



# **STUDENT HANDBOOK**

## **GENERAL INSTITUTIONAL POLICIES**

SOUTHWESTERN UNIVERSITY PHINMA

GENERAL INSTITUTIONAL POLICIES HANDBOOK

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**SOUTHWESTERN UNIVERSITY PHINMA**  
**GENERAL INSTITUTIONAL POLICIES HANDBOOK**

## **WELCOME**

As a student of Southwestern University PHINMA, you are expected to meet defined standards of academic performance and to adhere to prescribed norms and behavioral standards and values as described in the rules and regulations, and policies of the University.

You will meet men and women who are competent in the areas to which they are assigned. They are here to help you in your learning experience and aid you in becoming the best that you can be.

We will make sure your stay in SWU PHINMA will be a meaningful experience.

Welcome and congratulations!

## **INTRODUCTION**

The Southwestern University PHINMA Student Handbook on the General Institutional Policies of the University consists of various policies that aim to guide you as a student of the University.

In addition, this handbook contains the University's mission and vision, a brief history and background, and some information on PHINMA.

As a student of Southwestern University PHINMA, you are responsible for reading and understanding the contents of this handbook. Any clarifications or queries you may have regarding the school's policies and guidelines contained in this handbook, please feel free to visit the Student Life Office.

The information provided in this handbook may be revised to conform to specific priorities and contexts. Changes, additions, and amendments in this handbook may only be done by the Student Life Office. Such changes will be communicated through appropriate memoranda and announcements.

## **PHINMA and PHINMA EDUCATION**

### **Philippine Investment and Management Inc. (PHINMA)**

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PHINMA Incorporation's Mission is to help build the Philippines through competitive and well-managed business enterprises that shall enable Filipinos to attain a better quality of life. With professional and effective management as its distinctive edge, PHINMA aims to give communities, not only in the Philippines but wherever else we might find the need, improved access to the essentials of a dignified life.

PHINMA Inc. was established in 1956 as a premier investment management firm. Through the years, it has expanded into various businesses and currently consists of companies that deal with energy, financial services, property and shelter, roofing, investment consultancy, hospitality, and education. It first ventured into education in 2004 with the acquisition of Araullo University in Cabanatuan, Nueva Ecija. Since then, PHINMA Education has expanded their network of schools to include, University of Pangasinan, University of Iloilo, and Cagayan de Oro College, and St. Jude College in Manila. Southwestern University was acquired by PHINMA in 2015.

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### **PHINMA Education Mission and Values**

The mission of PHINMA Education is to give Filipinos better access to affordable and high quality education in key cities throughout the Philippines, and prepare them to be globally competitive through the application of effective management in institutions of higher and basic learning.

As a student of SWU PHINMA, you are expected to instill and live the values of PHINMA Education. These values should guide, motivate, and enable you, as a student, to succeed and serve the school and the community.

*Professionalism* – You are expected to exhibit high standards in integrity and discipline. As such, you must show proper decorum in your manner, your approach, your attire, and your speech. You are always on time. You respect other people, whether they agree with your ideas or not. You set aside your own interests and personal gain for the completion of the task. You not only do what you are told to do, but also do what needs to be done, without being told what to do.

*Competence* – You perform your tasks skillfully, efficiently, and successfully. You work on improving your abilities and give your best in everything that you do.

*Teamwork* – You are capable of working with others and know how to do a good job. You are ready either to support or to lead. You are ready to take the lead or give your unwavering support. You stand firm on worthwhile principles to work things out for the good of the team and to be able to achieve a win-win situation.

*Commitment* – You are committed and passionate to do what is right to achieve your goal, and to give your best. You strive to do what is right, to achieve your goal, and to give all your best.

*Openness* – You are flexible and open to changes. You constantly try to learn and explore new and better ways of doing things.

*Patriotism* – You love your country, its flag and the national anthem. You are a responsible citizen. You aim to contribute to nation building and to serve your community. You are proud to be a Filipino wherever you may go.

*Integrity* – You emphasize dedication, honesty, credibility, and consistency in words and actions. Your words carry weight. You show up on time. You vote for the better, though perhaps less popular, candidate or stance. You plant trees because you value the environment.

# SOUTHWESTERN UNIVERSITY PHINMA

## History

Southwestern University was founded as Southwestern Colleges in the summer of 1946, when the entire country was in the process of rehabilitation from the destruction of the Second World War. Don Matias Hipolito Chavez Aznar II, and his wife, Doña Anunciacion Barcenilla Aznar, the founders and both pharmacists, wanted to establish a school that can provide quality and affordable education. The school started with 18 faculty members, five hundred nine students, three two-storey buildings on an approximately two-hectare lot in the center of Cebu City. Then, the school offered elementary and high school education (day and night classes), and associate programs in Arts and Sciences, Education and Commerce, and Law.

In the school year 1946-47, the Colleges of Medicine, Dentistry, Pharmacy and the Graduate School were established. Southwestern Colleges was the first medical school established outside Manila. The College of Nursing was added in the school year 1948-1949. The Southwestern University College of Medicine was formally organized during the first semester of the Academic Year 1951-1952. In the formative years, classroom instructions were conducted in a residential house, a pre-World War II residence of the founder with fourteen (14) pioneering students and six (6) members of the faculty.

Southwestern Colleges became Southwestern University on December 11, 1959 with its formal inauguration on February 13, 1960. The school year 1959-1960 offered courses in Engineering and Optometry. The College of Medical Technology was opened in 1962. Agriculture and Veterinary Medicine came a few years after.

In May 2015, PHINMA Inc. acquired the university. At present, Southwestern University PHINMA consists of the School of Medicine, the College of Arts and Sciences, the School of Education, the School of Law and Governance, the School of Health and Allied Health Sciences, the College of Dentistry, the College of Information Technology and Engineering, the School of Business, Management, and Accountancy, and the School of Design and Communications, and the College of Veterinary Medicine.

## **Mission**

Southwestern University PHINMA is for parents seeking their children's success, and for serious, driven students. Southwestern University PHINMA is an institution of higher learning that produces men and women equipped with the competencies and character needed to reach the heights of their chosen professions.

SWU PHINMA does this through a practice-focused, relevant, and high quality learning process in a supportive environment, ensuring success through a confidence-building and empowering formation.

SWU PHINMA's mission is to transform students into successful professionals, ready to change the world.

SWU PHINMA's task is to help you become the best that you can be.

## **PART 1 – CODE OF CONDUCT**

### **Policy Statement**

You, as a student of Southwestern University PHINMA, are expected to represent yourself and the University with honesty, integrity, and character whether it be academically, athletically or socially. Participation in any event outside the University is a privilege, not a right, and should be treated as such. It has many benefits and brings with it a responsibility to be positive and effective members of the team, department, University and the broader community.

You are a window to and a mirror of the University. You are always subject to scrutiny by your peers, members of the campus, local and national communities and by the media. Your actions may result in a generalization to all other students and reflects on the you, the department, and the University.

It is expected that you shall abide by all the University policies.



Students who do not conform to this code will be subject to consequences for their actions that may include, but are not limited to: a warning, reduction or withdrawal of financial aid, and/or dismissal from the University.

## **Conduct Guidelines**

You, as a student are expected to conduct yourself in the following manner.

1. Be respectful of all others and to treat people as they would want to be treated.
2. Communicate with fellow students, faculty, and other members of the campus community with honesty, respect, and timeliness.
3. Attend all classes as scheduled unless absences are approved.
4. Complete academic coursework in a timely fashion and make progress towards a degree each semester.
5. Give your best effort academically, and in life.

## **PART 2 – INSTITUTIONAL POLICIES**

### **2.1 ACADEMIC POLICIES**

Academic policies refer to guidelines and rules pertaining to grading systems, promotion and retention, examinations, withdrawal and enrolment of courses, and academic load, among others. Academic policies specific to each academic level – basic education and junior high school, senior high school, and college and graduate school – are presented in their respective volumes.

### **2.2 NON-ACADEMIC POLICIES**

#### **2.2.1 School Fees**

Payment of tuition and other fees may be done in full at the time of enrollment or by installment according to the mode of payments established by the University.

After deducting the first payment upon enrollment, the balance thereof is to be paid in three (3) equal payments corresponding to the three (3) equal examinations for college/tertiary level – Prelims (1<sup>st</sup> Periodical), Midterm (2<sup>nd</sup> Periodical), and Final (3<sup>rd</sup> Periodical) exams. For Basic Education (Elementary and Junior High School), Senior High School, and the School of Medicine, there will be eight (8) equal payments since assessment is annual.

### **2.2.2 Attendance and Punctuality**

Each level (Basic Education, Senior High School, and College) have their own policies on attendance and punctuality, which may be found in their respective manuals.

### **2.2.3 Bringing of unnecessary items to school**

1. A student is discouraged from bringing items that are not academic-related and with high monetary value. The University shall not be held responsible for the loss of such valuable items. Communication devices such as cellular phones or two-way radios are allowed on campus. However, a student who brings these items is expected to be responsible for their equipment. The use of these devices in class is prohibited.
2. Electronic devices such as music players, video players, and television sets, may only be allowed on campus if allowed by the teachers.
3. Other items not allowed in University are bladed weapons, guns, prohibited drugs, tobacco products, unauthorized alcoholic beverages, gambling paraphernalia, pornographic materials, and other similar items.

### **2.2.4 Campus Cleanliness**

You are expected to help keep the University clean and in order. You should therefore throw your trash in the proper trash bin. You are expected to pick up trash and throw it in the proper trash bin even if the trash is not yours. Essentially, you should be responsible for your own trash and contribute to the overall cleanliness and upkeep of the University.

### 2.2.5 Campus security, safety, and order

1. Parents, guardians, or other authorized representatives of students are not allowed to enter and loiter inside the campus during regular school days, unless for an appointment with University officials.
2. The curfew period for the elementary and junior high school students is from 6:00 pm to 6:00 am, and for senior high school is from 9:00 pm to 6:00 am. No student is allowed to be on campus during the said period unless prior approval from a teacher is obtained. Any activity done on campus during the curfew period will be under the teacher's guidance. Should there be a University program or activity during the curfew period, the principal may waive this policy.

### 2.2.6 Fraternities and sororities

Fraternities or sororities are prohibited in the campus. Establishing a fraternity or sorority, or an affiliation to an existing one, and the engagement in such activities are grounds for expulsion.

### 2.2.7 Bullying

Bullying is a range of unacceptable behaviors that hurt, intimidate, frighten, harm, humiliate, undermine or exclude an individual or group. Bullying is deliberate and repeated over time.

We take bullying very seriously and will not tolerate bullying in any form. Any student found guilty of bullying will be expelled. Please refer to Appendix C: Anti-Bullying Act of 2013 (RA 10627).

### 2.2.8 Library

You may use any of the library facilities in both the Main and ABA campuses.

- **Main Library** – Located at the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the east wing of PHINMA Hall. The 2<sup>nd</sup> floor contains the stacks area while the 3<sup>rd</sup> floor is the reading area and is mainly for SHAHS and other Undergraduate

- Programs. The Main Library is open from Monday to Saturday, 7:30am - 7:00pm
- **Professional Library** - Located on the Ground Floor, west wing of PHINMA Hall. It is mainly for the Graduate School, the School of Medicine and the School of Law and Government. It is open on Mon-Sat - 8:00am - 9:00pm
  - **School Library For Elementary, Junior High and Senior High School** – The school library is open on Monday to Friday, 7:30am - 5:00pm.

Students should exercise utmost care for books borrowed from the library and will mainly be responsible for its punctual return. Students are also expected to practice proper decorum while in the library and ensure the cleanliness and upkeep of its facilities.

### 2.2.9 College/School Funds

College/School funds are collected from students to support the programs and projects of the respective college/school student body organization/council (SBO). The funds are managed by the SBOs and the programs and projects are intended to build the enabling learning environment for the students. The amount of the fund is determined by the SBO and is approved by the college/school Dean. The fund is either collected by the University or by the college/school. The collection of the fund is NOT a requirement for enrollment, clearances, and other academic related requirements. Contributing to the fund is thus VOLUNTARY. Students who are unable to contribute should not be prejudiced and disallowed to participate in SBO-led activities.

### 2.2.10 Official Communication

Aside from the normal distribution of announcements (e.g., during class hours and through flyers and printed documents), school announcements will be done using the following means.

- School website – <https://www.swu.edu.ph>
- School Facebook page - <https://www.facebook.com/swuphinma/>

- Student Community Facebook page –  
<https://www.facebook.com/groups/swuphinmastudentcommunity/>

Students will be responsible for promptly giving all reply slips to their parent/s or guardian and for returning and submitting letters of excuse or other written communication.

### **2.2.11 School facilities, equipment, and supplies**

1. Damaging University property and vandalism are strictly prohibited. Any damage to University property should be reported immediately to any University authority.
2. You are responsible for the proper care and handling of the University's sports facilities and equipment; laboratory supplies and equipment; audio-visual equipment, restroom facilities, canteen wares; and other fragile and delicate materials.
3. You are responsible for the proper care of their assigned rooms and seats.
4. Repairs or replacement costs incurred for any damage done to any of the items mentioned above, whether due to mischievous acts, accidents, or improper use or handling, shall be paid for by the student who caused it.
5. Students are not allowed to use the installed TV sets placed in the classrooms without the approval of the concerned faculty and Dean.

### **2.2.12 Uniform and Proper Attire**

1. A student shall wear the prescribed University uniform when they are in the campus during class days (Monday-Thursday), including all University-related activities.
2. A student should wear his/her uniform during class days (Monday-Thursday) even if he/she does not have classes.
3. During wash day (Friday), a student may wear decent and proper casual wear. Sleeveless shirts, sandos, slippers, micro mini shorts and skirts, among others, are not allowed. College t-shirts are allowed.
4. A student is expected to wear his uniform with dignity and respect. When a student comes to school, his/her clothes must be neatly pressed. During his/her hours in the campus, his/her uniform must be kept neat.
5. A student not wearing the prescribed University uniform will not be allowed to attend classes until he/she secures a permit from the Student

## PART 3 – STUDENT DISCIPLINE

### 3.1 OFFENCES AND DISCIPLINARY ACTIONS

**Table 1: Offenses and Disciplinary Actions**

Category	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1	R	S	D/E
2	S	D/E	
3	D/E		

Legend	Description	Action
<b>R</b>	Written Reprimand	This disciplinary action results from student misbehavior and other minor offense. A written reprimand describing the incident and a warning for any future offense is provide the student and the parent.
<b>S</b>	Suspension	This action prohibits a misbehaving student from attending classes in a period to be determined by the faculty and Principal. The student will incur absences on the days of the suspension.
<b>D</b>	Dismissal	The misbehaving student is expelled from the school. The student will not be re-admitted in the school but is without prejudice to enroll in other schools
<b>E</b>	Expulsion	The erring student is separated or debarred from enrolling not only in the university but also in other private or public school as well.

**Table 2: Offenses and Corresponding Categories**

OFFENSE	CATEGORY
<b>A. Minor Offenses</b>	
A.1 Entering the campus without the valid identification card	1
A.2 Indiscriminate throwing of waste paper, plastic cups, candy wrappers, etc. in the campus or spitting on floors or walls	1
A.3 Sleeping on a bench or table	1
A.4 Loitering and/or making excessive noise or disturbance in corridors, stairways or immediate vicinities during classes	1

A.5 Failure to wear prescribed school attire and uniform <ul style="list-style-type: none"> <li>• Not wearing proper/prescribed haircut</li> <li>• Wearing of earrings (for male students)</li> </ul>	1
A.6. Unauthorized use of University facilities	1
A.6 Using cellphones and other communication gadgets inside the classroom during classes	1
A.7 Misconduct inside the classroom such as shouting, whistling, heckling, raucous, unrestrained laughter, loud talking; loitering and creating noise or any disturbances in the corridors, stairways, and immediate vicinities	1
<b>B. Major Offenses - Campus and public disturbance such as but not limited to:</b>	
B.1 Deliberate disruption of classes, school activities or campus disturbance	2
B.2 Interrupting school performances, symposia, fora, lectures or any school activity, throwing any object to a gathering or showing dirty finger	2
B.3 Staging/organizing strikes, pickets or demonstrations without permit	2
B.4 Instigating or participating in school activities leading to stoppage of classes, presentations, gatherings, rallies, etc.	2
B.5 Barricading, preventing, or threatening any student from entering the campus or attending classes, and/or school personnel from discharging their duties	2
B.6 Causing panic or confusion, harassment and picketing at University entrances and exits; loud and disturbing arguments;	2
<b>C. Major Offenses - Immoral and indecent acts such as, but not limited to the following:</b>	
C.1 Acts of lewdness, indecency, and immorality	3
C.2 Bringing, viewing, displaying or distributing pornographic materials inside the campus	3
C.3 Sending foul messages to anybody	2
C.4 Voyeurism	2
<b>D. Major Offenses Malicious mischiefs</b>	
D.1. Threatening, coercing, agitating or intimidating a person; grave threats against any member of the school community (administrators, faculty, employees, students, visitors)	3
D.2 Disrespecting, refusing and disregarding requests, summons and notices or personal appearance before persons in authority (that includes administrative employees, faculty members and	3

security guards)	
D.3 Defaming a fellow student, teacher, professor or any of the University Administrators and officials	3
D.4 Publishing or circulating false information about the University, its officials or faculty members	3
D.5 Possessing or distributing subversive or libelous publications and other materials	2
D.6 Oral defamation or slander	2
D.7 Causing or instigating brawls, riots or other acts of hooliganism inside or outside the campus	2
D.8 Assault resulting to physical damage or damage to school property	2
D.9 Vandalism	2
<b>E. Major Offenses - Dishonesty or Fraudulent Acts such as, but not limited to the following:</b>	
E.1 Cheating during examination by use of any means or gadgets	3
E.2 Lending one's school ID, gate pass, and other relevant school documents to another student or borrowing the same from fellow students for whatever purpose or intention	2
E.3 Possession of two or more school identification cards (ID) or gate pass by whatever means or manner	2
E.4 Using fake photocopies or any school documents	2
E.5 Plagiarism, forgery, falsification, tampering, alteration or misuse of official school records, documents or credentials	3
E.6 Unauthorized access of computer files like hacking and other IT-related violations	3
E.7 Unauthorized solicitation or selling of any goods or merchandise for fund raising	2
E.8 Unauthorized collection of money, checks or any other instrumentality of monetary value and embezzlement of funds	3
E.9 Extortion, unauthorized solicitation, non-payment of debts and other acts committed against other students, member of the faculty and other members of the academe	3
E.10 Stealing (consummated stage)	3
E.11 Attempted/Frustrated Stealing	3
<b>F. Violation of rules and regulations of the University, CHED, Manual of regulations for Private Schools and of the laws of the Republic of the Philippines</b>	3
<b>G. Sexual Harassment (refer to Anti Sexual Harassment Bill of 1995)</b>	3



<b>H. Other prohibitions such as, but not limited to the following:</b>	
H.1 Public display of intimacy or affection that tend to offend the sensibilities of the school community	2
H.2 Smoking inside the campus and its immediate vicinity	2
H.3. Bringing of or playing with any gambling materials inside the campus or off campus sites	2
H.4 Entering the campus or off-campus sites under the influence of alcohol and prohibited substances	2
H.5 Bringing of intoxicating beverage in whatever amount in the campus of off-campus sites in case or off campus activities sanctioned by the school	2
H.6 Using, processing, distributing or peddling narcotic or dangerous drugs	3
H.7 Unauthorized possession of firearm, sharp bladed-weapons, tear gas, firecrackers, pyrotechnics, explosives or miniature bombs; or threatening to harm anybody	3
H.8 Murder or killing	3

Any act similar or analogous to the foregoing offenses may result in the same corresponding disciplinary action. The University may also add other offenses to the table above. In cases wherein property has been damaged or stolen, the University may file appreciation criminal or civil actions, or impose penalties for the purpose of restitution and / or reparation of the damaged property.

### 3.2 RESOLUTION PROCEDURES

Each college in the University has its own Committee on Discipline (COD) to hear and settle cases involving their students. More serious cases are elevated to the University Committee on Discipline (UCD).

- Composition of the College Committee on Discipline (COD)
  - Chairman - Dean
  - Members - Principal/Chairman of Concerned Department, Student Council Governor
  
- Composition of the University Committee on Discipline (UCD)
  - Chairman - Vice President for Legal Affairs

- Members - Vice President for Student Life, Chief of Safety and Security, Human Resources Office Director (If the case involves a SWU employee)

### **3.2.1 Jurisdiction**

All violations of the University Code of Conduct are subject to the jurisdiction of the CCD/UCD. Misconduct committed outside the University is not within the jurisdiction of the CCD/UCD, except if it affects the reputation of the University. Any student respondent who refuses to submit to the jurisdiction of the Committee shall prejudice his/her future enrollment in any college/department of the University. In case of subsequent enrollment of such student, he/she shall answer the charges filed against him/her.

### **3.2.2 Hearing Procedures**

A formal charge or complaint under oath must be filed by an aggrieved party or by any person having direct knowledge of the commission of an offense. However, the University reserves its right to investigate cases even in the absence of a formal complaint, except in cases of immorality and other related cases where a complainant's testimony is vital in order to provide acceptable and verifiable evidence thereof.

The respondent shall be notified in writing of the complaint filed against him/her, at least three (3) working days before the scheduled date of hearing. While the appearance of a legal counsel as requested may be allowed in serious offenses, yet it shall be the responsibility of the parties concerned that such lawyers shall have time to attend to the case; shall adhere to and strictly observe the rules and procedures adopted by the Committee and must not unnecessarily delay the proceedings.

Should the respondent fail to appear in spite of the fact that a Notice of Hearing has been served, the hearing shall proceed ex-parte without prejudice to the respondent's appearance in subsequent proceedings.

The UCD shall continue to hear witnesses even in the absence of a complaint, but the presence of the respondent shall be indispensable unless such right has been waived.

For this purpose, such waiver shall be presumed, when the respondent fails to appear despite thereof; The complainant presents his/her evidence and witnesses first and after he/she has rested his/her case, the respondent shall then present evidences and witnesses in his/her defense. Such shall be followed by a rebuttal evidence in the same order, if any, with the other having the right to cross-examine witnesses against him/her. The chairman or any member of the committee may examine both parties. The chairman of the committee shall have the power to rule on the admissibility of evidence or testimony given.

When the University is the complainant, the University President may designate a prosecutor who shall act on the case and present the evidence and testimony against the respondent.

As far as practicable, hearing shall be continually held once it has started. No hearing on any case shall be beyond three (3) weeks from the date of the first scheduled hearing. Postponement should be avoided except for highly justifiable reasons as ruled by the Chairman.

After all parties have rested their respective case, the committee then shall proceed to deliberate on the case and come up with appropriate recommendations and sanctions to the Executive Vice President/Chief Operations Officer (EVP/COO) for proper execution. The decision of the EVP/COO is final and executory.

In cases when the respondent appears and admits his/her guilt during the preliminary investigation and requests that the formal investigation be dispensed with, this fact shall be noted by the Student Development Manager and appropriate sanction shall be imposed immediately as in minor offenses.

### **3.3 SANCTIONS**

The rule on reprimand (written or oral), suspension, exclusion and expulsion from the university as promulgated by the Commission on Higher Education (CHED) shall be followed:

*Suspension.* Suspension is a penalty in which the University is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year of term.

*Preventive Suspension.* A student under investigation in a case involving the penalty of expulsion may be preventively suspended from entering the University premises if the evidence of guilt is strong and the University head is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction to the normal operation of the University or poses a risk or danger to the life of persons and properties in University.

*Exclusion.* Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the University roll for being undesirable, and transfer credential is immediately issued. A summary investigation shall have been conducted and no prior approval by the CHED is required in the imposition of the penalty. The decision of the University in every case involving the penalty of exclusion from the rolls, together with all pertinent papers therefore, shall be filed in the University for a period of one year in order to afford the CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

*Expulsion.* Expulsion is an extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private school in the Philippines. It requires the prior approval of CHED. In cases not covered by the rules of CHED, the UCD shall determine the penalty taking into account the following factors:

- Previous disciplinary record of the student.
- Gravity of the offense.
- Character and position of the aggrieved person.
- Established precedents.
- Other circumstances as deemed proper and necessary by the UCD.

## **Part 4 – SCHOLARSHIPS, DISCOUNTS, AND OTHER BENEFITS**

### **4.1 GENERAL POLICIES AND GUIDELINES**

- A scholarship is a privilege and not a right. It carries with it specific responsibilities.
- No student should expect a scholarship, a work grant, or any financial discount from the university unless he/she has been formally accepted and has received official notification of the grant.
- Scholarship grants are offered to candidates on the basis of either outstanding academic merit or exceptional athletic attributes.
- Non-compliance of the scholarship guidelines shall automatically disqualify the student from any scholarship.
- Scholarship grants and discounts are only available to Filipino citizens, except for the Sibling Discount. Siblings are brothers or sisters who are enrolled simultaneously in the same level – basic education (elementary and junior high school) and college.
- Scholarships and discounts are non-transferable.
- The applicant must be physically and mentally fit for the program being pursued. An accredited physician shall attest to the applicant's condition. The applicant shoulders the medical examination and drug test fees.

### **4.2 SCHOLARSHIPS AND DISCOUNTS**

#### **4.2.1 Chairman's Scholarship for the School of Medicine**

The Chairman's Scholarship for the School of Scholarship is offered to financially challenged but academically deserving pre-med graduates who wish to acquire a Doctorate in Medicine. The scholarship provides full discounts on tuition fee and miscellaneous and laboratory fees, with modest monthly allowance. The academic performance of the scholar will be evaluated after each year.

#### **4.2.2 Presidential Scholarship for the School of Medicine**

The Presidential Scholarship for the School of Scholarship is offered to academically deserving pre-med graduates who wish to acquire a Doctorate in

Medicine. The recipient of the scholarship enjoys full tuition fee coverage until completion of the program but academic performance will be evaluated after each year.

#### **4.2.3 PHINMA Scholarship**

The main objective of the PHINMA Scholarship Program is to provide the best and the brightest Grade 12 students the quality education and enabling learning environment for them to succeed and lead in their chosen profession. The program also seeks to provide driven and deserving students the opportunities to achieve academic success and to become men and women of competence, character, and service. The program is only offered to FILIPINO Grade 12 students who rank at the top 10 of their graduating class in terms of academic standing.

For schools with a student population of 200 or less, the program will be offered to the top 5 of the graduating class.

The student must be interested in any of the following courses.

- Accountancy
- Information Technology
- Veterinary Medicine
- Optometry
- Medical Technology
- Nursing
- Rehabilitative Sciences
- Pharmacy

Scholars under this program will enjoy 100% tuition fee discount for the normal duration of the program course and a modest monthly allowance (for 10 months of the school year plus 1.5 months for summer). They will also be provided financial support for board review and exam fees (where applicable).

PHINMA scholars are expected to provide 10 service hours per week as peer tutors to other students, student-athletes, and international students, aside from other tasks that may be assigned.

#### **4.2.4 Within Reach Scholarship**

The main objective of the program is to provide serious and driven Grade 12 students the opportunity to get a degree of their program of interest through quality education and the learning environment to enable them to succeed and become leaders. The program is open to all Filipino Grade 12 students (incoming Freshmen). Interested students must complete and graduate by the

end of the school year. The scholar will enjoy a 55% discount on tuition fee only per semester for 8 semesters, 12 semesters for 6 year programs, whether taken continuously or not. Students under this program should take up any program/course offered by the university except for the following.

- Law
- Medicine
- Graduate Studies

Within Reach scholars will provide five (5) service hours per week as student facilitators or assistants in the Senior High School and College of Arts and Sciences departments aside from other tasks that may be assigned to them.

#### **4.2.5 Student-Athlete Scholarship.**

This scholarship for student-athletes is awarded to qualified applicants for any sports event available in the University upon passing the necessary try-out or direct recruitment conducted by the either the coach or Athletic Director. The applicant should also be able to meet the other requirements set by the Athletic Office. Any college student who passed the try-out and selection process. He/she is enrolled in at least 15 units at the time of his/her recruitment and the previous semester. The applicant should have at least passed ALL of his/her enrolled units.

#### **4.2.6 With Highest Honors**

This program provides 100% tuition fee discount to Junior High School students (incoming Grade 11 students) who graduated the top of his/her class. The student must present an official certification from the school principal attesting to the student being the top of his/her class. The scholarship only covers one year (only Grade 11).

#### **4.2.7 Working Students Scholarship**

The Scholarship for Working Students is given to underprivileged and financially disadvantaged, but academically deserving senior high school and college students who are undertaking non-medical programs. The number of applicants to be accepted depends on the availability of positions to be filled up (plantilla-based). The scholarship is only valid for one semester. Renewal of scholarship is dependent on the performance evaluation and endorsement of the scholar's direct supervisor. The scholarship covers the tuition and miscellaneous fees. Any

college student who is enrolled in a non-medical program with at least 15 units and a maximum of 21 units at the time of application and upon submission of proof of being financially disadvantaged may apply for the scholarship. Working students must render five (5) duty hours per day in their designated office or work station.

#### **4.2.8 Alumni Discounts**

There will be three types of discounts that will be offered to a bona fide alumnus of the university, namely, (a) the alumni continuing discount, (b) the alumni graduate discount, and (c) the alumni beneficiary discount.

*Alumni Continuing Discount* - The discount is offered to SWU students who graduated from Grade 6, Grade 10, and Grade 12 and wish to continue their studies in the university. The discount only covers 10% of the tuition fee only for the year immediately following graduation. Hence, a SWU graduate of Grade 6 will enjoy a 10% tuition fee discount only for Grade 7, a graduate of Grade 10 will enjoy a 10% tuition fee discount only for Grade 11, a graduate of Grade 12 will enjoy a 10% tuition fee discount only for his/her freshman college year.

*Alumni Graduate Discount* – Any SWU graduate may avail of a 10% tuition fee discount on any non-medical graduate program covering the duration of the beneficiary's studies in the university.

*Alumni Beneficiary Discounts* – The discount is offered to any bona fide alumnus' spouse and his/her two children who wishes to study in the university (including Senior High School). The discount covers 10% of the tuition fee for the duration of the beneficiary's studies in the university. If the alumnus is single/unmarried, only one (1) of his/her direct relative may avail of the discount.

#### **4.2.9 Senior High School Vouchers**

Senior High School Discounts are offered to Grade 10 students who wish to enroll in the senior high school (SHS/K-12) program of the university. The university will honor the government's senior high school voucher discount of all Grade 10 students, including those from Science High Schools. The government's voucher discount covers the whole senior high school period (Grades 11 and 12). Qualified Grade 10 completers who are not ESC grantees from private JHS need to present their Qualified Voucher Recipient (QVR) certificate when they enroll.



#### 4.2.10 Handog Kaibigan

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The main objective of the program is to provide serious and driven Grade 12 students the opportunity to get a degree of their program of interest through quality education and the learning environment to enable them to succeed and become leaders. The program is open to all non-SWU Grade 12 students (incoming freshmen). Interested students must complete and graduate by the end of the school year. The scholar will enjoy a 55% discount on tuition fee only per semester; 8 semesters for 4-year programs and 12 semesters for 6 year programs, whether taken continuously or not.

The student must be interested in any of the academic programs offered below:

- Information Technology
- Communications
- Education
- Sports Science
- Business Administration
- Accountancy

Handog Kaibigan scholars will provide five (5) service hours per week or 90 hours per semester as student facilitators, monitors or department administrative assistants.

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#### 4.2.11 External Scholarships

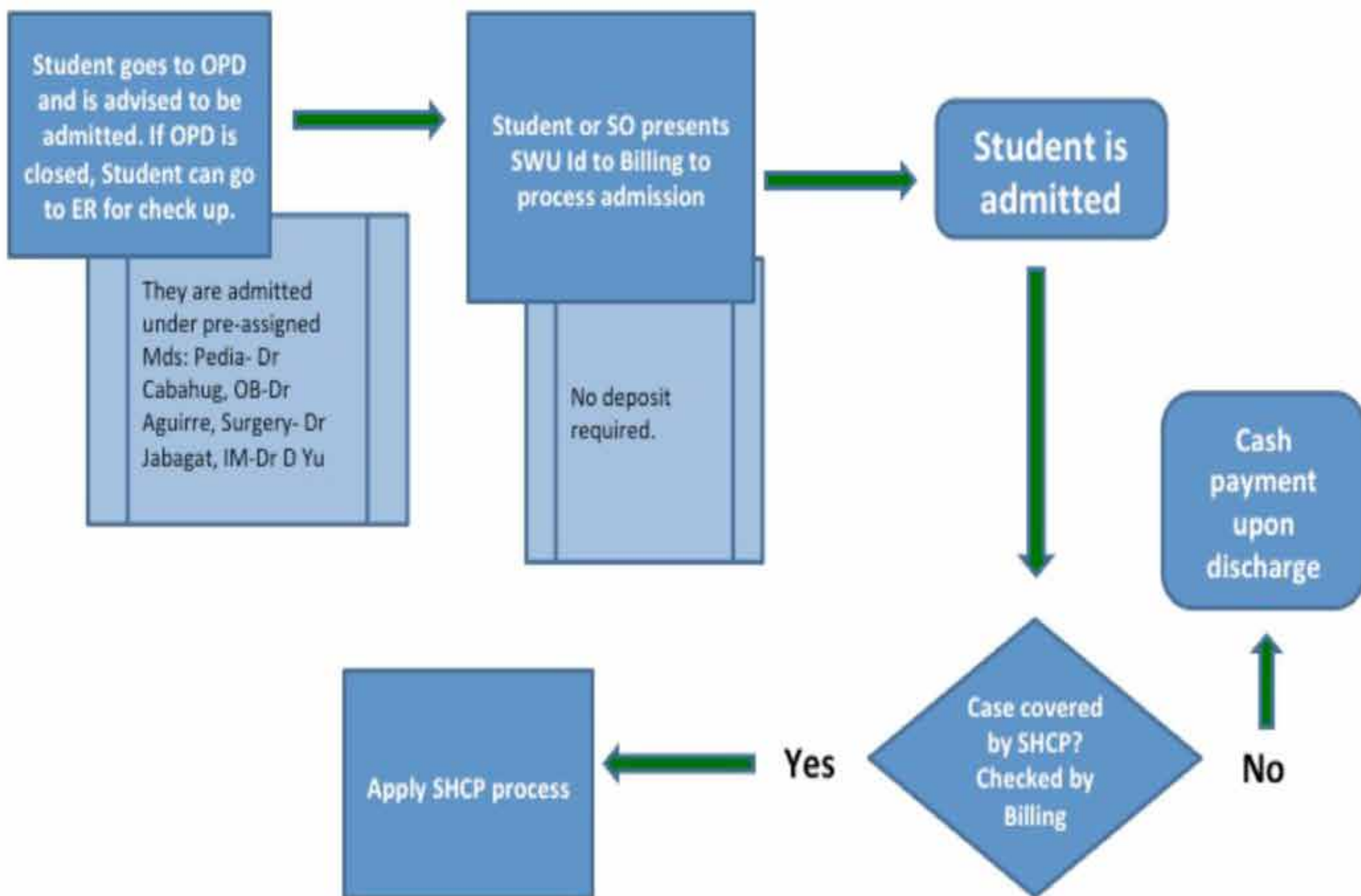
The university honors all kinds of scholarships offered by public and private institutions to qualified students. Eligibility requirements, retention policies, and application procedures vary depending on the policies of the sponsoring organization. Interested students who want to apply for this scholarship may inquire directly with the sponsoring institutions or with the Director of the Student Services Office. The Scholarship Coordinator of the Student Services Office is responsible for monitoring the scholar's academic performance and submits reports to the sponsoring organization.

### 4.3 THE STUDENT HEALTH CARE PLAN (SHCP)

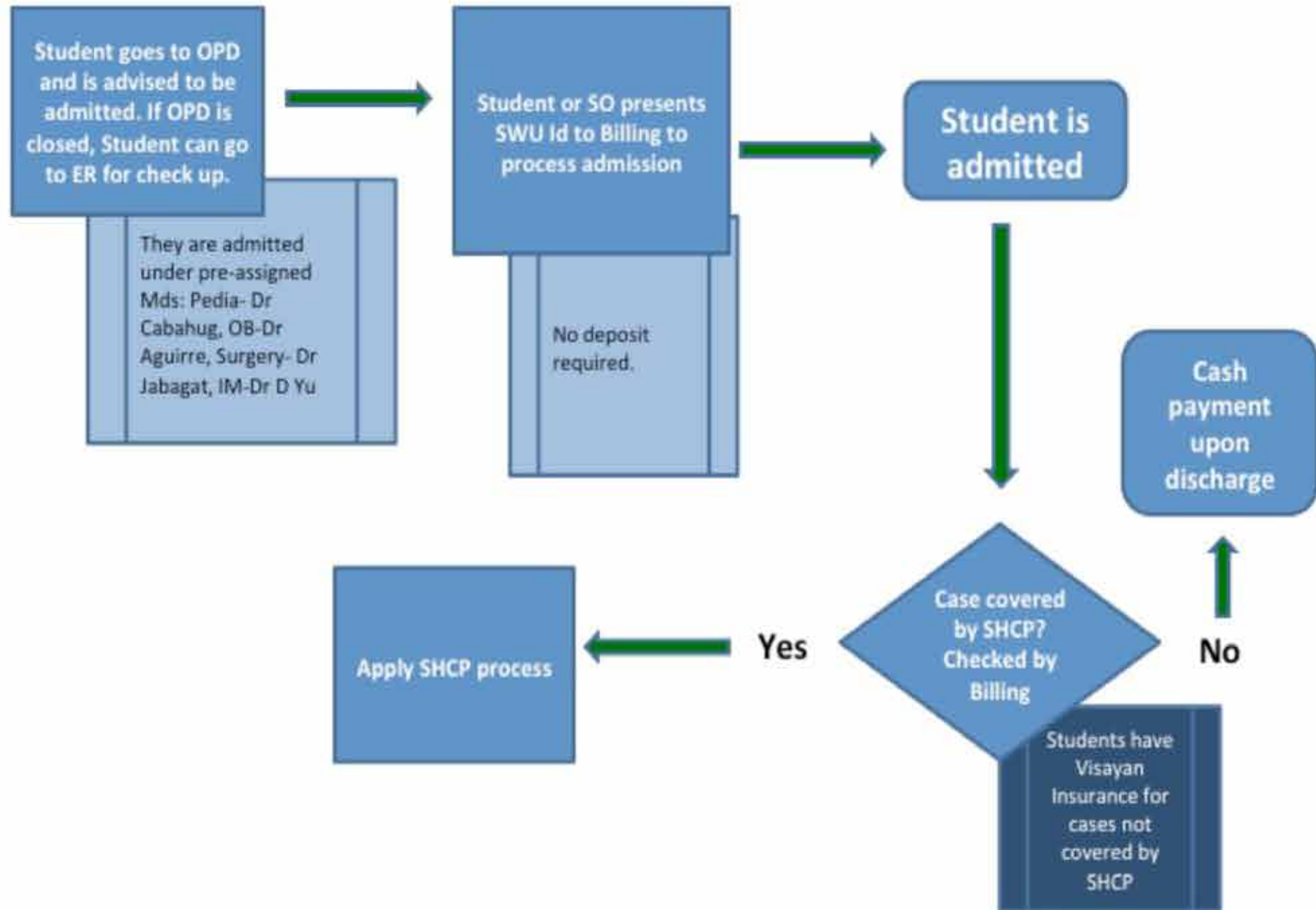
Southwestern University PHINMA and Southwestern University Medical Center in its continual quest for the delivery of quality health care and medical services to the students has designed the Student Health Care Plan (SHCP). It is a health

plan available to all bona fide students of the University through the expansion of the Student Health Fee. The plan makes available medical (out-patient and in-patient) services to the student populace from the contribution taken from the students' miscellaneous fee.

## PROCESS FLOW FOR SWU STUDENT HOSPITAL ADMISSION



## PROCESS FLOW FOR SWU STUDENT HOSPITAL ADMISSION



*Consultation Services (Out-Patient)* – The student may avail of free consultation service in the University Primary Health Care Unit When the university physician finds it necessary to refer the patient to a specialist who is also an accredited SHCP physician, the student’s consultation fee will then be charged to the SHCP.

*Hospital Services (In-Patient)* – The SHCP coverage is limited to only two (2) hospital admissions for every term for bona fide students. The patient under the SHCP shall be accommodated in the Infirmary Ward, which is an air-conditioned room with common toilet and bath. There are two designated infirmaries, (1) for males: with a 5-bed capacity and (2) for females: with a 4-bed capacity.

The room privilege is limited to five (5) days for each admission. Patients admitted beyond the limit of five (5) days shall pay infirmary rate when staying in the infirmary and full amount of hospital room rate when staying in a private/suite room, subject to a discount.

In case the Infirmary is not available i.e. (when it is fully occupied, under renovation or under fumigation), the patient will have to be accommodated at the Payward (male/female). As soon as the infirmary is available, the patient shall be transferred to the Infirmary with the prior consent of the attending physician in a first-in/ first-out basis. However, if the patient chooses to stay in a private/suite room, the student shall be charged the full amount of the room (less P1,000 to the regular room rate for a maximum of 5 days only).

Patients admitted beyond the limit of (5) days shall pay infirmary rate and full amount of hospital room rate when staying in a private/suite room, subject to a discount.

*Communicable Disease* – A patient with a communicable disease will be admitted to the Isolation Ward or in a private room upon recommendation of the attending physician. SHCP will deduct P1,000 per day to the regular room rate for a maximum of five (5) days. The patient will be charged for the regular room rate beyond a five-day hospitalization, subject to a discount.

*Surgery* – A surgical patient will be accommodated in the Infirmary Ward. However, if he/she chooses to stay in a private/suite room, the room charges stated above will be followed.

*OB-Gynecology* – Patients admitted under Obstetrics and Gynecology will be accommodated in the OB-Gyn Ward. Again, the same policy will be followed if the patient chooses to stay in a private/suite room. Obstetrical patients can only avail of the privileges of the SHCP when they are able to show an original copy of Marriage Contract or a certified true copy of the original Marriage Contract and submit one (1) photocopy of the original Marriage Contract.

- Pregnancy related consultations (pre-natal care) can only be covered by SHCP when patients are able to show proof of marriage. Newborns however, cannot avail of SHCP privileges. Therefore, nursery charges as well as physician's professional fees incurred shall be charged to the personal account of the mother.

- Therapeutic and induced abortions are not covered by the SHCP.
- Spontaneous abortion of legally married patients can avail of the privileges offered by the SHCP.

#### **4.5.1 Laboratory Examinations**

A student of SWU PHINMA, may avail of Free Routine Laboratory Examinations e.g. (CBC, Urinalysis, Stool Exam and Blood Typing) for every admission or OPD consultation, upon order of the University Physician or the attending physician. However, follow-up or repeat laboratory test and other laboratory procedures, X-ray and other special procedures will be payable by the student at a discounted rate. All laboratory procedures should be performed in the Southwestern University Medical Center Laboratory to avail of the SHCP.

#### **4.5.2 Doctor's Services**

The University Physician and the in-house SHCP physicians and are both on-call 24 hours a day. SHCP also has a number of accredited physicians of good standing from various fields of specialty to serve the needs of the student/patient.

- If the student/patient chooses to bring in a non-accredited physician for his/her care, then he/she must shoulder the professional fees of the physician(s).
- If the student/patient chooses to stay in a private room even if a bed in the infirmary is available, the student may be considered as a private patient of the SHCP-accredited attending physician and be subjected to regular rates of the physician's professional fees. In this case the student/patient may still avail of the SHCP privilege of P200 per day on physician's fees up to the maximum of five (5) days. However, it is the responsibility of the student/patient to arrange with the physician for the rate and payment of his fees outside of the SHCP privilege.
- In case of co-management under SHCP, the approval of the University Physician is required.

### 4.5.3 Medicines

Students can avail of P1,000 (one thousand pesos) worth of medications (not including vitamins) prescribed by the attending physician in every allowed admission, provided that these are obtained at the Southwestern University Medical Center Pharmacy.

### 4.5.4 Emergency Room (ER) Admissions

At the emergency room of the Southwestern University Medical Center, the student should show his/her student I.D. card or study load with his/her picture to the chief nurse who then will verify the identity of the student, so that his/her account may then be guaranteed by the SHCP. The charge nurse then assesses the patient and refers him/her to resident physician of the department, which the patient shall be classified under. After the resident physician has examined the patient, he/she then refers this to the on-call Accredited Physician of the SHCP. The physician apprises the student of the privileges that the patient may avail through the SHCP and the conditions that govern them. The attending physician may also refer the patient to another SHCP accredited physician when he/she deems it necessary for the welfare of the patient.

### 4.5.5 Out-Patient Department (OPD) Referrals

Students may go to the university clinic(s) for free consultation:

Monday-Friday	8:00 a.m. to 12:00 noon; 2:00 p.m. to 5:00 p.m.
Saturday	8:00 a.m. to 12:00 noon

The university physician may refer the case to another accredited SHCP physician if he/she deems it necessary. The consultation fee will be covered by the SHCP, as long as the physician is a member of the plan.

In the absence of any of the university physicians, the student may go to the OPD of Southwestern University Medical Center and the nurse shall coordinate with the resident physicians. The OPD is open for consultations:

Monday-Friday	8:00 a.m. to 11:30 a.m.; 2:00 p.m. to 4:00 p.m.
Saturday	8:00 a.m. to 11:30 a.m.

For E.R., out-patient consultation/first aid, the student can avail of free medical services and minor surgical procedures exclusive of prescribed medications or materials utilized by the resident physician such as:

- Wound dressing
- Incision and Drainage (I & D), etc.

### **Exceptions**

The following conditions will not be covered by the SHCP:

- Treatment of the effects of alcohol
- Injuries as a result of:
  - Intention or self-inflicted injury, suicide or attempted suicide;
  - Accidents
  - Sports not sanctioned by the university
- Injuries as a result of or contributed by:
  - Mental diseases or disorders
  - The taking of a drug unless it is taken on proper medical advice and is not for the treatment of a drug addiction or STD
  - Congenital anomalies and conditions
- Illnesses directly or indirectly attributed to HIV or an HIV related illness which includes AIDS and/or any mutant derivative or variations thereof, however caused.
- Complications as a result of cosmetic or plastic surgery
- Laboratory procedures necessary for annual medical examination and for school requirements i.e. vaccines, x-ray, etc.
- Family planning procedures like tubal ligation and vasectomies.

### **4.5.6 Other Basic Medical Services**

Medical examination performed by the University Physician will be done at the University Primary Health Care Unit. This covers the following:

- Annual physical examination
- Free consultation services
- Free starter dose of medicine good for one (1) day (depending on availability):
- First aid
- Free follow-up dressing for post-operations of minor procedures

#### **4.5.7 Dental Services**

Dental services done by any of the University Dentists are done at any of the University's Dental Clinics. This covers the following:

- Free annual dental check-up
- Free consultation
- Free tooth extraction
- Free filling (through referrals)
- Free prophylaxis
- Free starter dose of medicine good for one (1) day will be given, if prescription comes from any problems that may arise, the student/patient may approach the following:
  - University Physicians
  - University Nurses
  - SHCP Project Chairman

#### **4.6 Student Insurance**

Bona fide students of the school are beneficiaries of an insurance covering the following.

- Accidental death/Disablement
- Burial assistance due to accident
- Fire cash allowance
- Medical reimbursement due to accident
- Murder and assault



# APPENDIX A

## REPUBLIC ACT NO. 7877

### **AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.**

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

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

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

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

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

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

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

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

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

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and the investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual

harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

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

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

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

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

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

SECTION 7. Penalties. – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

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

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

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

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

Approved:

(Sgd.) EDGARDO J. ANGARA  
President of the Senate

(Sgd. JOSE DE VENECIA, JR.  
Speaker of the House of Representatives

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

(Sgd.) EDGARDO E. TUMANGAN  
Secretary of the Senate

(Sgd.) CAMILO L. SABIO  
Secretary General  
House of Representatives

Approved: February 14, 1995

(Sgd.) FIDEL V. RAMOS

President of the Philippines

## APPENDIX B

### REPUBLIC ACT NO. 8049

#### **AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE**

SECTION 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippines National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

SEC. 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SEC. 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC. 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period ( 12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of then (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

- (a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- (b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- (c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- (d) when the hazing is committed outside of the school or institution; or
- (e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts

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

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

SEC. 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

SEC. 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

SEC. 7. This Act shall take effect fifteen (15) calendar days after its publication on at least two (2) national newspapers of general circulation.

Approved: June 07, 1995

(Signed) FIDEL V. RAMOS  
President of the Philippines



## APPENDIX C

### REPUBLIC ACT NO. 10627

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

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

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

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

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

(a) Prohibit the following acts:

Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased

or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;

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

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

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

Establish clear procedures and strategies for:

Reporting acts of bullying or retaliation;

Responding promptly to and investigating reports of bullying or retaliation;

Restoring a sense of safety for a victim and assessing the student's need for protection;

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

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

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

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

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

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

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

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

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

SEC. 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

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

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

Take appropriate disciplinary administrative action;

Notify the parents or guardians of the perpetrator; and

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

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

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

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

SEC. 6. Sanction for Noncompliance. – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

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

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

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

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

Approved: 12 September 2013.

## SOUTHWESTERN UNIVERSITY PHINMA HYMN

O Southwestern, our alma mater  
To thee, to thee we pledge our loyalty  
For thou art our guide forever  
To inspire us from day to day  
As the years onward go,  
We shall always honor thee  
To uphold thy name is what we'll ever do  
To be worthy sons and daughters  
And offer our laurels to you.

## STUDENT HANDBOOK AWARENESS STATEMENT

I, \_\_\_\_\_, a resident of

\_\_\_\_\_, in

consideration of my enrollment in the SWU PHINMA hereby agree to comply with the following terms:

1. I shall abide by the **rules and regulations**, which the qualified authorities of this University have issued, especially those embodied in this Student Handbook or those that they may henceforth issue.
2. I shall be of **good moral character** and shall conduct myself in a proper and irreproachable manner in my relation with school authorities and fellow students.
3. I fully understand the conditions set forth above and that should I fail to observe any one of them, the school authorities have the right to expel, suspend or refuse to admit me to the enrollment in the SWU PHINMA.

\_\_\_\_\_  
Student's Printed Name and Signature

\_\_\_\_\_  
Date

BECOME THE BEST THAT YOU CAN BE.