baccalaureate and one (1) year for diploma course immediately prior to graduation.

2.2.5.4 Have no final grade lower than 2.25 and /or Incomplete in any academic subject whether prescribed or not in his/her curriculum which he/she has taken in the College, or in any other educational institution;

2.2.5.5 Have no failing grade in any academic and non-academic subjects prescribed in his/her curriculum which he/she taken in the College or in any other educational institution; and

2.2.5.6 Have not repeated a subject in other educational institution.

II-Non-Academic Awards

3. For *Leadership Award*

3.1 The Department Chairman will nominate three (3) candidates. Nomination shall be noted by the Institute Dean. The nomination form shall be accompanied with the following:



- 3.1.1 Personal Data Sheet (i.e one original and 2 photocopies);
- 3.1.2 Transcript of Records (or any counterpart) form first year until the current semester with Certificate of Good Moral;
- 3.1.3 Certificate of membership in recognized campus and/or community organizations;
- 3.1.4 Certificate of attendance to seminars, training, and/or conferences;
- 3.1.5 Awards/Certificates of appreciation or photo of plaques/medals duly identified/labeled;
- 3.1.6 Approved Project Proposal/Activity Design and Project/Activity Completion report; and
- 3.1.7 Other relevant documents.

3.2 Nomination form/s shall be submitted to the Honors and Awards Committee for evaluation.

3.3 Evaluation of documents are the following steps:

- 3.3.1 The nominated candidate will be evaluated by the Honors and Awards Committee using the Guidelines in the computation of point for Leadership Awards;

<i>Leadership Qualities</i>	- 50 points
<i>Personal Qualities and Character</i>	- 10 points
<i>Community Involvement</i>	- 20 points
<i>Academic Achievement</i>	- 20 points

TOTAL= 100 points

- 3.3.2 The candidate who obtains the highest, second and third highest point among the applicants will be recommended for the Institutional Leadership, Institute Leadership and Department Leadership.

- 3.3.3 Graduating student who has exhibited an outstanding manner of leadership ideals set by the college for its students. The recipients of a leadership award must have cumulative weighted average grade of at least 2.50, must have taken at least 75% of required units for graduation in the college and must not have been found guilty of a serious infraction of college disciplinary rules.

3.4. For Most Outstanding Student Organization/Clubs/Society

- 3.4.1 The Adviser will nominate student organization applicant/s. Nomination form shall be nominated by the Adviser, SODO Coordinator and Campus Director. The nomination form shall be accompanied with the following:

- 3.4.1.1 Data Sheet (i.e one original and 2 photocopies);
- 3.4.1.2 Certificate of membership in recognized campus and/or community organizations;



- 3.4.1.3 Certificate of attendance to seminars, training, and/or conferences;
- 3.4.1.4 Awards/Certificates of appreciation or photo of plaques/ medals duly identified/labeled;
- 3.4.1.5 Approved Project Proposal/Activity Design and Project/ Activity Completion report; and
- 3.4.1.6 Other relevant documents.

3.3.2 Nomination form/s shall be submitted to the Honors and Awards Committee for evaluation;

3.3.4 Student Organization should be registered school clubs/ organization which proved to be outstanding in their respective thrusts and areas of concern (co-curricular, spiritual, social awareness and involvement);

3.5 Evaluation of documents are the following steps:

3.5.1 The nominated candidate will be evaluated by the Honors and Awards Committee using the Guidelines in the computation of point for Leadership Awards;

<i>Performance of Student organization</i>	- 30 pints
<i>Organizational Development</i>	- 30 points
<i>Community Involvement</i>	- 30 points
<i>Ability to accomplish tasks or objectives</i>	- 20 points

TOTAL= 100 points

3.5.2 The organization who obtains the highest point among the applicants will be recommended for the Most Outstanding Student Organization for Class organization, Academic, and Non-Academic Student Organization during the Foundation Day Awarding Ceremony.

3.6 For Other awards (Special, Service, Loyalty and other awards)

3.6.1 The Sports/Socio-Cultural coordinator or the adviser/coach shall provide a list of students who qualify for the Special, Service and Other Awards with attached documents as basis for evaluation.

3.7 The Honors and Awards Committee will endorse the selected candidate/s to the Office of the Vice-President for academic Affairs (VPAA) for recommending approval to the Office of the President.





APPENDIX II

**POLICY AND
GUIDELINES ON
SEXUAL
HARRASSMENT
(Excerpt from CMO 3,
S. 2022)**





Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 03

Series of 2022

Subject: GUIDELINES ON GENDER-BASED SEXUAL HARASSMENT IN HIGHER EDUCATION INSTITUTIONS

Pursuant to Section 8 (n) in relation to Section 2 of Republic Act No. 7722 the 20th Higher Education Act of 1994, and in accordance with Sections 25 and 33 of Republic Act No. 11313, otherwise known as the "Safe Spaces Act," its Implementing Rules and Regulations, as well as the Commission *en Banc* Resolution No. 061-2022 dated 8 February 2022, the following "*Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions*" are hereby issued.

RULE I
GENDER-BASED SEXUAL HARASSMENT CASES IN
HIGHER EDUCATION INSTITUTIONS AND
OTHER RELATED SEXUAL OFFENSES

SECTION 1. COVERAGE

These Guidelines shall govern all higher education institutions (HEIs), both public and private, in:

- a. Ensuring that the necessary policies and mechanisms are in place to prevent and punish sexual harassment and other related sexual offenses in its jurisdiction including, but not limited to, school-related activities such as in-and-off-campus student activities (local or foreign), on the job trainings (local or foreign), and faculty capacity-building activities (local or foreign);
- b. Creating the Committee on Decorum and Investigation (CODI), as well as the procedures to be followed in the investigation and punishment of sexual harassment and other related sexual offenses in HEIs;
- c. Safeguarding the rights of all stakeholders against Gender-Based Sexual Harassment (GBSH) that may be committed by any persons within the premises of the HEI.

SECTION 2. RATIONALE AND OBJECTIVES

For decades, Filipinos suffered from gender-based violence due to lack of information and support from the community. A “culture of silence” that pervades the domain of violence against women and children (VAWC) inhibits or prevents victims from coming forward and reporting their experience of gender abuse or assault. The passage of various legislations on the protection of women and children, however, has proved to deter gender-based violence. The country’s passage of various legislations on the protection of women and children has served to encourage victims to seek protection and redress, leading to an increase in complaints filed with law enforcement. According to an official publication of the Philippine National Police, within a relatively short gap since the passage of landmark legislation that criminalized VAW in the Philippines – that is, from 1995 when Republic Act No. 7877 or the Anti-Sexual Harassment Act was enacted, to 2004 when Republic Act No. 9262 or the Anti-Violence Against Women and Their Children Act was enacted, there was a sevenfold rise in reports of sexual violence and sexual assault. (From 1,100 in 1996, the number of cases rose to 7,383 in 2004, with the year 2001 registering the highest number of reports at 10,343).

In 2019, Republic Act No. 11313 or the Safe Spaces Act was passed to combat sexual harassment as a form of gender-based violence. This latest enactment steps up the campaign to eliminate gender-based violence in the country.

Philippine HEIs, as a facility of learning, nurture the consciousness of Filipinos. They are the catalyst for change and justice in the country. The Safe Spaces Act mandates the HEIs to fulfill their duty of shaping the future of the country to become free of gender-based violence in the form of sexual harassment. The law directs the Commission on Higher Education (CHED) to form policies that will protect the rights and welfare of all stakeholders of Higher Education in the country against gender-based sexual harassment.

As a response to the call of various sectors in the country to end gender-based violence and to fulfill its mandate and the direction of the Safe Spaces Act and the Anti-Sexual Harassment Act of 1995, the Commission hereby promulgates these **Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions** to assist HEIs in dealing with gender-based sexual harassment and putting an end to the cycle of violence against the dignity of persons.

SECTION 3. DEFINITION OF TERMS

For purposes of these Guidelines, the following terms are defined as follows:

- a. **Higher Education Institutions (HEIs)** are educational institutions, private or public, established in accordance with law and offering CHED-recognized higher education programs.
- b. **Gender-Based Sexual Harassment (GBSH)** refers to an act, or a series of acts, involving any unwelcome sexual advances, requests or demands for



sexual favors, or other verbal or physical behaviors of a sexual nature, committed by any individual.

- c. **Rape**, as defined by the Anti-Rape Law of 1997, is an act of sexual assault committed by the insertion of one's sex organ or any foreign instrument or object into another person's orifice, without the victim's consent or capability to give consent. This offense includes the rape of both males and females.
- d. **Students/Trainees** refer to those enrolled full-time or part-time in regular courses, or short-term or special training offered by the educational or training institutions. For purposes of these Guidelines, applicants shall be deemed as students/trainees as well.

SECTION 4. HOW GENDER-BASED SEXUAL HARASSMENT IS COMMITTED

Gender-based sexual harassment in HEIs, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

- a. In a higher education institution, other education and training institutions and partner host establishments and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:
 - 1. As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
 - 2. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration to the complainant;
 - 3. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
 - 4. As instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.
- b. In a higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed.

The different forms of Street-Level and Public-Space GBSH include but are not limited to:

- 1. catcalling and/or wolf-whistling;
- 2. unwanted invitations;
- 3. misogynistic, transphobic, homophobic and sexist slurs;
- 4. persistent uninvited comments or gestures on a person's appearance;
- 5. statements, comments and suggestions with sexual innuendoes;
- 6. persistent telling of sexual jokes; use of sexual names;
- 7. public masturbation or flashing of private parts;



8. groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces; or
 9. stalking.
- c. In the digital world, online gender-based sexual harassment includes:
1. acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
 2. unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and private messages;
 3. invasion of victim's privacy through cyberstalking and/or incessant messaging;
 4. uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
 5. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;
 6. impersonating identities of victims online or posting lies about victims to harm their reputation; or
 7. filing false abuse reports to online platforms to silence victims.

SECTION 5. PLACES WHERE GBSH IS COMMITTED

Gender-based sexual harassment may be committed in the following:

- a. Within the territory of the HEIs where they have direct administration or jurisdiction;
- b. Within or outside the host training institutions, local or foreign, during or beyond the conduct school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction or custody;
- c. In public spaces and/or online platforms which are used by stakeholders of the education and training institutions for their school-related activities; and/or
- d. Within any of the above areas where the gender-based sexual harassment is committed by a faculty, employee or student of the HEI even if the activity is not school-related and/or sanctioned by the institution.

SECTION 6. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT

Gender-based sexual harassment may be committed by the following:

- a. Persons of the same or opposite sex who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g.,



faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);

- b. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
- c. Students/student interns, faculty, administrators or employees of the HEI committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;
- d. Third-party service providers engaged by HEIs such as sanitation, security and maintenance personnel;
- e. Personnel of other partner institutions which the HEIs have contracted to undertake school-related activities; or
- f. Visitors or third-parties who are within the premises, or around the vicinity of the institution.

RULE II ROLES AND RESPONSIBILITIES OF HIGHER EDUCATION INSTITUTIONS

SECTION 7. DEVELOPMENT OF A CODE OF CONDUCT

HEIs, both public and private, shall develop a Code of Conduct in consultation with the stakeholders (students, faculty, partner industries, etc.) that shall define GBSH, its coverage, forms, classifications, appropriate penalties, when and where it may be committed, and persons liable to commit such acts.

For the guidance of all stakeholders, especially students, this Code of Conduct shall unequivocally define GBSH, describing what constitutes GBSH. The Code of Conduct shall state the procedures on the filing and handling of complaints, resolution thereof, and the penalties that correspond to specific offenses enumerated in the matrix above.

Furthermore, the Code of Conduct should be included in the Student Handbook and Code of Discipline in the HEI and Information, Education and Communication (IEC) Materials should be posted within the premises of the HEI, its website and official social media accounts.



SECTION 8: SUPPORT TO A VICTIM OF GBSH

The HEI shall adopt mechanisms to protect the welfare of a complainant of sexual harassment or other related sexual offense, as may be appropriate, which may include the following:

- a. Psychosocial counseling;
- b. Referral to an agency offering professional help;
- c. Support from the Institution's GAD Focal Point System;
- d. Coordination with women's organizations and advocacy groups;
- e. Transfer to another class, office or partner institution, if needed; and
- f. Available legal support such as assistance in the filing of criminal cases in appropriate courts of justice.

SECTION 9. DUTY TO REPORT AND DOCUMENT

Any or all persons who have knowledge of acts of education- or training-related sexual harassment or other related sexual offenses committed within the purview of these Guidelines shall report the same to the Head of Institution and to the CHED Regional Offices with jurisdiction over the HEI pursuant to Section 11 of CHED Memorandum Order (CMO) No. 1, s. 2015 and other relevant CHED issuances as may hereinafter be promulgated.

SECTION 10. DUTIES AND RESPONSIBILITIES OF THE HEADS OF HEIS

The CMO No. 1, s. 2015, as well as the Higher Education GAD [Gender and Development] Accord of 2011 mandate the Heads of HEIs to prevent gender-based violence and address reports of these resolutely.

First and foremost, the Head of Institution shall ensure that the Guidance and Counseling Office shall have appropriate facilities and registered guidance counselors to provide adequate intervention services in cases of sexual harassment cases and related behavioral problems.

In addition, the Head of Institution shall:

- a. Disseminate or post a copy of the relevant laws and policies on sexual harassment, e.g., the Anti-Sexual Harassment Act (RA 7877) and Safe Spaces Act (RA 11313), its code of conduct, as well as these Guidelines, in a conspicuous place in the institution. This shall be done through, among others:
 1. Sending copies of the said mandates through official notices or means of communications among heads of different departments, bureaus,



offices, units or such subdivisions in an HEI for cascading to their members;

2. Posting a copy of the said mandates in the official website of the HEI; and
3. Conducting orientation on the said mandates, and providing copies of these in print or electronically, as well as preparing information materials such as primers, frequently asked questions, and the like.

Copies of the mandates should always be posted in areas within the HEI that are easily visible to students, especially in areas where they usually congregate.

The said mandates and the Implementing Rules and Regulations may be translated into a language easily understandable to the students/trainees.

- b. Provide measures that prevent GBSH in HEIs, including information campaigns, express inclusion in the student handbook, orientation of student organizations, and training of teaching and non-teaching staff, students, security officers, and other members of the school community.

Heads of HEIs shall ensure that all students will receive age-appropriate training on gender sensitivity and gender-based violence including sexual harassment and other GAD-related topics.

- c. Create an independent internal mechanism or CODI to investigate and address complaints of GBSH and carry out such functions as stated in Section 24(b) of the Anti-Sexual Harassment Act and Section 22(c) of the Safe Spaces Act.
- d. Cause the development and publication, in consultation with all stakeholders, of the Code of Conduct or school policy that shall:
 1. Expressly reiterate the prohibition on GBSH;
 2. Prescribe the procedures of the internal mechanism created under the law; and
 3. Set administrative penalties.
- e. Ensure that a program to capacitate the officials and staff of student services unit and the human resource department on the efficient and professional handling of sexual harassment cases or other related sexual offenses is institutionalized.
- f. Endeavor to raise the consciousness of its stakeholders on gender-based and sexual harassment towards their full elimination through the integration of such



efforts into the trilogical functions of higher education: (i) curriculum development and pedagogy; (ii) research; and (iii) extension. HEIs shall ensure that their GAD programs, activities and projects integrate the concepts, policies and provisions of the other laws on gender-based violence including the Anti-Rape Law of 1997 (Republic Act No. 8353), the Rape Victim Assistance Law of 1998 (Republic Act No. 8505), the Anti-Violence Against Women and Their Children Act of 2004 (Republic Act. No. 9262) and other such legislation to contribute in raising awareness of and support to the Anti-Violence-Against-Women efforts and similar initiatives of the PCW, CHED and other government organizations, non-government organizations, and Gender Resource Centers.

HEIs shall be conscious at all times that in their institutional undertakings, they are compliant with the provisions of all the laws governing Violence Against Women and Children, and endeavor to carry out advocacy campaigns to include the provision of support services to both alleged victims and alleged offenders.

SECTION 11. LIABILITY OF SCHOOL HEADS

In addition to liability for committing acts of GBSH, the Head of Institutions (principals, school heads, teachers, instructors, professors, coaches, trainers, or any other person who has authority, influence or moral ascendancy over another in an HEI) may also be held responsible for:

- a. Non-implementation of their duties under Section 24(b) of the Anti-Sexual Harassment Act of 1995 and Section 22 of the Safe Spaces Act, as provided in the penal provisions; or
- b. Failure to act on reported acts of GBSH committed in the educational institution.

Any person who, intentionally or through inaction, violates any of the above subsections may be found administratively liable for Gross Misconduct or Gross Negligence, notwithstanding any criminal liability under RA 11313.

SECTION 12. ROUTINE INSPECTION

CHED shall conduct regular spontaneous inspections to ensure compliance of school heads with their obligations under the law. CHED shall include consultations with the student councils or the student body in the conduct of their inspection.

**RULE III
COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

SECTION 13. COMPOSITION

A Committee on Decorum and Investigation (CODI) shall be created by the Heads of HEIs. This shall serve as an independent internal grievance mechanism and shall act as the main body in the investigation and resolution of cases involving Gender-Based Sexual Harassment in the HEIs.

- a. **Sectoral Representation.** The CODI of HEIs and training institutions shall be composed of at least one representative each from the following:
 - 1. School Administration / Management
 - 2. Instructors / Professors or Trainers / Coaches, as the case may be and duly selected by the level concerned;
 - 3. Students or Trainees, as the case may be and duly selected by the level concerned;
 - 4. Employee from the Supervisory Rank;
 - 5. Rank-and-File Employee; and
 - 6. GAD Focal Point System of the institution.

- b. **Equitable Representation.** Every CODI shall be headed by a woman, and membership shall be divided equally between men and women, provided not less than half are women. The School Head or the Head of Institution may include representatives from equal representation from persons of diverse sexual orientation, gender identity and/or expression, as far as practicable. The Head of Institution may also invite representatives from other groups, as may be applicable.

- c. **Permanent Alternates.** Aside from the regular members of the CODI, the Head of Institution shall also designate their respective permanent alternates who shall act on behalf of the regular members in their absence, temporary incapacity or voluntary or involuntary inhibition. The permanent alternates shall have the authority to render decisions so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

- d. **Impartiality.** Members of the CODI should have no prior record of involvement as a respondent or defendant in any case of whatever nature of sexual harassment, including those which are still pending.
 - 1. When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the School Head or Head of Institution.
 - 2. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest impartiality, relation with the



respondent within the fourth degree of consanguinity or affinity, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause delay in the proceedings.

- e. **Terms of Office.** The HEI may formulate its own rules on the term of office of CODI members, which should not be more than two (2) years, and on other matters pertaining to the functions of the committee as contemplated in RA 7877 and RA 11313 not otherwise provided in the succeeding provisions.

The HEI may include in its rules provision on the extension and hold-over of the CODI members until such time the HEI has designated the new members of the CODI.

SECTION 14. RESPONSIBILITIES AND FUNCTIONS OF THE CODI

The CODI shall have and perform the following functions:

- a. Receive complaints for offenses covered by these Guidelines;
- b. Investigate complaints for offenses covered by these Guidelines including preliminary investigation in accordance with the prescribed procedure;
- c. Observe, at all times, due process in the conduct of investigation;
- d. Within ten (10) days from the receipt of the written complaint, investigate and decide on the case and, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- e. Ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure;
- f. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;
- g. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed;
- h. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses; and
- i. Conduct such other activities that would engender a safe environment for all genders, especially women, in school campuses and training-related programs in HEIs.



In case of non-performance or inadequate performance of functions, the members of the CODI shall be replaced by the Head of HEIs upon receipt of documentation that will substantiate such allegations.

RULE IV STANDARD PROCEDURAL REQUIREMENTS AND COMPLIANCE WITH DUE PROCESS

HEIs shall formulate their own rules and standard procedural requirements on the CODI. The HEIs shall adopt the following minimum requirements:

SECTION 15. PRE-FILING STAGE

The HEI shall adopt mechanisms to provide assistance to an alleged victim of acts punishable by these guidelines which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

SECTION 16. COMPLAINT

- a. The complaint may be filed at any time with the Head of the HEI, the Office of the Immediate Supervisor of the Complainant or the alleged perpetrator, the Guidance Office, Discipline Office, Security Office, the CODI or the CHED Regional Office having jurisdiction over the HEI. Upon receipt of the complaint by any of the above offices, the same shall be transmitted to the CODI, if there is any. In the absence of a CODI, the Head of the HEI shall immediately cause the creation of a CODI in accordance with the law and rules, and transmit the complaint to the Committee.
- b. The complaint may be in any form, provided that the following information are indicated in the complaint:
 1. FULL NAME and CONTACT DETAILS of the Complainant. However, the filing of an anonymous complaint is not prohibited.
 2. FULL NAME, CONTACT DETAILS and/or POSITION of the Respondent, if known to the Complainant.
 3. STATEMENT OF RELEVANT FACTS.
 4. EVIDENCE TO SUPPORT THE ALLEGATION, provided that non-submission of evidence will not cause the dismissal of the complaint; and
 5. CERTIFICATION OR STATEMENT OF NON-FORUM SHOPPING.

If the complaint is not under oath, the Complainant shall be summoned by the CODI to swear to the truth of the allegations in the complaint or require



the Complainant to submit a sworn Complaint within 24 hours from receipt of notice of compliance.

- c. The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for the CODI to continue its investigation and make a report of its findings and recommendation to the disciplining authority when the evidence warrants.

SECTION 17. ACTION ON THE COMPLAINT

After evaluating the complaint, the CODI shall:

- a. *For complaints against an employee, faculty or student of the HEI:* Proceed with the investigation if the complaint is sufficient in form and substance. A complaint is sufficient in form and substance if all the elements provided in the immediately preceding provision are present.
- b. *For complaints against personnel of third-party service providers or partner institutions or guests or visitors of the HEI:* Recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.

The CODI shall likewise recommend to the School Head or Head of Institution to provisionally disallow the personnel of third-party service provider or of partner institutions complained of, or guests or visitors from entering the premises of the HEI or from transacting with the HEI while investigation is pending before the service provider, partner institution or to the proper government authorities.

SECTION 18. INVESTIGATION OF CASES BEFORE THE CODI

The CODI shall, at all times, observe due process and investigate and decide on said complaint within ten (10) working days or less upon receipt thereof, following the procedures, to wit:

- a. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his / her Counter-Affidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Otherwise, the Counter-Affidavit/Comment shall be considered as not filed.
- b. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an *ex-parte* examination of the documents submitted by the parties, including available records of the case.



SECTION 19. PREVENTIVE SUSPENSION

Upon petition of the Complainant or *motu proprio* upon the recommendation of the CODI, the disciplining authority may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and the period of deliberation of the recommendation of the CODI pursuant to Section 20 hereof, if there are reasons to believe that he / she is probably guilty of the charges which would warrant his / her removal from the HEI.

An order of preventive suspension may be issued to temporarily remove the Respondent from the scene of his / her misfeasance or malfeasance and to preclude the possibility of his / her exerting undue influence or pressure on the witnesses against him / her or tampering of any evidence.

SECTION 20. WHEN CASE IS DECIDED

The disciplining authority shall decide the case within thirty (30) days of receipt of the CODI Investigation Report and Recommendation.

SECTION 21. FINALITY OF DECISIONS

A decision rendered by the disciplining authority where the penalty of reprimand, serious reprimand, suspension for not more than thirty (30) days, or a fine in the amount not exceeding thirty (30) days' salary is imposed, shall be final and executory and not appealable, unless a motion for reconsideration is seasonably filed. However, the Respondent may file an appeal within fifteen (15) days before the disciplining authority when the issue raised is a violation of due process.

If the penalty imposed is exclusion, dismissal, suspension exceeding thirty (30) days, or a fine in an amount exceeding thirty (30) days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal, and no such pleading has been filed. A motion for reconsideration may be filed before the disciplining authority by the Respondent within fifteen (15) days of receipt of the decision of the disciplining authority. The disciplining authority shall act or decide on the motion for reconsideration within thirty (30) days of receipt thereof.

SECTION 22. MOTION FOR RECONSIDERATION OR APPEAL, AND SUBSEQUENT PROCEEDINGS, AND OTHER MATTERS NOT COVERED BY THESE GUIDELINES

The filing of a motion for reconsideration and appeal, and subsequent proceedings and other matters not covered by these Guidelines shall be governed by:

For Public HEIs:

- a. existing Civil Service Rules for those employed by the HEI; or
- b. the Manual of Regulations for Private Higher Education (MORPHE), applied suppletorily, for students of the institution.



For Private HEIs:

- a. the MORPHE, for students of the institution;
- b. labor laws and regulations, for those employed by the HEI. He or she may file an original action before the National Labor Relations Commission questioning the decision of the disciplining authority.

SECTION 23. PARALLEL AND COMPLEMENTARY ACTIONS

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

**RULE V
OFFENSES AND PENALTIES**

SECTION 24. TYPES OF OFFENSES AND CORRESPONDING ADMINISTRATIVE PENALTIES

The following matrix of offenses and the corresponding penalties may be adopted by HEIs in crafting their own code of conduct and other policies in relation to GBSH; provided, that in case where the offense and/or the penalty for acts of GBSH is not found in any policy of the HEI, this section shall apply suppletorily to the policies of the institution.

GRAVE OFFENSES	
A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work	
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee	
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees	
<ul style="list-style-type: none"> ● unwanted touching of private parts of the body (genitalia, buttocks and breast) ● rape or sexual assault ● malicious touching ● requests for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing or higher grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance ● public masturbation or flashing of private parts ● groping, or any advances, whether verbal or physical, that are unwanted and threaten one’s sense of personal space and physical safety, and committed in public spaces ● uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content 	<p>Dismissal from service; For students, expulsion</p>



<ul style="list-style-type: none"> any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online impersonating identities of victims online or posting lies of a sexual nature about the victims to harm their reputation filing false abuse reports to online platforms to silence victims of sexual harassment stalking other analogous cases 	
D. Third-party service providers such as sanitation and maintenance personnel	
E. Personnel of Partner Institutions where school-related activities are conducted	
same as above	Permanent ban in the HEI; Termination of contract *For international partners, permanent ban from entering into contract with any PHEI
F. Guests / Visitors	
same as above	Permanent ban in the HEI

LESS GRAVE OFFENSES

A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work

	1 st offense	2 nd offense
<ul style="list-style-type: none"> unwanted touching or brushing against a victim's body pinching not falling under major offenses derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person verbal abuse with sexual overtones unwanted invitations with sexual undertone misogynistic, transphobic, homophobic and sexist slurs persistent uninvited comments or gestures on a person's appearance relentless requests for personal details incessant messaging making statements, comments and suggestions with sexual innuendoes 	Suspension of one month and one day to six months	Dismissal from service; For students, exclusion or dismissal



<ul style="list-style-type: none"> the use of information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats with sexual overtones other analogous cases 		
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee		
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees		
	1st offense	2nd offense
same as above	Suspension of one month and one day to three months; Probation for the entire semester	Dismissal from service; For students, exclusion or dismissal
D. Third-party service providers such as sanitation and maintenance personnel		
E. Personnel of Partner Institutions where school-related activities are conducted		
	1st offense	2nd offense
same as above	Serious reprimand by the HEI	Permanent ban in the HEI *For international partners, permanent ban from entering into a contract with any PHEI
	1st offense	2nd offense
F. Guests / Visitors	Serious reprimand	Permanent ban in the HEI

LIGHT OFFENSES

A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work			
	1st offense	2nd offense	3rd offense
<ul style="list-style-type: none"> surreptitiously looking or staring at a person's private part or worn undergarments making sexist statements and smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar 	Reprimand	Suspension of one day to thirty days	Dismissal from service; For students, exclusion or dismissal



<ul style="list-style-type: none"> malicious leering or ogling the display of sexually offensive pictures, materials or graffiti unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's sexual relations). unwelcome sexual flirtation, advances, propositions making offensive hand or body gestures at the person persistent unwanted attention with sexual overtones unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver catcalling and/or wolf-whistling unwanted sexual misogynistic, transphobic and homophobic remarks and comments online, whether publicly or through direct and private messages invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones other analogous cases 			
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee			
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees			
	1st offense	2nd offense	3rd offense
same as above	Written warning	Written reprimand and community service	Suspension
D. Third-party service providers such as sanitation and maintenance personnel			
E. Personnel of Partner Institutions where school-related activities are conducted			
	1st offense	2nd offense	3rd offense
same as above	reprimand by the HEI	severe reprimand by the HEI	permanent ban in the HEI *For international partners, permanent ban from entering into contract with any PHEI



	1 st offense	2 nd offense	3 rd offense
F. Guests / Visitors	Reprimand by the HEI	Severe reprimand by the HEI	Permanent ban in the HEI
Note: <ul style="list-style-type: none"> • If the perpetrator committed the offense twice against the same victim, the corresponding gravest penalty shall apply. • HEIs may provide gender sensitivity training and counseling to offenders. • The fine penalties provided for in the Implementing Rules and Regulations of RA 11313 may be applied under the conditionalities set forth in the Revised Rules on Administrative Cases in the Civil Service (RRACCS) issued by the Civil Service Commission. 			

SECTION 25. IMPOSITION OF PENALTIES

Minor students who, at the time of the commission of the act of GBSH, are found guilty under these Guidelines by the disciplining authority, shall likewise undergo gender-sensitivity training and psychosocial counseling sanctioned by the Institution's Guidance Office.

If the penalty of expulsion or exclusion is imposed upon a student, the same shall be subject to the confirmatory authority of CHED pursuant to Section 21 of the Implementing Rules and Regulations of the Safe Spaces Act and Section 106 of the MORPHE.

If the penalty of dismissal is imposed upon an employee of the HEI, the same shall be in accordance with the Civil Service Commission (CSC) or Department of Labor and Employment (DOLE) issuances, as the case may be.

If the penalty imposed is other than those provided above, e.g., termination of contract or permanent ban from the HEI, the same shall be final and immediately executory, and notice shall be furnished the Respondent or notice shall be posted around the premises of the institution as the case may be.

For termination of contract with a partner training organization, the institution shall report the same with the CHED Regional Office having jurisdiction over it.

SECTION 26. ACCESSORY PENALTY

A student shall not be allowed to graduate if he or she has a pending case of GBSH. The HEI reserves the right to revoke a student's diploma if it was inadvertently issued while a case for GBSH is pending against the student at the time of its conferment.

Any fees to be charged in the course of a victim's availment of psychosocial counseling and similar services shall be borne by the respondent proven guilty of the offense/s charges.



RULE VI
APPLICABILITY OF CIVIL SERVICE LAWS
AND OTHER RULES, REGULATIONS AND POLICIES

SECTION 27. OTHER APPLICABLE LAW PROVISIONS

The pertinent rules, circulars and issuances of the CSC and the DOLE are hereby adopted as integral parts of these Guidelines, particularly in the operation of public HEIs, i.e., State Universities and Colleges and Local Universities and Colleges, other specialized colleges and HEIs with charters.

All educational and training institutions that have an existing Code of Conduct of Policy on Sexual Harassment, including a CODI established under the Anti Sexual Harassment Act of 1995 (RA 7877), should amend these to conform to the Safe Spaces Act (RA 11313) and these Guidelines.

In addition, private HEIs should develop their policies and guidelines, including pertinent mechanisms, in accordance with DOLE Administrative Order No. 250 on sexual harassment. HEIs in the public sector shall comply with the standards set by the CSC.

All HEIs shall comply with the standards set by the Commission, accordingly. The Commission is committed in ensuring that HEIs are safe working and learning spaces free of any form of harassment including power-based harassment, as well as discrimination and persecution on the basis of class, religion, ethnicity, sexual orientation and gender identity, and shall endeavor to institutionalize an environment of higher education in the Philippines that respects the dignity of all.

RULE VII
MISCELLANEOUS PROVISIONS

SECTION 28. REPEALING CLAUSE

All CHED issuances inconsistent with these Guidelines are deemed repealed accordingly upon the effectivity of this CMO.

SECTION 29. SEPARABILITY CLAUSE

If for any reason, any portion or provision of these Guidelines is declared invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.



SECTION 30. EFFECTIVITY

This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or newspaper of general circulation and copies thereof are registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

Immediate dissemination of and strict compliance with this CMO are hereby ordered.



J. PROSPERO E. DE VERA, III, DPA
Chairman





APPENDIX III

CYBERCRIME

PREVENTION ACT OF

2012

(Excerpt from RA

10175)

AN ACT DEFINING CYBERCRIME, PROVIDING FOR THE PREVENTION, INVESTIGATION, SUPPRESSION AND THE IMPOSITION OF PENALTIES THEREFOR AND FOR OTHER PURPOSES



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

CHAPTER I PRELIMINARY PROVISIONS

SECTION 1. *Title.* — This Act shall be known as the “Cybercrime Prevention Act of 2012”.

SEC. 2. *Declaration of Policy.* — The State recognizes the vital role of information and communications industries such as content production, telecommunications, broadcasting electronic commerce, and data processing, in the nation’s overall social and economic development. The State also recognizes the importance of providing an environment conducive to the development, acceleration, and rational application and exploitation of information and communications technology (ICT) to attain free, easy, and intelligible access to exchange and/or delivery of information; and the need to protect and safeguard the integrity of computer, computer and communications systems, networks, and databases, and the confidentiality, integrity, and availability of information and data stored therein, from all forms of misuse, abuse, and illegal access by making punishable under the law such conduct or conducts. In this light, the State shall adopt sufficient powers to effectively prevent and combat such offenses by facilitating their detection, investigation, and prosecution at both the domestic and international levels, and by providing arrangements for fast and reliable international cooperation.

SEC. 3. *Definition of Terms.* — For purposes of this Act, the following terms are hereby defined as follows:

(a) *Access* refers to the instruction, communication with, storing data in, retrieving data from, or otherwise making use of any resources of a computer system or communication network.

(b) *Alteration* refers to the modification or change, in form or substance, of an existing computer data or program.

(c) *Communication* refers to the transmission of information through ICT media, including voice, video and other forms of data.

(d) *Computer* refers to an electronic, magnetic, optical, electrochemical, or other data processing or communications device, or grouping of such devices, capable of performing logical, arithmetic, routing, or storage functions and which includes any storage facility or equipment or communications facility or equipment directly related to or operating in conjunction with such device. It covers any type of computer device including devices with data processing capabilities like mobile phones, smart phones, computer networks and other devices connected to the internet.

(e) *Computer data* refers to any representation of facts, information, or concepts in a form suitable for processing in a computer system including a program suitable to cause a computer system to perform a function and includes electronic documents and/or electronic data messages whether stored in local computer systems or online.

(f) *Computer program* refers to a set of instructions executed by the computer to achieve intended results.

(g) *Computer system* refers to any device or group of interconnected or related devices, one or more of which, pursuant to a program, performs automated processing of data. It covers any type of device with data processing capabilities



including, but not limited to, computers and mobile phones. The device consisting of hardware and software may include input, output and storage components which may stand alone or be connected in a network or other similar devices. It also includes computer data storage devices or media.

(h) *Without right* refers to either: (i) conduct undertaken without or in excess of authority; or (ii) conduct not covered by established legal defenses, excuses, court orders, justifications, or relevant principles under the law.

(i) *Cyber* refers to a computer or a computer network, the electronic medium in which online communication takes place.

(j) *Critical infrastructure* refers to the computer systems, and/or networks, whether physical or virtual, and/or the computer programs, computer data and/or traffic data so vital to this country that the incapacity or destruction or of interference with such system and assets would have a debilitating impact on security, national or economic security, national public health and safety, or any combination of those matters.

(k) *Cybersecurity* refers to the collection of tools, policies, risk management approaches, actions, training, best practices, assurance and technologies that can be used to protect the cyber environment and organization and user's assets.

(l) *Database* refers to a representation of information, knowledge, facts, concepts, or instructions which are being prepared, processed or stored or have been prepared, processed or stored in a formalized manner and which are intended for use in a computer system.

(m) *Interception* refers to listening to, recording, monitoring or surveillance of the content of communications, including procuring of the content of data, either directly, through access and use of a computer system or indirectly, through the use of electronic eavesdropping or tapping devices, at the same time that the communication is occurring.

(n) *Service provider* refers to:

(1) Any public or private entity that provides to users of its service the ability to communicate by means of a computer system; and

(2) Any other entity that processes or stores computer data on behalf of such communication service or users of such service.

(o) *Subscriber's information* refers to any information contained in the form of computer data or any other form that is held by a service provider, relating to subscribers of its services other than traffic or content data and by which identity can be established:

(1) The type of communication service used, the technical provisions taken thereto and the period of service;

(2) The subscriber's identity, postal or geographic address, telephone and other access numbers, any assigned network address, billing and payment information, available on the basis of the service agreement or arrangement; and

(3) Any other available information on the site of the installation of communication equipment, available on the basis of the service agreement or arrangement.



(p) *Traffic data or non-content data* refers to any computer data other than the content of the communication including, but not limited to, the communication's origin, destination, route, time, date, size, duration, or type of underlying service.

CHAPTER II PUNISHABLE ACTS

SEC. 4. *Cybercrime Offenses.* — The following acts constitute the offense of cybercrime punishable under this Act:

(a) Offenses against the confidentiality, integrity and availability of computer data and systems:

(1) *Illegal Access.* – The access to the whole or any part of a computer system without right.

(2) *Illegal Interception.* – The interception made by technical means without right of any non-public transmission of computer data to, from, or within a computer system including electromagnetic emissions from a computer system carrying such computer data.

(3) *Data Interference.* — The intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message, without right, including the introduction or transmission of viruses.

(4) *System Interference.* — The intentional alteration or reckless hindering or interference with the functioning of a computer or computer network by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data or program, electronic document, or electronic data message, without right or authority, including the introduction or transmission of viruses.

(5) *Misuse of Devices.*

(i) The use, production, sale, procurement, importation, distribution, or otherwise making available, without right, of:

(aa) A device, including a computer program, designed or adapted primarily for the purpose of committing any of the offenses under this Act; or

(bb) A computer password, access code, or similar data by which the whole or any part of a computer system is capable of being accessed with intent that it be used for the purpose of committing any of the offenses under this Act.

(ii) The possession of an item referred to in paragraphs 5(i)(aa) or (bb) above with intent to use said devices for the purpose of committing any of the offenses under this section.

(6) *Cyber-squatting.* – The acquisition of a domain name over the internet in bad faith to profit, mislead, destroy reputation, and deprive others from registering the same, if such a domain name is:

(i) Similar, identical, or confusingly similar to an existing trademark registered with the appropriate government agency at the time of the domain name registration:

(ii) Identical or in any way similar with the name of a person other than the registrant, in case of a personal name; and

(iii) Acquired without right or with intellectual property interests in it.



(b) Computer-related Offenses:

(1) Computer-related Forgery. —

(i) The input, alteration, or deletion of any computer data without right resulting in inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether or not the data is directly readable and intelligible; or

(ii) The act of knowingly using computer data which is the product of computer-related forgery as defined herein, for the purpose of perpetuating a fraudulent or dishonest design.

(2) Computer-related Fraud. — The unauthorized input, alteration, or deletion of computer data or program or interference in the functioning of a computer system, causing damage thereby with fraudulent intent: *Provided*, That if no

damage has yet been caused; the penalty imposable shall be one (1) degree lower.

(3) Computer-related Identity Theft. — The intentional acquisition, use, misuse, transfer, possession, alteration or deletion of identifying information belonging to another, whether natural or juridical, without right: *Provided*, that if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(c) Content-related Offenses:

(1) Cybersex. — The willful engagement, maintenance, control, or operation, directly or indirectly, of any lascivious exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.

(2) Child Pornography. — The unlawful or prohibited acts defined and punishable by Republic Act No. 9775 or the Anti-Child Pornography Act of 2009, committed through a computer system: *Provided*, That the penalty to be imposed shall be (1) one degree higher than that provided for in Republic Act No. 9775.

(3) Unsolicited Commercial Communications. — The transmission of commercial electronic communication with the use of computer system which seek to advertise, sell, or offer for sale products and services are prohibited unless:

(i) There is prior affirmative consent from the recipient; or

(ii) The primary intent of the communication is for service and/or administrative announcements from the sender to its existing users, subscribers or customers; or

(iii) The following conditions are present:

(aa) The commercial electronic communication contains a simple, valid, and reliable way for the recipient to reject receipt of further commercial electronic messages (opt-out) from the same source;

(bb) The commercial electronic communication does not purposely disguise the source of the electronic message; and

(cc) The commercial electronic communication does not purposely include misleading information in any part of the message in order to induce the recipients to read the message.



(4) Libel. — The unlawful or prohibited acts of libel as defined in Article 355 of the Revised Penal Code, as amended, committed through a computer system or any other similar means which may be devised in the future.

SEC. 5. *Other Offenses.* — The following acts shall also constitute an offense:

(a) Aiding or Abetting in the Commission of Cybercrime. — Any person who willfully abets or aids in the commission of any of the offenses enumerated in this Act shall be held liable.

(b) Attempt in the Commission of Cybercrime. — Any person who willfully attempts to commit any of the offenses enumerated in this Act shall be held liable.

SEC. 6. All crimes defined and penalized by the Revised Penal Code, as amended, and special laws, if committed by, through and with the use of information and communications technologies shall be covered by the relevant provisions of this Act: *Provided*, That the penalty to be imposed shall be one (1) degree higher than that provided for by the Revised Penal Code, as amended, and special laws, as the case may be.

SEC. 7. *Liability under Other Laws.* — A prosecution under this Act shall be without prejudice to any liability for violation of any provision of the Revised Penal Code, as amended, or special laws.

CHAPTER III PENALTIES

SEC. 8. *Penalties.* — Any person found guilty of any of the punishable acts enumerated in Sections 4(a) and 4(b) of this Act shall be punished with imprisonment of *prision mayor* or a fine of at least Two hundred thousand pesos (PhP200,000.00) up to a maximum amount commensurate to the damage incurred or both.

Any person found guilty of the punishable act under Section 4(a)(5) shall be punished with imprisonment of *prision mayor* or a fine of not more than five hundred thousand pesos (PhP500,000.00) or both.

If punishable acts in Section 4(a) are committed against critical infrastructure, the penalty of *reclusion temporal* or a fine of at least Five hundred thousand pesos (PhP500,000.00) up to maximum amount commensurate to the damage incurred or both, shall be imposed.

Any person found guilty of any of the punishable acts enumerated in Section 4(c)(1) of this Act shall be punished with imprisonment of *prision mayor* or a fine of at least Two hundred thousand pesos (PhP200,000.00) but not exceeding One million pesos (PhP1,000,000.00) or both.

Any person found guilty of any of the punishable acts enumerated in Section 4(c)(2) of this Act shall be punished with the penalties as enumerated in Republic Act No. 9775 or the “Anti-Child Pornography Act of 2009”: *Provided*, That the penalty to be imposed shall be one (1) degree higher than that provided for in Republic Act No. 9775, if committed through a computer system.

Any person found guilty of any of the punishable acts enumerated in Section 4(c)(3) shall be punished with imprisonment of *arresto mayor* or a fine of at least Fifty thousand pesos (PhP50,000.00) but not exceeding Two hundred fifty thousand pesos (PhP250,000.00) or both.



Any person found guilty of any of the punishable acts enumerated in Section 5 shall be punished with imprisonment one (1) degree lower than that of the prescribed penalty for the offense or a fine of at least One hundred thousand pesos (PhP100,000.00) but not exceeding Five hundred thousand pesos (PhP500,000.00) or both.

SEC. 9. *Corporate Liability.* — When any of the punishable acts herein defined are knowingly committed on behalf of or for the benefit of a juridical person, by a natural person acting either individually or as part of an organ of the juridical person, who has a leading position within, based on: (a) a power of representation of the juridical person provided the act committed falls within the scope of such authority; (b) an authority to take decisions on behalf of the juridical person: *Provided*, That the act committed falls within the scope of such authority; or (c) an authority to exercise control within the juridical person, the juridical person shall be held liable for a fine equivalent to at least double the fines imposable in Section 7 up to a maximum of Ten million pesos (PhP10,000,000.00).

If the commission of any of the punishable acts herein defined was made possible due to the lack of supervision or control by a natural person referred to and described in the preceding paragraph, for the benefit of that juridical person by a natural person acting under its authority, the juridical person shall be held liable for a fine equivalent to at least double the fines imposable in Section 7 up to a maximum of Five million pesos (PhP5,000,000.00).

The liability imposed on the juridical person shall be without prejudice to the criminal liability of the natural person who has committed the offense.

CHAPTER IV ENFORCEMENT AND IMPLEMENTATION

SEC. 10. *Law Enforcement Authorities.* — The National Bureau of Investigation (NBI) and the Philippine National Police (PNP) shall be responsible for the efficient and effective law enforcement of the provisions of this Act. The NBI and the PNP shall organize a cybercrime unit or center manned by special investigators to exclusively handle cases involving violations of this Act.

SEC. 11. *Duties of Law Enforcement Authorities.* — To ensure that the technical nature of cybercrime and its prevention is given focus and considering the procedures involved for international cooperation, law enforcement authorities specifically the computer or technology crime divisions or units responsible for the investigation of cybercrimes are required to submit timely and regular reports including pre-operation, post-operation and investigation results and such other documents as may be required to the Department of Justice (DOJ) for review and monitoring.

SEC. 12. *Real-Time Collection of Traffic Data.* — Law enforcement authorities, with due cause, shall be authorized to collect or record by technical or electronic means traffic data in real-time associated with specified communications transmitted by means of a computer system.

Traffic data refer only to the communication's origin, destination, route, time, date, size, duration, or type of underlying service, but not content, nor identities.

All other data to be collected or seized or disclosed will require a court warrant.

Service providers are required to cooperate and assist law enforcement authorities in the collection or recording of the above-stated information.



The court warrant required under this section shall only be issued or granted upon written application and the examination under oath or affirmation of the applicant and the witnesses he may produce and the showing: (1) that there are reasonable grounds to believe that any of the crimes enumerated hereinabove has been committed, or is being committed, or is about to be committed; (2) that there are reasonable grounds to believe that evidence that will be obtained is essential to the conviction of any person for, or to the solution of, or to the prevention of, any such crimes; and (3) that there are no other means readily available for obtaining such evidence.

SEC. 13. *Preservation of Computer Data.* — The integrity of traffic data and subscriber information relating to communication services provided by a service provider shall be preserved for a minimum period of six (6) months from the date of the transaction. Content data shall be similarly preserved for six (6) months from the date of receipt of the order from law enforcement authorities requiring its preservation.

Law enforcement authorities may order a one-time extension for another six (6) months: *Provided*, That once computer data preserved, transmitted or stored by a service provider is used as evidence in a case, the mere furnishing to such service provider of the transmittal document to the Office of the Prosecutor shall be deemed a notification to preserve the computer data until the termination of the case.

The service provider ordered to preserve computer data shall keep confidential the order and its compliance.

SEC. 14. *Disclosure of Computer Data.* — Law enforcement authorities, upon securing a court warrant, shall issue an order requiring any person or service provider to disclose or submit subscriber's information, traffic data or relevant data in his/its possession or control within seventy-two (72) hours from receipt of the order in relation to a valid complaint officially docketed and assigned for investigation and the disclosure is necessary and relevant for the purpose of investigation.

SEC. 15. *Search, Seizure and Examination of Computer Data.* — Where a search and seizure warrant is properly issued, the law enforcement authorities shall likewise have the following powers and duties.

Within the time period specified in the warrant, to conduct interception, as defined in this Act, and:

- (a) To secure a computer system or a computer data storage medium;
- (b) To make and retain a copy of those computer data secured;
- (c) To maintain the integrity of the relevant stored computer data;
- (d) To conduct forensic analysis or examination of the computer data storage medium; and
- (e) To render inaccessible or remove those computer data in the accessed computer or computer and communications network.

Pursuant thereof, the law enforcement authorities may order any person who has knowledge about the functioning of the computer system and the measures to protect and preserve the computer data therein to provide, as is reasonable, the necessary information, to enable the undertaking of the search, seizure and examination.



Law enforcement authorities may request for an extension of time to complete the examination of the computer data storage medium and to make a return thereon but in no case for a period longer than thirty (30) days from date of approval by the court.

SEC. 16. *Custody of Computer Data.* — All computer data, including content and traffic data, examined under a proper warrant shall, within forty-eight (48) hours after the expiration of the period fixed therein, be deposited with the court in a sealed package, and shall be accompanied by an affidavit of the law enforcement authority executing it stating the dates and times covered by the examination, and the law enforcement authority who may access the deposit, among other relevant data. The law enforcement authority shall also certify that no duplicates or copies of the whole or any part thereof have been made, or if made, that all such duplicates or copies are included in the package deposited with the court. The package so deposited shall not be opened, or the recordings replayed, or used in evidence, or then contents revealed, except upon order of the court, which shall not be granted except upon motion, with due notice and opportunity to be heard to the person or persons whose conversation or communications have been recorded.

SEC. 17. *Destruction of Computer Data.* — Upon expiration of the periods as provided in Sections 13 and 15, service providers and law enforcement authorities, as the case may be, shall immediately and completely destroy the computer data subject of a preservation and examination.

SEC. 18. *Exclusionary Rule.* — Any evidence procured without a valid warrant or beyond the authority of the same shall be inadmissible for any proceeding before any court or tribunal.

SEC. 19. *Restricting or Blocking Access to Computer Data.* — When a computer data is *prima facie* found to be in violation of the provisions of this Act, the DOJ shall issue an order to restrict or block access to such computer data.

SEC. 20. *Noncompliance.* — Failure to comply with the provisions of Chapter IV hereof specifically the orders from law enforcement authorities shall be punished as a violation of Presidential Decree No. 1829 with imprisonment of *prison correctional* in its maximum period or a fine of One hundred thousand pesos (Php100,000.00) or both, for each and every noncompliance with an order issued by law enforcement authorities.

CHAPTER V JURISDICTION

SEC. 21. *Jurisdiction.* — The Regional Trial Court shall have jurisdiction over any violation of the provisions of this Act, including any violation committed by a Filipino national regardless of the place of commission. Jurisdiction shall lie if any of the elements was committed within the Philippines or committed with the use of any computer system wholly or partly situated in the country, or when by such commission any damage is caused to a natural or juridical person who, at the time the offense was committed, was in the Philippines.

There shall be designated special cybercrime courts manned by specially trained judges to handle cybercrime cases.

CHAPTER VI INTERNATIONAL COOPERATION

Sec. 22. *General Principles Relating to International Cooperation*— All relevant international instruments on international cooperation in criminal matters,

arrangements agreed on the basis of uniform or reciprocal legislation, and domestic laws, to the widest extent possible for the purposes of investigations or proceedings concerning criminal offenses related to computer systems and data, or for the collection of evidence in electronic form of a criminal, offense shall be given full force and effect.

CHAPTER VII COMPETENT AUTHORITIES

SEC 23. *Department of Justice (DOJ).* — There is hereby created an Office of Cybercrime within the DOJ designated as the central authority in all matters related to international mutual assistance and extradition.

SEC. 24. *Cybercrime Investigation and Coordinating Center.* — There is hereby created, within thirty (30) days from the effectivity of this Act, an inter-agency body to be known as the Cybercrime Investigation and Coordinating Center (CICC), under the administrative supervision of the Office of the President, for policy coordination among concerned agencies and for the formulation and enforcement of the national cybersecurity plan.

SEC. 25. *Composition.* — The CICC shall be headed by the Executive Director of the Information and Communications Technology Office under the Department of Science and Technology (ICTO-DOST) as Chairperson with the Director of the NBI as Vice Chairperson; the Chief of the PNP; Head of the DOJ Office of Cybercrime; and one (1) representative from the private sector and academe, as members. The CICC shall be manned by a secretariat of selected existing personnel and representatives from the different participating agencies.

SEC. 26. *Powers and Functions.* — The CICC shall have the following powers and functions:

- (a) To formulate a national cybersecurity plan and extend immediate assistance for the suppression of real-time commission of cybercrime offenses through a computer emergency response team (CERT);
- (b) To coordinate the preparation of appropriate and effective measures to prevent and suppress cybercrime activities as provided for in this Act;
- (c) To monitor cybercrime cases being bandied by participating law enforcement and prosecution agencies;
- (d) To facilitate international cooperation on intelligence, investigations, training and capacity building related to cybercrime prevention, suppression and prosecution;
- (e) To coordinate the support and participation of the business sector, local government units and nongovernment organizations in cybercrime prevention programs and other related projects;
- (f) To recommend the enactment of appropriate laws, issuances, measures and policies;
- (g) To call upon any government agency to render assistance in the accomplishment of the CICC's mandated tasks and functions; and



(h) To perform all other matters related to cybercrime prevention and suppression, including capacity building and such other functions and duties as may be necessary for the proper implementation of this Act.

CHAPTER VIII FINAL PROVISIONS

SEC. 27. *Appropriations.* — The amount of Fifty million pesos (PhP50,000,000.00) shall be appropriated annually for the implementation of this Act.

SEC. 28. *Implementing Rules and Regulations.* — The ICTO-DOST, the DOJ and the Department of the Interior and Local Government (DILG) shall jointly formulate the necessary rules and regulations within ninety (90) days from approval of this Act, for its effective implementation.

SEC. 29. *Separability Clause* — If any provision of this Act is held invalid, the other provisions not affected shall remain in full force and effect.

SEC. 30. *Repealing Clause.* — All laws, decrees or rules inconsistent with this Act are hereby repealed or modified accordingly. Section 33(a) of Republic Act No. 8792 or the “Electronic Commerce Act” is hereby modified accordingly.

SEC. 31. *Effectivity.* — This Act shall take effect fifteen (15) days after the completion of its publication in the *Official Gazette* or in at least two (2) newspapers of general circulation.



Appendix IV

CAMPUS

JOURNALISM

ACT OF 1991

(Excerpt from

RA 7079)





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

Section 1. Title. – This Act shall be known and referred to as the "**Campus Journalism Act of 1991.**"

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

Section 3. Definition of Terms. –

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

(b) Student Publication. – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

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

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

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

Section 4. Student Publication. – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

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



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

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

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

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

Section 8. Press Conferences and Training Seminar. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

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

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

Section 11. Appropriations. – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

Approved: **July 5, 1991.**



Appendix V

DRUG- FREE SPAMAST



In support of the national campaign against drugs, SPAMAST hereby devised the guidelines for the conduct of drug testing for students governing the establishment of a drug-free school environment and the promotion of mental and emotional well-being of its students.

Legal Bases

These guidelines are supported by the following legal foundations:

1. Republic Act 9165, otherwise known as *“The Comprehensive Dangerous Drugs Act of 2002”* and its Implementing Rules and Regulations (IRR);
2. Dangerous Drugs Board (DDB) Regulation No. 6 Series of 2003, as amended by Dangerous Drugs Board (DDB) Regulation No. 3 Series of 2009;
3. Office of the President Memorandum Circular (MC) No. 89 dated December 17, 2015 or the *“Implementation and Institutionalization of the National Anti-Drug Plan of Action”*;
4. Commission on Higher Education Memorandum Order (CMO) no. 64 series of 2017 known as *“Policies, Guidelines and Procedures for Higher Education Institutions (HEIs) Requiring Drug Testing of Students”*;
5. Office of the President Executive Order No. 66, Series of 2018 known as *“Institutionalizing the Philippine Anti-Illegal Drugs Strategy”*
6. Commission on Higher Education Memorandum Order (CMO) no. 18 series of 2018 known as *“Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institution (HEIs)”*; and Board Regulation No.3 Series of 2009 known as *“General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6 Series of 2003.*

Objectives

These implementing guidelines specifically aim to:

1. Promote a “drug-free” campus and further the legitimate interest of the government on preventing and deterring dangerous drug use among youth;
 2. Instill in the minds of students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment;
 3. Establish a stronger partnership with government agencies in providing programs and activities intended to facilitate the holistic and well-rounded student development; and
- Ensure that drug testing policies in SPAMAST are reasonable and not violative of the fundamental rights of the students.

Coverage

These implementing guidelines shall apply to all currently enrolled students in SPAMAST.

Definition of Terms

For purposes of these guidelines, the following terms are defined as follows:



1. **Accreditation** – refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (inputs/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.

2. **Confirmatory Drug Test** – refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.

3. **Currently Enrolled Students** – refer to existing and currently enrolled students in SPAMAST.

4. **Dangerous Drugs** – include those identified and listed in R.A. 9165 or ‘Comprehensive Dangerous Drugs Act of 2002’ and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.

5. **DOH-accredited physician** – refers to physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.

Drug abuser – refers to a person who uses or administers to himself/herself or allows others to administer dangerous drugs to him/her without medical approval. He/she belongs to any of the three categories:

The Experimenter – one who, out of curiosity, uses or administers to himself or allows others to administer to him/her dangerous drugs once or a few times;

The casual user – one who, from time to time, uses or administers or allows others to administer to him/her dangerous drugs in an attempt to refresh his/her mind and body or as a form of play, amusement or relaxation; and

The Drug dependent – one who regularly consumes or administers or allows others to administer to him/her dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

7. **Drug Dependency** – refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.

8. **Drug Dependency Examination** – refers to a procedure conducted by a DOH-accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.

9. **“Drug-free” campus** – refers to the declaration of the government to SPAMAST as clear of drugs that has been subjected to the conduct of the drug testing and with the following parameters, among others:



- a. Non-availability of drug supply/absence of drug supply
- b. Absence of drug pusher;
- c. Absence of drug user; and
- d. Existence of drug awareness, preventive education and information, and other related programs.

1. **Drug testing** – the process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.
 2. **Drug Testing Coordinator** – refers to the point person, duly appointed by the president of SPAMAST tasked with handling drug testing program; preferably the Director for Student Services.
 3. **Dangerous Drugs Board** –refers to the policy-making and strategy-formulating body in the planning and formulation of policies and programs on drug prevention and control. It shall develop and adopt comprehensive, integrated, unified and balanced national drug abuse prevention and control strategy.
 4. **Interventions** – are therapeutic programs appropriate for high-risk individuals/ students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are:(1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community-based interventions.
 5. **Laboratory** – refers to a private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.
 6. **Mandatory drug testing** – refers to compulsory submission of a student for drug testing as required by R.A. 9165.
 7. **Prevention** – is the promotion of drug-free lifestyle thru strategies such as advocacy, information, dissemination, and capability building through training.
 8. **Random drug test** – refers to unannounced schedule of testing with each student having an equal chance of being selected for testing.
 9. **Random selection** – refers to the unbiased process of selecting students who are to undergo drug testing.
 10. **Screening drug test** – refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- MHO** – Municipal Health Office of Malita which has a DOH-accredited physician and nurses who are authorized to perform drug testing and profiling.

General Guidelines

1. **Random Drug Testing** – SPAMAST, in the exercise of its academic freedom, shall implement as part of the requirements for retention, a mandatory random drug testing of its current students, provided that:



- ◆ The mandatory random drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No.3, s. 2009.
- ◆ In case the result is confirmed positive, the SPAMAST Drug Testing Coordinator shall inform and conduct a conference with the parent and student concerned;
- ◆ The confirmed positive result shall not be a basis for disciplinary action unless the said student is held liable for some other violations of the of the school's internal rules and regulations after due process; and
- ◆ If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed on the student as may be provided in the Student manual and other applicable laws, rules and regulations.

2. Drug Testing as a requirement for admission and retention-Aside from mandatory random drug testing, SPAMAST may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies.

- ◆ The mandatory drug testing shall be conducted in the same manner as the random drug testing under DBB Board Regulation no. 6, s. 2003 and No. 3, S. 2009;
- ◆ In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned;
- ◆ The confirmed positive result shall not be a basis for disciplinary action unless the said student is held liable for some other violations of the of the school's internal rules and regulations after due process; and
- ◆ If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed on the student as may be provided in the Student manual and other applicable laws, rules and regulations.

F. Confidentiality

1. All records must be strictly held confidential as provided for under the pertinent provisions of R.A. 9165. SPAMAST should also ensure the provision of non-discriminatory intervention services.
2. The provisions of R.A No. 10173 otherwise known as "Data Privacy Act of 2012" specifically Chapter III. "Processing of Personal Information" which to protect vitally important data, including life and health shall be observed.

G. Sanctions

1. Any member of the faculty, administrator, or employee of SPAMAST who violates the rules of confidentiality of the results of the drug tests shall, in



- addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and other applicable laws.
2. Any student who refused to undergo drug testing shall be subject to appropriate actions in accordance with the school's Student manual, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

H. Drug-Free Committee (DFC)

1. SPAMAST shall establish a Drug-Free Committee (DFC) which shall formulate the Drug Testing Program in accordance with the pertinent provisions of R.A. 9165. The program shall include, among others the drug education/awareness, prevention and control initiatives that will promote a "drug-free" campus.
2. The College President shall be the Overall Chair of the DFC and shall duly appoint a drug testing coordinator (DTC), preferably the Clinic Coordinator who shall handle the drug testing program. The names and composition of the DFC shall be submitted to CHEDRO-XI.
3. The DFC shall have the following responsibilities:
 - a. Compose the selection board for the conduct of the drug testing in the campus with the Vice President for Academic Affairs as the Chair, Director for Student Services as the Co-chair, DTC, SSG President, Faculty President, and a representative from parents as members.
 - b. Closely coordinate with the City Health Office through the City Anti-Drug Advocacy Council to access official list of DOH-accredited drug facilities, physicians duly accredited to administer drug testing shall conduct the necessary drug testing, and to establish institution-level interventions if needed.
 - c. Always ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information that is needed for submission to CHEDRO-XI.
 - d. Recommend to the Board of Trustees the appropriate interventions, depending on the results of the drug testing.
 - e. Monitor the students especially in preventing them to engage in dangerous drug-related activities and those undergoing appropriate interventions for the intention of treating and rehabilitating them.

I. FEES

1. The fee for drug testing as admission requirement will be borne by the student-applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility, the fee of which shall be paid directly by the student-applicant to the facility.
2. The fees for implementation of a mandatory random drug testing of SPAMAST students shall be part of the miscellaneous and other fees charged subject to existing consultation and other requirements of CHED for enforceability and collectability of fees.

J. IMPLEMENTATION

This set of guidelines and standards shall be implemented effective Academic Year (AY) 2023-2024 upon its approval.



Appendix VI

SPAMAST OSS CONTINUITY PLAN ON FLEXIBLE DELIVERY OF SAS PROGRAMS

PART II. FLEXIBLE DELIVERY STRATEGIC ACTIONS

Student Service Welfare

Information Service and Orientation Services

Guidance and Counseling Services

Career and Placement Services

Economic Enterprise Development

Student manual Development

Student Service Welfare	OFFLINE	ONLINE
<i>Information Service and Orientation Services</i>	<ul style="list-style-type: none"> • Send printed or digital information and orientation materials (brochures, handouts, manuals, etc.) to students via courier or along the module distribution. • Student Consultation 	<ul style="list-style-type: none"> • Create contents and materials that can be downloaded, develop other platforms for orientation, conduct synchronous and asynchronous sessions and/or live broadcasts using different media platforms
<i>Guidance and Counseling Services</i>	<ul style="list-style-type: none"> • Conduct remote PFA, tele-counselling through mobile or landline calls • Conduct mobile PFA training to faculty and student volunteers to remote areas with high number of students enrolled. 	<ul style="list-style-type: none"> • Provide online mental health counselling through online platforms (google meet; zoom) • Post mental health contents via infographics or videos to the official Facebook account • Provide mental health and wellness seminars thorough online platforms



<i>Career and Placement Services</i>	<ul style="list-style-type: none">• Send printed or digital information and orientation materials to students via courier or along the module distribution	<ul style="list-style-type: none">• Post the information and career tips via infographics or videos to the official Facebook account• Conduct virtual career fairs, with clearance from DOLE.• Conduct webinars on personality development, resume writing, etc.• Provide links (e.g. DOLE links) on resources for job application, opportunities, and legal considerations (e.g. labor rights).
<i>Economic Enterprise Development</i>	<ul style="list-style-type: none">• Provide printed information materials on the different opportunities for loans and educational assistance for students and financial literacy.• Support student participation on different entrepreneurial activities/compilations.	<ul style="list-style-type: none">• Conduct online entrepreneurial initiatives and webinars on financial literacy.• Provide online platforms or mechanisms for the delivery of services (student loans, etc.).• Institutionalize online process or mechanism for student loan to ensure collection of fees.• Make information available through digital platforms (chatbots, website, social media, etc.)





<p><i>Student manual Development</i></p>	<ul style="list-style-type: none">• Provision of Primer/FAQs/Guidebook/ Handbook for all students, and to be distributed at the Convergence Area (pick-up points).	<ul style="list-style-type: none">• An online e-copy of the SPAMAST Handbook shall be uploaded to SPAMAST Website, OSS & SODO Facebook Pages, and other online social media for widest information dissemination.
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B. Student Development Programs

- a) Student Organization and Activities
- b) Leadership Training
- c) Student Council/Government
- d) Student Discipline
- e) Student Publication/Yearbook





Student Development Programs	OFFLINE	ONLINE
<i>Student Organization and Activities</i>	<p>The required documents for the accreditation of student organization, conduct of student activities, among others shall be submitted at the convergence area (pick-up points) for an easy facilitation of approval.</p>	<p>The management will cater online submission of required documents for the accreditation of student organization, conduct of student activities, among others. All documents will be emailed at so-do@spamast.edu.ph and with prior communication and pre-approval from SODO and OSS Office.</p> <p>Majority of the student activities shall be conducted virtually (at least 70% planned activities) (using online platform). Suggested activities include online essay writing competition, poster making contest, among others.</p>
<i>Leadership Training</i>	<p>Provision of printed leadership materials shall be given to all student leaders.</p>	<p>Organize webinar series for student leadership.</p> <p>Encourage student leaders to join online seminars-workshops and conferences sponsored by other organizations and professional groups.</p>





<i>Student Council/ Government</i>	<ul style="list-style-type: none">• SPAMAST SSG face-to-face activities is allowed as long as they abide with the health and safety protocols issued by DOH, IATF, LGU, CHED and SPAMAST	<ul style="list-style-type: none">• Majority of the SPAMAST SSG Activities shall be conducted in an online platform.• The organization shall create official FB Page and other social media used for information dissemination etc.• Election of the new sets of SSG Officers shall be done virtually (online).
<i>Student Discipline Student</i>	<ul style="list-style-type: none">• Provision of Primer/FAQs/• Guidebook/Handbook for all students, and to be distributed at the Convergence Area (pick-up points).• Submission of Incident Report shall be submitted at the convergence area or through courier. Actions of it shall be followed using the standard documented process.	<ul style="list-style-type: none">• Conduct of virtual orientation for student disciplinary policies and actions shall be given at least once a year.• Provision of an online student disciplinary process managed by the members of the grievance committee.
<i>Publication/Yearbook</i>	<ul style="list-style-type: none">• Send Self-published reading materials, newsletters and magazines via courier or along with module distribution.• Synchronous distribution of semestral publication with module distribution	<ul style="list-style-type: none">• Update Facebook Page of SPAMAST Student Publication Office and provide e-copy of campus journals or magazines.• Conduct webinars on online campus journalism.• Creation of website• Promotion of call for article submissions and contributions



C. Institutional Student Development and Services

- a) Admission Services
- b) Scholarship and Financial Assistances
- c) Food Services
- d) Health Services
- e) Safety and Security Services
- f) Student Housing and Residential Services
- g) Multi-faith Services
- h) Foreign/International Student Services
- i) Service for Special Students
- j) Cultural and Arts Program
- k) Sports Development Program
- l) Social and Community Involvement Program

Institutional Student Development and Services	OFFLINE	ONLINE
<i>Admission Services</i>	<ul style="list-style-type: none"> • Applicants may submit academic credentials through courier or drop-off. • Applicants may call (telephone or cellphone) the admission office for the clarifications and information. • Provide available flyers, brochures, tarpaulins, etc. regarding admission policies and enrolment procedures along with module distribution. 	<ul style="list-style-type: none"> • Applicants can submit scanned copies of basic admission credentials, but with undertaking on the submission of not readily available documents. Once admitted they are required to submit original credentials. • There shall be online enrollment. • May set online appointment for entrance examination for applicants. • Conduct synchronous and asynchronous sessions and/or live broadcasts using different media platforms.





<i>Scholarship and Financial Assurances</i>	<ul style="list-style-type: none">• Printed Brochure of Scholarship Services• Printed Forms available for Applicants at the SPAMAST Guard House/Scholarship Office• Submission of Printed/Hardcopy of the required documents will be dropped at SPAMAST Guard House; or via courier (ex. LBC)	<ul style="list-style-type: none">• Available Facebook Page for all• Private Groups and group chats for existing scholarships and grants• Posted information from the Official FB pages of sponsored agencies for scholarships and grants (CHED, UniFAST, etc) are shared to the Scholarship FB page.• Downloadable Forms Available Online• Submission of Scanned copy/ Electronic copy via email address
<i>Food Services</i>	<ul style="list-style-type: none">• Food Services offer to students and faculty physically in the school premises.• Food Menu is available for the students and faculty.• Adequate space to cater customers.	<ul style="list-style-type: none">• N/A
<i>Health Services</i>	<ul style="list-style-type: none">• Send materials (leaflets, brochures, flyers, etc.) and primer on health and safety protocols via courier or along with module distribution.• Consultation and giving of OTC Medicine and vitamins to drop point areas during module distribution.	<ul style="list-style-type: none">• Online consultation, posting health advisory/information on FB Page, updates on Covid and DOH programs.• Provide tele- and online medical consultations, digital format of forms and prescriptions.• Conduct webinars on health and wellness.



<i>Safety and Security Services</i>	<ul style="list-style-type: none">• Printed materials on safety and security to reduce disaster risk reduction be provided to students via courier or drop point areas.• Activate the school DRRM to be ready to respond in case of disasters.	<ul style="list-style-type: none">• Provide online materials on the safety and security during disaster.• Conduct webinars on safety and security during disaster.• Participation from different agency in the conduct of webinar or online drill
<i>Student Housing and Residential Services</i>	<ul style="list-style-type: none">• SPAMAST Ladies and Men's Dormitory is now available to cater students who wish to stay in the dormitory that are from flung areas.	<ul style="list-style-type: none">• N/A
<i>Multi-faith Services</i>	<ul style="list-style-type: none">• Conduct Face to Face Spiritual Enrichment (Retreat) for SPAMAST Graduating Students per Institute which oblige to observe safety health protocol as to IATF standards.• Non-Catholics Christians conduct their activities on their respective churches as they also follow the IATF health and safety protocols as defined.• Muslims brothers and sisters can do the same as they follow the guidelines of the IATF safety and health protocols.• Send materials (leaflets, brochures, flyers, etc.) for spiritual enrichment via courier or along with module distribution.	<ul style="list-style-type: none">• Online worship services for various faiths.• Virtual Masses can be accessed online such as Fb live and YouTube.• SPAMAST Campus Ministry FB Page can be accessed, where we can find posted reflections gotten from different youtube channels.• Virtual Bible Sharing and spiritual enrichment may be conducted.• Virtual Multifaith gathering.• Online Prayers:<ul style="list-style-type: none">• Rosary• Morning, Evening and Night Prayers• Gospel Readings• Readings for the Day.



<p><i>Foreign/International Student Services</i></p>	<ul style="list-style-type: none">• Send appropriate informational materials through courier.	<ul style="list-style-type: none">• <input type="checkbox"/> Conduct online orientations for foreign students on visa requirements, etc.• Provide appropriate services offered to Filipino students through online
<p><i>Service for Special Students</i></p>	<ul style="list-style-type: none">• Same services shall be provided in consideration with their specific needs. If with disabilities, provide services in consultation with the National Council on Disability Affairs.	<ul style="list-style-type: none">• Same services shall be provided in consideration with their specific needs. If with disabilities, provide services in consultation with the National Council on Disability Affairs.
<p><i>Cultural and Arts Program</i></p>	<ul style="list-style-type: none">• Disseminate information thru printed-out materials that can be used as references in a different event or cultural and arts programs.• Support our students on how to perform certain activities through online instructional approach.• Assist in staging online institutional events	<ul style="list-style-type: none">• Creating virtual platform for socio-cultural events during this pandemic; artistic performance through video presentation• Organize an online event which create promotions and conservations of our cultural/historical celebration etc.• Assist in staging online institutional events, local and national cultural/historical celebrations



<p><i>Sports Development Program</i></p>	<ul style="list-style-type: none">• Send illustrative materials showing exercises to still encourage physical movement while studying at home.• Provide materials for indoor activities: board games, card games and word games to the students with the help of Physical Education instructors.• Send Workout Workbook materials to students, faculty and staff, and athletes, without internet connection, who wanted to conduct physical activities in their home.• Assist in staging online institutional events	<ul style="list-style-type: none">• Conduct online physical activities such as virtual run and ride.• Upload video workouts like plyometric exercises, strength training, aerobic exercises on social media platforms like YouTube and Facebook) with the help of Physical Education Instructors.• Conduct E-Sports Virtual Competitions for students fond in playing virtual e-games. (Mobile Legends, Call of Duty, Chess, etc.)• Conduct Webinar about the importance of having regular exercises amidst pandemic crisis.• Conduct virtual orientation and selection of potential athletes.• Assist in staging online institutional events, local and national sports competitions.
<p><i>Social and Community Involvement Program</i></p>	<ul style="list-style-type: none">• Send information materials on how students can safely volunteer during pandemic.• Coordinate with other agencies to collaborate with volunteerism activities.• Establish linkages and forms of partnership with GOs and NGOs.	<ul style="list-style-type: none">• May host virtual meetings with LGUs and discuss how students can help their communities.• Provide online or downloadable information to discuss how students can help their communities.

ARTICLE IX- EFFECTIVITY

This Student Manual shall take effect on the First Semester of School Year 2024 - 2025.

PERSONAL DATA

PHOTO 2 x 2

Name _____

Home Address _____

Course _____

Cel. No. _____ **Email Address:** _____

Place of Birth _____

Citizenship _____ **Weight** _____

Identifying Features _____

In case of Emergency please notify:

Relationship: _____



SPAMAST STUDENT'S PLEDGE

I understand that as a bona fide student of SPAMAST, I am responsible in reading and understanding all the information contained in the SPAMAST Revised Student Manual.

I hereby pledge to abide by and comply with all the rules and regulations laid down by competent authority in the college and the institute I am part of.

I agree that my admission, attendance, and consequent graduation are subject to the rules and policies of the College.

Student's Signature over Printed Name

Program

Student Number

Date Signed (Month/Day/Year)



Republic of the Philippines

**Southern Philippines Agri-Business and
Marine and Aquatic School of Technology**

Brgy. Poblacion, Malita Davao Occidental

STUDENT MANUAL

spamast.edu.ph