

Southwestern University PHINMA

GENERAL INSTITUTIONAL POLICIES HANDBOOK

TABLE OF CONTENTS

ABOUT THE SCHOOL

Welcome to Southwestern University PHINMA

Introduction

PHINMA and PHINMA EDUCATION

PHINMA Education Mission and Values

Southwestern University PHINMA

SECTION 1 - CODE OF CONDUCT

1.1 Policy Statement

1.2 Conduct Guidelines

SECTION 2 - INSTITUTIONAL POLICIES

2.1 General Admission Policies

2.1.1. Entrance Credentials

2.1.2. Admission of Transferees

2.1.3. Enrollment Process for New Students

2.1.4. Enrollment Process for Continuing Students

2.1.5. Enrollment Process for Transferees

2.2 Academic Policies

2.2.1. University General Retention Policy & Grading System

2.2.2. Non-Numeric Grades Policy

2.2.3. No Permit, No Exam Policy

2.2.4. Requirements for Graduation

2.2.5. Scholastic Honors

2.2.6. Certificate of Transfer of Credentials (CTC) or Honorable Dismissal

2.2.7. Official Transcript of Records

2.2.8. Board Placers

2.2.9. University Review Committee Guidelines

2.3 Non-Academic Policies

2.3.1. Student Behavior

2.3.2. Respect and Courtesy

2.3.3. Attendance and Punctuality

2.3.4. Uniform and Proper Attire

2.3.5. Student Identification Card (ID)

- 2.3.6. Bullying
- 2.3.7. Policy on Social Media Usage of Students
- 2.3.8. Bringing Unnecessary Items Inside University Premises
- 2.3.9. Campus Cleanliness
- 2.3.10. Campus Safety, Security and Order
- 2.3.11. Fraternities and Sororities
- 2.3.12. Areas Off - Limits for Students
- 2.3.13. School Fees
- 2.3.14. College/School Student Body Funds
- 2.3.15. School Facilities, Equipment and Supplies
- 2.3.16. Library
- 2.3.17. Official Communication
- 2.3.18. Mandatory Random Drug Testing
- 2.3.19. Religious Freedom

SECTION 3 - STUDENT LIFE

- 3.1 Student Discipline
 - 3.1.1. Offenses and Disciplinary Action
 - 3.1.2. Resolution Procedures
 - 3.1.3. Sanctions
- 3.2 Student Services and Development Office
 - 3.2.1. Residence Life
 - 3.2.2. Transportation Services
 - 3.2.3. Safety and Security
 - 3.2.4. Scholarships and Financial Assistance
 - 3.2.5. Community Outreach
 - 3.2.6. Multicultural Community
 - 3.2.7. LGBT Advocacy
 - 3.2.8. University Events
 - 3.2.9. Student Publications
 - 3.2.10. Interfaith Services
 - 3.2.11. Student Governance and Student Organizations
 - 3.2.12. Student Health Care Plan
- 3.3 Guidance and Counseling Office
 - 3.3.1. Student Retention and Migration
 - 3.3.2. Mental Wellness Programs
 - 3.3.3. Champion Mindset Program

3.4 Alumni and Corporate Engagement Office

- 3.4.1. Alumni Mentoring Program
- 3.4.2. Alumni Discount Offering
- 3.4.3. Alumni Engagements
- 3.4.4. Career Awareness & Development
- 3.4.5. Industry Partnerships

3.5 Athletic Office

- 3.5.1. Intercollegiate Sports
- 3.5.2. Student Wellness Recreation

SECTION 4 - SCHOLARSHIPS, DISCOUNTS, AND OTHER BENEFITS

4.1 General Policies and Guidelines

4.2 Scholarships and Discounts

- 4.2.1. Chairman's Scholarship for the School of Medicine
- 4.2.2. Presidential Scholarship for the School of Medicine
- 4.2.3. PHINMA Scholarship
- 4.2.4. Hawak Kamay Scholarship (College)
- 4.2.5. Hawak Kamay Scholarship (Medicine)
- 4.2.6. Student - Athlete Scholarship
- 4.2.7. With Highest Honors
- 4.2.8. Working Student Scholarship
- 4.2.9. Alumni Discounts
- 4.2.10. Senior High School Vouchers
- 4.2.11. External Scholarships

APPENDICES

APPENDIX A - REPUBLIC ACT NO. 7877

An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes

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

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

APPENDIX D - REPUBLIC ACT NO. 10173

An Act Protecting Individual Personal Information in Information and Communications System in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for other Purposes

WELCOME

Southwestern University PHINMA is pleased to have you on campus. Today is your first day in a journey that will be filled with countless learning and memorable experiences. We are proud to be your second home and we look forward to your successes and the realization of your dreams.

As a student of Southwestern University PHINMA, you are expected to meet defined standards of academic performance as well adhere to prescribed norms, behaviors and values as prescribed by the University. We are to help you and build you up towards becoming the best that you can be.

Thank you for choosing SWU PHINMA & WELCOME!

INTRODUCTION

The Southwestern University PHINMA Student Handbook contains the General Institutional Policies of the University. These policies are designed to guide you in your academic and non - academic life in the University. We encourage you to read through this handbook and acquaint yourself with its contents. As a student of SWU PHINMA, you are responsible for reading and understanding the contents of this handbook and to follow the rules, regulations and prescriptions contained herein.

If you have any questions or require clarification about the contents outlined in this handbook, please do 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 through appropriate processes. Such changes, if there are any, will be communicated through appropriate memoranda and announcements.

PHINMA and PHINMA EDUCATION

Philippine Investment and Management Inc. (PHINMA)

PHINMA Incorporated'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. After Araullo University, 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 in Cebu City was acquired by PHINMA in 2015.

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 to 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 live out 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. The PHINMA Education values include:

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 for all. The school started with 18 faculty members, five hundred nine students, and 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, Commerce, and Law.

In the school year 1946 - 1947, the Colleges of Medicine, Dentistry, Pharmacy and Graduate School were established. During that time, Southwestern Colleges was the first medical school established outside Manila. The College of Nursing was added in the school year 1948-1949. The College of Medicine was formally organized with the first batch of students during the first semester of the school year 1951-1952. In the formative years, classroom instruction was conducted in a residential house, the 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 ushered in new courses in Engineering and Optometry. The College of Medical Technology was opened in 1962 while 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 B - School (Business) and the School of Design and Communications, and the College of Veterinary Medicine.

Brand Statement

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 competencies and character needed to reach the heights of their chosen professions.

Southwestern University 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.

Brand Purpose

To transform students into successful professionals, ready to change the world.

SECTION 1 – CODE OF CONDUCT

1.1 Policy Statement

As a student you 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 reflect on you, the department, and the University. It is expected that you shall always display appropriate decorum and abide by all University policies.

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

1.2 Conduct Guidelines

As a student you are expected to conduct yourself at all times in the following manner:

1. Be respectful of all others and 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, examinations and school - related activities as scheduled.
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.

SECTION 2 – INSTITUTIONAL POLICIES

2.1 General Admission Policies

Admission to a PHINMA Education (PHINMA Ed) school, Southwestern University PHINMA in particular, is open to all students who meet the requirements as written and prescribed in this handbook and all other relevant and applicable University announcements, circulars, postings and memoranda.

2.1.1. Entrance Credentials

Applicants for admission must submit upon enrollment together with the registration form, the following credentials:

2.1.1.1. New Students

A. College Freshmen

- Form 138 (Report Card)
- Photocopy of Philippine Statistics Authority (PSA) authenticated Birth Certificate

(Note: Form 137 will be requested by the Registrar from the School Principal.)

B. Transferees in College

- Certificate of Eligibility to Transfer (Honorable Dismissal)
- Certified True Copy of Complete Academic Records or Informative Copy of Credits and Grades taken from the previous school and duly signed by the Registrar/Principal of said school. Alternatively, a Transcript of Records from the previous school may be provided.
- Photocopy of Philippine Statistics Authority (PSA) authenticated Birth Certificate

C. Junior High School

- Form 138 (Report Card)
- Photocopy of PSA Birth Certificate

(Note: Form 137 will be requested by the Registrar from the School Principal.)

D. Senior High School Grade 11

- Form 138 upon enrollment (with Learner Reference Number (LRN) if a Public Junior High School Student)
- Education Service Contracting (ESC) Certification Letter from Junior High School Principal - format available through the ESC IMS (ESC Grantees Only)
- Photocopy of PSA Birth Certificate
- Photocopy of Junior High School Completion Certificate
- QVR Certificate (Qualified Voucher Applicants Only)
- Alternative Learning System (ALS) Certificate of Completion and Rating

E. Cross-enrollees

- Permit to cross-enroll from the school of origin

F. Graduate Students

- Transcript of Records of degree earned/completed with Special Order Number from the Commission on Higher Education
- Certificate of Transfer Credential
- PSA Birth Certificate or Marriage Certificate (if applicable)

2.1.1.2. Resident Students

- Checklist of subjects taken and passed and upon request, clearance from the Business/Accounting/Finance office

2.1.1.3. Half Merit/Full Merit/Study-Now-Pay-Later Awardees (CHED) and Other Scholars

- Certificate of Entitlement and other applicable credentials as prescribed herein

2.1.1.4. Foreign Students

- Study permit (duly issued by the Bureau of Youth Affairs, Foreign Students and Foreign Schools, CHED upon presentation of student visa or immigrant visa)
- Alien Certificate of Registration
- Statement of Eligibility for Admission to a particular course in the Philippines

- Immigrant Certificate of Registration
- Certificate of Identity (from the embassy of the home country)
- Three (3) photocopies of passport and visa
- Three (3) photocopies of Alien Certificate of Registration, issued by the Philippine Bureau of Immigration
- Other documents that may be prescribed by the University
- Three (3) copies of recent 2"x 2" photo

2.1.1.5. Foreign Students to Medical Courses (In Red Ribbon)

- Three (3) copies of Birth Certificate, one (1) original copy & two (2) copies authenticated
- Three (3) copies of Official Transcript of Records, one (1) original copy & two (2) authenticated copies
- Two (2) original copies of Certificates of Good Moral Character, one (1) from the Dean and one (1) from a former Professor/Teacher
- Three (3) copies of Diploma, one (1) original copy & 2 authenticated copies
- Two (2) copies of Police Clearance
- Five (5) copies of recent 2 x 2 black and white photos
- A brief biography of who will finance your medical education or an Affidavit of Support duly notarized.
- Original copy of the National Medical Admission Test (NMAT) result with at least 40 percentile rank.
- Other documents that may be prescribed by the University

2.1.2. Admission of Transferees

The University only accepts transferees who meet the following criteria/requirements:

2.1.2.1. For Board Courses

- Transferees who need at least 3 terms to finish their degrees, and
- Transferees who meet the applicable year level retention standards of the course in which they plan to enroll

2.1.2.2. For Non-Board Courses

- Transferees who need at least 2 terms to finish their degrees, and
- Transferees who meet the applicable year level retention standards of the course in which they plan to enroll
- The number of terms will be determined by the Dean during the

evaluation/validation of the subjects taken by the transferee in his/her current school. Summer terms are not included. Furthermore, in order to meet the General Education requirements of PHINMA Education:

- Transferees who have had 6 units of English in their previous school will be required to take an equivalent subject based from the receiving college's evaluation.
- Transferees taking up Bachelor in Elementary Education, Bachelor in Secondary Education, or any AB degree, who have had 9 units of English in their previous school will be required to take an English 3 validation exam. If they pass the exam, they will be required to take English 4 only. If they do not pass said exam, they will be required to take English 3 and English 4. A transferee may decide when he will take the validation exam. He may also decide when he will enroll in any of the subjects mentioned above.

2.1.3. Enrollment Process for New Students

Any new student enrolling into the University will follow the enrollment process enumerated below:

Registration Officer	1. Give the enrollee a blank copy of the Student Permanent Record (SPR) and ask him/her to fill it out.
Enrollee	2. Fill out the SPR and submit it, along with other requirements, to the Registrar.
Registration Officer	3. Receive the SPR and requirements.
Student	5. Proceed to the Cashier's window.
Cashier	6. Tag students with applicable scholarships.
Enrollee	7. Pay down payment at the Cashier's window.
Registration Officer	8. Encode schedules and print the Official Registration Form (ORF)
Enrollee	9. Claim Student ID and Student Handbook from the IT Department

2.1.4. Enrollment Process for Continuing Students

The process below is applicable for enrollment of continuing students:

Dean	1. Determine and indicate in the Temporary Registration Form (TRF) the year level, what subjects and in which section the student will enroll. Provide Student Information Sheet (SIS) to enrollee for updating of profile.
Enrollee	2. Update the (SIS) and submit it.
Dean	3. Receive the SIS and release the approved TRF.
Student	4. Proceed to the Cashier's window.
Cashier	5. Tag students with applicable scholarships.
Enrollee	6. Pay down payment at the Cashier's window.
Registration Officer	7. Encode schedules and print the Official Registration Form (ORF).
Enrollee	8. If a student wishes to pay in full, pay the full amount at the Cashier's window.

2.1.5. Enrollment Process for Transferees

The process below is applicable for enrollment of transferees:

Dean	1. Determine and indicate in the TRF the year level, what subjects and in which section the student will enroll in.
Registration Officer	2. Give the enrollee a blank copy of the Student Permanent Record (SPR) and ask him/her to fill it out.
Enrollee	3. Fill out the SPR and submit it, along with other requirements, to the Registrar.
Registration Officer	4. Receive the requirements and encode the SPR.
Enrollee	5. Proceed to the Cashier's window.
Cashier	6. Tag students with applicable scholarships.
Enrollee	7. Pay down payment at the Cashier's window.
Registration Officer	8. Encode schedules and print the Official Registration Form (ORF)
Enrollee	9. Claim Student ID and Student Handbook from the IT Department

2.2 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 (junior high school, senior high school), college and graduate school – are presented in their respective portions.

2.2.1. University General Retention Policy & Grading System

2.2.1.1. General Policy

1. If a student has incurred one (1) failure in any subject, he/she will be given a 1st written warning.
2. If a student has incurred 2 accumulated failures (in different subjects), he/she will be given 2nd written warning and will be deloaded one (1) subject in the following semester.
3. If a student has incurred 3 accumulated failures (in different subjects), he/she will be on probationary status and will be deloaded two (2) subjects in the following semester.
4. If a student has incurred four (4) accumulated failures (in different subjects), he/she will be debarred from the program and will be advised to shift to another program.

2.2.1.2. Shiftee/Transferee-Shiftee

1. Upon evaluation, if the student has failed subjects which are critical components of the program, i.e. board and board preparation subjects, the general policy on retention will apply. Thus, the student is on probationary status.

2.2.1.3. Repeat Failure

1. If a student has a repeated failure in a professional/board/board preparation subject, but has not incurred a failure in any other subjects, he/she will be on probationary status and will be deloaded of 2 subjects.
2. If a student has a repeated failure in a professional/board/board preparation subject and has incurred a failure in the current and/or the

previous semesters in another professional/board/board preparation subjects, he/she will be debarred from the program and will be advised to shift.

2.2.1.4. Transferees

1. A transferee to board programs (courses with board examinations) shall be admitted only when he/she can still meet the residency requirement, i.e. 2 years or 4 semesters including internship/on - the - job training.
2. If a student has incurred 2 failures in any subject of the same program from his/her previous school, he/she is accepted on probationary status. Thus, he/she will be deloaded two (2) subjects.
3. If a student has incurred three (3) or more failures in any subject of the same program from his/her previous school, he/she will not be accepted into the program. He/she will be advised to enroll in another program.
4. Specific provisions apply for Optometry, Dentistry and Veterinary Medicine. Please refer to college policies for these specific provisions applicable to transferees.

2.2.1.5. Returnees

Returning students will be admitted in the curriculum in effect at the time of his/her return. For a returning student who was originally enrolled in an already phased-out version of the curriculum, Academics Memorandum 2007-06 will apply to all programs. Below is the provision of the memorandum:

1. The student must follow the latest curriculum.
2. The Dean in-charge of the course identifies the subjects from the old curriculum that may be credited.

2.2.1.6. Grading System

In the computation of numerical grades, the University follows the formula stipulated below:

1. For programs in Flex Learning (BS Biology) and semester - long courses as taken from the 2018 University Retention Policy:

1st Year: Final Grade = 33% P1 + 33% P2 + 34% P3

2nd Year: Final Grade = 20% P1 + 20% P2 + 20% P3 + 40% Final Examination

3rd Year to 6th Year: Final Grade = 17% P1 + 17% P2 + 16% P3 + 50% Final Examination

Note: All Final Examinations are comprehensive in nature and cover all topics taken up during the entire semester.

2. For programs in Remote and Distance (RAD) Learning (courses are offered in blocks) as taken from Learning Memorandum 2021 – 003:

1st Year Non-board & Board subjects: Final Grade = 50% P1 + 50% P2 (RAD Block Examination or RBE is included in P2)

2nd Year Board subjects: Final Grade = 30% P1 + 30% P2 + 40% RAD Block Examination (RBE)

3rd Year to 6th Year board subjects: Final Grade = 25% P1 + 25% P2 + 50% RAD Block Examination (RBE)

Note: RBE for board subjects is comprehensive in nature and covers all topics taken up during the entire semester.

For non-numerical grades, please refer to the PHINMA Ed Academics Memorandum 2013-03 and note that NC is not considered a failure, hence, not covered in the provisions on the retention policies stipulated previously. Any NC's which may be due to system glitch or other errors and not as defined in the memorandum will be replaced with the correct final grade.

2.2.2. Non-Numeric Grades Policy

As part of our transition to AIMS, and for standardization purposes, the University follows a uniform policy for non - numeric grades effective since 2021 - 2022 which are provided in detail below:

2.2.2.1. Implementation Guidelines

Code	Non - numeric Grade	Given under the following Conditions:	Equivalent to a Final Grade of:	Included in Grade Point Average?
GW	Grades Withheld ¹	A student has an outstanding balance with the school.	As recorded in the Registrar's records	Yes
P	Dropped with Permission	A student has dropped the subject following the required procedure for dropping of subjects.	N/A	No

¹ If a student has an outstanding balance with the school, he will not be able to view his GPA and grades of each subject for the semester even if the said GPA and grades are recorded in the Academic Information Management System (AIMS). He will be able to view his GPA and grades after he settles his outstanding balance.

INC	Incomplete ²	<p>A student fails to take a Final Examination or submit an academic requirement for completion of a subject and his scholastic performance is not sufficient to merit a final passing grade.</p> <p>or</p> <p>A student who will get a passing final grade in a board-preparation subject, but failed to pass the Final Examination.³</p>	N/A	No
NC	No Credit	<p>A first-year college student who gets a final grade of 5.0 in a first-year subject.⁴</p> <p>or</p> <p>A student who fails to convert an Incomplete (INC) grade into a passing grade.⁵</p>	N/A	No
FA	Failure due to Absences	A student has incurred absences of more than 20% of the total number of class meetings.	4.0	Yes

² The teacher has to specify the missing major requirement in the Remarks section of the grading sheet.

³ This includes a provision in AM 2011-04 that states, "Part of passing a board preparation subject is passing its final examination. Thus, a student who gets a passing final grade based on the formula despite getting a failing grade in the final examination will get a grade of Incomplete (INC) in the subject." This does not apply to the College of Law.

⁴ Academics Memorandum 2011-09. This does not apply to the College of Law.

⁵ This does not apply to the College of Law.

2.2.3. No Permit, No Exam Policy

Aligned with the policies set forth in PHINMA Education Philippines COO Memorandum 2021-001 and in RADLearning COO Memorandum No: 2021-003, the University is issuing the updated “no permit, no exam” policy in RADLearning.

This policy is being implemented to enable students who can afford the tuition to pay their fees on time, and also provide financial support to students who are struggling to make ends meet.

Starting school year 2021-2022, examination permits will be required to take the RAD Block Exams (RBE) at the end of Block 1, Block 2 and Block 3. The permits issued for the Block will also serve as permits for the P1 assessment of the following Block as summarized below. Examination permits will not be required for Block 4 RAD Block Exams.

Block	Assessment Period	Permit Requirement	Permit
Block 1	P1	Required	ORF/Down payment
	P2/RBE	Required	Block 1 Permit
Block 2	P1	Required	Block 1 Permit
	P2/RBE	Required	Block 2 Permit
Block 3	P1	Required	Block 2 Permit
	P2/RBE	Required	Block 3 Permit
Block 4	P1	Required	Block 3 Permit
	P2/RBE	Not Required	

In the first semester of school year 2021-2022, the permit policy for RAD Freshmen will be applied to Block 1 and Block 2 as students are only scheduled to take three blocks for the semester. By second semester, RAD Freshmen will follow the schedule stipulated above. Additional specific guidelines are also provided below:

2.2.3.1. Prior to the RAD Block Examination

At the start of the second week of the Block, the University Controllers will provide the COOs, ACOOs, Deans, RAD Program Heads and the RAD SSP Coordinators with the most recent list of students with balances. This will allow SSP Advisers to remind students with balances to settle their accounts and remove unnecessary distractions from their exam preparations.

To ensure that financial difficulties will not unduly prevent students from completing their academic responsibilities, SSP advisers should also advise students struggling to pay tuition to meet with their Student Life counselors to discuss available financing options, which have been expanded to include loans from partner lending institutions.

2.2.3.2. Issuance of Permits

Students who come to campus to pay their tuition will receive printed copies of their exam permits consistent with the University practice prior to the pandemic. Students who pay online will receive their exam permits electronically, either by email, instant messaging, or through the school's management system. In case the school is delayed in issuing exam permits, students will be allowed to present a copy of their proof of payment (e.g., deposit slips, online payment receipts, screenshot of ledger that payment has been posted already) as a substitute without prejudice to submission of the actual permit at a later date once it is available.

2.2.3.3. During the Week of the RAD Block Examination

On the week of the exam, the University will provide teachers an updated list of students without exam permits to allow them to validate the permits or substitute proofs of payment that the students are able to present. The RAD CAS and RAD Program Heads are tasked to ensure that teachers handling global/network classes (classes comprised of students from different schools) have access to the permit list for all of their students.

2.2.3.4. Students without Examination Permits

Students without exam permits or substitute proofs of payment will not be allowed to take their RBE. Students who submit alternative assessments without a copy of their permit or proof of payment will not be considered compliant with their academic responsibilities. However, these students will be given one week from the date of their examination or submission deadline to settle their accounts, and then take special exams or submit their assessments.

2.2.3.5. Unpaid School Fees/Balance

A student must fully settle his/her school fees at the end of the semester or the year as in the case of Junior High School/Medicine/MBA students, prior to proceeding to the next semester or year, or prior to graduation, as the case may be. In the event that the student still has an unpaid balance of his/her school fees, he/she may apply for a Promissory Note before the Finance Office. Once approved, such unpaid balance of the student will be forwarded to the next semester or year, as applicable. Approval/disapproval of Promissory Note application is the sole prerogative of the University. Promissory Note application is not allowed for down payment/enrollment fee, request to be able to join the graduation ceremonies, request for school documents, official records, and/or credentials.

2.2.3.6. Excess Payments and Refunds

A student with excess payments (over the required fees in a particular term whether semestral or annual) at the end of the semester or the year as in the case of Junior High School/Medicine/MBA students, may request for refund before the Finance Office. He/she may also opt to carry-over such excess payment, as advance payment, to his/her account in the succeeding semester/school year.

2.2.3.7. Withdrawal of Enrollment/Course

Withdrawal of enrollment/course requires the completion of the withdrawal form from the Registrar's Office. A student who leaves the University before the end of the term (annual or semestral) is not relieved of the responsibility of paying the tuition and other fees for the entire semester or year. In accordance with Section 100 of the Manual of Regulations for Private Higher

Education (MORPHE), the following are the policies pertaining to payment of fees if a student withdraws during the school year.

- If a student withdraws within the first week after classes officially begin, he/she should pay twenty percent (25%) of the total fees, regardless of whether or not he/she has actually attended classes. If he/she has already paid the full amount, seventy five percent (75%) would be refunded to him/her;
- If a student withdraws during the 2nd week after classes officially begin, and he/she has paid the full amount fifty percent (50%) would be refunded to him/her;
- After the 2nd week of the official start of classes, the student should pay one hundred percent (100%) of the total fees. NO REFUND OR CREDIT is allowed.
- Likewise, down payment/enrollment fee are NON REFUNDABLE/TRANSFERABLE, should a student withdraw prior to the start of classes. However, the said fee may still be utilized as down payment/enrollment fee for the next semester/school year should he/she decide to enroll again in the University.

2.2.4. Requirements for Graduation

The appropriate diploma, certificate, title or degree is conferred upon a student under the following conditions:

- A candidate for graduation must file with the Registrar's Office the duly accomplished application form on or before the deadline;
- A candidate for graduation must have passed all subjects/courses and submitted all related course requirements prescribed in the curriculum of his/her degree program;
- A candidate for graduation is allowed to participate in the commencement exercises only upon submission of a fully accomplished clearance and upon attendance in all schedules of graduation rehearsals.

2.2.5. Scholastic Honors

The University bestows scholastic honors on students who have displayed exceptional academic achievement. The process starts with the Dean submitting a list of candidates for honors to the Registrar for evaluation. The Registrar verifies the records of the candidates and endorses the same to the Committee on Scholastic Honors. The committee reviews and approves the verified academic records of the candidate for honors and decides the grant of the honor. The committee is composed of the following: the Vice-President for Academic Affairs as Chairman, and the Registrar as well as the concerned Dean and Department Chairperson as members.

2.2.5.1. Decision Flow for Academic and Non-Academic Awards Process

Process/Point Person		Academic Honors	Valedictorian
		Activities	Activities
1.	Dean	Nominates/endorses list of graduating students vying for academic honors	Nominates a candidate for valedictorian after the deliberations for graduation and encoding of grades
2.	Dean		Submits the comprehensive nomination form, together with the student portfolio, to the Registrar
3.	Registrar	Check and verify the students records based on the criteria for academic honors	
4.	Registrar, Student Life		Decides on a scoring system for non-academic achievements and PHINMA Ed Values
5.	COO, VPAA, VP, Student Life, Deans	Forms the ad hoc committee for the recommendations	Forms the ad hoc committee for the recommendations

		EVP/COO, Student Life, and Deans	EVP/COO, Student Life, Deans and at least 2 non-nominating team (BED, CAS and Law)
6.	Committee, Registrar	Meets to decide on a recommendation and approval	Meets to decide on a recommendation. The committee has the prerogative to interview the candidates. The registrar will attend as non-voting member and note taker
7.	Committee, Registrar		Submit at most three names to the President
8.	President		Choose the valedictorian

Note: The Grade Point Average (GPA) is computed by obtaining the weighted average of the grades of each subject up to two decimal points rounded up. The highest grade is 1.0, the lowest passing grade is 3.0 while a failing grade is 4.0. Subjects whose grades are INC (Incomplete) are not included in the current computation of the GPA. Once the grade is completed through the submission of a Grade Completion Form, the GPA is recomputed to include the completed grade. A grade of NC (No Credit) does not affect the computation of GPA. A grade of FA (Failure due to Absences) is equivalent to 5.0 in the computation of the GPA. A grade of DP (Dropped) does not affect the computation of the GPA. For purposes of determining the continuance of a scholarship, grades in PE and NSTP will not be included in the calculation of a scholar's GPA. However, it is still part of the conditions of his scholarship that his grades in PE and NSTP must satisfy the minimum grade requirement of the said scholarship.

2.2.5.2. List of Academic Awards: Tertiary

Honor	Minimum GPA (Includes PE & NSTP)	No grade lower than	Qualifications	Period covered	Criteria
Valedictorian	1.75	2.00	At least 8 consecutive terms immediately preceding graduation. Must not have been suspended during the year for disciplinary reasons	Graduating year	10% - PEN Values 50%- Academic Performance 40%- Co-curricular Activities
Summa Cum Laude	1.25	1.50	At least 4 consecutive terms immediately preceding graduation. Must not have been suspended during the year for disciplinary reasons	Graduating Year	
Magna Cum Laude	1.50	1.75	At least 4 consecutive terms immediately preceding graduation. Must not have been suspended during the year for	Graduating Year	

			disciplinary reasons		
Cum Laude	1.75	2.00	At least 4 consecutive terms immediately preceding graduation. Must not have been suspended during the year for disciplinary reasons	Graduation	
Dean's List	1.75	2.00	Regular students: Full load. Irregular students: at least 21 units	Every term	

2.2.5.3. List of Non-Academic Awards: Tertiary

Honor	Minimum GPA	No grade lower than	Qualifications	Period covered	Criteria
Leadership Award	N/A	2.50	<ul style="list-style-type: none"> · At least 8 consecutive terms immediately preceding graduation. · An active leader or officer of any recognized student organization · No failing mark in any subject during his stay in the school · Must not have been suspended during the year for disciplinary reasons · No derogatory record or any 	Graduating year	60%-Leadership 40%-Involvement in school and community activities

			<p>disciplinary case outside the school (police or court clearance)</p> <ul style="list-style-type: none"> • Able to meet the requirements provided for in the Student Life set rubrics. 		
Gold Loyalty Awards	N/A	N/A	Has attended and completed all year levels in basic and tertiary education	Grade 1 to last year of tertiary education	

2.2.6. Certificate of Transfer of Credentials (CTC) or Honorable Dismissal

A student is granted Certificate of Transfer Credentials (CTC) when he/she transfers to another school, provided that he/she has been of good moral standing as far as personal conduct is concerned. The CTC is given to a student who voluntarily severs connection with the University, and upon clearing all accounts and responsibilities. A request form for CTC is obtained from the Office of the Registrar.

A student is granted "Honorable Dismissal" when he/she withdraws from SWU PHINMA provided that he/she is of good standing as far as personal character and conduct are concerned. Honorable dismissal is given to the student who voluntarily severs his/her connection with SWU PHINMA and upon clearance of all accounts and responsibilities. It can be obtained from the Office of the Registrar upon written request.

2.2.7. Official Transcript of Records

An Official Transcript of Records (TOR) is made available to any student or graduate (alumni) who intends to procure said document for clear and valid purposes. The request for a TOR is made by accomplishing the requisite form from the Registrar's Office.

2.2.8. Board Placers

Graduates of the University, who achieve a place within the Top 10 of their respective board/licensure examination are entitled to a modest reward. This is in recognition of their achievement and for bringing honor and prestige to the University.

2.2.9. University Review Committee Guidelines

The University Review Committee (URC) is a body duly designated to review academic concerns of students that are not settled at the college level. The URC bases its decisions on existing policies and evidence presented during its hearings and in subsequent deliberations.

2.2.9.1. Process of Review by the University Review Committee

All issues, concerns and complaints brought before the URC follow a prescribed process that is discussed below:

1. All student must first submit a verified letter - complaint first to the Coordinator, Program Head (PH), Assistant Dean, Associate Dean or the point person (PP) assigned in the college to receive students' concerns (refer to memoranda/advisories released by the College for the details on the process in the College). This letter - complaint must contain all relevant information pertinent to the matter at - hand.
2. The Coordinator, Program Head, Assistant Dean or Point Person arranges a meeting with the teacher concerned to investigate the matter. The teacher makes available to the college all class records and other documents relating to the complaint raised by the student/s.
3. The Coordinator, Program Head, Assistant Dean or Point Person renders a decision of the complaint based on existing policies and evidence.
4. If the student's complaint is unresolved at Step 3, the concern may be elevated to the level of the Dean with the following resulting action:

- a. The Dean resolves the concern and submits to the Vice President for Academic Affairs (VPAA) the decision of the College. A copy of the college decision/resolution will be uploaded in a Google folder shared with VPAA for reference and monitoring purposes.
5. If the student's complaint remains unresolved at Step 4, the complaint is elevated on final appeal to the Vice President for Academic Affairs (VPAA). The VPAA convenes the University Review Committee to review the decision from the College, conduct further investigation if needed and submit a recommendation to VPAA for a final decision.
6. The VPAA informs the student concerned of the findings of the University Review Committee and the corresponding final decision regarding the complaint .
7. The decision from the VPAA based from the findings and recommendations of the University Review Committee is final, non - appealable and executory.

2.2.9.2. Members of the University Review Committee

The University Review Committee is composed of six (6) individuals. This includes five (5) which undertake the necessary review of the complaint and prior decision as well as recommend to the Vice President for Academic Affairs a final decision and one (1) secretary to record the notes during meetings of the committee but is a non - voting member. The five people who will review the complaint are composed of the following: 1 Disinterested Program Head, the Coordinator from the College or from another College, 1 Disinterested Faculty, 1 Student Leader, 1 representative from Student Life, and the Dean of Education (as an education expert). All minutes of the meetings of the committee will be taken by the committee secretary who is the SWU Learning Manager or anyone assigned by the VPAA who is not directly related to the complaint forwarded.

Students

All students' concerns are communicated to the Coordinator, Program Head (PH), Assistant Dean, Associate Dean, or the point person (PP) assigned in the college to receive students concerns (refer to memos/advisories released by the College for the details on the process in the College).

Coordinator, Program Head (PH), Assistant Dean, Associate Dean or the point person (PP)

The Coordinator, PH, ADean or PP arranges the meeting with the teacher concerned. The Coordinator, PH, ADean or PP informs the Dean of the result of the meeting regarding the student's concern.

Teacher

The teacher makes available to the college all class records and other documents relating to the concern.

Resolved?

NO

College Dean

A. Dean meets with the student/s to resolve the concern.

B. A copy of the college decision/resolution will be uploaded in a Google folder shared with VP-Learning (VPAA) for reference and monitoring purposes.

VP-Learning (VPAA)

Student's concern is submitted to review committee. VP-Learning informs the student concerned of the findings of the Review Committee and the corresponding final decision regarding the concern forwarded. The decision from the Review Committee is final.

NO

Resolved?

YES

2.3 Non-Academic Policies

2.3.1. Student Behavior

1. A bona fide student is required to observe the rules, regulations, policies and requirements of the University. Ignorance of the provisions stated herein does not excuse any student from the corresponding sanctions.
2. A student who shall engage in activities not authorized by the University such as but not limited to joining organizations that disrupt academic work, performing acts inimical to the welfare of other students, teachers and staff and others actions of similar nature would be denied further enrollment in the university.
3. A student is expected to conduct himself/herself with dignity and deportment at all times both on and off the campus, and to uphold the moral standards of the university.
4. Specifically students are expected to:
 - a. Wear the prescribed complete school uniform during class days:
 - The design of the prescribed uniforms is available at the Dean's office of your respective college;
 - Freshmen and transferees are given thirty (30) days to comply with the uniform requirements, after which they will not be allowed to attend classes;
 - Laboratory gowns are required to be worn during the laboratory classes;
 - Absences incurred due to failure to wear the complete uniform are always unexcused;
 - Uniforms must be worn throughout school days and as prescribed by the college. Exceptions require approval and notice from the Student Life Office.
 - A female student is not allowed to wear the following:
 - Tube style, halter and backless blouses
 - Off-shoulder and low cut neckline blouses
 - Narrow shoulder straps blouses
 - Transparent attires
 - Micro mini skirts
 - Shorts pants
 - Mid-rift or belly-baring blouses

- Male clothing
 - Step-ins or slippers
 - A male student is not allowed to wear/sport the following:
 - Unkempt long hair
 - Earrings
 - Make up
 - Cross dresses
 - Female sandals/clogs
 - Tattered pants
 - Tucked out undershirt
- b. Wear the official Identification Card (SWU PHINMA ID) at all times within the campus
- c. Attend classes regularly and punctually:
- Tardiness of more than 15 minutes without justifiable reason shall be considered an absence;
 - A student with unexcused absences totaling 20% or more of the total prescribed number of hours will be dropped from the school roll;
 - Any student who, for excusable cause, is obliged to be absent from classes must obtain an excuse slip from the Dean and present it to the instructor concerned not later than the second session of the class after the date of the student's return;
 - Absences due to illness can only be excused upon presentation of a medical certificate signed by the University Physician. Medical certificates signed by any physician other than the University Physician will not be honored;
 - Absences of more than 20% in a subject or a clinical/internship rotation will be considered as a drop subject/rating or repeat rotation;
 - Students shall be responsible for their learning on the topics covered in their absence;
 - The Dean may grant students who incur illness requiring treatment for long periods of time a one (1) year sick leave;
- d. Avoid cheating at all times as cheating in any form is considered a serious offense punishable with the corresponding sanctions. Cheating includes but is not limited to:

- Unauthorized possession of notes or any material related to an examination whether the student uses them or not.
 - Deliberately glancing at a neighbor's examination paper
 - Copying or allowing another to copy from one's examination paper
 - Having somebody else take the examination in one's place, in which case both the student who took the exam and the student for whom the exam was taken, shall be held liable.
 - Talking to another student during the examination.
 - Acquisition, use and distribution of test paper before the examination of that test paper
 - Forging, falsifying or tampering of official academic records (attendance sheet, grading sheet, evaluation sheet). For forgery, both the student that forged the signature and the student whose signature was forged will be held liable if the act was done with the knowledge or with instruction from the latter.
 - Using cellular phones and other electronic devices during examinations.
 - Students caught cheating in their first offense will be given a score of zero for the particular examination. A second offense in cheating will be sanctioned with Exclusion or Dropping the name of the erring student from the school roll and transfer credential is immediately issued, after due process.
- e. Observe proper decorum when inside school premises.
- Ensure your readiness for class at all times
 - Appear presentable and at your best when in class and inside the campus
- f. Refrain from smoking inside the school premises.
- g. Refrain from committing acts that may embarrass/discredit the University or bring dishonor to her name. Students, while wearing the prescribed uniform, shall at all times refrain from committing acts that may embarrass the school or bring dishonor upon her. Such acts include but are not limited to:
- Public displays of intimacy
 - Drunkenness
 - Disturbance of public peace
 - Any form of dishonesty, serious misconduct or any crime

- h. Regard fellow students, administrative employees and faculty members of the university with respect and courtesy. A faculty member or administrator may ask for the SWU PHINMA ID of any student who displays disrespectful behavior
- i. Avoid eating inside the classroom and laboratory.
- j. Avoid loitering and making noise in the corridors. Students are encouraged to stay in the library or in the students' lounging areas.
- k. Avoid vandalism or destruction of any property or space of the University.
- l. Avoid using cellular phones or any other electronic devices during class, examinations, seminars, trainings, symposia and the like.
- m. Follow all university rules and regulations governing them during emergencies, such as fire, earthquake, flood, etc.

2.3.2. Respect and Courtesy

- a. Students are expected to show respect and courtesy to all members of the school community at all times.
- b. Students are expected to greet all school personnel, persons of authority, and visitors when inside or outside the campus.

2.3.3. Attendance and Punctuality

The University values the attendance and punctuality of all her students. Each college/department has their own policies on attendance and punctuality, which may be found in their respective manuals. This will also be provided to you during your respective college orientations.

2.3.4. Uniform and Proper Attire

- a. A student shall wear the prescribed complete uniform of the University when they are in the campus during class days (Monday-Thursday), including all University- related activities.
- b. A student should wear his/her complete uniform during class days (Monday-Thursday) even if he/she does not have classes but comes to the University for any purpose.
- c. During wash day (Friday), a student may wear decent and proper casual wear. Sleeveless shirts, sandos, slippers, micro mini shorts and skirts or any other

clothing that is listed in the preceding portion of this section, are not allowed. College t-shirts are allowed. It must be noted that some colleges do not practice a wash day. This policy will be provided to you during your college orientation.

- d. 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.
- e. A student not wearing the prescribed complete uniform of the University will not be allowed to attend classes until he/she secures a permit from the Student Life Office, and shall be automatically marked as absent. However, if the student is able to present an excuse letter from his/her parent/s or guardian, he/she may be allowed to attend classes.
- f. The decision to excuse or not to excuse the student shall be the discretion of the teacher, and shall depend on the reasons stated in the letter.
- g. There are specific decorum and uniform policies per college. Kindly consult with your college on these matters.

2.3.5. Student Identification Card (ID)

- a. The ID card is considered part of the prescribed uniform of the University.
- b. A student should always wear his/ her respective ID card in the campus and while attending off-campus University activities.
- c. Lost or worn out ID cards should be reported immediately to the adviser. The student will pay to the cashier for the replacement of lost ID.

2.3.6. 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.

The University takes 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).

2.3.7. Policy on Social Media Usage of Students

The University is aware of how social media may increase communication and information sharing opportunities. Its use is embedded in the students' daily routines. However, the University is also aware that, despite the many advantages it provides, social media can also pose a number of risks, particularly those related to bullying

and protecting one's reputation as well as the reputation of the institution. As a result, it is only fitting that every student, as a member of the Southwestern University PHINMA community, uses social media responsibly, effectively, and with discretion.

2.3.7.1 Purpose

The goal of the policy is to secure the school from legal risks, preserve the school's reputation as a private institution, and offer advice to students on how to utilize social media to better their personal and academic life.

2.3.7.2 Definition and Scope

Any kind of media, such as a variety of websites and other public internet portals or technological platforms that promote online social interaction between users and content producers, is referred to as social media. Social networking sites like Facebook, Twitter, and Instagram may also be professionally or socially focused networking sites, blogs, and message boards, as well as content-sharing websites like YouTube, Snapchat, and other sites that allow public posting or comments. All Southwestern University PHINMA students, regardless of level, are subject to the terms of this policy.

2.3.7.3 Social Media Use Guidelines

Information that can be used to steal identities, such as passwords or other log-in details, must be kept private for personal protection. Everyone should thoroughly review their privacy settings. Be aware that material provided on social media is constantly copied, archived, linked, and reposted; as a result, each student has to be careful about the content and volume they share. In more specific terms, the guidelines are listed below:

- a. Respect other people's privacy and uphold it. Ask for permission before posting or sharing any content, or other information.
- b. Prior to establishing and managing social media profiles that represent university departments and/or groups, obtain the requisite permission. The university will only accept accounts that have been approved for social media.
- c. The university's student handbook and the guidelines for using social media set out here are binding on all students.

2.3.7.4 Regulation of Social Media Usage Offenses

The University strictly prohibits creating, publishing, or encouraging the dissemination of statements, images, videos, or other material that:

- a. Discriminate against someone based on their course and academic standing, sex and gender preferences, disabilities, age, religion, ethnicity or nationality, political affiliation, organization, school groups, and place of employment;
- b. Intimidate, harass, and make threats;
- c. Make sexually suggestive remarks or approaches;
- d. Are scandalous, untrue, or unjustifiable, offend morality and norms,
- e. Incite unwarranted anger or aggressive or antisocial conduct.

2.3.8. Bringing Unnecessary Items Inside University Premises

- a. 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. The student is responsible for his/her own belongings. You should take care of your belongings so that these do not get easily damaged, lost, or stolen.
- b. 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.
- c. Electronic devices such as music players, video players, and television sets, may only be allowed on campus if required or used as a learning tool.
- d. Other items not allowed in the University are bladed weapons, guns, prohibited drugs, tobacco products, unauthorized alcoholic beverages, gambling paraphernalia, pornographic materials, and other similar items.

2.3.9. Campus Cleanliness

Students 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.

2.3.10. Campus Safety, Security and Order

- a. 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.
- b. 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.

2.3.11. Fraternities and Sororities

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

2.3.12. Areas Off - Limits for Students

The following areas are off-limits to students, except when they will be conducting official business in the said areas:

- a. Faculty Room or work area;
- b. Dean's and Principal's Office; and
- c. Other areas declared off-limits by the school
- d. Climbing of trees, building facades, and perimeter fences are prohibited.

2.3.13. 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 down payment upon enrollment, the balance thereof is to be paid in four (4) equal payments corresponding to the four (4) major examinations for college/tertiary level – Block 1 exams, Block 2 exams, Block 3 exams and Block 4 (Finals) Exams. For Basic Education (Junior High School), Senior High School, and the School of Medicine, there will be eight (8) equal payments since assessment is annual.

Every student must demand a receipt, and shall be entitled as such, for every cash, on-date check, debit/credit and online payment made for his/her school fees. Post-dated checks are not acceptable for payment.

2.3.14. College/School Student Body Funds

College/School student body 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 an 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.

2.3.15. School Facilities, Equipment and Supplies

- a. Damaging University property and vandalism are strictly prohibited. Any damage to University property should be reported immediately to any University authority.
- b. Students 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.
- c. You are responsible for the proper care of your assigned rooms and seats.

- d. 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.
- e. Students are not allowed to use the installed TV sets placed in the classrooms without the approval of the concerned faculty and Dean.

2.3.16. Library

Students may use any of the library facilities in both the Main and ABA campuses:

- a. **Main Library** – Located at the 2nd and 3rd floors of the east wing of PHINMA Hall. The 2nd floor contains the stacks area while the 3rd floor is the reading area and is mainly for SHAHS and other Undergraduate Programs. The Main Library is open from Monday to Saturday, 7:30 AM -7:00 PM and may extend to 12 midnight during examination period.
- b. **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 Monday to Saturday, 8:00 AM - 9:00 PM
- c. **School Library For Junior High and Senior High School** – The school library is open on Monday to Friday, 7:30 AM - 5:00 PM.

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.

2.3.17. 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 guardians and for returning and submitting letters of excuse or other written communication.

2.3.18. Mandatory Random Drug Testing

As part of the University's admissions and retention policies, and pursuant to Republic Act 9165, Section 36 (c), some college students will be asked to undergo a mandatory random drug test. The test will require a series of consultations with students, faculty, teachers, and parents. Parents of students identified to undergo the test will be notified to seek their consent. DOH-accredited drug facilities, physicians or private medical practitioners will conduct the tests. Fees will be shouldered by the University. The results of the tests will be provided to the tested student and kept confidential in the Student Life Office.

2.3.19. Religious Freedom

The University guarantees all students the right to freely profess/practice their religion. Various religious activities are organized by student organizations throughout the year that cater to various denominations. The University also provides an Interfaith Chapel as a place of worship for students.

SECTION 3 – STUDENT LIFE

Student Life in Southwestern University PHINMA is about meaningful learning experiences. It is about building relationships. It is about personal growth. It is about discipline and hard work. It is about self-expression. It is about empowerment and involvement. It is about discovery. It is about fun. Student Life contributes to the school's mission and ensures that students continue studying and successfully graduate by actively working with the school's colleges and departments to create an inclusive and supportive environment that builds a vibrant sense of belonging and enriching learning.

Student Life achieves this purpose through the following tasks:

- Empower students to become fully engaged in the college experience by providing transformative educational experiences;
- Build and foster an inclusive environment that cultivates student learning and development through innovative programs, activities, and services that promote student leadership and success;
- Facilitate leadership development and involvement opportunities that enhance students' personal growth and academic success by providing educational, cultural, social and recreational activities.
- Provide an environment where students, faculty, and staff come together to build relationships through educational and recreational activities cultivated on mutual trust and respect;

The Student Life Office, headed by the Vice President for Student Life, is primarily responsible for the development, planning, and implementation of the various programs and services provided to the students that are aimed at enriching their learning experience. These programs and services are developed and implemented by the following offices:

1. Student Services and Development Office
2. Guidance and Counseling Office
3. Alumni and Corporate Engagement Office
4. Athletics Office

3.1. Student Discipline

3.1.1. Offenses and Disciplinary Action

As part of the University's focus of ensuring a safe campus that promotes learning, the following policies regarding offenses and disciplinary actions is implemented:

Table 1: Category of Offenses and Disciplinary Actions

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

Legend	Description	Action
R	Written Reprimand	This disciplinary action results from student misbehavior and other minor offenses. A written reprimand describing the incident and a warning for any future offense is provided to the student and the parent.
S	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.
D	Dismissal	I 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
E	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

OFFENSES	CATEGORY
A. Minor Offenses	
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 complete school uniform <ul style="list-style-type: none"> • Not wearing proper/prescribed haircut • Wearing of earrings (for male students) 	1
A.6. Unauthorized use of University facilities	1
A.7 Using cellphones and other communication gadgets inside the classroom during classes	1
A.8 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. Major Offenses - Campus and public disturbance such as but not limited to:	
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, faculty or employee 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
C. Major Offenses - Immoral and indecent acts such as, but not limited to the following:	
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
D. Major Offenses relating to Malicious Mischief	
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 security guards)	3
D.3 Defaming a fellow student, teacher 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 to persons or damage to school property	2
D.9 Vandalism	2
E. Major Offenses - Dishonesty or Fraudulent Acts such as, but not limited to the following:	
E.1 Cheating during examinations 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 fundraising	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)	3
E.11 Attempted/Frustrated Stealing	3

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	3
G. Sexual Harassment (refer to Anti Sexual Harassment Bill of 3 1995 - Appendix A)	3
H. Other prohibitions such as, but not limited to the following:	
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
I. Major Offenses - Using Social Media, such as but not limited to:	2
I.1 Discriminate against someone based on their course and academic standing, sex and gender preferences, disabilities, age, religion, ethnicity or nationality, political affiliation, organization, school groups, and place of employment;	2
I.2 Intimidate, harass, and make threats;	2
I.3 Make sexually suggestive remarks or approaches;	2

I.4 Acts that are scandalous, untrue, or unjustifiable, offends morality and norms,	2
I.5 Incite unwarranted anger or aggressive or antisocial conduct.	2

In order to ensure a holistic approach for students who are in conflict with these regulations, interventions such as but not limited to counseling and immersion may also be required by the University.

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

3.1.2. Resolution Procedures

Each college has its own Committee on Discipline (COD) to hear and resolve cases involving their students. The college COD will be the first committee to address discipline-related cases cited in the preceding section. Unresolved and/or more serious cases, such as those listed under Category 3, are referred to the University Committee on Discipline (UCD). The composition of the COD and UCD are listed below:

- **College Committee on Discipline (COD)**

Chairman - Chairperson of Concerned Department

Members - Two (2) Faculty Members

- **University Committee on Discipline (UCD)**

Chairman - Vice-President for Legal Affairs

Members - Vice-President for Student Life

Chief of Safety and Security (related concern)

Supreme Student Government President (if the case involves a student)

College Dean of Student Concerned

Human Resources Office Manager (if the case involves an employee)

Department Head of Employee Concerned

3.1.2.1. Jurisdiction

All student discipline violations are subject to the jurisdiction of the COD / UCD. Misconduct committed outside the University is not within the jurisdiction of the COD / 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 a student, he/she shall answer the charges filed against him/her.

3.1.2.2. 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, through a Notice of Hearing detailing 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, 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 COD/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 evidence and witnesses in his/her defense. Such shall be followed by 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, hearings 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/implementation. 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.

3.1.3. Sanctions

The following rules 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 Commission on Higher Education (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 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.

3.2. Student Services and Development Office

Student Services is primarily about building social culture that will enable students to securely and safely participate and engage in the activities of the University. Essentially, Student Services oversees the numerous and various aspects of connecting students to campus and the community.

Student Development is focused on creating an inclusive environment and enabling campus culture for students that enriches the students' learning experience. The Student Development Office is tasked to provide opportunities for students to be actively engaged in activities that build respect and harmony in multicultural diversity, demonstrate leadership and community service, and contribute to building the enabling and vibrant learning environment. This objective is achieved through the following services and programs. The Student Services and Development Office is tasked to provide the following services and assistance to the students:

3.2.1. Residence Life

A large majority of the university's student population come from other provinces and areas outside Cebu City. It is thus important that clean, decent, safe, affordable, and accessible residences are provided. There are a number of residential facilities outside the university, such as apartments, dormitories, boarding houses, and bed-spacing rooms. These facilities have been identified, mapped, and assessed based on city standards and criteria. A list of these facilities and their amenities and costs can be provided to the students. Advice and assistance are also provided to students who have special considerations and needs. It is the responsibility of the Student Services and Development Office to ensure that each facility has its own resident manager and that continuous dialogue is established to ensure focused attention on safety and security. Also the Student Services and Development Office is tasked to conduct consultations with student residents on specific residential concerns and how the university can aid in addressing them.

3.2.2. Transportation Services

To ensure the safety of students, a transportation shuttle is provided in cases such as transportation strikes, outreach opportunities, academic related events, clinical internships and other emergencies, where students' need to be transported. A student travel advisory and assistance program is available to students who have queries and concerns on how to travel around and outside Cebu City. The program also offers shuttle services & guidance on current travel regulations and requirements where applicable or subject to availability of transport.

3.2.3. Safety and Security

The Student Services and Development Office, works closely with the Security Office of the General Services Department, to ensure that students are provided safety from violence, bullying, harassment and any other similar acts by building a safe and secure campus community. This task not only covers the interior of the University but also in the neighboring areas and communities, where many of the students reside. This is done through building and maintaining strong partnerships with the local governments and law enforcement.

3.2.4. Scholarships and Financial Assistance

The University offers a variety of scholarship and discount privileges to its students. The Student Services and Development Office is mainly responsible for implementing the policies and program on scholarships and discounts. Scholarship grants are offered to candidates on the basis of either their outstanding academic merit, their exceptional athletic attributes or existing financial challenges. The following are the scholarships and discounts offered by the university.

- Chairman's Scholarship Program for the School of Medicine
- Presidential Scholarship Program for the School of Medicine
- The Best You Scholarship for International Students
- Hawak Kamay Scholarship
- PHINMA Scholarship
- Student-Athlete Scholarship
- Working Students Scholarship
- Person With Disability Discount
- With Highest Honor for Incoming Grade 11
- External Scholarship Linkages

3.2.5. Community Outreach

Establishing a lasting and collaborative linkage with the community is essential in ensuring that the university remains relevant to the communities' lives and interests. The Student Development Office strives to coordinate the various community outreach activities of the different colleges in order to effectively address local needs and concerns as well as meet any academically - related necessity requiring community involvement of students.

3.2.6. Multicultural Community

The University has a large population of international students as well as those coming from various cultures and faiths. The office offers opportunities for international students to actively engage in the school's social and institutional activities. The office provides information and programs to international students about the campus and community and provides support and assistance that fosters cultural respect and multicultural harmony in the campus community.

3.2.7. LGBT Advocacy

The Student Development Office actively contributes to the development of a culture among the faculty, staff and students of the university that actively addresses oppression in all its forms and affirms, includes, and celebrates people across the spectrum of gender identity, gender expression, and sexual orientation, including their intersectional experiences and perspectives. The office provides education, outreach, advocacy, and resources for students and communities to build a culture of respect and a climate of harmony among students within the campus.

3.2.8. University Events

The Student Development Office develops, plans, and implements (together with other concerned offices and organizations) institutional university events that highlight the vision and goals of the university. But more importantly, these events build the sense of community and belongingness that contribute to student retention and success. These events include the following:

- Mundo Granate (Opening of the school year party)
- University Foundation Day
- Siglakas (University Intramurals)

- International Students Day
- Festival of Lights
- PHINMA After 5
- PHINMA Reach Out

3.2.9. Student Publications

The Student Services and Development Office is in charge of supervising the production of the university publication. A faculty adviser is assigned to the publication body, which is run and managed by the students. The office together with the faculty adviser function as consultants on all aspects related to creation, production and distribution of student publications within the University.

3.2.10. Interfaith Services

In consonance with the University's policy of religious freedom and for creating an inclusive and enabling environment in the campus, the Student Services and Development Office ensures that students of various faiths are provided the facilities and services to express their faith in a free and peaceful manner.

3.2.11. Student Governance and Student Organizations

Each college has its own college student government body and recognized student organization. These student bodies represent the interests and aspirations of the students as well as serve as a mechanism for building constructive relations with the administration and faculty (refer to the Student Handbook on Student Organizations). It is the responsibility of the Student Service and Development Office to ensure that these organizations are functioning effectively and productively. It is the responsibility of the office to monitor the performance of these organizations as well as serve as a liaison between these organizations and the administration. Also, the office will aim to ensure that these organizations actively participate and contribute to the university's events.

3.2.12. Student Health Care Plan

Southwestern University PHINMA and SWU Medical Center in its continual quest for the delivery of quality health care and medical services to its students have designed the Student Health Care Plan exclusively for its students.

What is the Student Health Care Plan (SHCP)

It is a Health Plan made available to the students of Southwestern University PHINMA in partnership with SWU Medical Center through the expansion of the Student Health Care Fee. The plan makes available medical services to the student populace from the contribution taken from the student's Miscellaneous Fee.

Who Can Avail

All bonafide students of Southwestern University PHINMA can avail of the Student Health Care Plan (SHCP). Upon enrollment, the student will immediately be entitled to all the privileges for the entire school year.

Where To Avail

The medical services are exclusively available at SWU Medical Center, situated within the school's premises. The University Dental Clinic provides dental services, and the College of Optometry offers optometry services.

Medical Privileges

Medical Consultation Services

The student has the opportunity to avail of two (2) ER consultation services per emergency cases exclusively at the SWU Medical Center ER for the entire school year. For specialized medical advice, they can obtain a referral endorsement from the University Clinic, allowing them to benefit from discounted rates at the SWUMC Doctors Clinic, with the student covering the expenses.

Hospitalization Services

The SHCP coverage is limited to two (2) hospital admissions for the entire school year.

Hospital Room Privileges (PHILHEALTH deduction shall be applied for members)

The patient under the SHCP shall be accommodated in the Pay Ward, which is an air-conditioned room with a common toilet and bath. The room privilege is limited to five (5) days for each admission. Patients admitted beyond the limit of five (5) days, shall pay the full Pay Ward rate, or the full amount of hospital room rate when staying in a private/suite room, subject to a discount that SWU Medical Center may grant. In case the Pay Ward is not available i.e., (when it is fully occupied, under renovation, or under fumigation), the patient will have to be accommodated in a Semi-Private Room. As soon as the Pay Ward is available, the patient shall be transferred back, with prior consent from the attending physician on 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, 000.00 from the regular room rate for a maximum of 5 days only).

A patient with communicable diseases will be admitted to the Isolation Ward or in a Private Room upon recommendation of the attending physician. SHCP will deduct P1, 000.00 per day from the Regular Room rate for a maximum of (5) days. The patient/student will be charged for the regular room rate, beyond five (5) of days hospitalization, subject to a discount that SWU Medical Center may grant.

A student due for surgery or has just finished surgery will be accommodated in the Pay Ward however if he/she chooses to stay in a private/suite room the room charges stated above will be followed.

Patients admitted under Obstetrics and Gynecology will be accommodated in the OB/GYN Ward. The same policy on room accommodation applies. Obstetrical patients can only avail of the privileges of the SHCP when they are able to show an original copy of a Marriage Contract or a Certified True Copy of the original Marriage Contract plus One (1) photocopy of the original Marriage Contract.

Pregnancy-related consultations (Pre-Natal care) can only be covered by the SHCP when they are able to show the required documents. The newborn, however, cannot avail of the SHCP privilege. 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.

In cases of Spontaneous Abortion, only legally married patients can avail of the privileges offered by the SHCP upon the presentation of the required documents

Laboratories

For the duration of the school year, the student has the option to utilize two (2) Routine Laboratory Examinations, including CBC, Urinalysis, Stool Exam, and Blood Typing. However, the student will be responsible for any follow-up or repeat laboratories, as well as any additional laboratory procedures. It is essential to have all laboratory procedures conducted at the SWU Medical Center in order to make use of the SHCP. Note that this benefit is not accumulative or transferable to future visits, and is not applicable to Physical Examination requirements.

Doctor's Services

The University Physician is accessible for school consultations at designated schedule, as well as for Telemedical Consultation when he/she is available.

In the case of students admitted to the hospital, if a student decides to engage a non-accredited physician for their care, they will be responsible for covering the professional fees of the physician(s). If the student/patient chooses to stay in a private room despite the availability of beds in the Pay Ward, he may be considered a private patient of the attending physician and be subjected to regular rates of physician's professional fees. In this case, the student/patient may still avail of the SHCP privilege of P200.00 per day on physician's fees up to a 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.

Medicines

Students can avail of One Thousand Pesos (P 1,000.00) worth of free medicines per semester (not including vitamins) as prescribed by the attending physician in every hospital admission, provided that these are obtained at the SWU Medical Center Pharmacy. Subsequent purchases at SWU Medical Center Pharmacy are also eligible for a student discount.

Emergency Room Availment

To access the ER medical consultation service, students must present their valid ID card and/or student study load for verification purposes. Additionally, students are granted the opportunity to receive minor surgical procedures. However, the expenses related to prescribed medications or supplies used in the ER, such as wound dressing or incision and drainage supplies, are not covered by the SHCP and shall be charged to the student.

Exceptions

The following conditions will not be covered by the Student Health Care Plan:

- 1) Treatment of the effects of alcohol
- 2) Results of:
 - Intentional self-inflicted injury, suicide, or attempted suicide;
 - Bodily injury sustained from any accident
 - Bodily injury sustained while engaging in sports not sanctioned by the University
- 3) Results of or contributed to by:
 - Mental disease or disorder
 - Taking of a drug unless it is taken on proper medical advice
 - Treatment of drug addiction
 - STD congenital anomalies and conditions
- 4) Directly or indirectly attributed to HIV (Human Immunodeficiency Virus) or an HIV-related illness which includes AIDS (Acquired Immune Deficiency Syndrome) and/or any mutant derivative or variations thereof, however caused.
- 5) As a result of cosmetic or plastic surgery.
- 6) Laboratory procedures necessary for Physical Examinations and Annual Medical Examinations for school requirements (i.e. Vaccines, X-rays, etc.)
- 7) Family planning procedures like tubal ligation and vasectomies.

Dental Services Coverage

The University Dental Clinic provides affordable dental care to students to ensure they have access to oral health care services. The clinic is staffed by a licensed dentist and dental hygienists who are trained to provide quality dental care to students. Students can make an appointment with the on-campus dental services to avail of the following services.

- **Free Dental Check-up:** Students can schedule an appointment with the on-campus dental services for a free dental check-up, which includes an examination of their teeth, gums, and mouth for any signs of oral health issues.
- **Free Consultation:** Students can also avail of free consultations with a licensed dentist to discuss any concerns they may have about their oral health, such as recommendations for oral care or treatments.
- **Free Filling (1 per semester):** In case a student has cavities, they can avail of a free filling once per semester at the on-campus dental services. The filling material used will be of good quality and approved by the dentist.
- **Free Prophylaxis (1 per semester):** Students can get a free oral prophylaxis (cleaning) once per semester to remove plaque and tartar build-up from their teeth.
- **Free Tooth Extraction (1 per semester):** If a student needs to get a tooth extracted due to decay, injury or any other dental issue, they can avail of a free tooth extraction once per semester at the on-campus dental clinic.
- **Exclusion from the service:** The service will not include the extraction of the third molars or wisdom teeth.

Optometry Services Coverage

To ensure that students with vision impairments receive the best possible care, the University includes Optometry Services to the Student Health Care Plan. This new provision will provide essential vision care services, helping students manage their visual impairments and maintain optimal eye health. To ensure smooth implementation, the following guidelines must be observed:

- Only bonafide students are eligible for the FREE consultation privilege;
- Students must schedule an appointment with the College of Optometry before seeking a consultation;
- Consultations will be subject to availability to screening optometrists or optometry students under supervision of the optometrists;
- Eye glasses frames and lenses will be available at a discounted rate, but the cost will be borne by the student;
- If the consultation shows that the student requires further evaluation beyond the scope of service, they will be advised and referred to a professional as necessary;
- Optometry services in the University shall maintain accurate records of all screened and treated students. This data will be used to monitor trends and develop strategies to improve the program.

Any updates or revisions to the Student Health Care Plan will be communicated through a widely disseminated communication or memorandum.

3.3. Guidance and Counseling Office

The Guidance and Counseling Office extends timely and relevant services that help the students to succeed in both their academic and personal life paths. We also acknowledge and give support to students who encounter emotional, mental, psychological, and physical challenges, especially those who are detached from their families. The services and programs offered by the office are to help students identify and articulate these challenges, develop their ability to overcome these through wise and mature decisions, and build meaningful and productive relationships with their peers and faculty. Below are the programs and services we offer to our students:

3.3.1. Student Retention and Migration

Student retention is a priority and overarching strategic direction of the Student Life Office. In coordination with the University Registrar, the Guidance and Counseling Office takes the lead in developing interventions that seek to build and sustain a sense of belonging among students by addressing issues and concerns pertaining to student relations and extra-curricular needs. The office strives to develop programs and services that will aid in helping a student remain in school and successfully finish their studies. Some of the activities implemented include

programs and activities that are well crafted to the needs of each student. These address the pressing and relevant needs in the present:

3.3.1.1. Information Services - through webinars, training and social media postings - about SAD awareness, study-life balance and coping mechanisms.

3.3.1.2. Counseling Services - evidence-based materials and media of various topics related to personal growth and development (such as mental health and wellness, learning, adjustment, habit formation, stress management, motivation, productivity, time management, career choices, child protection, and the like) are accumulated, organized and disseminated through learning sessions, seminar-workshops, webinars, or counseling. As of the present, the school has adapted telecounseling services.

3.3.1.3. Follow-Up Services - a series of steps taken by the counselor to determine whether the assistance given to the student was effective or not; or continuous assistance is given until the concern is addressed or resolved. This service also aims to monitor the student's progress (academically or behaviorally) over the course of a given time period. Some of the follow up services that are done are Kamustahan calls, Dropout Recovery calls, calls to students at-risk and home visits. This is the response to the many issues that have emerged due to life adjustments of students. The school counselors reach out to students and parents to have a glimpse of their situation at school or home and offer any available and possible assistance.

3.3.1.4. Referral Services - these are referrals to professionals such as licensed psychologists and psychiatrists. A partnership with a mental health provider WeThrive Consultancy Services allows the University's stakeholders to refer students/employees for wellness consultation.

3.3.1.5. Research and Evaluation - is a feedback mechanism (through surveys and interviews) for all guidance activities and services we offer in order to ensure quality, assess the effectiveness of programs, and make the necessary changes to provide a better experience for our students and the rest of the school community.

3.3.2. Mental Wellness Programs

For students to function in their best capacity is to acknowledge a holistic approach to health and learning. The University heightened its initiative to strengthen programs, services and activities that promote mental wellness to the community. Through this, the organization aims to grow a sense of community and camaraderie. The heart of this program is all about caring and being available when one is in need. The Guidance and Counseling Office has maintained close relationships with mental health organizations through partnerships, initiated the spirit of volunteerism and advocated group learning sessions where students can feel safe to express their thoughts, feelings and situations.

3.3.2.1. LINGAP Mental Health Program - putting emphasis on the importance of a well-rounded student, the University initiated an active stance towards cultivating the student's mental health while attending school. The PHINMA Education as a whole crafted a comprehensive and relevant mental health program for the students especially that the mental health crisis has been magnified due to the onslaught of the effects of the pandemic.

3.3.2.2. Mental Health Advocates and Champions - are student volunteers who seek to be trained in advocating mental health awareness to their peers. They assist in the implementation of mental health related activities in their colleges/departments.

3.3.2.3. COBRAS Helpline (Mental Health Crisis Hotline) - a hotline dedicated for the students of SWU PHINMA who seek to have assistance for personal and mental health-related concerns.

3.3.2.4. HOYOHOY support group sessions - a SWU PHINMA support group initiative that meets every end of the block period to process students' challenges and provide a safe space for support and de-stressing.

3.3.3. Champion Mindset Program

This program provides focused attention in helping high academic performing students ensure optimal performance during the board/licensure examinations. The objective of this program is to instill the proper mindset in the student to enable him/her to top the board/licensure examinations. The office conducts workshops, stress debriefing and focus group discussions to the students who are about to take the board/licensure examination to inspire and enable them to give their best during the board examination schedules.

3.3.3.1. Peer Tutor Program - students having difficulties with their academic performance are provided peer tutors. Through a peer tutorial environment, the student does not feel pressured from a person of authority and assistance from a co-student creates a deeper social support mechanism.

3.4. Alumni and Corporate Engagement Office

The Alumni and Corporate Engagement Office (ACE) aims to provide services that enable students to pursue their chosen career path and be employed through strong alumni engagement and partnership with industry leaders. It also serves as the liaison between the school and its alumni in order to foster and maintain close and mutually beneficial ties. The Alumni and Corporate Engagement Office is mainly tasked to achieve the following:

- Develop and maintain a mutually beneficial relationship between the university and its alumni.
- Provide students proper guidance and input in terms of their career choice through the Alumni Mentoring Program (in coordination with the Career Services Office).
- Provide assistance to beneficiaries of the Alumni discounts (in coordination with the Scholarships Coordinator of the Student Services Office)
- Promote awareness of alumni achievements and accomplishments among all alumni, students, faculty and staff.
- Develop innovative programs and conduct activities that strengthen collaborative relations between the university and the alumni.

- Develop and maintain a database of alumni.

The Alumni and Corporate Engagement Office is expected to play a leadership role in identifying and addressing current career-relevant needs, including, but not limited to career advising, employer relations, and employment and co-curricular opportunities. In addition, the office is charged to develop, review and recommend policies and guidelines related to career services and job placement.

Significant to the Alumni and Corporate Engagement Office's main task is to provide assistance that empowers and equips students to pursue a fulfilling professional career where they can productively contribute and enrich their professional growth.

The services of the Alumni and Corporate Engagement office are the following:

3.4.1. Alumni Mentoring Program - the program connects students to alumni and provides them the opportunity to establish a rewarding relationship through discussions on personal and professional goals. The program also includes assisting students and graduates to work in offices and organizations being managed by alumni.

3.4.2. Alumni Discount Offering - a 10% tuition fee discount privilege is given to two dependents and the spouse of an alumni, should they enroll in a non-medical program of the university. The alumni card also provides specific discount privileges in partner establishments.

3.4.3. Alumni Engagements - focuses on conducting various community outreach activities and homecomings that promote and build broader awareness about the university.

3.4.4. Career Awareness & Development - this allows the students to recognize the various career paths available for them according to their interest and helps them understand what they have to do to achieve their career choice. In coordination with the Guidance and Counseling Office, this is about providing students with seminars and workshops to gain knowledge and ideas on what career path to take. It consists of discovering, clarifying, and articulating values, talents, interests, and purpose.

3.4.5 Industry Partnerships - this is mainly about establishing connections and linkages, building working relations with key industry leaders. It is also about determining how SWU students can be top-of-mind to these industry leaders and developing the necessary services that respond to this. These programs and services are

implemented through various activities such as job fairs, job placement assessments, and professional growth talks, among others.

3.5. Athletic Office

The goal of the university's athletics program is the same as that of the University's academic programs: Excellence. This mission and purpose is achieved by providing the proper sporting environment wherein the values of academic success, discipline, sportsmanship, hard work, and teamwork are instilled and practiced. The University believes that athletics is an important and integral complement to the principal mission of the school. This includes a commitment to succeed academically and athletically. Graduating and preparing student-athletes to be successful in their chosen life path is a top priority and the athletic experience enhances the overall learning experience of the student-athletes, the student body, faculty and staff.

The main objectives of the athletic program are the following:

- To provide student-athletes the proper environment to pursue their academic goals (in coordination with the Guidance and Counseling Office)
- To have the university represented by men and women whose conduct reflects credit upon the institution and themselves who are making normal progress in degree programs with appropriate academic counseling, advice, and support.
- To develop and field disciplined, and competitive amateur student-athletes whose teams are coached by skilled people who are dedicated to the spirit and intent of all CESAFI and other inter-collegiate athletic associations' rules and regulations.
- To create an atmosphere of sportsmanship and high ethical conduct for all student-athletes, coaches and staff.

The athletic program is mainly composed of the following:

3.5.1. Intercollegiate Sports - Southwestern University PHINMA's intercollegiate program is mainly composed of nationally or regionally recognized sports that satisfy the following criteria: they meet the needs, interests, and abilities of the students; they provide adequate institutional collateral benefits; they reflect due regard for the athletic traditions of the university, as well as future promise; they geographically allow the university to schedule conveniently and competitively; and they fall within financial capabilities of university to fund adequately.

3.5.2. Student Wellness and Recreation - the university's recreation sports and student intramural events, in close coordination with the Physical Education Program, provide exceptional and diverse opportunities that promote healthy active lifestyles in a safe, inclusive environment. Recreation sports and student intramural events seeks to inspire faculty and students to lead healthy active lives while valuing communication, integrity, respect, teamwork, healthy lifestyles, fun, safety, and inclusiveness.

SECTION 4 – SCHOLARSHIPS, DISCOUNTS, AND OTHER BENEFITS

4.1. GENERAL POLICIES AND GUIDELINES

- a. A scholarship is a privilege and not a right. It carries with it specific responsibilities.
- b. 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.
- c. Scholarship grants are offered to candidates on the basis of either outstanding academic merit or exceptional athletic attributes.
- d. Non-compliance of the scholarship guidelines shall automatically disqualify the student from any scholarship.
- e. 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 and college.
- f. Scholarships and discounts are non-transferable.
- g. 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 provides students having financial difficulties, the skills, competencies, and character that will build them into distinguished doctors. This scholarship covers 100% tuition, laboratory fees, miscellaneous fees with a modest monthly allowance.

4.2.2. Presidential Scholarship for the School of Medicine

The Presidential Scholarship provides academically successful students the opportunity to become distinguished doctors through quality education and relevant exposure, with a coverage of 100% discount on tuition fee.

4.2.3. PHINMA Scholarship

The PHINMA Scholarship aims to provide the best and brightest incoming college freshmen the quality education and enabling learning environment for them to achieve academic success, to succeed and lead in their chosen profession, and to become men and women of competence, character, and service.

The scholarship is only offered to Filipino Grade 12 students who rank at the top 10 of their graduating class in terms of academic standing. Schools with a student population of 200 or less shall have the program 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
- Dentistry
- Medical Technology
- Nursing
- Rehabilitative Sciences
- Pharmacy

Scholars under this program will enjoy a 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/licensure review and examination 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. Hawak Kamay Scholarship (College)

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 Grade 12 students (incoming freshmen). The scholar will enjoy either 55% or 75% on tuition fee only for 8 semesters for 4 year courses or 12 semesters on 6 year courses. Students under this program should take up any program/course offered by the university except for Law and Graduate programs.

Hawak Kamay 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. Hawak Kamay Scholarship (Medicine)

Hawak Kamay Scholarship Program for the School of Medicine, is offered to serious and driven graduating students and recent alumni of any school within the country, who want to pursue Medicine here in SWU PHINMA.

4.2.6. 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 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 is enrolled in at least 15 units at the time of his/her recruitment. During the previous semester the applicant should have at least passed ALL of his/her enrolled units.

4.2.7. With Highest Honors

This program provides a 100% tuition fee discount to Junior High School students (incoming Grade 11 students) who graduated at 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).

4.2.8. Working Student 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.

Amendments to scholarship guidelines and privileges, regardless of any other factors, will be effectively communicated to the intended recipients through Student Life memorandums to ensure accurate dissemination.

4.2.9. Alumni Discounts

There are four 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, (c) the Alumni Beneficiary Discount, and (d) Alumni for Medicine Discount.

- **Alumni Continuing Discount** - The discount is offered to SWU PHINMA 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 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 wish 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.

- **Alumni for Medicine Discount** – The discount is offered to any SWU graduate of Bachelor's or Master's degree including alumnus spouse and his/her two children who wish to study Medicine. The discount covers 10% of the tuition fee for the duration of the beneficiary's studies in the university.

4.2.10. Senior High School Vouchers

Senior High School discount vouchers are applicable 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.

4.2.11. 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 Student Life 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.

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:
- 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;

- The above acts would impair the employee's rights or privileges under existing labor laws; or
 - 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:
- Against one who is under the care, custody or supervision of the offender;
 - Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - 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
 - 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.
- B. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.
- C. 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.

- D. 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, trainors, 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.
- E. In the case of a 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.
- F. In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainors, instructors, professors or coaches and students or trainees, as the case may be.
- G. 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: February 14, 1995

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.

SECTION. 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.

SECTION. 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 representatives to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SECTION. 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:

- When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join
- 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;
- 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;
 - when the hazing is committed outside of the school or institution; or
 - when the victim is below twelve (12) years of age at the time of the hazing.

9. 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.
10. 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.
11. 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.
12. 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.

SECTION. 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.

SECTION. 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.

SECTION. 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

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”.

SECTION. 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.

SECTION. 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;

B) 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.

SECTION. 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.

SECTION. 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.

SECTION. 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.

SECTION. 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.

SECTION. 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.

SECTION. 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.

SECTION. 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.

APPENDIX D

REPUBLIC ACT NO. 10173

AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

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

SECTION 1. Short Title. – This Act shall be known as the “Data Privacy Act of 2012”.

SEC. 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

SEC. 3. Definition of Terms. – Whenever used in this Act, the following terms shall have the respective meanings hereafter set forth:

- (a) Commission shall refer to the National Privacy Commission created by virtue of this Act.
- (b) Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so.
- (c) Data subject refers to an individual whose personal information is processed.
- (d) Direct marketing refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals.
- (e) Filing system refers to any act of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in

response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular person is readily accessible.

(f) Information and Communications System refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document.

(g) Personal information refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

(h) Personal information controller refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:

(1) A person or organization who performs such functions as instructed by another person or organization; and

(2) An individual who collects, holds, processes or uses personal information in connection with the individual's personal, family or household affairs.

(i) Personal information processor refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

(j) Processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

(k) Privileged information refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

(l) Sensitive personal information refers to personal information:

- (1) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
- (2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
- (3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- (4) Specifically established by an executive order or an act of Congress to be kept classified.

SEC. 4. Scope. – This Act applies to the processing of all types of personal information and to any natural and juridical person involved in personal information processing including those personal information controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines, or those who maintain an office, branch or agency in the Philippines subject to the immediately succeeding paragraph: Provided, That the requirements of Section 5 are complied with.

This Act does not apply to the following:

(a) Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:

- (1) The fact that the individual is or was an officer or employee of the government institution;
- (2) The title, business address and office telephone number of the individual;
- (3) The classification, salary range and responsibilities of the position held by the individual; and
- (4) The name of the individual on a document prepared by the individual in the course of employment with the government;

(b) Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;

(c) Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;

(d) Personal information processed for journalistic, artistic, literary or research purposes;

(e) Information necessary in order to carry out the functions of public authority which includes the processing of personal data for the performance by the independent, central monetary authority and law enforcement and regulatory agencies of their constitutionally and statutorily mandated functions. Nothing in this Act shall be construed as to have amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise known as the Credit Information System Act (CISA);

(f) Information necessary for banks and other financial institutions under the jurisdiction of the independent, central monetary authority or Bangko Sentral ng Pilipinas to comply with Republic Act No. 9510, and Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act and other applicable laws; and

(g) Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines.

SEC. 5. Protection Afforded to Journalists and Their Sources. – Nothing in this Act shall be construed as to have amended or repealed the provisions of Republic Act No. 53, which affords the publishers, editors or duly accredited reporters of any newspaper, magazine or periodical of general circulation protection from being compelled to reveal the source of any news report or information appearing in said publication which was related in any confidence to such publisher, editor, or reporter.

SEC. 6. Extraterritorial Application. – This Act applies to an act done or practice engaged in and outside of the Philippines by an entity if:

(a) The act, practice or processing relates to personal information about a Philippine citizen or a resident;

(b) The entity has a link with the Philippines, and the entity is processing personal information in the Philippines or even if the processing is outside the Philippines as long as it is about Philippine citizens or residents such as, but not limited to, the following:

(1) A contract is entered in the Philippines;

(2) A juridical entity unincorporated in the Philippines but has central management and control in the country; and

(3) An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal information; and

(c) The entity has other links in the Philippines such as, but not limited to:

(1) The entity carries on business in the Philippines; and

(2) The personal information was collected or held by an entity in the Philippine

SEC. 7. Functions of the National Privacy Commission. – To administer and implement the provisions of this Act, and to monitor and ensure compliance of the country with international standards set for data protection, there is hereby created an independent body to be known as the National Privacy Commission, which shall have the following functions:

(a) Ensure compliance of personal information controllers with the provisions of this Act;

(b) Receive complaints, institute investigations, facilitate or enable settlement of complaints through the use of alternative dispute resolution processes, adjudicate, award indemnity on matters affecting any personal information, prepare reports on disposition of complaints and resolution of any investigation it initiates, and, in cases it deems appropriate, publicize any such report: Provided, That in resolving any complaint or investigation (except where amicable settlement is reached by the parties), the Commission shall act as a collegial body. For this purpose, the Commission may be given access to personal information that is subject of any complaint and to collect the information necessary to perform its functions under this Act;

(c) Issue cease and desist orders, impose a temporary or permanent ban on the processing of personal information, upon finding that the processing will be detrimental to national security and public interest;

(d) Compel or petition any entity, government agency or instrumentality to abide by its orders or take action on a matter affecting data privacy;

(e) Monitor the compliance of other government agencies or instrumentalities on their security and technical measures and recommend the necessary action in order to meet minimum standards for protection of personal information pursuant to this Act;

(f) Coordinate with other government agencies and the private sector on efforts to formulate and implement plans and policies to strengthen the protection of personal information in the country;

- (g) Publish on a regular basis a guide to all laws relating to data protection;
- (h) Publish a compilation of agency system of records and notices, including index and other finding aids;
- (i) Recommend to the Department of Justice (DOJ) the prosecution and imposition of penalties specified in Sections 25 to 29 of this Act;
- (j) Review, approve, reject or require modification of privacy codes voluntarily adhered to by personal information controllers: Provided, That the privacy codes shall adhere to the underlying data privacy principles embodied in this Act: Provided, further, That such privacy codes may include private dispute resolution mechanisms for complaints against any participating personal information controller. For this purpose, the Commission shall consult with relevant regulatory agencies in the formulation and administration of privacy codes applying the standards set out in this Act, with respect to the persons, entities, business activities and business sectors that said regulatory bodies are authorized to principally regulate pursuant to the law: Provided, finally. That the Commission may review such privacy codes and require changes thereto for purposes of complying with this Act;
- (k) Provide assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person;
- (l) Comment on the implication on data privacy of proposed national or local statutes, regulations or procedures, issue advisory opinions and interpret the provisions of this Act and other data privacy laws;
- (m) Propose legislation, amendments or modifications to Philippine laws on privacy or data protection as may be necessary;
- (n) Ensure proper and effective coordination with data privacy regulators in other countries and private accountability agents, participate in international and regional initiatives for data privacy protection;
- (o) Negotiate and contract with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;
- (p) Assist Philippine companies doing business abroad to respond to foreign privacy or data protection laws and regulations; and
- (q) Generally perform such acts as may be necessary to facilitate cross-border enforcement of data privacy protection.

SEC. 8. Confidentiality. – The Commission shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession.

SEC. 9. Organizational Structure of the Commission. – The Commission shall be attached to the Department of Information and Communications Technology (DICT) and shall be headed by a Privacy Commissioner, who shall also act as Chairman of the Commission. The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners, one to be responsible for Data Processing Systems and one to be responsible for Policies and Planning. The Privacy Commissioner and the two (2) Deputy Privacy Commissioners shall be appointed by the President of the Philippines for a term of three (3) years, and may be reappointed for another term of three (3) years. Vacancies in the Commission shall be filled in the same manner in which the original appointment was made.

The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges and emoluments equivalent to the rank of Secretary.

The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits, privileges and emoluments equivalent to the rank of Undersecretary.

The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties. However, he or she shall be liable for willful or negligent acts done by him or her which are contrary to law, morals, public policy and good customs even if he or she acted under orders or instructions of superiors: Provided, That in case a lawsuit is filed against such official on the subject of the performance of his or her duties, where such performance is lawful, he or she shall be reimbursed by the Commission for reasonable costs of litigation.

SEC. 10. The Secretariat. – The Commission is hereby authorized to establish a Secretariat. Majority of the members of the Secretariat must have served for at least five (5) years in any agency of the government that is involved in the processing of personal information including, but not limited to, the following offices: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), Commission on Elections (COMELEC), Department of Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation (Philpost).

CHAPTER III

PROCESSING OF PERSONAL INFORMATION

SEC. 11. General Data Privacy Principles. – The processing of personal information shall be allowed, subject to compliance with the requirements of this Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

Personal information must, be:

(a) Collected for specified and legitimate purposes determined and declared before, or as soon as reasonably practicable after collection, and later processed in a way compatible with such declared, specified and legitimate purposes only;

(b) Processed fairly and lawfully;

(c) Accurate, relevant and, where necessary for purposes for which it is to be used the processing of personal information, kept up to date; inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted;

(d) Adequate and not excessive in relation to the purposes for which they are collected and processed;

(e) Retained only for as long as necessary for the fulfillment of the purposes for which the data was obtained or for the establishment, exercise or defense of legal claims, or for legitimate business purposes, or as provided by law; and

(f) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected and processed: Provided, That personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: Provided, further, That adequate safeguards are guaranteed by said laws authorizing their processing.

The personal information controller must ensure implementation of personal information processing principles set out herein.

SEC. 12. Criteria for Lawful Processing of Personal Information. – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

(a) The data subject has given his or her consent;

- (b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- (d) The processing is necessary to protect vitally important interests of the data subject, including life and health;
- (e) The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
- (f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

SEC. 13. Sensitive Personal Information and Privileged Information. – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

- (a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;
- (b) The processing of the same is provided for by existing laws and regulations: Provided, That such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;
- (c) The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
- (d) The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, That such processing is only confined and related to the bona fide members of these organizations or their associations: Provided, further, That

the sensitive personal information are not transferred to third parties: Provided, finally, That consent of the data subject was obtained prior to processing;

(e) The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or

(f) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

SEC. 14. Subcontract of Personal Information. – A personal information controller may subcontract the processing of personal information: Provided, That the personal information controller shall be responsible for ensuring that proper safeguards are in place to ensure the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of this Act and other laws for processing of personal information. The personal information processor shall comply with all the requirements of this Act and other applicable laws.

SEC. 15. Extension of Privileged Communication. – Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered on privileged information is inadmissible.

CHAPTER IV RIGHTS OF THE DATA SUBJECT

SEC. 16. *Rights of the Data Subject.* – The data subject is entitled to:

(a) Be informed whether personal information pertaining to him or her shall be, are being or have been processed;

(b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:

(1) Description of the personal information to be entered into the system;

(2) Purposes for which they are being or are to be processed;

- (3) Scope and method of the personal information processing;
- (4) The recipients or classes of recipients to whom they are or may be disclosed;
- (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
- (6) The identity and contact details of the personal information controller or its representative;
- (7) The period for which the information will be stored; and
- (8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject: *Provided*, That the notification under subsection (b) shall not apply should the personal information be needed pursuant to a *subpoena* or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

(c) Reasonable access to, upon demand, the following:

- (1) Contents of his or her personal information that were processed;
- (2) Sources from which personal information were obtained;
- (3) Names and addresses of recipients of the personal information;
- (4) Manner by which such data were processed;
- (5) Reasons for the disclosure of the personal information to recipients;
- (6) Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
- (7) Date when his or her personal information concerning the data subject were last accessed and modified; and
- (8) The designation, or name or identity and address of the personal information controller;

(d) Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: *Provided*, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;

(e) Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and

(f) Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

SEC. 17. *Transmissibility of Rights of the Data Subject.* – The lawful heirs and assigns of the data subject may invoke the rights of the data subject for, which he or she is an heir or assignee at any time after the death of the data subject or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

SEC. 18. *Right to Data Portability.* – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

SEC. 19. *Non-Applicability.* – The immediately preceding sections are not applicable if the processed personal information are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: *Provided*, That the personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable to processing of personal information gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

CHAPTER V

SECURITY OF PERSONAL INFORMATION

SEC. 20. Security of Personal Information. – (a) The personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing.

(b) The personal information controller shall implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

(c) The determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation. Subject to guidelines as the Commission may issue from time to time, the measures implemented must include:

(1) Safeguards to protect its computer network against accidental, unlawful or unauthorized usage or interference with or hindering of their functioning or availability;

(2) A security policy with respect to the processing of personal information;

(3) A process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and

(4) Regular monitoring for security breaches and a process for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach.

(d) The personal information controller must further ensure that third parties processing personal information on its behalf shall implement the security measures required by this provision.

(e) The employees, agents or representatives of a personal information controller who are involved in the processing of personal information shall operate and hold personal information under strict confidentiality if the personal information are not intended for public disclosure. This obligation shall continue even after leaving the public service, transfer to another position or upon termination of employment or contractual relations.

(f) The personal information controller shall promptly notify the Commission and affected data subjects when sensitive personal information or other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes (but such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject. The notification shall at least describe the nature of the breach, the sensitive personal information possibly involved, and the measures taken by the entity to address the breach. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

(1) In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal information.

(2) The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest or in the interests of the affected data subjects.

(3) The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

CHAPTER VI

ACCOUNTABILITY FOR TRANSFER OF PERSONAL INFORMATION

SEC. 21. Principle of Accountability. – Each personal information controller is responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

(a) The personal information controller is accountable for complying with the requirements of this Act and shall use contractual or other reasonable means to provide a comparable level of protection while the information are being processed by a third party.

(b) The personal information controller shall designate an individual or individuals who are accountable for the organization's compliance with this Act. The identity of the individual(s) so designated shall be made known to any data subject upon request.

CHAPTER VII
SECURITY OF SENSITIVE PERSONAL
INFORMATION IN GOVERNMENT

SEC. 22. Responsibility of Heads of Agencies. – All sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein while the Commission shall monitor the compliance and may recommend the necessary action in order to satisfy the minimum standards.

SEC. 23. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information. – (a) On-site and Online Access – Except as may be allowed through guidelines to be issued by the Commission, no employee of the government shall have access to sensitive personal information on government property or through online facilities unless the employee has received a security clearance from the head of the source agency.

(b) Off-site Access – Unless otherwise provided in guidelines to be issued by the Commission, sensitive personal information maintained by an agency may not be transported or accessed from a location off government property unless a request for such transportation or access is submitted and approved by the head of the agency in accordance with the following guidelines:

(1) Deadline for Approval or Disapproval – In the case of any request submitted to the head of an agency, such head of the agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. In case there is no action by the head of the agency, then such request is considered disapproved;

(2) Limitation to One thousand (1,000) Records – If a request is approved, the head of the agency shall limit the access to not more than one thousand (1,000) records at a time; and

(3) Encryption – Any technology used to store, transport or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.

The requirements of this subsection shall be implemented not later than six (6) months after the date of the enactment of this Act.

SEC. 24. Applicability to Government Contractors. – In entering into any contract that may involve accessing or requiring sensitive personal information from one thousand (1,000) or

more individuals, an agency shall require a contractor and its employees to register their personal information processing system with the Commission in accordance with this Act and to comply with the other provisions of this Act including the immediately preceding section, in the same manner as agencies and government employees comply with such requirements.

CHAPTER VIII PENALTIES

SEC. 25. Unauthorized Processing of Personal Information and Sensitive Personal Information.

– (a) The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

(b) The unauthorized processing of personal sensitive information shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

SEC. 26. Accessing Personal Information and Sensitive Personal Information Due to Negligence. – (a) Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

(b) Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

SEC. 27. Improper Disposal of Personal Information and Sensitive Personal Information. – (a) The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal

information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

(b) The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

SEC. 28. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. – The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

SEC. 29. Unauthorized Access or Intentional Breach. – The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.

SEC. 30. Concealment of Security Breaches Involving Sensitive Personal Information. – The penalty of imprisonment of one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f), intentionally or by omission conceals the fact of such security breach.

SEC. 31. Malicious Disclosure. – Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

SEC. 32. Unauthorized Disclosure. – (a) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

(b) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

SEC. 33. Combination or Series of Acts. – Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

SEC. 34. Extent of Liability. – If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. If the offender is a juridical person, the court may suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and he or she is found guilty of acts penalized under Sections 27 and 28 of this Act, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.

CHAPTER IX

MISCELLANEOUS PROVISIONS

SEC. 38. Interpretation. – Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner mindful of the rights and interests of the individual about whom personal information is processed.

SEC. 39. Implementing Rules and Regulations (IRR). – Within ninety (90) days from the effectivity of this Act, the Commission shall promulgate the rules and regulations to effectively implement the provisions of this Act.

SEC. 40. Reports and Information. – The Commission shall annually report to the President and Congress on its activities in carrying out the provisions of this Act. The Commission shall undertake whatever efforts it may determine to be necessary or appropriate to inform and educate the public of data privacy, data protection and fair information rights and responsibilities.

SEC. 41. Appropriations Clause. – The Commission shall be provided with an initial appropriation of Twenty million pesos (Php20,000,000.00) to be drawn from the national government. Appropriations for the succeeding years shall be included in the General Appropriations Act. It shall likewise receive Ten million pesos (Php10,000,000.00) per year for five (5) years upon implementation of this Act drawn from the national government.

SEC. 42. Transitory Provision. – Existing industries, businesses and offices affected by the implementation of this Act shall be given one (1) year transitory period from the effectivity of the IRR or such other period as may be determined by the Commission, to comply with the requirements of this Act.

In case that the DICT has not yet been created by the time the law takes full force and effect, the National Privacy Commission shall be attached to the Office of the President.

SEC. 43. Separability Clause. – If any provision or part hereof is held invalid or unconstitutional, the remainder of the law or the provision not otherwise affected shall remain valid and subsisting.

SEC. 44. Repealing Clause. – The provision of Section 7 of Republic Act No. 9372, otherwise known as the “Human Security Act of 2007”, is hereby amended. Except as otherwise expressly provided in this Act, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

SEC. 45. Effectivity Clause. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

SEC. 35. Large-Scale. – The maximum penalty in the scale of penalties respectively provided for the preceding offenses shall be imposed when the personal information of at least one hundred (100) persons is harmed, affected or involved as the result of the above mentioned actions.

SEC. 36. Offense Committed by Public Officer. – When the offender or the person responsible for the offense is a public officer as defined in the Administrative Code of the Philippines in the exercise of his or her duties, an accessory penalty consisting in the disqualification to occupy public office for a term double the term of criminal penalty imposed shall be applied.

SEC. 37. Restitution. – Restitution for any aggrieved party shall be governed by the provisions of the New Civil Code.

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, _____], in consideration of my enrollment in Southwestern University PHINMA hereby agree to comply with the following terms:

I will adhere to all rules and regulations established by the qualified authorities of the University. This includes abiding by the guidelines outlined in the Student Handbook, as well as any future rules that may be introduced.

I will maintain a high standard of moral character and conduct myself in a respectful and exemplary manner when interacting with school authorities and fellow students.

I fully understand and acknowledge the aforementioned conditions. I am aware that failure to comply with any of these conditions may result in disciplinary actions, such as expulsion, suspension, or refusal of admission to the SWU PHINMA.

I understand that any revisions or updates to the Student Handbook will be duly communicated to me through memorandums and official communications.

By signing this agreement, I affirm my commitment to uphold the principles and expectations of the SWU PHINMA and contribute positively to the academic community.

Student's Printed Name and Signature

Date