

1 INSTITUTIONAL PROFILE

1.1 MISSION-VISION STATEMENT OF THE LASALLIAN FAMILY IN THE PHILIPPINES

Preamble

Deeply moved, as St. John Baptiste de la Salle was, by the plight of the poor and youth at risk, we, the members of the Lasallian schools in the Philippines, commit ourselves to the La Sallian Mission of providing a human and Christian education to the young, especially in schools, with the service of the poor as priority, in order to evangelize and catechize, to promote peace and justice, accomplishing these together as shared mission. We draw strength from the many Lasallians committed to incarnating our charism in our country today to serve the needs of the Filipino youth, especially those at risk.

Declaration

Inflamed by the Holy Spirit, God's own fire, we declare our commitment to the following:

- We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as set by the General Chapter, the District Chapter and the Philippine Lasallian Family Convocation;
- We shall ensure the integrity of the Lasallian Mission by setting directions and standards applicable to the Philippine Lasallian schools and by monitoring their implementation;
- We shall promote the Lasallian Mission by fostering synergy, collaboration and sharing among the Lasallian schools; and
- We shall uphold the Lasallian values of *faith, zeal in service and communion in mission*.

Prayer

In all these, we, together and by association, dedicate our life and work to God, who alone guarantees the fulfillment of our Lasallian dream.

1.2 INSTITUTIONAL MISSION STATEMENT

The University of St. La Salle is a Catholic institution committed to the wholistic formation of the youth.

It promotes quality of education responsive to global realities and to the call of the church for evangelization. It aims to foster a culture of openness and dialogue in all sectors of the Lasallian Family.

Inspired by the charism of the Founder, St. John Baptiste de la Salle, and animated by Christian values, the University seeks to help our people, especially the poor, live a

life of dignity to the fullest of their capabilities. As a catalyst for change, it commits itself to instill concern for the environment, community and country.

All these, in the Lasallian spirit of faith and zeal: to do everything for God and to attribute all to God.

1.3 COLLEGE MISSION STATEMENT

The College Unit of the University of St. La Salle aims to evangelize Christian men and women into becoming competent, confident, concerned and committed persons who are animated by the Lasallian spirit of faith and zeal to work for social transformation.

Anchored on Catholic Faith and especially accessible to those intellectually capable but financially underprivileged, the College commits itself to inculcate a passion for excellence with a soul, as all sectors journey together in a culture of openness, dialogue and commitment. Specifically, the College aims to form students who are:

- able to think clearly, critically and objectively, enabling them to excel in their chosen fields;
- emotionally mature, socially responsible, and especially sensitive to addressing the needs of the less fortunate particularly the youth at risk;
- rooted in their spiritual and moral values, living these out in their daily decisions and actions; and
- secure in the richness of their Filipino cultural heritage but respectful of cultural diversity, making them true citizens of the world.

All these, in the spirit of faith and zeal.

1.4 OUR ROOTS

One Man and a Dream

Our story starts with one man and a dream, over three centuries ago.

The man — John Baptiste de la Salle — was born to a wealthy family in Rheims, France on April 30, 1651. The dream was to provide education for the poor, for John Baptiste de la Salle believed that education gave hope and opportunity for men to lead better lives of dignity and freedom, lives which all men deserve as children of God.

De la Salle was a man of refined manners, a cultured mind, and great practical ability, in whom personal prosperity was balanced with kindness and affability. He lived in times not unlike our own, where society is characterized by a great disparity between the rich and the poor, and where the few who are rich control the lives of the many who are poor, helpless, hopeless and powerless.

Convinced that he could serve God more devotedly and concentrate on his mission more dedicatedly as a religious, de la Salle consecrated himself to God and finally became a priest at the age of 27.

Disturbed by the disparity he saw and felt around him, and firmly believing that all men and women ought to live lives more fitting for them as children of God, de la Salle devoted himself to the education of the poor, starting with recruiting young men who were out of work, training them to become good Christian teachers right in his own home, and later on transferring to other sites when his family and friends refused to accept his recruits into their homes.

Despite the strong objections and criticism from his family and friends, he pursued his mission with relentless perseverance and determination and unflagging faith and

zeal, leading him to found the Brothers of the Christian Schools in 1684, when he was only 33 years old. Through this congregation of young men dedicated to serve God through the education of the poor and the Christian formation of the youth, De La Salle led the way in establishing charity schools and teacher training institutes.

Today, after over 300 years, the La Salle Brothers serve the youth in schools, colleges, universities and other apostolates in 80 countries throughout the world.

The Brothers in the Philippines

The Brothers came to the Philippines in 1911, when they were invited by the Archbishop of Manila to set up a Catholic school for the children of the upper classes in the country's capital. The Archbishop was concerned then about the growing number of American Protestant schools in the country and he sought the help of the Brothers to stem the tide of this growing influence among the children of the country's leading families.

Although the Brothers found themselves in a situation where they were providing education for the children of the elite, they endeavored to remain true to their mission by inculcating in their students a deep concern for the plight of their less privileged countrymen. It was hoped that their Lasallian education would encourage them to utilize and develop their talents and resources in serving their nation, as they were bound to succeed their fathers in taking the helm of Philippine economic, political, and cultural life.

As the Brothers in the Philippines grew in number, and as their successes allowed, they gradually established more La Salle schools in the country, schools more directly serving the needs of the poor and underprivileged through education.

1.5 BRIEF HISTORY OF THE UNIVERSITY

In 1946, an opportunity for the Brothers to set up a second La Salle school in the country came when then Bacolod City Mayor Alfredo Montelibano, Sr., offered them a ten-hectare lot where the University stands today.

In 1952, La Salle-Bacolod was established through the guidance and efforts of its three Founding Brothers: Bro. Felix Masson, Bro. Hugh Wester and Bro. Dennis Ruhland, the first Director of the school.

La Salle-Bacolod opened with 175 male students from Prep to Grade 5, under seven faculty members. The school building was unimpressive, built amidst sprawling muddy ground and bordered by canefields of adjoining lands.

The following decade saw the expansion of La Salle from Grade School to College. This was made possible through pledges, donations, and fund drives actively supported by parents, alumni, and benefactors.

In 1966, La Salle College opened its doors to the first batch of female college students whose influence on campus life grew as more and more ladies enrolled in what used to be an exclusive school for boys. In 1987, the Integrated School started to admit female students as well.

As a Catholic institution of learning offering to both men and women an educational program designed to develop their talents and abilities towards becoming truly contributing members of society, the University of St. La Salle is committed to a curriculum that emphasizes person-development as an integrated and wholistic process of spiritual, social, intellectual and physical growth.

In 1984, the College of Nursing and the College of Engineering were opened, in addition to the Colleges of Arts and Sciences, Business and Accountancy, Education and the Graduate School.

The institution was elevated to university status on July 5, 1988.

In SY 1993, the College of Law was opened, and the College of Medicine in 2002.

The Colleges of Arts and Sciences, Business and Accountancy and Education have obtained PAASCU Level 3 accreditation and the College of Engineering, Level 1.

The University was conferred autonomous status by the CHED, one of around 30 institutions so recognized in the country in 2001.

In 2000, the following programs were designated as CHED Centers of Development: Business and Accountancy, Chemical Engineering, Electronics and Communication Engineering, and Computer Engineering.

Throughout its existence, the University has produced topnotchers in board and bar examinations, and has maintained superior passing rates.

The University has produced leaders in the field of business and industry, art and culture, sports and education, the various professions, and public service.

In over 50 years of service, the University continues to keep faith with the vision and mission of St. John Baptiste de la Salle, the Patron Saint of Teachers whose statue was enshrined at the San Sebastian Catholic Church when the University celebrated its Golden Jubilee in 2002.

Keeping the Dream Alive

Known for its academic excellence, social research dynamism, and active community involvement and service, the University rises to the challenge of the times — the need to exercise a leadership role in the social transformation of Negros through relevant and Christian education of the Negrense Youth.

As it was then, the University of St. La Salle, fired by its Founder's vision, continues to develop Christian men and women who are committed to excellence, competent in their professions and actively involved in the service of their fellowmen towards a more peaceful, just, and humane Filipino society.

Milestones

1952

- Hon. Alfredo Montelibano, Sr. donated 10 hectares of land to the Christian Brothers
- La Salle College was founded by Br. Dennis Ruhland FSC, Br. Hugh Wester FSC, Br. Felix Masson FSC with grades 1-5

1953

- The sixth grade was opened
- High School opened with 67 students
- College of Commerce opened with 25 students

1954

- The seventh grade was opened

- Bro. Martin Castillo was appointed College Dean
- 1955**
- The College had its 15 first graduates of Associate in Commercial Science (ACS)
- 1956**
- Bro. Francis Cody, FSC was appointed the College Dean
 - The first issue of The Spectrum was published
 - Mr. Adolf Ledesma gave the name "Spectrum" to the campus paper
- 1957**
- The College had its first 15 graduates of Bachelor of Science in Commerce (BSC)
- 1958**
- The Gymnasium was built (now the Coliseum)
- 1960**
- The College of Liberal Arts opened with 16 students
 - Br. Francis Cody FSC organized the Alumni Association
- 1963**
- The Hacienda Schools system started
- 1964**
- The Brother's Residence was built
- 1965**
- The Graduate School of Business (MBA) started
- 1966**
- The Chapel, designed by Lindy Locsin, was constructed
 - The College of Education opened (BSE & BSEd)
 - The college accepted female students
 - The Montelibano family and the De La Salle Brothers signed the Deed of Donation for the 10-hectare land where the University stands today
- 1969**
- Cody Hall and the Prep classrooms were built
 - Br. Hugh Wester FSC was appointed College Dean
- 1970**
- The College produced its first 16 BSE and first 5 BSEd graduates
- 1975**
- Ong Chun Ying placed 4th of the CPA Licensure Board exam
- 1976**
- Br. Rafael S. Donato FSC was appointed as the first Filipino Brother President of La Salle College
 - Ernie Villa ranked 6th place in the CPA Licensure Board Exam
- 1977**
- Silver Jubilee celebration
 - Wester Hall was constructed
 - PAASCU granted accreditation for 3 years to Commerce, Liberal Arts and Grade School
- 1980**
- PAASCU granted 3 years accreditation to the High School

- LinoJison ranked 6th in the CPA Licensure Board Exam
- 1981**
- PAASCU granted 5-7 years accreditation to 2 programs: Commerce & Liberal Arts
 - The Master in Educational Management program was started
 - Vicky Fernandez ranked 2nd place in the CPA Licensure Board Exam
- 1982**
- Roberto Chua ranked 3rd place CPA Licensure Exam
 - The Scholarships Office was created to implement the Handumanan Scholarship Program
- 1983**
- The Library was constructed
 - The five-year College of Engineering was opened
 - Br. Victor Franco FSC was appointed President of the College
- 1984**
- The College of Nursing was opened
- 1985**
- The Basic Education Program was renamed USLS Integrated School
- 1986**
- Br. Rolando R. Dizon FSC was appointed President of the College
- 1987**
- Coral Jubilee Year
 - The Science and Engineering Building was constructed through an ASHA grant
- 1988**
- La Salle College–Bacolod was elevated to UNIVERSITY STATUS
 - Sonia de la Torre ranked 7th place in the CPA Licensure Exam
- 1990**
- The First University Week was celebrated
- 1991**
- CAS, CBA and Education were reaccredited by PAASCU for 5 years
 - Michael Sotingco ranked 8th place in the Chemical Engineering Board Exam
- 1992**
- Ruby Jubilee Year
 - The Computer Center Building was constructed
 - The Performing Arts Center was constructed
- 1993**
- The College of Law opened
 - Construction of St. La Salle Coliseum was started
 - Fernando Belleza ranked 5th place in the Philippine Board Examination for Teachers
- 1994**
- Emmanuel Siason ranked 1st place in the ECE Licensure Exam
 - Nadine Castillon ranked 6th place in the Nursing Licensure Exam
 - The University acquired the 55-hectare Granada Campus
- 1995**
- The St. La Salle Coliseum was completed

- Elmer Baguioro ranked 7th place in the Chemical Engineering Board Exam
- Irene Deslate-Gumboc ranked 7th place in the Nursing Board Exam
- Mary Grace Go ranked 10th place in the Nursing Board Exam
- The Granada Agriculture Farm was established

1996

- Br. Ricky Laguda FSC was 1st place in the Teachers Board Exam
- Wenceslao de la Paz ranked 3rd place in ECE Board Exam
- Michael Hugo ranked 4th place in ECE Board Exam
- Suzanne Gustilo ranked 7th place in the Nursing Board Exam
- USLS ranked 4th in the National ECE Licensure Examination
- USLS ranked 3rd place in the National CPA Licensure Examination
- USLS ranked 4th place in the National ECE Licensure Examination
- USLS got 100% passing rate in the Nursing Licensure Exam
- USLS got 100% passing rate in the Licensure Examination for Teachers
- The Granada Ecopark was initiated

1997

- Carla Yson won the Gold Medal, Discus Throw 21st ASIAN Track & Field Championship in Penang, Malaysia
- James Dinsay and Michael Benedicto, Philippine Team for Football in Thailand
- Liezel Palisawan and Carlo Piccio, Asia-Pacific Swimming Champion

1998

- Br. Gus Boquer FSC EdD was installed President of USLS
- Ralph Sarmiento ranked 10th place in the BAR Examination, one of the pioneer graduates of the College of Law, Batch 1997
- Dymrna Ormeo ranked 2nd place in the Nursing Board Exam
- Sheryl Empinado ranked 4th place in the Chemical Engineering Board Exam
- Ian Octaviano ranked 10th place in the Chemical Engineering Board Exam

1999

- Engineering Programs designated CHED as Center for Development
- Accountancy Program designated by CHED as Center for Business Education
- USLS cited by Private Education Retirement Annuity Association (PERAA) as one of 15 Colleges in the country which are "good sources of manpower for business firms"
- Ryan Vargas ranked 1st place in the ECE Licensure Board Exam
- Alfredo Barroca ranked 3rd place in the Licensure Exam for teachers
- BSEEd obtained 100% passing rate in the LET
- GSM/Law/Health Science Library Building was constructed
- Darlene Joy Torre ranked 3rd place in the CPA Licensure Exam
- Garry Blanca ranked 8th place in the ECE Licensure Exam
- University Chorale was adjudged NAMCYA National Champion

2000

- USLS 806th NROTC topped the National Tactical Inspection
- USLS declared 2nd top Accountancy School nationwide
- BahayPag-asa was constructed

2001

- Solomon Hall was constructed
- GSM/Law/Medicine Office was constructed
- USLS granted Autonomous Status by CHED
- Janice Jean Jalandoni ranked 5th place in the CPA Licensure Exam
- Jinoe M. Gavan ranked 3rd place in the ECE Licensure Exam
- John David Pestaño ranked 7th place in the Chemical Engineering Licensure Exam

- The College of Law was Library adjudged as Model Centennial Library by the Supreme Court of the Philippines

2002

- The Golden Jubilee of the University was celebrated
- The College of Medicine opened
- Carlo James Abrasia ranked 4th place in the Chemical Engineering Licensure Exam
- Maricel Lo ranked 6th in the CPA Board Exam
- Therese Marie Golez ranked 7th in the CPA Board Exam
- Ann Ann Joy Au ranked 10th in the CPA Board Exam

2003

- Benilde Hall was constructed

2004

- USLS was named Top SSS Employer for Western Visayas
- Primitivo Paypon was chosen as one of Ten Outstanding Students of the Philippines
- USLS ranked 1st in Category C of the CPA Licensure Exam
- Allen Michael Arendon ranked 8th in the ECE Board Exam

2005

- USLS co-hosted the 2005 SEAGAMES for beach volleyball and boxing

2006

- The La Salle Yearbook Scholarship Fund was established
- The College of Medicine graduated its first 24 students
- Mutien Marie Hall was constructed

2007

- Br. Raymundo B. Suplido FSC PhD was installed President
- Brian T. Lim ranked 1st in the CPA Board Exam
- Orville Parreño ranked 1st in the Chemical Engineering Board Exam
- Rodney Sia ranked 10th in the Electronics and Communications Engineering Board Exam
- College of Law adjudged National Champion in the Moot Court Competition and represented the Philippines in the International Moot Court Competition held in Hong Kong
- The Institute for Culinary Arts/Salon Delasalle/Café Delasalle facilities was constructed
- The Institute for Culinary Arts Delasalle was opened

2008

- Construction of the Mutien Marie Annex Building was started
- Project COPS was launched
- USLS ranked 1st (Category D) in the CPA Licensure exam
- USLS ranked 3rd (Category A) in the LET for elementary level

2009

- Rayn Nandwani ranked 5th place in the CPA Licensure Examination
- Cathy Ng ranked 7th place in the chemical Engineer Board Exam
- Sheldon Lemuel Lim ranked 8th place in the Chemical Engineer Board exam
- Philippe Jan de la Cruz won the Bayer Young Environmental Envoy and became part of the delegation to Germany
- Computer Engineering and Chemical Engineering Programs were re-accredited for 5 years

- Graduate School passed PAASCU Level 2 accreditation, the only Graduate school in the Western Visayas with PAASCU level 2 accreditation status
- Arts and Sciences, Education, Accountancy and Business Programs were granted Level III and re-accredited for 5 years
- USLS granted Autonomous Status for another 5 years

2010

- The MM Annex Building was Inaugurated on May 24
- The countdown for Centennial Celebration was started on June 16
- Mary Joy Garbanzoz ranked 10th in the July 2010 Nursing board
- Liberty Ochavo ranked 33rd and Cinderella Francisco 9th in the August 2010 Guidance Counselor Licensure Board Exam
- The USLS Chorale bagged a Gold in Folklore Category and Two Silvers for Mixed Choir and Spiritual/Jazz Category in the 3rd International Choir Grand Prix in Pattaya, Thailand on July 26
- Philippe Jan de la Cruz was chosen to be one of the ten Outstanding Students of the Philippines, awarded at the Malacañang Palace on October 7
- English Café was constructed

2011

- College of Medicine got 100 percent passing rate in the February 2011 Physician Licensure Exam
- USLS joins Centennial Celebration of Lasallian Presence in the Philippines
- Nadine Cedeño Sameon placed 4th in July NLE
- Argee Abunda Alonsabe placed 8th in July NLE
- Rebecca Lanes placed 5th in August Guidance Counselor Licensure Examination
- Michael Brian Arcedas ranked 10th in 2011 August Guidance Counselor Licensure Examination
- The Relic of St. John Baptist De La Salle visits USLS in OCTOBER
- Julius Paul Juen named one of the ten Outstanding Students of the Philippines
- 100 percent passing rate for College of Business and accountancy in October CPA Board Exam
- Ever Joy Ferrer ranked 4th in October CPA Board Exam
- Neil Andrew Yanson ranked 10th in October CPA Board Exam
- John Ray Villaceran ranked 5th in October 2011 Electronics Engineer Licensure Exam
- Joseph Rivera ranked 7th in October 2011 Electronics Engineer Licensure Exam
- Joe Val Alipin placed 3rd in November 2011 Chemical Engineer Licensure Exam
- Glenmon Libo-on placed 10th in November 2011 Chemical Engineer Licensure Exam
-

2012

- Diamond Jubilee Year Celebration
- Unigames returned to USLS
- Jose Gabriel Javellana won silver in International Math Contest in Singapore
- Cesar Ian Claro and Erika Manolo placed 7th and 9th in June 2012 Nursing Licensure Exams
- Brothers' Residence was remodeled to house the Student activities building to accommodate Culture and performing Arts Committee, Spectrum, Yearbook and Business Resource center
- The Forum was Constructed

- Hanemar Pnteras And Khara Jane Abuana won THOS awards form Bacolod Junior Chamber International
- Salon dela Salle (CBA) and Communication Studio (CAS) was completed
- College of Medicine celebrated 10th year
- Benj Mikko Tupas, Franz Kessler Sarmiento, and Nyrmila Kate Orcena named student ambassadors by Google in Southeast Asia

2013

- College of Education ranked seventh nationwide in the Licensure Exam for teachers
- Franz Kessler Sarmiento and Katrina Tan Kit won top awards in Google Cloud Developer Challenge for Southeast Asia
- Alexandra Soledad and Quennie Klaire Elli qualified as Western Visayas representatives for TSOP National Level
- USLS College of Medicine ranked 11th in 2013 and 2014 National Physicians' Licensure Exam
- The Artists' Hub: Summer workshop 2014 replaced St La sale Academy for Arts and Culture
- Alexandra Soledad won NOPSSCEA Most Outstanding Tertiary Level Student

2014

- Alexandra Soledad and Quennie Klaire Elli qualify for Ten Outstanding Students of the Philippines National Level, Soledad placing within the top ten
- Quennie Klaire Elli (3rd), Mark Xavier Guanzon (5th) and Katrina Lamboson (9th) place within the top ten of the national Licensure Exam for Teachers
- College of Nursing posted a 100% passing rate for the national Nursing Licensure Exam for first time takers.
- Br. Manuel R. Pajarillo FSC PhD assumes Presidency and Chancellorship of the university.

1.6 PRINCIPLES OF LASALLIAN EDUCATION IN THE PHILIPPINES

St. John Baptist de la Salle and his companions discerned God's call to service in the human and spiritual distress of the poor and abandoned children. As a concrete response to this divine call, they associated together to conduct schools that would make the benefits of quality human and Christian education accessible to the poor. By giving visible and effective expression to the creative and redemptive love of God for young people, such schools became "signs of God's kingdom and instruments of salvation."

Today, the mission of human and Christian education is a wide ranging collaborative effort entrusted to men and women of diverse backgrounds and gifts, who, in creative fidelity to de la Salle's vision, commit themselves to making the benefits of a transformative human and Christian education available to all, most especially to the poor. Each member of the lasallian family lives out this commitment through association in a lasallian educational project according to his or her particular role and area of competence. By our efforts to ensure the vitality, relevance and effectiveness of the educational project, all who participate in and support such work act as partners in the educational process.

As inheritors of De La Salle's legacy and collaborators in the Lasallian mission, we are convinced that:

- Lasallian education is a mission and ministry at the service of God, the Church and society, and directed towards integral human and Christian development and liberation.
- Lasallian education is imbued with a spirit of faith, which enables persons to interpret, judge and evaluate realities in the light of the gospel, to unite one's actions and intentions with God's, and to rely on God's providence in acting and discerning God's will.
- Lasallian education is marked by zeal: the whole-hearted giving of oneself to the service of others, in gratuity and generosity, in creativity and fortitude, in compassion and commitment.
- Lasallian education is exercised as a communion in mission marked by a fraternal spirit which enables all sectors of the school community and all those who support its work to collaborate in educating towards a world that is more humane, more just and more fraternal, a world where no one is excluded from the banquet of life.
- Lasallian education forms disciples and citizens, prophets and professionals, who bring the transforming power of the gospel to bear on culture and on every human endeavor in order to realize God's kingdom of truth, justice, love and peace.

Guided by these principles, we believe that...

Lasallian schools are educational communities where all sectors...

- participate in the Church's mission and are committed to easing the plight of the vulnerable and marginalized sectors of Philippine society;
- are committed to assuring the integral human and Christian development of learners in all their uniqueness and diversity;
- are co-responsible for creating a culture and climate conducive to genuine learning and character formation;
- are stakeholders who work in association with one another in a strong spirit of fraternal solidarity; and
- are committed to continuous renewal and transformation in collaboration with others to accomplish their common mission.

Lasallian learners are unique and gifted individuals who...

- strive to integrate gospel perspectives and values in the conduct of their daily lives;
- are committed to excellence in order to be of greater service to God and country;
- take progressive responsibility for their own learning and development;
- express concern and compassion for the plight of the vulnerable and marginalized sectors of society and respond to their needs; and

- work together creatively, constructively, and enthusiastically to support the Lasallian mission.

Lasallian educators are service-oriented professionals who . . .

- are genuinely committed to the integral human and Christian development of diverse types of learners through personal witness and service;
- are attentive to learners in their uniqueness and seek to build appropriate relationships that promote total human formation;
- are committed to life-long personal and professional improvement and service;
- work together creatively, constructively and enthusiastically both to realize the Lasallian mission and to assure the effectiveness and vitality of the institutions to which they belong; and
- serve as resources for the renewal of the Church and for the integral development of society.

Lasallian educational experiences are dynamic processes that...

- challenge learners to realize their full potential by promoting critical and creative thinking, self-knowledge and self-mastery;
- bring Christian perspectives and values to bear on human knowledge and culture;
- encourage synergy, collaboration and dialogue in an environment that is fraternal, hospitable and laden with mutual respect;
- impel learners to translate their knowledge into actual practice for the betterment of society; and
- prepare learners for responsible participation in the world of work, the family, the community, the wider society and the local Church.

Guided by these principles and together in faith and zeal, we aspire to create educational works of quality that will be "signs of God's kingdom and instruments of salvation" for the various individuals and groups who seek to realize the fullness of their dignity and humanity through education.

2 INSTITUTIONAL OFFICERS and COLLEGE UNIT OFFICERS

2.1 INSTITUTIONAL OFFICERS

<i>President-Chancellor</i>	Br. Manuel R. Pajarillo FSC PhD
<i>Vice-Chancellor for</i>	
<i>Academic Affairs</i>	Frances Mae F. Llamas PhD
<i>Administration</i>	Br. Pedro Victor M. Maralit FSC
<i>Mission and Development</i>	Hector J. Gloria
<i>Assistant Vice-Chancellor for</i>	
<i>Academic Affairs</i>	Annabelle C. Balor EdD
<i>Finance</i>	Charo Mae M. Cordova CPA
<i>Information System</i>	Ma. Rhea Therese T. Gamboa MBA
<i>Research</i>	Romeo G. Teruel PhD

2.2 COLLEGE OFFICERS

<i>Dean -</i>	
<i>Law</i>	Atty. Ralph A. Sarmiento LIB
<i>Medicine</i>	Ricardo L. Gallaga, Jr. MD
<i>Arts and Sciences</i>	Rowena V. Bañes PhD
<i>Business and Accountancy</i>	Stephanie S. Calamba MBA
<i>Education</i>	Ricver Ureta
<i>Engineering</i>	Edgar D. Altarejos Jr. MECE
<i>Nursing</i>	Jocelyn May Flor A. Cadena RN PhD
<i>Director of Student Affairs</i>	Andre F. Tagamolila
<i>Registrar, Graduate Program Coordinator</i>	Paolo Valladarez LLB, MBA
<i>Librarian</i>	Girlie De Guzman

DEPARTMENT CHAIRPERSONS

College of Business and Accountancy

<i>Associate Dean</i>	Ma. Fara J. Magada CPA
<i>Accountancy</i>	Alan S. Brillantes MBA
<i>Accounting Technology</i>	Ed Mark P. Rustico MBA
<i>Bus. Economics & Agribusiness</i>	Diana May Pena MBA
<i>Marketing Management /Entrepreneurship</i>	Liza Mae P. Nismal, MBA
<i>Hospitality Management</i>	Mariver Lorilla MBA
<i>Academic Adviser, HM</i>	Najie A. Nillos MBA
<i>Operations Management</i>	Eric Arthur N. Dio PhD

College of Education

<i>Elementary Education</i>	Hazel P. Atilano MAT
<i>Secondary Education</i>	Chrisalia S. Eriso MEd

College of Engineering

<i>Chemical Engineering</i>	Mary Ann T. Pandan MS
<i>Computer Engineering</i>	Rommel A. Gallegos MIT
<i>Electronics Engineering</i>	
<i>Materials Engineering</i>	J-Len J. Jonco MEE
<i>Computer Science</i>	Raymund C. Trespecio MCS
<i>Information Technology</i>	Carnit George B. Cordova MCS

College of Arts and Sciences

Communications
Interdisciplinary Studies
Languages
Mathematics
Natural Sciences
NSTP Cluster Director
PESAR
Psychology
Religious Studies & Philosophy
Political & Social Sciences

Hannah P. Papasin MAEd
 Barry John O. Belen MAEd
 Eda Mae Arcilla MA
 Roger B. Marapo MA
 Eva Grace B. Chavez PhD
 Ann Gladys N. Ponteras MA
 Aileen Estanda MA
 Ramon F. Lachica PhD
 Ronnie O. Lizada PhD
 Ariel G. Bravo MGS

College of Nursing

Clinical Coordinator

Ivy G. Edemni MN

College of Medicine

College Secretary
Clinical Sciences
Basic Sciences

Radela Yvonne R. Cortes MD
 Julian Rizaldy C. Raca, Jr. MD
 Charibel E. Escandelor MD

2.3 SUPPORT SERVICES

Director, Admissions & Scholarship Office
Director, Center for Lasallian Ministries
Director, CEP - Balayan
Director, Museo Negrense de la Salle
Director, University Research Center
Coordinator, Audio Visual Resource Center
Coordinator, Computer Center
Coordinator, Science Laboratories
Coordinator, Engineering Laboratories

Joselito B. Diaz RGC
 Renee Magdelene P. Ledesma
 Ann Gladys N. Ponteras MA
 Lyn Marie L. Mapa
 Romeo G. Teruel PhD
 Edith Sedonio
 Ernesto Ybanez
 Lilian M. Planella MEd
 Milagros S. Orca MT

2.4 STUDENT SERVICES

Director, Guidance and Evaluation Center
Head Coordinator, Internship Program Office
Discipline Officer
Assistant Discipline Officers

Administrative Assistant, Student Activities
Administrative Assistant, Student Formation
Officer, Job Placement
Director, The Artists' Hub
Moderator, Internal Campus Sports
Psychometrician

Cinderella R. Francisco MS
 John Michael A. Montelibano MBA
 Galo Gessner L. Rosales
 Carmela A. Abao
 Alvie T. Briones
 Michelle V. Chua MBA
 Gloria S. Gelanga
 Kirk Adrian A. Koudroglou LIB
 Michael F. Lobaton
 Eduard Dorsey R. Caratao LIB
 Jim Austin Tolentino
 Marijoy O. Gaduyon MAEd
 Gerry A. Grey
 Ma. Teresa Jalasco
 Liberty Ochavo MS

2.5 CENTRAL ADMINISTRATION

Controller
Compliance Officer
Internal Auditor
University Chaplain
Director, Human Resource and Development Services
Director, Research Ethics Review Office

Ana Lisa Bentinaanan CPA
 Winston K. Angcon CPA
 Charo Mae M. Cordova CPA
 Fr. Ronald S. Quijano SThD
 Rafael Vicente B. Paredes
 Mercedes Cañal

Director, Institute for Moving Images
Director, University Alumni Relations Office
Director, Facilities Management Services
Director, Granada Ecopark
Supervisor, Balay Kalinungan Complex
Director, General Services
 Supervisor, Transportation
 Supervisor, Security
 Supervisor, Custodial and Grounds
Director, Engineering Services
 Supervisor, Technical/Electrical
 Supervisor, Repairs and Maintenance
Director, Health Services Center
Director, Institute for Culinary Arts
Director, University Bookstore
 ITS
 Coordinator, Computer Center
 Director, Software Services
 Director, Network Services
Director, Vocation Center
Director, Bahay Pag-asa & Vocation Office
Director, Varsity Sports
Director, UPress
School Physicians

School Dentists

School Nurses

Mariano Montelibano III
 Ma. Del Pilar M. Limas
 Elaine M. Salsalida MBA
 Daniel Dennis Garcia
 Lito Llantada
 Gilrey J. Vocales MAEd, CSP
 Walter Dumaboc
 Gilrey J. Vocales MAEd, CSP
 Loida C. Ferraris
 Engr. Ronald Uy
 Engr. Helen Goki
 Jimmy Ordillo
 Luis S. Arroyo, Jr MD
 Chef Richard A. Ynayan
 Revie M. Salvio

Farley L. Florentino MCS
 Farley L. Florentino MCS
 Michael Francis C. Catague PECE, MECE, MCS
 Br. Cliff Ferdinand Sy FSC
 Jennysan Lazarito (OIC)
 Marlou S. Lozada
 Regina Y. Villamor
 Marilu B. Libo-on MD
 Radela Yvonne R. Cortes MD
 Sonia Therese E. Avelino DDM
 Fanny U. Uy DDM
 Pacita Caroline J. Tan RN
 Jenalyn d. San Jose RN
 Jane P. Jarabas RN
 Jerald Abrot RN
 Maria G. Zuloaga RN

3 COLLEGE COUNCILS AND COMMITTEES

3.1 Academic Affairs Committee

The Committee brings together the College Deans, and heads of the offices sectoral representatives of the College. Chaired by the Vice-Chancellor for Academic Affairs, the Committee recommends policies concerning academic and co-curricular programs for the approval of the President.

It is composed of the VCAA, AVCAA, Deans, Dean of Student Affairs, Registrar, Librarian, Directors of Guidance and Evaluation Center, CEP-Balayan, Admission and Scholarships, Administration Office, Business Resource Center, University Research Center, Center for Lasallian Ministries, Website Coordinator and representatives of the Faculty Associations, Parents'-Teachers' Council, Alumni Relations office and the University Student Government.

3.2 Academic Standards Committee

The Academic Standards Committee reviews and submits to the VCAA policy recommendations relative to admission, retention, probation, dismissal, shifting and readmission cases. It monitors the implementation of the Admissions and Retention Policies of the University through the required semestral report of the College Admissions Committee submitted by the Deans.

It also deliberates on and approves recommendations on the granting of scholarships, grants-in-aid and student assistanceships.

The Committee is chaired by the AVCAA and is composed of the Deans of Colleges, the Admissions Director, the Scholarships Officer, the GEC Director, the Registrar, and the Department Chairs concerned.

Concerns related to admission and retention policies at the college level may be resolved by the College Council.

3.3 Academic Personnel Board

Chaired by the VCAA, this board is composed of the AVCAA, Deans and the Faculty Club representative(s). It acts as the advisory body to the President on matters pertaining to hiring, assignment of or promotion in rank, appointment to term positions, merit increases, avail of faculty and staff development grants, awards and professorial chairs and the rehiring, termination and conferment of permanency on probationary faculty and staff.

3.4 Council of Deans

Composed of the Assistant Vice-Chancellor for Academic Affairs (AVCAA), the College Deans, Dean of the Graduate School and the Dean of Student Affairs, the Council is chaired by the Vice-Chancellor for Academic Affairs (VCAA). It acts as a clearing house for all matters which concern the College Unit and the Graduate School and recommends to the Academic Affairs Committee certain academic matters that need approval and implementation.

3.5 College Councils

Each college has a Council chaired by its Dean and composed of the Department Chairpersons or their equivalent, and faculty and student representatives.

It is the primary venue for the discussion of curricular concerns: academic policies, program revision, new offerings, admission and retention policies, instructional strategies, and other academic matters pertinent to each college.

3.6 Center for Lasallian Ministries Committee

The CELAM Committee serves as an advisory body to the Center for Lasallian Ministries Director in the formulation of policies, procedures and programs designed to meet the spiritual needs of the academic community.

It is composed of the College Deans, the Dean of Student Affairs, the CELAM Director, and representatives of the Faculty Club, SignumFidei, and invited members of the various renewal organizations in the community.

3.7 Committee on Tours and Travel

The Committee is chaired by an appointee of the VCAA and is composed of the Faculty Club representatives, Student Government representative, and the Business Office representative.

The Committee takes charge of accrediting travel agencies and tour operators, evaluating proposals, monitoring the collection of fees through the Business Office, determining faculty chaperone stipends and signing contracts in behalf of the University.

3.8 Culture and the Arts Program Committee

The Culture and the Arts Program Committee formulates policies, plans and programs for the four institutional cultural organizations: the University Chorale, the Jean Baptiste Dance Company, the Maskara Theatre Ensemble and the Musikat and Pop Band. It ensures that the productions are in consonance with the philosophy and objectives of the institution and provides direction and support for all productions.

The Committee is headed by the Culture and the Arts Program Committee Chairperson and is composed of the Dean of Students, the trainers of the University Chorale, the Jean Baptiste Dance Company, Masskara Theatre Ensemble, University Musikat and Pop Band, Performing Arts practitioner, Production Support Group Coordinator, and a student representative designated by the Student Government. Consultants may be invited to attend committee meetings.

3.9 District Affairs Committee

This Committee oversees and coordinates all District concerns and initiatives emanating from either the Provincialate (PRV) or De La Salle Philippines (DLSP), to ensure timely dissemination of information and efficient and effective implementation of all directives, programs and activities. It also consolidates reports required by the District through any of its committees or task forces.

Chaired by the VCAA, the Committee is composed of the VCA, the AVCAA, the Dean of Student Affairs, the Integrated School Principal, the Scholarships Officer, the Directors

of the Center for International and External Linkages, Balayan, Business Resource Center, CELAM, and other offices as may be deemed necessary.

3.10 Discipline Board

The Discipline Board handles cases filed against a student, student group or organization for alleged violation of college rules and regulations. Subject to due process, the Board shall have the power to recommend to the President disciplinary sanctions against the erring respondent.

The Board shall be composed of the Discipline Officer, representatives from Administration, the Faculty Association, the USG, the Parents'-Teachers' Council, Guidance and Evaluation Center and Alumni Association recommended by the Alumni Relations office. The Board chooses one of its members to act as Chair.

3.11 Grievance Board

The Grievance Board is a special independent body that investigates, arbitrates and recommends judgment in all cases involving complaints filed by any person against any faculty member, administrator, university officer or any member of the non-teaching staff. After due notice and hearing, the Board shall, through a majority vote of all its members, recommend to the President disciplinary sanctions against the erring faculty member, officer or staff.

The Grievance Board is chaired by the Vice-Chancellor for Administration and is composed of the Vice-Chancellor concerned, the Human Resource Development Services Director, and two representatives of the pertinent association, the employee's immediate supervisor and the Legal Counsel.

In instances where the inhibition of a particular member of the Grievance Board is necessary, the Chairman of the Personnel Relations Committee shall designate an appropriate representative who is acceptable to all parties concerned.

3.12 Institutional Community Extension Program (ICEP)

The Committee serves as the central coordinating body in the planning, implementation, monitoring and evaluation of the Institutional Community Extension Program.

Chaired by the CEP Director, it is composed of the College ICEP Coordinators, representatives from ONTOP, USG, Balayan and the Student Affairs Coordinator.

3.13 Library Committee

The Library Committee is an advisory group that assesses library needs in relation to the needs of the academic programs and students' learning requirements. It assists the Librarian in the formulation of Library policies and procedures, and in the development of Library resources in accordance with identified priority needs of the academic programs.

The committee is composed of the University Librarian and college representatives designated by their respective Deans. The committee chooses one of its members to act as Chair.

3.14 Medicine Committee

The Committee, chaired by the Dean of the College of Medicine, is composed of the VCAA, AVCAA, Dean of the College of Nursing, Admissions and Scholarships Director, the College Librarian and the Science Laboratory Coordinator. It serves to address issues and concerns regarding the operations of the College of Medicine through its recommendations. It also assists in the implementation of the various policies and guidelines pertinent to the College.

3.15 Office for Student Affairs (OSA) Board

The OSA Board is an advisory body to the Dean of Student Affairs. It assists the Dean of Student Affairs in recommending formulating policies and programs pertaining to student welfare, planning activities and services, and evaluating these programs.

Chaired by the Dean of Students, the Board is composed of the Guidance and Evaluation Center Director, CEP-Balayan Representative, University Student Government President, Student Affairs Coordinator, Campus Sports Moderator, Discipline Officer, Culture and Arts Program Chairperson, and a representative from the Parents'-Teachers' Council.

3.16 Parents' Teachers' Council

The Parents' Teachers' Council functions as an advisory body to the college administration to establish better communication and effective cooperation between the home and the school. It is composed of parents and faculty representatives elected during the annual Parents' General Assembly.

3.17 Student Development Committee

The Student Development Committee coordinates the non-academic formation efforts and activities in the college.

It serves as a forum whereby implementation of programs and policies geared towards better student formation can be discussed and conceptualized.

Chaired by the Dean of Students, the Student Development Committee is composed of the Directors of the Guidance and Evaluation Center, Balayan, the Center for Lasallian Ministries, the chairperson of the Religious Studies Department, the Faculty Coordinator, Balayan Student Formator and the University Student Government President.

3.18 Special Events Committee

The Committee oversees the planning and implementation of all major special events which require direct involvement and participation of the College Unit, such as the Foundation Day celebration and the Jubilarian Honoring Rites, the College Christmas Party, all the Graduation Rites and the conferment of awards pertinent thereto, and other significant events of the Unit. Chaired by the VCAA, it is composed of a selected core group trained in events management and hosting functions.

3.19 University Research Board

Chaired by the Dean of the Graduate School, the URB is composed of the VCAA, AVCAA, Deans, URC Director, Evaluation Officer, and a faculty representative.

The Board recommends policies and procedures governing the University Research Program, evaluates research proposals under the Faculty Research Program and Professorial Chair Program, recommends research fund allocation, and serves as a governing body to the University Research Director.

3.20 University Alumni Relations Committee

The Committee provides special support to the University Alumni Relations Office especially towards the development and strengthening of institutional events and activities which promote alumni spirit among the College students. Chaired by the UARO Director, the committee is composed of the Vice Chancellors, the ACAA, the CIEL Director, the Museum Director and other officers as may be invited by the chairman.

3.21 UPRESS Committee

This Committee oversees the operations of the UPRESS, including the review and final approval of textbooks and manuals written or compiled by the faculty for classroom use. The body also reviews requests for outsourcing any major printing requirement of academic and support offices.

4 SUPPORT SERVICES

4.1 INSTITUTIONAL SUPPORT SERVICES

Center for Lasallian Ministries (CELAM)

The Center for Lasallian Ministries serves to deepen the community's spiritual formation through daily mass, confessions and other liturgical and para-liturgical services. Moreover, it facilitates retreats and recollections which provide a better understanding and appreciation of the spirituality of St. La Salle and enable the community to reflect on their relationship with themselves, with others and with God. CELAM oversees the Lasallian formation programs for faculty, support personnel and students.

LINKAGES AND INTERNATIONAL AFFAIRS (LIA)

The LIA provides the external community with information on University affairs, takes charge of institutional hosting arrangements and institutional planning activities, and promotes local, national and international linkages with other institutional and academic organizations.

De La Salle Brothers Vocation Center

The Center provides students with opportunities for discernment and reflection on their calling to become priests and religious brothers and sisters. It assists in the University's efforts of creating an awareness of the La Sallian heritage of faith, service and community. The Center animates the La Sallian Youth Corps (LSYC), a volunteer/service group.

Health Service Center

The campus infirmary has physicians, registered nurses and dentists who attend to the health needs of the academic community.

Stingers' Food Court

The USLS Stingers' Food Court facilities provide affordable and accessible fast food services.

University Alumni and Relations Office (UARO)

The UARO programs and activities encourage alumni involvement in the development efforts of their Alma Mater. The office promotes stronger relations between the University and the Alumni Association to address common concerns and needs.

USLS Bookstore

The USLS Bookstore provides students and the public with reasonably priced books, school and office supplies, uniform materials, novelty and gift items, magazines and USLS souvenirs.

4.2 COLLEGE SUPPORT SERVICES

Admissions and Scholarships Administration Office (ASAO)

The ASAO primarily focuses on the recruitment, screening and admission of students to the university, and supervises the screening and admission of applicants for scholarship and financial assistance.

Audio-Visual Resource Center (AVRC)

The Audio-Visual Resource Center assists the faculty in the selection, programming, and actual production of audio-visual aids for classroom instruction.

Business Resource Center

The Business Resource Center supports micro-enterprise development through its training and capital assistance programs. In addition, the BRC undertakes academic and non-academic research, process documentation and publication, organization of conferences and data banking.

Community Extension and Program (CEP-Balayan)

Balayan, an Ilonggo word meaning framework, translates the University's commitment to social reform and transformation. Through its In-Reach (campus-based) and Out-Reach (community and sector-based) programs and services, Balayan integrates the academic and non-academic activities of the Lasallian family towards uplifting the poor and deprived sectors of society.

Don Alfredo Montelibano, Sr. AFSC Memorial Library

The Library provides a collection of references and instructional materials that enable students, faculty and staff to achieve their goals of intellectual growth and academic excellence through scholarly study and research. There are extension libraries for the College of Law, the College of Medicine, the Health Science Campus and the Graduate School.

Guidance and Evaluation Center (GEC)

The Guidance and Evaluation Center (GEC) administers programs, services and activities designed to promote a wholistic approach to personal growth. GEC provides the following services: Staff and Peer Counseling, Group Guidance Programs, Human Resource Trainings/Seminars, Career Guidance and Planning, Testing Services, Individual Inventory Services, Job Placement and Drug Abuse Prevention Program.

Museo de La Salle

The Museo de La Salle is the only school-based museum in Bacolod City. In addition to its main collection of religious artifacts, the museum also features special exhibits that enable faculty, students and the Negrense community to deepen their appreciation of the Filipino cultural heritage.

Registrar's Office

The Office of the Registrar is the repository of records of students' academic performance. The Registrar ensures compliance with academic requirements mandated by the Commission of Higher Education (CHED), facilitates the registration or transfer of students, and certifies the eligibility of candidates for graduation and honors.

University Research Center (URC)

The University Research Center coordinates university-wide studies, projects and research-related activities which cover a broad range of academic, technical, applied and

developmental research projects that promote quality education, socio-economic development, and scientific and technological advancement. It also provides research technical assistance to both internal and external clients.

4.3 LABORATORIES

Agribusiness Farm

This 5-hectare farm located at the 55-hectare USLS Granada campus complements the classroom instruction of Agribusiness students. The farm serves as a venue for the practical application of the theories and principles taught in the classroom, as well as a testing area for new technologies to determine their adaptability to local conditions.

Chemical Engineering Laboratory (ChEL)

The ChEL serves as a venue for training Chemical Engineering students in practical applications of principles and theories of Unit Operations. It houses the pilot plant for alcohol distillation from molasses and also includes equipment for Flow of Fluids, Flow of Heat, Evaporation, Filtration, Sedimentation, Drying, Size Reduction, Fluidization, Agitation and Mixing.

Computer Science Laboratory

The College Unit has Computer Science Laboratories which are equipped with 30 computers and printers to ensure extensive hands-on training for maximum learning. Aside from being used for both basic and professional computer courses, the laboratories are also utilized for special training modules.

EcoPark

The USLS Granada Ecological Park or "ECOPARK" is a ten-hectare park within the 55-hectare Granada campus.

It serves to provide a venue and structure for ecological resource and learning, nature appreciation, biodiversity conservation and environmental studies for students, teachers, researchers, policy makers and the general public. It further serves as a research and field laboratory for herbal medicine, organic farming, indigenous plant propagation and wildlife protection.

Electronics and Communications Engineering Laboratory (ECEL)

The ECE Laboratory serves the needs of the Electronics and Communications Engineering and the Computer Engineering programs. It has the facilities and equipment necessary for students to perform laboratory exercises in Circuits, Electronics, Energy Conversion, Industrial Electronics, and Communications.

Experimental Psychology Laboratory

The Experimental Psychology Laboratory offers a venue for students to acquire knowledge and skills on the five basic designs of the experimental method through experiential learning. It is equipped with various instruments such as a biofeedback monitor, a genetic traits test, a reaction time kit, a human handedness test, T mazes and tracing mirrors used in experiments that cover a wide array of topics.

Geomatics Laboratory

The Geomatics Laboratory, under the auspices of the College of Engineering, was acquired through the GEOTECH CENSOPHIL project of the University of St. La Salle with the European Union Asia IT&C programme. Primarily, it is a venue for capacity building of the Engineering faculty and students through the integration of Geomatics technology

into relevant courses. It seeks to increase use of geomatics methodologies by other sectors of the university through research and outreach programs. It also provides access to GIS practitioners of the government, non-government and private partners of the university.

Health Science Laboratories

The Health Science Laboratories serve the needs of the College of Medicine and have three separate fully equipped laboratories, namely: Bio-Chemistry and Pharmacology, Physiology and Pathology, and Anatomy.

Hospitality Management Laboratories

The HM Culinary Laboratory has three air-conditioned hot and cold kitchens equipped with state of the art facilities and a bar where students are trained in cooking, table-skirting, table setting, serving, and bartending.

The Salon Delasalle is composed of a linen room, a front office and lobby, and two airconditioned hotel suites with complete amenities which serve as a practice area for hotel management courses.

Materials Engineering Laboratory

The Materials Engineering Laboratory is equipped with apparatus and instruments needed for determination of physical, mechanical and metallurgical properties of materials. It has specialized equipment for characterization of materials such as Differential Scanning Calorimeter, microscope equipped with camera, compression testing machine and hardness tester.

Medialab

The Medialab provides various multi-media production equipment for students enrolled in AB Communication. It is equipped with three editing machines for film and audio-visual projects. For other media-related work, it has a desktop computer with printer and scanner, 32" LCD TV with home theatre, video camera and portable recorders. The laboratory also has a mini-conference room for student group discussions.

Microprocessor and Digital Laboratory (MDL)

The MDL is furnished with equipment for microprocessor systems required in both the Electronics and Communications Engineering and Computer Engineering curricula.

Music Room

The Music Room of the College of Education serves as the laboratory for all theoretical and applied music courses of the MAPEH Program (Music, Arts, Physical Education, and Health). It also hosts classes in music literature of the West as well as Asia.

Nursing Arts Laboratories

The Nursing Arts Laboratories provide simulated hospital set-up complete with basic facilities that will enable students to develop skills in the performance of basic nursing procedures. It has an amphitheater equipped with LCD projectors and TV-VCR sets where student nurses can review procedures and treatments.

Nutrition Laboratory

Located at the Health and Science Campus, the Nutrition Laboratory is an air-conditioned facility equipped with tools and equipment where students can apply

knowledge and skills learned in basic nutrition, including planning, preparing and serving nutritious and therapeutic diets.

Science Laboratories

The Science Laboratories serve the basic science requirements of all curricula. These laboratories are fully stocked and equipped for laboratory instruction and experiments in Biology, Chemistry, Physics and General Science.

SPED Laboratory (Angels' Center)

The SPED laboratory offers a venue for Education SPED majors to practice the knowledge and skills required in the classroom and provides hands-on learning opportunities such as employing different intervention techniques and strategies in the behavior modification of children with pervasive developmental disorders.

Speech Laboratory

The Speech Laboratory is equipped with facilities that assist students in improving their proficiency in oral communication, particularly in public speaking.

Wireless Communications Laboratory

The Wireless Communications Laboratory, donated by SMART Communications for the use of Electronics and Communications Engineering students, is composed of a GSM active cell-site, TACS Radio Base Station, analog and digital communication equipment currently used in the telecommunication industry.

5 FACILITIES

5.1 AUDITORIA

Mutien Marie - Rheims

Located at the 4th floor of Mutien Marie Hall, this 381-seater auditorium is ideal for conferences, seminars and meetings. It is fully air-conditioned and equipped with multimedia system.

Mutien Marie - Rouen

Just across Mutien Marie Rheims, this 217-seater auditorium is also ideal for conferences, seminars and meetings.

Room 10

This fully air-conditioned 90-seater room is an ideal venue for lectures, thesis presentations, conferences and seminars for small groups. It is located adjacent to the MuseoNegrense de la Salle beside the Coliseum.

5.2 BALAY KALINUNGAN COMPLEX

Balay Kalinungan 1

BK 1 functions as a spiritual formation center for the students, faculty, staff as well as external clients of the University. It has two air-conditioned dormitories for retreatants/occupants. It also has a dining hall, a conference room, the Chapel of the Resurrection with a seating capacity of 120, Lanai Hall and a Basement Hall. It is ideal for conferences, retreats, meetings or seminars.

Balay Kalinungan 2

BK 2 has 36 air-conditioned private double rooms with individual restrooms. It also has a chapel, conference room, a dining hall and a kitchenette.

Santuario de la Salle

Situated at the back of BK1, this hall can accommodate 800 persons. It is ideal for conferences, seminars, retreats and receptions.

Adoration Chapel

The Chapel has a seating capacity of 60 and is ideal for liturgical services for small groups.

Parmenie

This is a six-room retreat house that is ideal for families and/or groups. Each of the rooms is equipped with a private restroom, living and a dining room, and a kitchenette. It is located beside the Santuario de la Salle.

Hermitage

Situated across BK 1, this two-room retreat house is ideal for family or group retreats. Just like the Parmentie, it has a private restroom, a living and a dining room.

5.3 CHAPELS

Doña Corazon Locsin Montelibano Chapel

Built in 1966 and designed by National Artist Leandro Locsin, the Doña Corazon Locsin Montelibano Chapel is the central place for worship of the Lasallian community, where regular masses are held during schooldays and Saturdays.

Chapel of the Resurrection (BK1)

Adoration Chapel (BK1)

High School Chapel

This chapel is located at the Integrated School.

5.4 CONFERENCE ROOMS

University Conference Room

This 15-seater conference room is located at the Administration Building.

Ledesma Board Room

Located at the 2nd floor of the Administration Building, between the HRDS Office and the University Alumni Relations Office, this room is ideal for small group meetings.

Lopue Conference Room

Located at the Wester Hall, this room can accommodate 30 persons and is equipped with multimedia facilities.

University Board Room

Situated at the Administration Building, this room can accommodate 20 persons.

Office for Student Affairs Conference Room

Situated at the ground floor of the Coliseum, this room can accommodate 25 persons.

5.5 COLISEUM

This facility has a seating capacity of 8,000. It is ideal for University-wide assemblies, conventions, conferences, performances, concerts, and indoor sports events.

5.6 GALLAGA THEATER

This 200-seater theater is ideal for stage productions and cultural performances and is located at the Integrated School.

5.7 GARDENS

Handumanan

The grove provides study sheds and benches and is located behind the University Chapel.

Plaza

A wifi zone area, the Plaza provides waiting and study areas for students. It is situated between Cody and Wester Halls.

Paseo Delasalle

This garden is a quiet place between Cody and Solomon Halls.

Patio Delasalle

This zen-inspired garden is situated near Donato Hall (Science and Engineering) and the Computer Center.

Mater Dei

Located near Donato Hall, this 500-seater amphitheater is ideal for musical and theatrical performances and outdoor events.

5.8 FOOD COURTS

Stingers' Food Court

Located at the right side of the University Coliseum, private concessionaires serve the Lasallian community a variety of affordable food choices in this fully air-conditioned facility.

Café Delasalle

Situated at the ground floor of the Institute for Culinary Arts (ICA) Hall, this wi-fi zone cafe provides food and beverage services to the Lasallian community.

University Cafeteria

Located at the ground floor of Benilde Hall, the cafeteria serves food and beverages catered by private concessionaires.

5.9 MUSEO NEGRENSE Delasalle

This is the only school-based museum in the province of Negros Occidental. It houses religious artifacts as special well as collections of prominent families in Negros. It also holds regular exhibits of various artists and cultural organizations.

5.10 SALON Delasalle

Salon Delasalle- Rheims

This hotel suite serves as a laboratory for Hospitality Management students. Situated at the 2nd floor of the Institute for Culinary Arts Hall, guests of the University may be billeted here.

Salon Delasalle - Rouen

This standard hotel room is adjacent to Salon Delasalle - Rheims.

5.11 SPORTS FACILITIES

Aside from the Coliseum which also serves as a venue for indoor sports events, the University has the following sports facilities:

- beach volleyball court
- covered courts for the Primary, Intermediate, High School and College Students
- football field
- grandstand
- handball court
- physical fitness gym
- shower rooms
- swimming pool
- tennis courts
- track oval

6 THE COLLEGE OF MEDICINE

6.1 BRIEF HISTORY

The USLS College of Medicine, to date the first medical school in Negros Island, is a joint project between the University of St. La Salle and the Provincial Government of Negros Occidental.

The USLS College of Medicine has two campuses:

- The Main Campus at La Salle Avenue where the main lecture halls and the University Library are located; and
- The Health Sciences Campus adjacent to its government base hospital, the Corazon L. Montelibano Memorial Regional Hospital where the laboratories are located.

6.2 OBJECTIVES

Mission

The USLS College of Medicine seeks to provide quality medical education which promotes academic excellence, ethical practice, the spirit of inquiry and research, and Christian values anchored on the Lasallian charism of faith, zeal and service.

Objectives

Animated by the spirit of St. John Baptiste de la Salle, the College of Medicine aims to produce competent, compassionate and ethical physicians who are motivated by their Christian faith and are committed to serve the health needs of the province and the country, especially the poor.

Specifically, the College of Medicine aims to provide courses in basic and clinical sciences that will:

1. equip students with knowledge, skills and attitudes in the practice of Medicine;
2. nurture the spirit of inquiry and research to address current health needs;
3. inculcate the highest ethical standards of medical practice among students; and
4. provide students with activities that will encourage a holistic formation of their personhood.

6.3 ADMINISTRATION



Dean
College Secretary

Ricardo L. Gallaga, Jr. MD
Radela Yvonne R. Cortes MD

Department Chairpersons

Basic Sciences
Clinical Sciences

Charibel E. Escandolor MD
Julian Rizaldy C. Raca, Jr. MD

Division Heads

Anatomy/Histology
Biochemistry
Family & Community Medicine
Medicine
Microbiology/Parasitology
Neuroscience
Obstetrics-Gynecology
Pharmacology
Pathology
Pediatrics
Physiology
Psychiatry
Surgery

Cynthia F. Manalili MD
Charibel E. Escandolor MD
Pilar F. Mabasa MD
Adonis Guancia MD
John Clifton Martyr MD
Wilson D. Tulmo MD
Luz F. Altarejos MD
Rafaelito O. Salvador, Jr. MD
Hans Francis D. Ferraris MD
Mary Jean T. Garcia MD
Beverly B. Baliguas MD
Cheryl Francia MD
Julian Rizaldy C. Raca Jr. MD

Section Heads

Bioethics/Legal Medicine
/Med Jurisprudence
Otolaryngology
Ophthalmology
Orthopedics
Radiology

Maria Estrella R. Ledesma MD
Jose Ramon Arriolla MD
Cristina I. Eusebio MD
Kim Jair Jingko MD
Nenita B. Dumaguait MD

6.4 COMMITTEES/ORGANIZATIONS

6.4.1 Curriculum Committee

The Curriculum Committee is in charge of the planning, development, implementation and evaluation of the curriculum that will promote the accomplishment of the goals and objectives of the College of Medicine. Its foremost responsibility is to keep the curriculum relevant, effective, innovative, and progressive adhering to global standards for quality medical education. It is composed of a Chairperson with the Department and Division Heads as members.

6.4.2 Admissions Committee

The Committee formulates policies and determines the criteria for selection and admission of applicants to the College of Medicine.

It is composed of a minimum of 7 members, 5 of whom are from the faculty appointed by the Dean and 2 members appointed by the VCAA representing the university administration. The Dean and College Secretary participate as ex officio members.

6.4.3 Faculty Committee

The Faculty Committee is responsible for recommending policies on the recruitment, development, welfare and evaluation of faculty members. It recommends faculty development programs, incentives rankings and tenure based on performance and a regular evaluation system to maintain a highly qualified and dedicated Faculty.

It is composed of 5 members in addition to the Dean and College Secretary serving as ex officio members.

6.4.4 Executive Council

The Executive Council is chaired by the Dean and composed of the Department Chairs, Division and Section Heads and a student representative.

The Council serves as venue where official policies, administrative decisions and academic as well as non-academic affairs of the College are discussed and concluded. Some of its more important duties and responsibilities include, grade deliberation, promotion and retention, arbitration and curriculum evaluation. The Council meets every 3rd Wednesday of the month.

6.4.5 Research Committee

Education is a lifelong learning journey that requires an unquenchable thirst for knowledge, and Medicine is such a dynamic science that grows by leaps and bounds. Thus research is a *sine qua non* for any medical education institution worth its salt. An institution earns its respect by the researches that it produces, and the College of Medicine is dedicated to inculcate the value and importance of research in Medical Education to its students.

This Committee has 2 subcommittees: the Research Development Committee, and the Ethics Review Board. The Research Development Committee is responsible for research implementation and development while the Ethics Review Board evaluates and determines ethical and moral issues of researches involving human subjects.

Members of the Research Committee are appointed by the University President as recommended by the Dean and the VCAA.

6.4.6 Student Affairs Committee

The student affairs committee ensures the holistic education and training of students, providing opportunities for academic, personal and spiritual growth producing brilliant physicians passionate about their profession and empowered by La Sallian values of faith, charisma and zeal.

It encourages student organizations and is responsible for ensuring student representation in appropriate committees deliberating on policies concerning them.

6.4.7 Student Council and TAMBAL

Students have the right to be heard on issues that concern their education and welfare. Thus the Medical Student Council. It is responsible for all student activities of the College of Medicine with its officers elected from each class representatives. It also creates opportunities for leadership training that is essential to a La Sallian doctor.

Student Council MISSION

The University of St. La Salle College of Medicine Student Council aims to guide and develop medical students to be competent, confident, concerned, and committed 5-Star Filipino Physicians who strive to live by the Christian faith and values through:

- promotion of academic excellence;
- discovering and maximizing potentials in various disciplines (eg. Arts, sports, music, literature, etc.);
- a mentoring system program that supports personal and professional development;
- providing opportunities for social awareness and involvement locally and globally;
- fellowship activities with its internal and external linkages;
- and spiritual growth and prayer.

Student Council VISION

The University of St. La Salle College of Medicine Student Council envisions itself to be a dynamic student organization that upholds and facilitates holistic medical student development, and inculcates in them the Lasallian ideals and principles.

TAMBAL (cure, medicine, remedy), is a student formation committee of the University of St. La Salle, College of Medicine –Student Council. It seeks to promote and develop awareness of students and professionals of the healthcare professions concerning local, national, and global health issues. Guided by La Sallian principles, it will provide venues and opportunities to engage and respond to the pressing needs of the society with a culture of solidarity and empathy.

6.5 HOSPITAL AFFILIATIONS

The USLS College of Medicine is affiliated with two government hospitals and two private hospitals.

The government base hospital is the **Corazon L. Montelibano Memorial Regional Hospital**, which is also known as the **Western Visayas Regional Hospital**. CLMMRH is a 400-bed government tertiary medical center with a complete complement of medical as well as surgical specialties and an abundance of various clinical experiences available for student learning.

The College is also affiliated with the **Dr. Pablo O. Torre Memorial Hospital** which is a 350-bed private hospital. It is equipped with the latest technological advances in modern medicine and staffed by quality medical specialists of Bacolod City.

The Doctor's Hospital, Inc., a Level 4 Tertiary Care hospital has established itself as an institution catering to the needs not only of Bacolod City but of the whole province of Negros Occidental for the last 60 years and the second largest hospital in Bacolod City with a 150 bed capacity.

6.6 LINKAGES

6.6.1 Educational Commission for Foreign Medical Graduates

The University is registered with the AVICENNA directory of Medical Education based in Copenhagen and recognized by the World Health Organization. This allows our students access to the Educational Commission for Foreign Medical Graduates. Through the ECFMG Medical School Web Portal (EMSWP), the College is able to access a web-based program that will allow us to verify the status of our students and graduates who apply with the Educational Commission for Foreign Graduates (ECFMG) for the United States Medical Licensure Examination (USMLE) or the Australian Medical Licensure Examination.

6.6.2 Association of Philippine Medical Colleges Foundation

The University of St. La Salle College of Medicine is a member of the Association of Philippine Medical Colleges Foundation (APMCF). The APMCF is the umbrella organization of all medical schools in the country. It is affiliated with the Association for Medical Education in the Western Pacific Region, a proponent of the World Federation for Medical Education. It formulates policies and standards for medical education which are adopted by the Board of Medical Education (BME). The Association also administers the intern-matching program for all medical graduates before they take the Medical Board Examinations.

6.7 SPECIAL FACILITIES

6.7.1 Amphitheater

A multi-purpose structure, the Amphitheater is used for assemblies, seminars, trainings, as well as for demonstration of health-related procedures. It is air-conditioned and has a seating capacity of 200.

6.7.2 Health Science Library

This library houses the medical, nursing and allied science-related materials. It also houses periodicals and professional journals related to allied sciences. It has internet facilities exclusively for the College of Medicine, BS Bio and Nursing students and faculty.

6.7.3 Health Science Laboratories

The Health Science Laboratories serve the needs of the College of Medicine and have three separate fully equipped laboratories, namely: Biochemistry and Pharmacology, Physiology and Pathology, and Anatomy. These laboratories, with modern and state of the art equipment, assist faculty and students in their laboratory experiments and activities.

6.7.4 Multi-Media Room

The Multi-Media Room is equipped with LCD (Liquid Crystal Display) data projector, computer unit, DVD (Digital Video Disk), VCD (Video Compact Disk) player, microphones, amplifier with speakers, VHS player, cassette deck and automated roll-up screen.

USLS Health Science Campus at CLMMRH



6.8 FACULTY CORPS

Anatomy & Histology

Dr. Cynthia Manalili - Chair
Dr. Nestor O. Amante
Dr. Gabriel L. Hinolan
Dr. Julian Salvador Vinco
Dr. Emilia Gamboa
Dr. Adhara Fernandez

Dr. Jeremias K. Moscardon
Dr. Julian Rizaldy C. Raca

Biochemistry

Dr. Charibel Escandelor - Chair
Dr. Cheryl P. Tampus
Dr. Pamela Marchadesch

Ms. Fara Dina Ynzon

Bioethics

Dr. Ma. Estrella R. Ledesma - Section Head
Dr. Evelyn Lacson
Dr. Ricardo Gallaga

Mr. Ronnie Galzote

Family &Community Medicine

Dr. Pilas Mabasa
 Dr. Jessica G. Fama
 Dr. Inocentes A. Lauveña, Jr.
 Dr. Balintawak Gareza
 Dr. Jovy T. Vergara

Legal Medicine/Medical Jurisprudence

Dr. Maria Estrella R. Ledesma - Section Head
 Dr John Canuel
 Dr. Jovy Vergara

Medicine

Dr. Adonis Guancia - Chair
 Dr. Joan Apdol
 Dr. Evram Corral
 Dr. Radela Yvonne R. Cortes
 Dr. Michelle L. Tolosa
 Dr. John Clifton Martyr
 Dr. Fema Mae Valenzuela
 Dr. John B. Canuel
 Dr. Ben Pablico
 Dr. Ma. JosefaSobrepena
 Dr. Alan Tenerife
 Dr. Brian Antonio T. Togle
 Dr. Edwin H. Tomas
 Dr. Mary Stephanie R. Varela

Micro-Parasitology

Dr. John Clifton Martyr - Chair
 Dr. Joan Cerrada
 Ms. Dearborn Trajera

Neuroscience

Dr. Wilson D. Tulmo - Chair
 Dr. Ma. Eugene G. Amante
 Dr. Carmelo C. Canto
 Dr. Mario Marchadesch
 Dr. Michelli Mae G. Yusay

Obstetrics – Gynecology

Dr. Luz Altarejos - Chair
 Dr. May Irene Rife
 Dr. Lucia Susan N. Antonio
 Dr. Allan Alquiza
 Dr. Kate T. Jison
 Dr. Nenita M. Llamas
 Dr. Henrietta Lucasan
 Dr. Ma. Theresa M. Maestral
 Dr. Eva T. Pechera

Ophthalmology

Dr. Cristina I. Eusebio - Section Head
 Dr. Ricardo L. Gallaga, Jr.
 Dr. Nonito B. Avecilla
 Dr. Josefina A. Yap
 Dr. Danilo P. Guanzon, Jr.
 Dr. Jay Eusebio

Orthopedics

Dr. Kim Jair Jingko - Section Head
 Dr. Franklin Tumaneng
 Dr. Anthony Kho
 Dr. Renier Gerochi, Jr.

Otorhinolaryngology

Dr. Jose Ramon M. Arriola– Chair

Pharmacology

Dr. Rafaelito Salvador - Chair
 Dr. Rhona T. Balinas
 Dr. Salve Regina S. Jesena
 Dr. Christine Marie Puey
 Dr. Larnie L. Vencer

Pathology

Dr. Hans Francis D. Ferraris - Chair
Dr. Eriberto R. Layda
Dr. Leni G. Montes
Dr. Ma. Iris V. Salazar

Dr. Walter L. Villanueva
Dr. Melanie Rose B. Zerrudo

Pediatrics

Dr. Mary Jean T. Garcia - Chair
Dr. Ma. Carolina R. Alejano
Dr. Mary Johnson Cabaluna
Dr. Maria Ceres Gay

Dr. Ma. Clarideth D. Guanzon
Dr. Jose T. Pandan
Dr. Josephine Azucena Tan

Physiology

Dr. Beverly B. Baliguas - Chair
Dr. Mary Stephanie R. Varela
Dr. Ma. Socorro J. Maravilla
Dr. Jose Maria Coruña
Dr. Alexander C. Edralin

Dr. Joaquin Moreno
Dr. Ma. Remedios R. Tomas
Dr. Ma. Vicenta Guanzon

Psychiatry

Dr. Cheryl V. Francia - Chair
Dr. Charibel Escandolor
Dr. Mae Linda de Luzuriaga

Dr. Teresa L. Montinola
Dr. Ma. Jocelyn G. Gayares

Radiology

Dr. Nenita Dumaguit - Section Head
Dr. Glen De los Reyes

Dr. Florenda B. Tubillara

Surgery

Dr. Julian Rizaldy C. Raca - Chair
Dr. John P. Alejano
Dr. Aaron Jacildo
Dr. Dean Cyril Catot
Dr. Jesus Alberto Maestral
Dr. Randy Melo
Dr. Ricardo Paolo J. Yusay
Dr. Hector G. Gayares, Jr.

Dr. Galileo Pabalinas
Dr. Christian L. Magbojos
Dr. Hamabad Ranile
Dr. Andrea Joanne Torre
Dr. Arnulfo D. Seares, Jr.
Dr. Romeo Reyes

7 ACADEMIC POLICIES & PROCEDURES

7.1 ADMISSION

Admission to the University is a privilege. The University therefore reserves the right to refuse admission to applicants or to require the withdrawal of students when it deems their presence among the student body to be inimical to the objectives of the University or to the observance of its regulations.

Applicants who, in the evaluation of the Admission Committee, are qualified to profit from the educational program of the College are admitted to the University of St. La Salle. In determining the admission of applicants, consideration shall be given to past scholastic records, present scholastic aptitude, character, recommendations as well as the applicants' acceptance of the Mission Statement and all policies, procedures, rules and regulations of the College.

7.1.1 Admission Requirements

- College Transcript of Records
- Certificate of General Weighted Average Grade
- Honorable Dismissal/Transfer Credential
- National Medical Admission Test (NMAT)
- Birth Certificate
- Recommendation from the Dean where the student obtained his/her Bachelor of Science courses (Recommendation form is provided by the school)
- Duly-accomplished Application Form
- 2 x 2 pictures – 4 copies
- Psychological Test Result
- Application Fee Receipt
- Interview

7.1.2 Admission Procedures

- Submit the following documents to the College of Medicine Office:
 - College Transcript of Record
 - Honorable Dismissal
 - NMAT Score Sheet
 - Birth Certificate
 - Recommendation from the Dean where the student obtained his/her BS courses major in Science
 - Pay the testing fee at the Business Office and take the Psychological Test at the GEC
- Pay the application fee of P 200
- Submit duly accomplished Admission Form
- Submit to panel interview
- If admitted, submit for medical check – up
- Secure admission card

7.1.3 Those accepted on a probationary status (for the first year) will have to sign a waiver that the student, in case of a failing grade, will not be allowed to take a removal exam. Any failure would mean that the student is automatically out of the program.

7.2 REGISTRATION

7.2.1 Registration

Only students who are officially registered will be allowed to attend classes and receive credit for course work.

7.2.2 Late Registration

Absence from class due to late registration is counted against the allowed number of absences in class. A penalty is charged for late registration.

7.2.3 Refunds

A student may seek a refund if he/she withdraws or transfers within two weeks of the beginning of classes after he/she has paid pertinent tuition and other fees in full or for any length longer than one month. However, he/she is charged 10% of the total amount due for the term if he/she withdraws within the first week of classes, and 20%, if within the second week of classes, regardless of whether or not classes were attended.

The student will be charged all school fees in full if he/she withdraws any time after the second week of classes. However, if the transfer or withdrawal is due to a justifiable reason, the student shall be charged pertinent fees only up to and including the last month of attendance.

Full refund shall be made to students for any course or subject discontinued by the school.

The school may withhold issuance of transfer credentials to students until they have fully settled all financial obligations with the school.

7.3 ATTENDANCE

7.3.1 Attendance

Attendance in all classes and/or academic activities is required.

Students who for any reason (excused or not) are absent in more than 20% of the total number of hours in any particular course will be given a grade of 74.

7.3.2 Dropping of Subjects

The College of Medicine follows the "all or none law" and does not allow dropping of subjects. A student who fails to attend his/her classes as stated above will be given a failing grade.

7.3.3 Leave of Absence/Withdrawal

Application for leave of absence (LOA) or withdrawal should be accompanied by a letter addressed to the Dean specifying the reason for the leave of absence or withdrawal.

Students who are dropped from the rolls for academic reasons cannot be re-admitted to the college.

Regardless of the time of filing of the leave of absence, only students whose class standing is passing at the time of such leave of absence can apply for re-admission.

Leaves of absence are for a period of one year only. In exceptional cases, a leave of absence may be extended for another year. Students who fail to re-enroll after the (2) years, but not more than seven years of LOA, may upon the discretion of the Dean, be re-admitted after passing a validation examination on the subjects of the last completed school year.

A student is considered to have terminated his/her connection with the College and is ineligible for re-admission if he/she:

- With draws without notice; or
- is absent without leave of absence for more than two weeks, except for fourth year students for whom a separate rule applies; or
- fails to register for any semester unless a leave of absence has been requested and officially approved.

7.4 EXAMS

7.4.1 Examination and Other Evaluation

The academic performance of the students is evaluated mainly by means of any combination of the following forms of evaluation:

- daily short quizzes
- bi-weekly long examinations
- semestral examinations
- practical examinations
- final examinations
- other forms of evaluation like recitation and submission of reports which may be employed by the faculty

7.4.2 Comprehensive Examinations (Revalida)

Just before the end of the academic year, a comprehensive (Revalida) examination will be given to 2nd year (all Basic Sciences subjects) and to 4th year (all Basic and Clinical Sciences subjects) students. Passing the revalida is requirements for graduation. This exam will assess how prepared the students are for the Medical Board Examinations.

7.4.3 Absence During Scheduled Examinations

The following are valid (excusable) reasons for missing a scheduled evaluation/examination:

- death of an immediate member of the family (parent, spouse, sibling, or children);
- physical incapacity due to accident; and
- physical incapacity due to illness.

If a student will not be able to take a scheduled exam due to any of the foregoing reasons, the same must be communicated in advance to either: the Dean, the Department Chairperson and the faculty concerned.

Physical incapacity due to accident or illness, to be excusable, must be verified by a medical certificate issued by the Dean and the College Secretary. Mere submission of a medical certificate when the accident or illness is unverified may not be acceptable for this purpose.

Any other excuse or any other reason/ circumstance not covered above shall be subject to the discretion of the Department Chairperson concerned or the Dean of the College.

Make-up examinations when allowed or agreed upon by the Department Chair concerned must be taken or completed within two (2) weeks after reporting back to school and after payment of the designated tariff.

7.4.4 Remedial Examinations

A student with a GPA of 73.4 -74.4 at the end of a course may be given a chance to take a comprehensive remedial examination. Failure in this examination will mean failure in the course.

Students on probationary status are not allowed to take the removal exams.

7.5 GRADING SYSTEM

Instructors inform their respective students of their term grades within two (2) weeks after the examination. Final grades are obtained from the Registrar's Office three (3) weeks after the submission of grades. A permanent record of a grade for each course is made only at the end of each term. Grades are determined from recitation, quizzes, examinations, and other methods of evaluation depending on the faculty. No grades below 65 will be given to the students.

7.5.1 Grade Equivalence

1.5	to	1.0	95 to 100	Superior
2.0	to	1.6	90 to 94	Very Good
2.5	to	2.1	85 to 89	Good
3.0	to	2.6	80 to 84	Average
3.5	to	3.1	75 to 79	Passing
5.0 and below			74	Failure

W Official withdrawal from subject

D 5.0 Dropped with a failure due to violation of attendance policies and prescribed procedures on withdrawal.

The faculty evaluates the students on the basis of their academic achievement as well as in the attitude they manifest in the classrooms, laboratories, wards and the community.

7.5.2 Changes in Grades

Errors in the entry of grades may be corrected after the instructor concerned explains, in writing, to the Department Chairperson and the Dean his/her reasons for the change and secures their approval. Changes in grades must be done before the Registrar submits these to the CHED.

7.5.3 Completion of Incomplete Grades

An incomplete (INC) has to be completed within one year after incurring the grade; otherwise, the incomplete automatically becomes a 74.

Students who wish to enroll in any succeeding year level should have passed all subjects of the previous year level at the time of enrolment.

The manner of completion shall be prescribed by the faculty member in charge of the subject.

7.6 PROGRESSION/RETENTION/DISMISSAL POLICIES

7.6.1 Progression

A student must pass ALL SUBJECTS of a year level in order to be promoted to the next year level. Failure in one subject will mean retention in that year level. All failures and promotions will be reviewed by the Execom.

In exceptional circumstances, the Dean may have the option to exercise his executive prerogative for the final decision.

7.6.2 Dismissal Due to Academic Deficiencies

The following are grounds for dismissal from the College due to academic deficiencies:

- Failure in more than 40% of the normal academic load for the year;
- Failure in any course twice; and
- Failure to complete all the requirements of the MD degree within eight (8) academic years, exclusive of all leaves of absence.

7.6.3 Honorable Dismissal

A student in good standing who desires to sever his connection with the College can be granted an honorable dismissal if he submits a formal request to that effect to the Dean.

An honorable dismissal means the student withdraws in good standing as far as character and conduct are concerned and is not reflective of the student's academic standing.

A student is not entitled to an honorable dismissal if the cause of this separation from the College is either suspension or dropping or expulsion due to infraction of rules on discipline. In such cases, his transcript of records will accordingly include a statement on the disciplinary action rendered against him.

7.7 SCHOLARSHIPS

7.7.1 Negros Occidental Provincial Medical Scholarship Grants

The Local Government Unit (LGU) of the student's origin may recommend scholarship applicants to the Province of Negros Occidental, which in turn, will screen the applicants and submit a list to the University. The applicants must be residents of the Province and should pass the screening procedures of the University. Upon licensing and prior to residency, grantees will be required to serve any government hospital or clinic in Negros Occidental 100 volunteer - hours per scholarship year.

To retain the grant, the student should have a minimum semestral Grade Point Average (GPA) of 80, with no failing grade in any subject and should exhibit exemplary behavior.

There are eight scholarship grants at any given year.

7.7.2 The Dr. Joseph Michael Gensoli-De Ungria Memorial Scholarship

8 CURRICULUM

8.1 PROGRAM OF STUDY

The four-year medical course generally proceeds from a study of the normal to the unwell human being. Most of the subjects are yearly courses, which are taken up for two semesters of about 20 weeks, per semester. Of the 40 weeks, some 32-34 weeks are allocated to structured teaching-learning activities while the rest are devoted to integration, review and evaluation.

The first year covers normal Human Anatomy, Biochemistry, Physiology, and Family and Community Medicine. Class lectures are complemented by slide/film media and laboratory work in small groups.

The second year focuses on Pathology, Microbiology and Parasitology, Pharmacology, Family and Community Medicine and introductory courses in clinical subjects. In smaller groups, students begin to encounter patients in actual hospital situations. They are introduced to history taking and physical examination.

The third year deals with lectures on common diseases encountered in clinical practice as well as, to a limited extent, academically interesting rare/exotic conditions. Pathophysiology is reviewed while clinical features, diagnostic approaches and principles of management are highlighted. The third year curriculum also includes practical case discussions with a faculty preceptor. Legal Medicine and Medical jurisprudence is offered in this year level.

The training in the fourth year or clinical clerkship is mainly spent in actual patient care, as part of the medical team. Hospital rounds and group discussions give the students a good perspective on diagnosis, management and bedside manners. For 52 weeks, the clerks rotate in different departments and hospitals. Evaluation is done periodically.

As part of their rotation in Family and Community Medicine, the fourth year students live for a period of five weeks in selected barangays in Bago City, which is our main Community Outreach Center. During this period, they participate in community organizing, training, participatory action research and provision of health services.

Their efforts are directed mainly towards promotive and preventive medicine such as immunization, case-finding and health education. Under the supervision of a Public Health Specialist they also help provide curative services.

For the past few years there has been a growing interest in the field of Bioethics with more and more researches being conducted on human subjects. The College is one of the first institutions to incorporate Bioethics in its curriculum with the aim of providing students with ethical and moral values that will mold them into good and caring physicians in the future.

The curriculum also incorporates the Terminal Competencies laid down by CHED which aims to equip our medical graduates with knowledge and skills to assume any of the following roles:

- Health Care Provider
- Teacher/Academician
- Researcher
- Administrator/Manager
- Social Mobilizer

8.2 METHOD OF INSTRUCTION

The entire medical curriculum is presented to the students in the highest degree of integration possible. Hence, topics covered in the different courses are made inter-related and follow each other in a sequential manner. In general, the topics covered proceed from the normal to the abnormal and from the lower to the higher levels of organization.

The 32-36 weeks per year of structured teaching-learning activities usually consist of morning didactic and afternoon laboratory or ward preceptorship sessions. Specific behavioral objectives and/or course outlines are prepared and distributed to the students in advance. The class sessions are designed to maximize student learning through peer-peer and peer-teacher interaction, and independent study.

8.3 STRUCTURED CURRICULUM

First Year Subjects	Units per Semester		Hours per Week	
	1st	2nd	Lec	Lab
Human Anatomy	13	13	6	8
Physiology	6	6	4	4
Biochemistry	6	6	4	4
Family & Community Medicine I	3	3	2	0
Neuroscience I	3	3	3	0
Psychiatry I	1	1	1	0
Bioethics I	1	1	1	0
Perspectives in Medicine	1	1	2	0
	34	34		

Second Year Subjects	Units per Semester		Hours per Week	
	1st	2nd	Lec	Lab
Neuroscience II	2	2	2	0
Pathology	8	8	6	4
Microbiology	7	0	4	6
Parasitology	0	5	2	2
Physical Diagnosis	5	4	4	0
Family & Community Medicine II	4	4	4	0
Pharmacology	6	6	2	2
Psychiatry II	1	1	1	0
Surgery I	0	2	2	0
Radiology I	0	2	2	0
Obstetrics & Gynecology I	0	2	2	0
Pediatrics I	0	2	2	0
Bioethics II	1	0	1	0
	34	38		

Third Year Subjects	Units per Semester		Hours per Week	
	1st	2nd	Lec	Lab
Clinical Pathology	2	2	2	0
Medicine	8	8	8	0
Surgery II	5	5	6	0
Pediatrics II	5	5	6	0
Obstetrics & Gynecology II	5	5	6	0
Family & Community Medicine III	6	6	4	4
Clinico-Pathologic Conference	2	2	0	2
Psychiatry III	1	1	1	0
Legal Medicine	1	0	1	0
Medical Jurisprudence	0	1	1	0
Otolaryngology I	0	1	1	0
Ophthalmology I	1	0	1	0
Clinical Pharmacology	1	1	1	0
Orthopedics	0	1	1	0
Bioethics III	1	1	1	0
	38	39		

Fourth Year (Clinical Rotation) # weeks

Medicine	10
Pediatrics	8
Surgery	8
Obstetrics & Gynecology	8
Family & Community Medicine	6
Psychiatry	2
Ophthalmology	2
Orthopedics	2
Otorhinolaryngology	2
Electives	2
Bioethics IV	(1 year)
	<hr/> 50 weeks

8.4 DESCRIPTION OF COURSES

**ANATOMY
(First Year, First & Second Semester)**

The course consists of classroom discussions with the aid of projection slides, transparencies and actual demonstrations and laboratory work consisting of cadaver dissection, brain dissection and microscopy sessions. The traditional subdivisions of Anatomy, which are Gross Anatomy, Histology and Embryology are integrated into one course. At appropriate points during the course, the students are introduced to the basic principles and application of radiographic anatomy as well as clinical anatomy. Sessions are held to include projection of normal radiographs of various anatomical structures. There is emphasis on cross-sectional anatomy of various body parts and examples of CT-scans are shown to the students. Embryologic considerations are geared towards the understanding of common congenital anomalies. Each student is provided a box of histology slides usable for the entire year. Microscopes are available to the students on a one-to-one basis during laboratory sessions. Each group of students is provided with a set of disarticulated bones. Models, charts and articulated bones are available for student use.

ANESTHESIA (Elective)
(Fourth Year, 1/2 month)

Clerkship rotation in Anesthesia is a half-month elective course, which consists of both didactic and clinical applications of some basic procedures. The didactic program is oriented towards the review of related basic sciences like Anatomy, Physiology, Pathology, Pharmacology, Physics and Chemistry as applied to Anesthesia. At the end of the rotation, the students are expected to be able to understand the basic principles of anesthesia; effectively monitor, assess and take care of post-operative patients; attend to airway management problems including endotracheal intubation; help perform life-saving and supportive measures as a member of the Cardio-Pulmonary-Cerebral-Resuscitation team (CPCR); and do lumbar tap.

BIOCHEMISTRY
(First Year, First & Second Semester)

The course consists of lectures, discussions, problem sets and slide presentations that start with the biochemistry of proteins, nucleic acids, carbohydrates and lipids, enzyme chemistry and regulation of enzyme activity to provide an in-depth understanding of the metabolic interrelationships and control at the cellular and tissue levels. The biochemistry of membrane structure and transport, immunoglobulins, blood coagulation, muscle contraction and hemoglobin metabolism is discussed. Molecular genetics, control of gene expression, developments in recombinant DNA technology and genetic engineering, xenobiotics, oncogenes and cancer are also discussed. Attention is called to biochemical derangements in commonly occurring clinical states or genetic abnormalities to provide clinical relevance. In the latter part of the course, the biochemistry and functions of essential elements are discussed. Nutritional concepts and biochemical basis of nutrition is emphasized. Finally, the homeostatic role of hormones and the control of body fluid neutrality are discussed from the biochemical point of view.

Laboratory experiments and journal reports designed to complement some of the clinically relevant aspects of the lectures are performed. Local cases of malnutrition are also presented.

BIOETHICS I
(First Year, First & Second Semester)

The course involves the study of the fundamental concepts of general ethics and the foundations of Bioethics. Here, students are made aware of their moral responsibilities as Catholic physicians as they exercise their profession. Emphasis is given on the discernment of the basis of decisions for these to be moral ethical. The course also includes related values and virtues necessary for ethical practice of medicine.

Formal lectures and discussions are used as the means of instruction. Student evaluation is made through written examinations.

BIOETHICS II
(Second Year, First Semester)

The course involves the study of the specific bioethical principles as they are applied in concrete cases as well as bioethical issues that may arise from the different medical procedures (whether diagnostic or therapeutic) in each specific discipline in medicine.

Formal lectures, small group discussions, and case solving for a are utilized. Student evaluation is based on written examinations as well as participation in group activities.

BIOETHICS III (Third Year, First & Second Semesters)

The course is a continuation of Bioethics II.

BIOETHICS IV (Fourth Year, 12 hours)

The course deals with topics that are corollary to the whole course in Bioethics. Emphasis is on ethical issues personally encountered by the student as they rotate in various clinical disciplines. This is the final stage of preparing the students to practice medicine in the light of Christian values.

The methodology is mainly through conferences and small group discussions.

COMMUNITY MEDICINE I (First Year, First & Second Semesters)

The course involves didactics and field work in the following general areas:

- Family Medicine which is concerned with the concepts of and the environmental factors related to health. The main focus is on the family as a social unit of health and health care within the community. Emphasis is made on the structure, function and dynamics of a typical Filipino family and how these affect behavior and health status.
- Biostatistics which is concerned with statistical concepts, principles and methods in the collection, organization (presentation, analysis and interpretation) of health and health-related data. Actual data collected in a community and class exercises are given for quantitative analysis.
- Demography is the study of population dynamics, factors affecting population growth, population estimation, implications of a high population increase, fertility rates and analysis of the Philippine population profile.

COMMUNITY MEDICINE II (Second Year, First & Second Semesters)

The course involves the study of the principles and methods in disease occurrence in human populations and of the factors that influence these patterns (Epidemiology) as well as the concepts, principles and methods of prevention and control of diseases and the promotion and maintenance of health (Preventive Medicine).

Actual student exposures to the application of concepts in epidemiology and preventive medicine are facilitated through group learning in Community Diagnosis and Research Methods.

This one-year course is divided into a full semester of didactics reinforced by exercises before going to fieldwork in the next semester.

Evaluation of standard performance is based on a collective assessment of written examinations, participation in community diagnosis and research as well as quality of these projects.

**COMMUNITY MEDICINE III
(Third Year, First & Second Semesters)**

The course involves the following general topics in COMMUNITY MEDICINE: the Philippine health situation, primary health care, public health administration, education and economics, community organizing, the different Department of Health programs and vital registration and medical records. Fieldwork enables students to plan, implement and evaluate health action programs in the community utilizing the principles and tools of Community Medicine. The course will prepare students to assume the role of a public health administrator and educator.

**COMMUNITY MEDICINE CLERKSHIP
(Fourth Year, 1 1/2 months)**

The course involves the comprehensive application of all the concepts, principles, methods and tools learned from the first to the third year. The students participate in the promotive, preventive, curative and rehabilitative functions of the Comprehensive Community Health Program of the University of St. La Salle College of Medicine as a member of the health team.

**LEGAL MEDICINE & MEDICAL JURISPRUDENCE
(Third Year, First & Second Semesters)**

The course deals with the basic rules of evidence and the basis for malpractice suits. Medico-legal aspects of injuries, deaths and crimes against persons are covered. Proper court behavior and testimony for the furtherance of justice is emphasized.

**PHYSICAL DIAGNOSIS – MEDICINE 1
(Second Year, First & Second Semesters)**

The course consists of lectures and discussions on the proper approach to data collection or history taking. Basic methods of inspection, palpation, percussion and auscultation of each organ/system of the body are also discussed and demonstrated. The anatomic and physiologic bases of normal findings as well as findings in disease are explained.

Students are assigned activities in the ward where they apply basic principles of history taking and physical examination under the guidance of faculty members.

**MEDICINE II
(Third Year, First & Second Semesters)**

This course includes lectures and clinical preceptorial work in Internal Medicine.

Lectures which emphasize clinical features, diagnosis and therapeutic management of common medical disorders are given in the various specialties of Internal Medicine which include Cardiology, Pulmonary diseases, Nephrology, Endocrinology, Rheumatology, Allergology, Immunology, Neurology, Dermatology, Oncology, Clinical Nutrition, Medical Genetics, Rehabilitation Medicine, Medical Toxicology, and Gastroenterology. Clinical hospital preceptorship is a continuation of Physical Diagnosis in the second year. However, emphasis is on discussion of patients and their diseases in relation to clinical features, diagnostic features and principles of therapeutic management. Logical approaches to making impressions and assessment of cases based on data gathered are emphasized.

MEDICINE CLERKSHIP
(Fourth Year, 2 1/2 months)

Clinical Clerkship is designed to provide the Clinical Clerk the means to learn and acquire basic knowledge and skills in the practice of Medicine through patient exposure, both in the outpatient and in-patient services.

MEDICINE (Elective)
(Fourth Year, 1/2 month)

The course involves clinical preceptorship with various medical specialties, exposing the student to the medical specialists' ways and methods of conducting their medical practice. At the end of the elective period, the student is required to submit a research paper on any topic relevant to the training.

MICROBIOLOGY & PARASITOLOGY
(Second Year, First & Second Semesters)

The integrated course of Microbiology and Parasitology introduces the students to the various characteristics of both pathogenic and non-pathogenic microbial and parasitic agents that may affect man. Initial discussions are focused on the classification, basic structure, growth, mode of reproduction and transmission of various forms of microbial agents such as bacteria, fungi, viruses, rickettsia and parasitic protozoans and helminthes. Emphasis is given to the causative agents of disease, their antigenic structures, infective forms to man, pathogenesis and the factors affecting it, host immunologic responses, resulting signs and symptoms, diagnosis, as well as prevention and control. The major thrust includes the pathogenic agents that are endemic in the Philippines and its neighboring countries. Those agents that are not endemic in the Philippines but are considered major threats to mankind due to their worldwide distribution are also discussed.

Lecture sessions comprise of a combination of formal lectures, small group discussions and case analysis. The laboratory component of the course provides the students the opportunity to examine fresh and fixed preparations of infectious agents and a hands-on-experience with the different diagnostic procedures applied in community and hospital-oriented research projects.

NEUROSCIENCE I
(First Year, 2 Semesters)

The course introduces neurologic examination and the anatomic, physiologic and biochemical basis and principles of normal neurological processes and some common neurologic disorders. The course provides the basic background for diagnosis of common neurologic conditions.

NEUROSCIENCE II
(Second Year, 2 Semesters)

Neuroscience II is a 2 hr/week 2-semester course for second year medical students. It integrates and applies the basic concepts of Neuroscience to clinical practice. The course provides the students with the necessary skills and tools in the recognition and diagnosis of neurological diseases.

OBSTETRICS & GYNECOLOGY I – PHYSIOLOGIC OBSTETRICS (Second Year, Second Semesters)

The course is composed mainly of didactic sessions with four weeks of ward preceptorship. The first semester is devoted to the study of Pathologic Obstetrics which deals with the pathophysiology, diagnosis and management of abnormal obstetrical conditions. The ward preceptorship is geared towards developing diagnostic skills by actual exposure to patients under the guidance of the department's faculty members.

During the second semester, common gynecologic conditions, their pathophysiology, diagnosis and management are taken up.

OBSTETRICS & GYNECOLOGY II (Third Year, First & Second Semesters)

The course covers all pathologic obstetrical and gynecological cases. The students are given introductory clinical exposure to obstetrical and gynecological cases.

OBSTETRICS & GYNECOLOGY CLERKSHIP (Fourth Year, 2 months)

The clerkship program is designed to give the students a firm grasp of Obstetrics-Gynecology and experience in the management of normal and pathologic obstetrical conditions, the anatomical and physiological variants which follow child birth, and gynecologic abnormalities not necessarily related to reproduction.

Students are assigned cases for diagnosis and management under the direct supervision of the attending staff and residents. The students are responsible for accomplishing the preliminary history and physical examination and participate in the pre-natal care, conduct of labor and delivery and after-care of patients. They also assist in gynecologic surgeries and participate in post-operative care.

OBSTETRICS & GYNECOLOGY (Elective) (Fourth Year, ½ month)

This elective course in Obstetrics and Gynecology is similar to the clerkship program. However, emphasis is on the development of basic operative skills and common out-patient procedures.

OPHTHALMOLOGY I (Third Year, First Semester)

This course deals with the basic principles of Ophthalmology. The first six hours are devoted to a review of the anatomy, embryology, physiology and biochemistry of the eyes. The principles of each procedure, as well as those of the newer and more sophisticated diagnostic tools are explained. Lecture demonstrations are given on common diseases of the eye with particular emphasis on those conditions encountered in the Philippines.

OPHTHALMOLOGY CLERKSHIP (Fourth Year, ½ month)

Clinical Clerkship consists of actual exposure to patients involving history taking, physical examination and management of cases. Students go on morning rounds with consultants and attend daily department conferences.

OTORHINOLARYNGOLOGY (Third Year, First Semester)

The course consists of group discussions, lectures, question and answer sessions and a series of weekly examinations given in two-hour sessions.

The specific areas that are covered are the ears, nose and para-nasal sinuses, the oral cavity, the major salivary glands, the pharynx and its subdivisions, the larynx down to the tracheobronchial tree, and the esophagus. The discussions include inflammatory and infectious lesions, congenital defects, traumatic lesions, foreign bodies and neoplastic lesions of the head and neck.

Special emphasis is given to the logical methods of arriving at a precise diagnosis. The current recommended modality in the management of each case is outlined. Basic tests for the examination of hearing and aural rehabilitation are also briefly discussed.

OTORHINOLARYNGOLOGY CLERKSHIP (Fourth Year, 1/2 month)

This is a ½ month clinical rotation consisting of 24-hour emergency room and ward duties, out-patient assignments, conferences and case presentations, bedside patient discussions and assistance in operations.

Theoretical knowledge gained from the third year course in Otorhinolaryngology is given practical application. Special emphasis is given to developing skills in obtaining clinical histories of patients with ear, nose and throat complaints, learning the proper techniques in an ENT examination, arriving at a precise diagnosis and planning and instituting the treatment.

The bases for student evaluation are the student's actual clinical performance and attitudes, practical and written examinations and rating of reports submitted.

GENERAL PATHOLOGY (Second Year, First & Second Semesters)

The course deals with the study of the causes and nature of diseases, together with corresponding anatomical and functional changes. The first part of the course deals with the general pathologic processes, cell injury, inflammation and repair, infectious diseases, immuno-pathology and principles of neoplasia. The second part is devoted to the study of diseases affecting each organ system. The course is designed in such a way that the basic principles learned during the first part become the basis for understanding the disease processes affecting the various organ systems. Emphasis is placed on those diseases that are common in the locality and/or of clinical interest. Rare diseases that are common in the locality and/or of clinical interest are discussed and presented only in so far as they contribute to the understanding of the mechanisms of diseases. In each of the diseases, the student is required to know the etiology, pathogenesis or pathophysiologic mechanisms, the characteristic morphologic (gross and histopathologic) alterations and the clinical and laboratory findings.

Laboratory sessions consist of demonstration of gross autopsy and surgical specimens, microscopic study of histopathologic slides and performance of simple routine laboratory examinations of actual clinical cases. The laboratory activities are dovetailed with the subject matter of the didactic sessions.

CLINICAL PATHOLOGY
(Third Year, First & Second Semesters)

The course deals with the various important laboratory examinations used in the diagnosis of diseases with emphasis on the principles behind the tests, normal values, the diseases or conditions that give rise to the abnormality in the tests, the advantages and disadvantages of the tests, and the possible sources of error.

This will provide adequate technical and clinical information for better understanding, selection, and interpretation of the different laboratory procedures.

CLINICO-PATHOLOGIC CONFERENCE
(Third Year, 1st Semester)

The clinical histories of selected surgical pathology and autopsy cases from the hospital or community are presented and discussed by the students, residents and members of the faculty and consultant staff. The pathological findings of the cases are also subsequently presented and discussed.

PATHOLOGY (Elective)
(Fourth Year, 1/2 month)

The course covers a ½ month stay in the department during which the Clinical Clerk must perform at least one autopsy and prepare the corresponding protocol which should include the gross and microscopic findings and the final anatomic summary and interpretation. In addition, he must present one journal report on a selected topic in Anatomic and Clinical Pathology.

PEDIATRICS I
(Second Year, Second Semester)

This is a competency-based course given in the second semester as a weekly two-hour didactic session. Areas covered include an introduction to the course; pediatric data gathering, recording and presentation; fetal circulation; normal newborn; genetics; growth and development; psychological development; nutritional assessment and nutritional disorders; and preventive pediatrics. The students are also given actual experiences in applying basic principles of history-taking and physical diagnosis of patients in the ward.

PEDIATRICS II
(Third Year, First & Second Semesters)

The course is didactic and competency-based, which in the first semester, involves a review of pediatric data gathering and presentation; the abnormal newborn; hyperbilirubinemia of the newborn; preventive pediatrics; respiratory disorders including TB; gastro-intestinal disorders; infectious diseases with emphasis on commonly occurring diseases in the Philippines; allergy and immunology; and renal disorders.

The second semester deals with pediatric sub-specialties such as hematology, oncology, otorhinolaryngology, ophthalmology, dermatology, cardiology, endocrinology,

rehabilitation and therapeutics. Towards the end of the course, lectures on pediatric procedures and emergencies are given.

PEDIATRIC CLERKSHIP (Fourth Year, 2 months)

The Clerkship program is designed to give the students a firm grasp of basic Pediatrics, and experience and understand the clinical spectrum of diseases as they occur in infants and children. They become more acquainted with problems in preventive pediatrics. They learn the proper habits and attitudes with regard to doctor-peer-parent-patient interaction.

Students are assigned cases for diagnosis and management under the direct supervision of the attending consultants and resident staff. The students are responsible for the initial history and physical examinations and participate in the care of the newborn and in diagnostic and therapeutic procedures. The students play active roles in patient care and attend a series of conferences, lectures, and ward rounds.

PERSPECTIVE IN MEDICINE (First Year, First & Second Semesters)

The course is designed to introduce the freshmen to the various aspects of Medicine such as basic principles in the teaching and learning process and the use of instructional objectives.

Guest speakers are invited to share their experiences in their different fields of expertise like research, teaching, community service and sub-specialization in private practice. Special training programs in Basic Cardio-pulmonary Resuscitation (CPR) are conducted by experts to show how medical personnel should behave in an emergency situation. Students are required to demonstrate CPR and practice among themselves or with mannequins.

The students also learn important events and personalities that contributed to the evolution of the modern day practice of medicine through group reports, dramatizations, handouts and formal lectures.

Students' evaluation is accomplished through written examinations, return-demonstrations and graded group reports.

PHARMACOLOGY – BASIC (Second Year, First & Second Semesters)

The second year Pharmacology course introduces basic pharmacologic tools necessary for rational drug use in the diagnosis, treatment, and prevention of disease processes. Two hours of each week are devoted to didactic sessions concerning basic pharmacokinetic principles like drug absorption, distribution, biotransformation and excretion with emphasis on prototypic drugs. The students learn the pharmacodynamics of drugs that specifically include mechanisms of drug action, therapeutic and adverse drug reactions, drug interactions and in some cases, structure – activity relationships.

In the first semester, four hours of each week are devoted to experimental pharmacology and conferences. The former is designed to enable the students to analyze for themselves, actions of drugs on isolated tissues and on intact animals and whenever feasible, in humans. The course also aims to familiarize students with some research techniques used in the study of drugs. Generally, topics not given in lectures are discussed

in small group conferences, student reports and role playing that maximize student participation and cooperation.

Laboratory hours in the second semester are devoted to research work under the guidance of the faculty members of the department.

PHARMACOLOGY – CLINICAL (Third Year, First Semester)

Clinical Pharmacology is designed to enable the students to learn how to apply basic pharmacologic principles given in the second year in the diagnosis, treatment, and prevention of disease processes. Cases and topics in Clinical Pharmacology and Therapeutics are chosen to help the students learn rational drug therapy that will be valid for drugs currently available and possibly for future drugs as well. Two hours of each week are devoted to the study and analysis of actual or simulated cases with emphasis on therapeutic management. These exercises are designed to hone the students' skills in making rational therapeutic decisions and individualizing drug therapy.

PHYSIOLOGY (First Year, First & Second Semesters)

The course involves the study of the functions and the interrelationships that exist among cells, tissues, organs and systems and the human body as a whole. Autoregulatory and control mechanisms are emphasized to give students an in-depth understanding of the important homeostatic mechanisms responsible for maintaining normal function. In the second semester, special topics are taken up which include higher functions of the central nervous system like learning and memory, sleep and consciousness, space physiology, physiology of exercise, regulation of body temperature and aging.

Functions are correlated with Human Anatomy and Biochemistry at all levels and integrated with clinical applications and demonstrations in the later part of the course.

Laboratory sessions consist of experiments done on human subjects whenever possible. The experiments are designed to develop in the students the proper skills and attitudes in analyzing problems based on the experimental data obtained.

PSYCHIATRY I (First Year, First & Second Semesters)

The course presents the history and development of Psychiatry, an overview of the major concepts of personality development, and the different schools of thought of Psychiatry. It concentrates on the biologic, cognitive, psychosocial, psychosexual and moral aspects of personality development from birth to late adulthood and the implications of developmental arrest and psychopathology. It includes the structural components of the psychic apparatus and the different coping mechanisms as a means of handling frustrations and crises.

PSYCHIATRY II (Second Year, First & Second Semesters)

The course provides a background knowledge of the concepts of illness as a stressor, the multidimensional approach in psychopathology, adult human sexuality, and stress management. An introduction on the use of DSM-III-R in the classification of psychiatric disorders, the principles of communication, doctor and patient relationship, the

basic principles of psychiatric interview, history taking and mental status examination are emphasized.

PSYCHIATRY III
(Third Year, First & Second Semesters)

The course deals with the study of the signs and symptoms of various types of psychiatric disorders and the selection of the appropriate mode of treatment for each of these disorders. It gives an overview of crisis intervention in psychiatric emergencies, and provides an introduction to consultation-liaison psychiatry.

PSYCHIATRY CLERKSHIP
(Fourth Year, 1/2 month)

The course provides the student with an opportunity to enhance his competency in psychiatric history taking, performing an adequate mental status examination, identifying signs and symptoms of the different psychiatric disorders, and proposing a treatment plan during a half- month clinical rotation. There is a refocus in psychiatric emergencies through didactics and teaching experiences.

RADIOLOGY I
(Second Year, Second Semester)

The course deals with the study of the fundamental principles of radiation physics, radiation biology and protection, photochemistry, film critique and interpretation. It also covers the basic principles in diagnostic radiology subspecialties such as Ultrasonography, Computed Axial Tomography, Interventional Radiology, Magnetic Resonance Imaging and Therapeutic Radiology.

RADIOLOGY (Elective)
(Fourth Year, 1/2 month)

The course deals with the application of fundamental principles of Radiology. Special emphasis is given to actual interpretation of normal and abnormal findings in radiographs of the skull, chest, abdomen, pelvis, spine and extremities both plain and contrast. Familiarization with ultrasound images of the abdominal and pelvic organs both normal and abnormal is also included.

REHABILITATION MEDICINE (Elective)
(Fourth Year, 1/2 month)

This is a 1/2 month program involving the study of patients with disabilities attributed to medical, surgical or pediatric conditions. Emphasis is on the management of cases commonly seen in the department like cerebro-vascular accidents, Bell's palsy, peripheral nerve injuries, fractures, burns, arthritis, post-poliomyelitis and cardio-pulmonary conditions.

SURGERY I
(Second Year, Second Semester)

The course deals with basic concepts and principles in Surgery. It consists of didactic lectures covering basic topics like nutrition, shock, infection, wound healing, fluids and electrolytes, oncology, transplantation, minor surgery, complications of surgery, metabolic response to injury and anesthesia.

Preceptorial sessions are conducted where patients are assigned to students and discussions revolve around the topics lectured. Animal surgery sessions are held to

familiarize the students with principles of asepsis, minor surgery, and anesthesia so as to enable them to perform surgical procedures; and introduce them to instruments, sutures and the various roles of the members of the surgical team.

SURGERY II (Third Year, First & Second Semesters)

Clinical Surgery in the third year aims to acquaint the students with the common surgical disorders among Filipino pediatric and adult patients, with reference to the alimentary tract, endocrine system, genito-urinary tract, nervous system and integumentary system.

The course consists of two parts: General Surgery covering the head and neck, breast, skin and soft tissue, and abdomen; and Specialty Surgery covering Thoraco-Cardiovascular, Plastic, Orthopedic, Pediatric and Neurosurgeries, and Anesthesiology.

The didactic sessions emphasize the clinical manifestations, natural course, etiology, diagnosis and differential diagnosis of the common general surgical and specialty surgical diseases.

Bedside preceptorships are scheduled twice a week. Students are assigned patients who are later presented to and discussed with the preceptor.

SURGERY CLERKSHIP (Fourth Year, 2 months)

The course consists of a two-month rotation in the Department of Surgery during which the clinical clerks are assigned patients.

The primary aim of the course is for the students to be able to recognize the common surgical disorders seen among adults and children, know the principles underlying the diagnosis and treatment of such surgical conditions, and understand the principles involved in the actual management of patients.

Through their exposure in the in-patient and out-patient departments of the hospital and by assisting in the performance of minor and major surgical operations, the students acquire the proper attitude and necessary skills needed to actively participate in the diagnosis and treatment of surgical diseases.

SURGERY (Elective) (Fourth Year, 1/2 month)

This is a 1/2 month rotation which is similar to Clinical Clerkship. However, the emphasis is on the reinforcement of recently-acquired knowledge, attitudes and skills for better patient care through the incorporation of the student into the Surgical Team.

ORTHOPEDICS I (Third Year)

The course provides basic knowledge on the anatomic basis as well as pathophysiology of common orthopedic injuries and diseases. The course also teaches basic skills in history-taking and clinical examination of orthopedic conditions.

ORTHOPEDICS II (Fourth Year)

The course provides the basic principles in diagnosis and management of fractures and other orthopedic conditions. The course also teaches the basic skills in management of orthopedic conditions.

9 CLINICAL CLERKSHIP PROGRAM

9.1 General Description of the Hospitals / Institution for Training:

9.1.1. **Corazon Locsin Montelibano Memorial Regional Hospital** is a Regional Tertiary Hospital under the department of Health with a bed capacity of about 500 beds. It has the following training programs duly accredited by their respective specialty boards:

- Internal Medicine
- Pediatrics
- OB-Gynecology
- General Surgery and its Subspecialties of Neurosurgery, Pediatric Surgery, Plastic Surgery and Urology
- ENT
- Orthopedics
- Ophthalmology
- Anesthesia

9.1.2. **Dr. Pablo O. Torre Memorial Hospital**

Considered one of the most modern tertiary hospitals in the region, it is one of the prime movers in the health care industry in Western Visayas and stands as a living memento of its founder's undying dream and ambition – to serve the health needs of the community. With 300-bed medical center and tertiary institution, strongly committed to the best in diagnostics and specialized hospital treatment.

9.1.3. **The Doctor's Hospital, Inc.**, a Level 4 Tertiary Care hospital has established itself as an institution catering to the needs not only of Bacolod City but of the whole province of Negros Occidental for the last 60 years and the second largest hospital in Bacolod City with a 150 bed capacity.

4. To emphasize the team and multi-disciplinary approach in patient care.
5. To prepare them adequately for the PGI program.

93.3 Competencies:

1. History taking and physical examination
2. Ordering and interpretation of appropriate laboratory examinations and formulation of correct diagnoses and treatment
3. Appropriate bedside manners
4. Develop written and oral communication skills
5. Learn the various technical skills e.g. IV insertions, NGT insertions, lumbar taps, excision of masses, etc. under direct supervision
6. Specific competencies as detailed in each Department's curricula.
7. Basic Life Support Skills.

93.4 Learning Activities:

1. Interdepartmental/inter-hospital conferences
2. Learning activities per department level to be specified in the guidelines provided by each department.

The Clinical Clerkship:

The Clinical clerkship of 1 full year shall be divided between CLMMRH, The Doctor's Hospital, Inc. and Dr. Pablo O. Torre, Sr. Hospital, as a rotating type of program. The duration of each rotation in the different hospitals mentioned as per department shall be as follows:

DEPARTMENT	CLMMRH	DPOTMH	TDH	BAGO CITY
Medicine* (10 weeks)	6 weeks	2 weeks	2 week	
Surgery* (8 weeks)	4 weeks	2 weeks	2 weeks	
Pediatrics* (8 weeks)	5 weeks	3 weeks		
OB-Gynecology* (8 weeks)	4 weeks	2 weeks	2 weeks	
ENT** (2 weeks)	2 weeks			
Ophthalmology** (2 weeks)	2 weeks			
Orthopedics** (2 weeks)	2 weeks			
Psychiatry** (2 weeks)	2 weeks			
Family Medicine (6 weeks)	2 weeks			4 weeks
Elective*** (2 weeks)	2 weeks			

* Major rotation

** Minor rotation

*** Elective (CLMMRH: Anesthesia, Pathology, Radiology, Rehab Medicine)
Family Medicine: Bago City and CLMMRH
Bioethics: Saturdays 10:00-12:00 A.M.

General Guidelines and Policies:

Section 1: Policies, supervision and responsibilities

- A. The official title for the clerks will be Junior Intern. They will be addressed as Intern followed by their last name (e.g. Intern de la Cruz).
- B. The JI, in performing his official functions, shall at all times be under the supervision and responsibility of the Medical Staff of the hospital.
- C. Without the knowledge, consent and/or supervision of the resident/consultant of the hospital, he shall not receive consultations, prescribe medications, administer or order injections, medicines and similar treatment nor perform surgical procedures on a patient in the hospital.
- D. All prescriptions and orders in the chart made by the junior intern shall be countersigned by licensed members of the Medical Staff.
- E. The JI shall not decide on the disposition of the patients such as admission, discharge, transfer, or referral.
- F. He shall conduct himself at all times with the highest degree of morality, propriety and courtesy expected of one with high educational attainment.
- G. There will be no issuance by the JI of press releases regarding hospital and medico-legal matters
- H. Under no circumstances shall the JI accept money or other gifts from patients, physician or other hospital personnel that might be interpreted as payment or compensation for services.
- I. No smoking must be observed in all restricted areas so specified.
- J. The JI is expected to provide himself the following during his stay in the hospital:
 - Stethoscope
 - Blood pressure apparatus
 - Others needed in the respective assigned areas
- K. The JI assigned to a case for operation, delivery, x-ray, or referral to another department shall accompany his patient to the said areas and back to the ward.
- L. All medical records, x-ray films, ECG tracing and others borrowed by the JI must be returned within 24 hours duly accounted for by the respective areas. They must sign receipts for these.
- M. Clinical case records should not be brought out of the Medical Records Section.
- N. JIs can borrow from central supply room and from other resource areas of the hospital only when they are in proper uniforms including identification pins/patch. They must sign for these.
- O. Female patients, when examined by male interns, should be with the presence of a female hospital personnel.
- P. When doing internal examination, it should be done with the supervision of a resident physician.
- Q. A shifting examination shall be given to the JI's by the Senior Residents at the end of their rotation in each department
- R. An intern desiring to make up for his deficiencies shall first secure a make-up slip from the training officer of the department concerned. Upon completion of his make-up duties, a completion slip duly certified by the senior resident of the department shall be presented to the training officer for validation.
- S. JIs assigned at the emergency room should be able to make and attach to the patient's chart his admitting history, PE and diagnosis within 24 hrs from the time of the patient's admission. This is expected in all patients seen by him at the emergency room.

- T. Progress notes should be made for each patient assigned to him with the SOAP format. This should be done on a daily basis, even for "benign cases". These should be checked by the resident-in-charge of the patient on a daily basis likewise.

Section II: Hours of Work/ Official time:

- A. Official time of work starts 8:00 AM and ends at 5:00 PM on weekdays (Monday to Friday); 8:00 AM-12:00 PM on weekends (Saturday-Sunday) and holidays for those who are not on 24-hrs duty, and 8:00 AM on duty day to 5:00 PM the next day for those on 24-hrs duty during weekdays, 12:00 PM during weekends and holidays. However, they may report to the hospital earlier to prepare charts and/or x-ray laboratory results for the endorsement rounds.
- B. JIs shall sign in and out in the logbook provided for by each department under the custody of the senior resident of the department where they are assigned.
- C. JIs shall be on 24-hrs duty according to the schedule set per department. No JI shall leave his post until he has turned over his duties to the incoming intern and should not leave the hospital premises without the knowledge and consent of the senior resident on duty.
- D. For valid reasons (e.g. emergencies, etc), a JI may be relieved of his duty provided a reliever from his group must take over. Both must fill up a relief of duty signed by the senior resident on duty, to be approved by the training officer of the department during office hours, or by the Senior House Officer after office hours.
- E. Merits and demerits will be given to deserving JIs for promptness and diligence as well as tardiness and laziness in following time regulations.
- F. JIs must answer emergency call to work from the Senior Resident in case of disasters or calamities that may arise.

Section III. Uniforms:

- A. The official uniforms of JIs will be the following:
 - Female: white skirt and blouse with name pins (green background, white letters), black comfortable closed shoes
 - Male: white pants and polo with name pins, black closed shoes, white socks
- B. All JIs are required to report to their assigned places in the hospital properly dressed. The prescribed uniform and pins must be worn at all times inside the hospital premises.
- C. Specific departments like Surgery and OB-Gynecology may require JIs to wear certain types of scrub suits and laboratory gowns in specific areas like the operating room and delivery room.
- D. The JIs will be responsible for procuring their own sets of uniforms and scrub suits.

Section IV. Conferences and Rounds/Academic Activities:

- A. Attendance to all conferences and ward rounds are required except for those actually attending a delivery, assisting an operation, etc

- B. Every JI should know all his cases in the ward. During ward rounds, he should be able to discuss satisfactorily the case history, PE, diagnosis, supporting laboratory documents, treatment of all cases assigned to him.
- C. JIs may attend CME activities off office hours provided they are not on 24- hrs duty.

Section V. Discipline:

- A. The resident staff shall report to the senior resident of the department who in turn shall report to the training officer/clinical instructor of the said department and eventually to the department chairman all matters pertaining to negligence of duty, insubordination, inefficiency and improper conduct, if possible duly documented. These shall be done in writing.
- B. Violation of any of the rules and regulations stated herein shall be given the corresponding penalties upon the recommendation of the concerned department's training officer, clinical coordinator and chairman.
- C. Penalties or serious charges/recommendations e.g. repeat rotation, clinical negligence resulting to a patient's morbidity/demise, immoral conduct inside hospital premises, etc will be referred to the Committee on Disciplinary Action (composed of the dean of the college of medicine who heads the committee, administrative officer, concerned CLMMRH department chairman and CLMMRH medical staff training officer), who will approve the recommendation.

Section VI. Tardiness and Absences/Penalties:

- A. JIs incurring 2 late arrivals, each not exceeding 15 minutes, are required to render half day additional service. Tardiness of more than 15 minutes shall be considered as 1 day absence.
- B. Absences are either excused or unexcused, depending on the validity of the explanation. Absences due to illness should be supported by a medical certificate from his attending physician, to be submitted on the day he reports back for duty. Excused absences should be made up for by the JI concerned, on a 1:1 basis, while unexcused absences will be on a 1:3 basis.
- C. Any JI who cannot report for duty due to any reason, must immediately inform the senior resident of the department personally, by phone or by written communication. A reliever would then be assigned to the vacant post.
- D. Leave of absence shall be applied for in writing and through the training officer and chairman of the department, and the hospital's overall training officer.
- E. Spot checks may be done by the senior resident of the department. Those who are not around during the drill may be given the "out of post" penalty, equivalent to 3 days (24 hrs) make up. These spot checks will be announced as they arise via the hospital's paging system.
- F. All absences and deficiencies shall be made up before the issuance of the certificate of completion of clinical clerkship training.
- G. AWOL will be considered as being absent or out of post for more than 48 hrs without notification (written or verbal) to the Chief Resident/Training Officer/Chair of the Department where the JI is rotating.

Section VII. Penal Code:

- A. OFFENSES PUNISHABLE FOR ONE HALF (12 hours)
 - 1. Coming late twice, for not more than 15 minutes
 - 2. Failure to follow rounds of consultants and resident physicians
- B. OFFENSES PUNISHABLE FOR ONE DAY (24 hours)
 - 1. Improper uniform (wearing of uniforms other than officially prescribed, no pin/patch)
 - 2. No stethoscope, BP apparatus, penlight or other MUST HAVE paraphernalia

as prescribed by the assigned department.

3. Failure to attend staff conferences, grand rounds or hospital clinical conferences.
 4. Failure to make progress notes
 5. Failure to report to the outpatient department on assigned days
 6. Smoking in the ward or in places where smoking is prohibited
 7. Writing on improper and/or unofficial forms not intended for the purpose
 8. Clerical carelessness and untidiness in the performance of filling up records
- C. OFFENSES PUNISHABLE FOR TWO DAYS (48 hours)
1. Failure to finish admitting history of newly admitted patients seen by a JI within 24 hrs
 2. Failure to finish laboratory work-up of the patient within 48 hrs without due reason
 3. Leaving a patient ordered to be watched without proper endorsement
 4. Failure to follow orders in the chart
 5. Failure to assist in the operation of one's patient
 6. Sleeping in the interns quarters during office hours
 7. Failure to assist in the autopsy or any scheduled procedures of one's assigned patient
 8. Making unnecessary noise and loud conversations annoying to patients
 9. Failure to deliver correctly, items called for by the medical staff in securing articles from Central Supply
 10. Juggling, mishandling, or losing components of standard medical record arrangement
 11. Littering
- D. OFFENSES PUNISHABLE FOR THREE DAYS (72 hours)
1. Escaping from the wards during office hours
 2. Leaving post when on 24 hrs duty without the permission of the senior resident/training officer of the department
 3. Submitting false laboratory results
 4. Failure to submit protocol of autopsied cases
 5. Performing clinical or laboratory procedures without the resident staff's supervision
 6. Failure to have orders in the charts or prescriptions countersigned by the medical staff
 7. Failure to attend to or to aid patients when their assistance is necessary
 8. Unexcused absence while on 24 hrs duty
- E. OFFENSES PUNISHABLE FOR SEVEN DAYS (168 hours)
1. Failure to give specimens to the laboratory following an operation
 2. Gambling in the interns quarter or within the hospital premises
 3. Drinking alcoholic beverages in the intern's quarter
 4. Patients discharged or died without admitting history
 5. Relaying or channeling flows or management functions or internal affairs of the hospital to the outsiders
 6. Unauthorized stealing of patients for purposes of referrals to other physicians, hospital or agency for personal ends.
- F. MAKE-UPS FOR DEMERITS
1. All demerits incurred because of tardiness, AWOL, absences and out of post can be made up according to the equivalent number of hours duty per demerit.
 2. demerits incurr3d from deficiencies in ward work, etc other than those

mentioned in Section VII F 1, can be payable via paper works, reporting, research, as will be assigned by the Training Officer/Chief resident of the Department. The equivalent point system per hour/s demerit will be under the discretion of the Department involved.

G. CRITERIA FOR REPEAT ROTATION

The student must qualify for 2 or more of the following to be considered as candidate for repeat rotation:

1. AWOL more than 5 days
2. Demerits of more than 50% of the total number of weeks rotation (tardiness/absences/ward deficiencies duly documented)
3. Department Performance Evaluation of less than 70%
4. Deliberate Falsification of data

H. COMPLETION OF DELINQUENCIES

1. Junior Interns should be able to complete their requirements/deficiencies in every department within 1 year from the end of the preceding school year. Failure to comply would mean a repeat rotation in the department concerned.

Section VIII. Merit system:

- A. Merits will be given to deserving JIs in the form of hours/days as per department's discretion.
- B. Merits however cannot offset demerits incurred due to absences.

Section VIII. Working environment:

- A. Medical Staff (consultants, residents and PGIs)
 - A.1. JIs will defer to these people as their teachers, accord them the respect and regard they deserve and should refer to them as Sir/Ma'am or Doctor.
 - A.2. JIs learn from the medical staff and are expected to do the clerical work like following up laboratory, x-ray or histopathologic results for them, facilitating the needs during conferences, or any other activities required of them by the department concerned.
- B. Paramedical Personnel (nurses, attendants, midwives, medical technologists, etc)
 - B.1. The JIs should also defer to the paramedical personnel as more knowledgeable as far as the routine activities in the hospital are concerned.
 - B.2. JIs should always maintain a professional attitude in all their dealings with the hospital personnel.
 - B.3. In case some conflicts arise during the course of their duties and activities, the JIs should refer the incident to the chief/senior resident or clinical coordinator for the department for action.
- C. Patients and relatives
 - C.1. The JIs must conduct themselves in a professional manner at all times in dealing with patients and their relatives.
 - C.2. They must maintain good bedside manners.
 - C.3. They must respect all their patients regardless of social status, acknowledging the fact that these people are their actual teachers.

- C.4. They must avoid giving unnecessary information or discuss cases with or to the patient or relative. If the patient presses them for information, they should always refer them to the resident-in-charge.
- C.5. They should always handle the patients gently and with utmost care.

D. Amenities:

The hospital shall provide the Junior Medical Interns, quarters with comfort room for those who are on 24-hrs duty at the emergency room. However, they cannot be accommodated in the hospital dormitory and are expected to provide their own meals.

Section IX. Grading:

- A. A passing grade of 75% and above needs to be accomplished by the student in order to pass the clinical clerkship program. Students will only be given a pass or fail remark at the end of the evaluation period.

Section X Notification of Delinquencies

- A. Junior Interns should be notified of their delinquencies at most, 1 week, after their rotation.

10 MENTORING PROGRAM

The Mentoring Program is a process whereby an experienced, highly regarded, empathic person (Mentor) guides a student (Mentee) in the development and examination of their ideas, learning and personal and professional development; the mentor will act as teacher, guide, exemplar or counselor. Its main objective is to assist and facilitate the realization of the dream.

It is a voluntary program for both Faculty and students.

11 STUDENT DISCIPLINE

The University has the right to maintain good school discipline within the school campus as well as outside the school premises when students are engaged in activities authorized by the University.

The discipline program is grounded on the following principles:

- character formation is, first and foremost, the responsibility of the student himself/herself;
- faculty members are vested with the authority to instill discipline among the students, and to promote order and harmony on campus; and
- the University Administration guarantees adherence to duly-promulgated disciplinary policies and procedures, anchored on due process and equity.

The College of Medicine Dean, as the representative of the University Administration, is charged with the responsibility of investigating any and all forms of complaints concerning the behavior and conduct of College of Medicine students, including the convening of the Discipline Advisory Board whenever deemed appropriate.

The College of Medicine Discipline Advisory Board shall be composed of the Dean, three Guidance Counselors and a faculty representative who shall evaluate and decide on cases pertaining to any violation of university policies.

The Discipline Advisory Board shall elect from among them a Chairperson, who shall preside at its meetings and ensure the presence of a lawyer acting in behalf of the University. When acting as a body, the Discipline Advisory Board decides by a majority vote of its members. The Chair shall vote only in case of a tie.

It sets up mechanisms for the investigation of the case and ensures that all concerned are accorded due process. It then submits its findings and recommends sanctions in accordance with University policies.

School officials and staff may impose appropriate and reasonable disciplinary measures in case of minor offenses committed in their presence. They may confiscate ID cards for the purpose of identifying students accused of or caught in the act of violating University policies. Such ID's must be turned in to the Discipline Officer, together with the Incident Report, within the next two days.

11.1 ACADEMIC AND INTELLECTUAL DISHONESTY

The University expressly prohibits any form of intellectual dishonesty, most common of which are cheating and plagiarism.

Specifically prohibited are the following acts of dishonesty:

- use or performance of another person's work or intellectual property such as submitting and claiming as one's own, either in part or in whole, studies, papers, researches or any other work that someone else has authored or created
- submitting and claiming as one's own any work which owes any part of its content or substance to another person who is the author or creator of the work
- cheating during examinations which may be in the form of copying from another person's answers, lifting from unauthorized materials, giving information to another student, or colluding or attempting to collude with other students during an examination, having somebody else take one's examination or taking it for another person, and using unauthorized notes or texts during an exam
- acquiring or possessing or attempting to acquire or to possess an examination before it is given
- use and submission of false, altered, or contrived data or documentation with the intent to mislead or misinform or otherwise benefit from such act
- submission of work that has already submitted in the same or similar form as part of any other academic requirement in the Graduate School
- falsification of transcripts, grades, or other official records; tampering with, or misrepresenting or attempting to falsify, tamper with, or misrepresent, one's own transcript or other official administrative document, or that of another student or any material relevant to a student's academic performance

The penalty for the offenses under Academic and Intellectual Dishonesty will range from a minimum of total loss of credit for the assignment or examination in question, suspension of not less than five school days, disciplinary probation for the rest of the student's stay in the University and a maximum penalty of dismissal from the University.

The penalty will be determined through an individual review of each case by the Discipline Advisory Board.

11.2 CATEGORIES OF ADMINISTRATIVE PENALTIES

Suspension

Suspension is a penalty in which the University is allowed to deny or deprive an erring student attendance in classes for a period not exceeding 20% of the prescribed class days for a semester or summer term.

Preventive Suspension may be imposed when the presence of the respondent on campus during the investigation of the case constitutes a distraction to the normal operations of the University, or poses risk or danger to the life of persons and property within the University.

Exclusion or Dismissal

Exclusion or dismissal is a penalty in which the University is allowed to exclude or dismiss an erring student from its rolls for being undesirable, and transfer credentials are immediately issued.

Expulsion

Expulsion is an extreme penalty consisting of an erring student's exclusion from admission to any public or private school in the Philippines, and which requires the approval of the Chairman of the Commission on Higher Education.

Reprimand or Warning

A reprimand is a written or oral reproach addressed to an erring student.

Restitution

Restitution is a reimbursement or payment for damage, destruction, or misappropriation of any school property, or property of any member of the school community. This supplements other principal sanctions

Retribution

This sanction requires recompense for misbehavior, which may be in form of service or community work related to the offense committed. This may be imposed alone or in addition to other sanctions.

Disciplinary Probation

Disciplinary Probation disqualifies a student from elective or appointive positions in any student organization during the period of probation, and renders him/her ineligible to represent the University in any external function or activity. Another infraction of any school policy within the probation period makes the student liable for dismissal after due process. This supplements other sanctions.

11.3 OFFENSES SUBJECT TO DISCIPLINARY SANCTIONS

Offenses are classified into three categories according to gravity and/or penalty.

Category A Offenses that Warrant Non-Readmission, Dismissal or Expulsion

- a) conviction in court of a criminal offense;
- b) grave misconduct, gross immorality or scandalous acts during a sponsored activity which cause dishonor to the University;
- c) possession, distribution or use of prohibited drugs or substances;
- d) unauthorized possession or carrying of deadly weapons within University premises or off campus during university sponsored activities;
- e) threatening or assaulting in words or in deed any member of the University;
- f) theft;
- g) forgery, falsification, or tampering of academic or official records or documents;
- h) instigating, leading or participating in unlawful activities;
- i) possession, distribution, or use of exam leakages;
- j) unauthorized exploding of firecrackers on campus;
- k) inflicting or attempting to inflict physical injury upon another person;
- l) hazing and other similar acts;
- m) being involved in sexually explicit scenes shown in television, movies, internet, and/or print media;
- n) malversation of funds;
- o) vandalism or reckless, malicious, intentional acts which may lead damage of property or equipment;

Category B Offenses that Warrant Suspension

- 1st offense 3-5 days suspension
- 2nd offense 10 days to 1 semester suspension
- 3rd offense dismissal or expulsion

- a) intentionally initiating or causing to be initiated any false report, warning or threat to/at University-sponsored activities;
- b) reckless conduct leading to interference of normal University-sponsored activities, including but not limited to: studying, teaching, research, programs, competitions, concerts, meetings, graduation rites, and other related events;
- c) willful violation of any of the terms of any disciplinary sanctions imposed in accordance with this Student Handbook; and any other University authorized undertakings.
- d) promoting, endorsing and recruiting any member of the community to enter or engage in the activities of unrecognized organizations, which are contrary to the University's Vision and Mission.
- e) engaging in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior in University premises or at University-sponsored activities;

- f) fighting within University premises or at University-sponsored activities;
- g) any act of disrespect, in any form of publication which tend to put any member of University to ridicule or contempt;
- h) using someone else's ID or allowing another to use one's ID;
- i) possession or distribution of pornographic materials;
- j) gambling inside the campus;
- k) utterance of obscene and vulgar language;
- l) possession, consumption or distribution of alcoholic beverages, within the University premises, or at official off campus activities;
- m) entering the campus under the influence of liquor;
- n) unauthorized collection or exaction of money, or other instruments used as equivalents of money;
- o) giving false testimony during a school investigation;
- p) Computer security violations:
 - i. accessing a University computer or computer network without authority or beyond authorized access;
 - ii. altering information (e.g. changing the password of someone else's account and changing files beyond one's authorized access, etc.) or damaging or destroying information;
 - iii. introducing false information or using someone else's account;
 - iv. sending offensive mail or posting offensive messages in any social networks;
 - iv. preventing authorized use of information;
 - v. preventing normal operation of computers or computer networks of the University;
 - vi. other cyber offenses
- q) refusal to identify the student who violated a school regulation when he/she knows the student;
- r) cyber offenses.
 - i. Offensive Acts committed by the means of utilizing the World Wide Web or Internet ,
 - ii. sending offensive Electronic mails;
 - iii. malicious and Imputable publications that causes dishonor or discredit to any member of the community
- s) being drunk and disorderly in public;
- t) using car stickers belonging to other persons/vehicles;
- u) misbehavior during exams or quizzes;
- v) any form of bullying - categorized also under Category A depends on the gravity.

Category C Offenses that Warrant the Minimum Penalty of Reprimand or Community Work, or the Maximum Penalty of Suspension

- 1st offense reprimand/memory exercise/Saturday formation class
- 2nd offense 1-3 days suspension
- 3rd offense automatically considered category B offense

- a) proselytizing or any non-Catholic religious activity inside the campus;
- b) conduct unbecoming of a Lasallian;
- c) refusal to turn-over ID or give one's name to a school official or academic personnel when confronted;
- d) disruptive behavior in class or on campus premises;
- e) loitering in the corridors during class periods;
- f) loitering in "off-limits" areas (i.e university chapel, all stairs, empty classrooms);
- g) wearing of caps during uniform days inside University premises;
- h) violation of the dress code policy;
- i) cross-dressing that includes but not limited to males using make-up
- j) violation of the uniform policy;
- k) unauthorized eating in classrooms or other "no eating" areas;
- l) public display of affection that includes the following, but are not limited to: kissing in public, lying on the lap of another person, embracing in public;
- m) unauthorized posting and/or removal of official notices / posted materials;
- n) entering comfort rooms of the opposite sex;
- o) failure to respond to administrative summons without valid reason;
- p) using cellular phones during class;
- q) violation of the ID policy;
- r) violation of the no smoking policy;
- s) charging cell phones in classrooms and in the chapel;
- t) boys wearing headresses such as headbands and pussycats
- u) violation of Clean As You Go Policy (CLAY-GO);
- v) sporting long unkempt hair, style, and color
- w) wearing of earrings for men and/or any in-appropriate and unnecessary body piercing for both male and female;
- x) littering;
- y) playing computer games or opening unauthorized sites at the computer center and internet.
- z) any card games inside the campus that may result to cutting classes

11.4 PROCEDURES FOR FILING & INVESTIGATING COMPLAINTS

Filing a Complaint

The aggrieved party submits a letter of complaint, in three copies, to the Dean, containing the following information:

- name, course, year and ID number of the student
- name, course, year, or position of the person complained against
- date, time and place of the incident
- detailed narration of the circumstances
- signature of the complainant
- signed testimonies of witnesses, if any

Summons

Upon receipt of the complaint, the Dean summons the subject of the complaint, provides him/her a copy of the complaint, and directs him/her to answer the complaint or explain his/her side in writing within a period of three schooldays.

Dialogue

Upon receipt of the respondent's answer, the Dean summons both parties for a dialogue intended to clarify issues and arrive at an amicable settlement of the case, without prejudice to any disciplinary sanctions that may be imposed. The Dean may summon witnesses when deemed necessary.

Failure of the respondent to participate in the dialogue without due notification or valid cause shall be construed as waiver of his right to be heard, and the Dean may impose appropriate sanctions.

Formal Hearing

If the case cannot be settled during the dialogue, the Dean convenes the Discipline Advisory Board, which shall investigate the case.

The Discipline Advisory Board shall submit its findings and recommend appropriate sanctions to the Dean.

The following procedures will apply:

- both parties will be notified in writing of the date, time and venue of the hearing at least two days before the hearing
- the hearing shall be recorded
- both parties may be accompanied by their respective legal counsels and present their witnesses
- failure of the complainant to appear at the hearing without prior notice or valid cause shall be tantamount to lack of interest to pursue the case
- failure of the respondent to appear at the hearing without prior notification or valid cause is tantamount to a waiver of his right to be heard, in which case the Board shall proceed with its investigation and render its judgment of the case

Appeal

An appeal may be filed within three days from receipt of the Discipline Advisory Board's decision, and submitted to the Vice Chancellor for Academic Affairs.

Legitimate grounds for filing an appeal may be any of the following:

- lack of due process
- grave abuse of discretion
- relevant evidence was not appreciated
- discovery of new material evidence

The VCAA may affirm or modify the recommendation of the Dean or the Discipline Advisory Board, or if warranted, convene a Review Board composed of one administrator, a faculty member, a student representative, an alumnus, and a legal counsel to review the case.

11.5 UNIFORM POLICY

The wearing of the prescribed uniform is compulsory unless the student has a written permit from the Dean of Students, which must be presented on demand.

- Medical Students are required to come to school wearing the prescribed uniform during the lecture sessions, ward work and other school activities. Wearing a laboratory coat/gown during laboratory sessions is mandatory. The nameplate is part of the uniform and must be worn at all times while in the premises of the school.
- The use of sandals, slippers, wooden or rubber shoes is prohibited. Socks must be worn always.
- Neatness and good grooming are expected of all students.
 - A student who reports for class not wearing the prescribed attire may be sent out of the classroom, laboratory or ward and marked absent.

11.6 ENGLISH POLICY

English is the official medium of instruction and office communications in the University. All members of the academic community are expected to use English at all times.

11.7 ID POLICY

The **NO ID, NO Entry Policy** is observed on campus.

All students are required to wear their IDs at all times while on campus. These are non-transferable and should be worn around the neck with the ID photo facing front.

Students without an ID card shall not be admitted in class unless they present a temporary ID slip from the College Discipline Officer.

Students who claim that they have lost their ID cards should submit to the College Discipline Officer an affidavit of loss and apply for a new ID.

The following requirements must be complied with:

- Affidavit of loss
- Processing fee (non-refundable)
 - First retake: P 150
 - Second retake: P 200
 - Third retake: P 250

For mutilated ID, affidavit of loss is not required, only payment of P100.

11.8 SMOKE-FREE CAMPUS

The University is a **NO SMOKING** CAMPUS. Violations will be dealt with accordingly.

11.9 ANTI-LITTERING AND ANTI-VANDALISM

All members of the Lasallian community are expected to keep the campus free of litter. They are also expected to properly use all equipment and facilities.

Incidents of littering and vandalism should be reported to the College Discipline Officer for appropriate action.

11.10 ANTI-PROSELYTIZING

The University is a Catholic institution that welcomes a truly ecumenical spirit which recognizes and respects the religious beliefs of non-Catholic members of the community. However, it will not compromise on any action or issue that in any way detracts from, or contradicts, its mission and identity.

In this context, proselytizing, which is understood as any act done on campus or even off campus during an officially sanctioned activity, by non-Catholic members of the University to convert, recruit, or dissuade Catholics from the dogma or practices of the Catholic faith will be considered a violation of this policy.

11.11 ANTI-SEXUAL HARASSMENT POLICY

Committee on Decorum

Composition

Chair	Vice Chancellor for Administration
Co-Chair	(Appointed, preferably a lawyer)
Secretary	Personnel Officer
Legal Adviser	(no voting power)
Unit Head or Representative	
Representative from:	Faculty/Staff Organization
	Parents Teachers Council
	Student Government
	Alumni Association

The existing Grievance Board may be constituted as the Committee for purposes of conducting investigations, hearings and disposition of sexual harassment cases.

Powers and Functions

- The Committee conducts meetings and consultations with sectors of the academic community.
- The Committee promulgates rules and guidelines as may be necessary for the implementation of R.A. 7877.

- The Committee undertakes activities in information dissemination, consciousness-raising and better understanding and appreciation by the academic community of the issues relating to sexual harassment.
- The Committee has the power to receive and hear complaints on alleged sexual harassment violations.
- Should there be a prima facie case, the Committee shall conduct proper investigation, hearing and disposition of sexual harassment cases.
- The Committee shall issue subpoenas and other necessary writs and processes for the effective, efficient, objective, impartial and expedient disposition of the cases.
- The Committee shall exercise such other powers necessary to effectuate the Anti-Sexual Harassment Act.
- The Committee shall endorse its findings and recommendations to the Office of the President for final disposition.

Jurisdiction

The Committee shall have jurisdiction over all employees, whether regular or probationary; faculty, whether fulltime or part time; all other employees who have subsisting and executor employment contracts with the University of St. La Salle, verbal or in writing or in any other basis; and students.

Forms of Prohibited Acts

- **Physical assault of a sexual nature**, such as, but not limited to rape, sexual battery, molestation, or attempts to commit these assaults; intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body;
- **Unwanted sexual advances**, propositions or other sexual comments, such as, but not limited to:

Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his/her presence is unwelcome;

Preferential treatment or promise of preferential treatment to the complainant in exchange of sexual favors;

Subjecting or threat of subjecting the complainant to unwelcome sexual attention or conduct or intentionally making the performance of the complainant's task more difficult because of the complainant's sex.

- **Other complaints** such as, but not limited to disciplining, changing work assignment of, providing inaccurate work information to or refusing to cooperate or discuss work or school related matters with the complainant because she/he has complained about or resisted harassment, discrimination or retaliation; intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above enumerated.

- **Other considerations**

The above is not construed as an all inclusive list of prohibited acts under these policies and guidelines.

Sexual harassment is unlawful and hurts all members of the academic community. Sexually- oriented acts or sex-based conduct have no legitimate purpose in an educational institution. Accordingly, anyone who engages in such conduct, should be and will be made to bear the full responsibility for such unlawful conduct.

Procedures

Complaint

A formal charge in writing and under oath shall be filed with the Chair of the Committee by the aggrieved party or by any member of the community having direct knowledge of the commission of the act complained of, or by the University itself. In the event that the University is the complainant, the victim shall be considered as the principal witness.

The complaint shall contain the following:

- The name and other personal information of the person(s) against whom the complaint is filed.
- The narration of the pertinent facts and other circumstances of the case.
- The complaint shall be signed and sworn to by the complainant.

The respondent shall be notified by the Committee in writing of the complaint filed against him/her with the copy of the complaint attached within three (3) days after receipt of the complaint. Preliminary hearing may be conducted during this period.

Answer

- The respondent is required to answer the complaint in writing and also under oath, within three (3) days from receipt of the notice and the copy of the complaint.

- Unwarranted failure of the respondent to file the answer within the prescribed period shall be deemed an admission of the principal act complained of.
- During the preliminary hearing, the Committee may determine a prima facie case not later than three (3) working days from receipt of the complaint and all other documents and shall schedule the case for formal hearing after receipt of the answer.

Notice of Hearing

Upon receipt of the answer or should the respondent fail to file an answer, the case shall be scheduled for hearing within five (5) working days and the corresponding notice of hearing shall be issued to the parties. If the parties are students, the parents or guardians shall also be informed of the hearing.

The issuance of the notice of hearing is mandatory.

Hearing

The hearing shall be governed by the following procedures:

- In sexual harassment cases, the appearance of counsel shall be allowed. However, it shall be the responsibility of the parties to see to it that their lawyers have the time to attend to the case, adhere strictly to the rules and not cause unnecessary delay of the proceedings. In any event, the Chair of the Committee shall exercise complete control of the proceedings at all stages. He/she shall use every and all reasonable means to ascertain the facts in each case speedily and objectively, without prejudice of due process, justice and fair play.
- Should the complainant unreasonably fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed. On the other hand, should the respondent unreasonably fail to appear for the initial hearing, after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed ex-parte without prejudice to the respondent's appearance in subsequent hearings.
- Both testimonial and documentary evidences shall be limited to the allegations contained in the written complaint or answer. Amendments to the complaint/answer after submission may not be allowed without leave of the Committee.
- Witnesses shall testify under oath.

- The Chair may rule on the exclusion of other witnesses when a witness for the same party testifies and shall be allowed re-entry only when their respective turns to testify come. The Chair shall likewise have the power to rule on the admissibility of evidence presented, or testimony given.
- The hearing shall be completely under the control of the Chair of the Committee. He/she shall conduct an examination of the complainant and his/her witnesses as well as those of the respondent and his/her witnesses. Other members of the Committee may also ask clarifications questions.
- The parties may be presented by counsel but only for the purpose of seeing to it that due process is observed during the hearing. Counsel however, cannot ask questions, except to the Chair and only for clarification on the proceedings. Counsel's suggestions may not be followed by the Chair.
- A record of the entire proceeding shall be taken and filed as official records of the case. The proceedings may likewise be tape recorded by the Committee and shall be immediately filed with the Chair, who shall take custody of all the records of the proceedings.

Decision

- The duty of the Committee shall be to find and establish facts which shall be the basis of a commendation/decision to be submitted to the Office of the President.
- A majority of the vote of the Committee shall be sufficient to pass a judgment in a case. But if the recommended penalty is dismissal, a unanimous vote shall be required. It shall be the duty of every member of the Committee to cast his vote. No abstention shall be allowed. But a Committee member may voluntarily inhibit himself/herself from being a member of the Committee at the start of the investigation of a particular case in the interest of fair play.
- The Committee shall render a decision within five (5) working days from the date of the last hearing, which shall be in writing, stating the reasons or grounds therefore. Copies of such decision shall be furnished to all parties of the case and shall be endorsed to the office of the University President for approval. A copy of the complaint together with a copy of the decision shall be filed and shall form part of the record of the respondent, unless otherwise decided by the Committee.

- Any party not satisfied with the decision rendered by the Committee may file a motion for reconsideration with the President stating the grounds thereof, within five (5) working days from receipt of such decision. Only one motion for reconsideration will be allowed and entertained. The decision of the Committee shall become final and executory if neither party avails of the remedy within the prescribed period and after approval by the Office of the University President.

- The decision of the Committee is recommendatory in nature and needs the approval of the Office of the University President for final disposition and implementation.

The penalties for proven sexual harassment violations are:

- ✓ Severe reprimand
- ✓ Suspension without pay, with prejudice to subsequent promotion, re-classification or permanency for at least two (2) years
- ✓ Dismissal from the University upon clearance from the Department of Labor and Employment

- Any proven physical assault or even threat of physical assault suffered as a retaliation of the filing of a case on sexual harassment shall result in suspension or dismissal from employment depending upon the nature and severity of retaliation acts.

Request for Reconsideration

- The decision of the Committee may be appealed to the Office of the President within five (5) working days from receipt thereof. The University President may affirm, or modify the recommendation of the Committee.

- Upon the lapse of the period for reconsideration, the decision shall become final and executory.

- As far as practicable, the President shall decide the appeal within five (5) working days from receipt of the notice of appeal.

Resort of Courts

- All complainants, respondents and witnesses, upon the submission to the jurisdiction of the Committee, are expected to respect the proceedings and wait for the final resolution of the case before resorting to the courts.

- In recognition of the primary jurisdiction of the University over them, the complainants, respondents and witnesses shall be bound to respect and abide by the procedures and policies of the Committee, and shall, thus, refrain from hampering, interrupting or frustrating, willfully or otherwise, said proceedings or any incidents thereof, by obtaining any appropriate writ or process from the courts.
- Nothing in these guidelines shall be interpreted, construed or deemed to diminish the rights of the parties under the law.

Malicious Prosecution

- While the University is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the University to protect the same members from any malicious accusation and prosecution involving unsubstantiated acts of sexual harassment which may, however, be in fact, baseless and even non-existent.
- While recognizing that sexual harassment involves the use of power and ascendancy by the superior against a subordinate, it must be conceded that the threat to accuse and prosecute another of acts involving alleged sexual harassment, is also an instrument to wield power over another.
- To deter malicious, vindictive, or baseless accusation and prosecution by one against another invoking alleged acts of sexual harassment, the University shall:
 - Require that all pleadings filed be under oath and duly notarized;
 - Endeavor to place the complainant, respondent and witnesses under oath whenever asked to testify during the hearings; and
 - Observe the demeanor of the complainant, respondent and witnesses as indicators of their own credibility as well as the credibility of their claims and testimonies.