

Student Handbook

AY 2025 - 2026



Every student currently enrolled in the Higher Education Unit of the University of St. La Salle can access the Student Handbook 2025-2026 through CANVAS. Students shall read, understand, seek clarifications if necessary, and abide by the rules and regulations of the University as contained in this book for as long as we are connected with the University. Other University policies pertaining to student welfare and safety may be formulated, revised or amended in the future in accordance with the University's Vision and Mission as well as with new memoranda and circulars from the Commission on Higher Education (CHED).

CONTENTS

Chapter 1 – INSTITUTIONAL PROFILE

Our Roots	8
Mission-Vision Statement of the Lasallian Family in the Philippines	9
Principles of Lasallian Education in the Philippines	10
University of St. La Salle Vision-Mission and Core Values Statement	13
Brief History of the University	13

Chapter 2 – ACADEMIC POLICIES AND PROCEDURES

Admission to the University	32
Enrollment Policies	41
Attendance Policy	43
Examinations	44
Academic Performance	45
Graduation Policy	48
School-Sponsored Activities	50
Notices	57
The Scholarship Program	58

Chapter 3 – ACADEMIC PROGRAMS

College of Arts and Sciences	64
College of Computing Studies	64
College of Education	64
College of Engineering	65
College of Nursing	65
College of Tourism and Hospitality	65
Yu An Log College of Business and Accountancy	65

Chapter 4 – STUDENT SUPPORT AND SERVICES

Academic Support Services	68
Support Services	70
Facilities	100

Chapter 5 – STUDENT DISCIPLINE AND FORMATION

Introduction	104
Principles	104
Discipline and Formation Program and Services	108
Procedures for Filing and Investigating Complaints	110
Offenses Subject to Disciplinary Sanctions	112
Disciplinary Sanction	125
Processing of Students with Special Needs/Disability	128
Proper Behavior During Institutional Activities before the Activity	132
Guidelines on Netiquette and Proper Decorum during Online Class	133
Uniform Exemption	133
Anti- Littering and Anti-Vandalism	134
Anti-Proselytizing	134
Tobacco Smoke and Vape-Free Campus	134

Chapter 6 – STUDENT ACTIVITIES

On-Campus and Off-Campus Activities	138
Materials for Posting	138
Use of University Facilities	143
Fund Raising Activities	143
Guidelines Covering Food Stalls during Student-Related Extra-Curricular Activities	146
Guidelines for College/Club T-Shirt Selling/Payment	146
Keeping of the Funds of the Organization	146
Registration/Accreditation of Student Organizations	147
Submission of Reports	153
Moratorium of Student Activities	153

Chapter 7 – UNIVERSITY STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS

Credo	156
University Student Government	156
Student Organization Constitution of 2022	159
Clubs and Organizations	182

Appendices

Office Designations	192
Institutional Offices	196
Laboratories	213
College Councils and Committees	218
Univeristy of St. La Salle Seal	223
La Salle Hymns	224
Lasallian Prayers	225
The Ten Desirable Behaviors of A Lasallian	226
The Lasallian Five C's	227
Campus Journalism Act	228
Random Drug Testing	231
Gender and Development	224
Office for Student Affairs Organizational Framework	253
Campus Map	254
Prescribed School Uniform	255
Directory	256
General Assembly Map	257
Updated USLS Covid 19 Algorithm	258
Risk Assessment Form	262
Health Declaration and Liability Form	263
International Educational Trip Checklist	264
Solid Waste Management Program	265



Chapter 1

Institutional Profile



1.1 OUR ROOTS

One Man and a Dream

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

The man — **John Baptist 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 Baptist 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.

1.2. MISSION-VISION STATEMENT OF THE LASALLIAN FAMILY IN THE PHILIPPINES

PREAMBLE

Deeply moved, as St. John Baptist 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 Lasallian 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.

1.3. 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 endeavour 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.

1.4. UNIVERSITY OF ST. LA SALLE VISION–MISSION AND CORE VALUES STATEMENT

Vision

University of St. La Salle is a premier, responsive learning community, advancing human and Christian education, through research, innovation, and social engagement in Asia and the Pacific, in the service of humanity.

Mission

True to our Catholic tradition and inspired by St. John Baptist de La Salle, University of St. La Salle forms persons of integrity and excellence, committed to the shared mission of caring for peoples and the Earth.

Core Values

Faith

USLS Commits to form role models, who live with faith in God and with deep respect to one's self and others.

Service

USLS commits to nurture volunteerism and service moved by genuine concern and love for the poor.

Communion in Mission

USLS creates a harmonious community that celebrate the values and gifts of every person.

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: Br. Felix Masson, Br. Hugh Wester and Br. 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 cane fields 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 1953, the first college program, College of Commerce, was opened with 25 students. 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 AY 1993-1994, 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.

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

By 2001, the University was conferred the Autonomous Status by the Commission on Higher Education, one of among 30 institutions in the country granted with this prestigious and esteemed recognition.

In 2002, as an expression of its Golden Jubilee theme “Keeping Faith,” the University enshrined the statue of St. John Baptist de La Salle, the Patron Saint of Teachers, at the San Sebastian Cathedral.

Since then, the University and its stakeholders have collectively earned various recognitions and awards. Among these are -- Levels 1 to Level 3 accreditation of various programs granted by the Philippine Accrediting Association of Schools, Colleges & Universities (PAASCU), the designation of Centers of Development in a number of academic programs by the Commission on Higher Education (CHED) and remarkable ranking and top-notchers in several licensure examinations.

In 2008, USLS was among the first higher education institutions (HEIs) to earn its Institutional Quality Assurance and Monitoring Evaluation

(IQUAME) rating of A(t), recognizing it as a premier teaching institution.

In 2009, the following programs were again recognized by CHED as Centers of Development (COD) from 2009 to 2012 and was extended until May 31, 2014: Accountancy, Chemical Engineering, and Computer Engineering. The College of Education was also recognized by CHED as COD in Teacher Education for the period April 2016 to December 2018.

The Autonomous Status of the University was renewed by CHED on April 1, 2016 and is valid for a period of three years.

In AY 2016-2017, USLS was recognized by CHED as one of the Delivering Higher Education Institutions (DHEI) for ten (10) graduate programs as well as one of the Sending Higher Education Institutions (SHEI) for graduate degree programs during the K to 12 Transition period.

In January 2018, the College of Business and Accountancy was renamed to Yu An Log College of Business and Accountancy as an expression of gratitude to the Yu family for its benevolence and to honor the life and legacy of Yu An Log whose generous spirit and genuine compassion are manifested in his support for various academic institutions and scholarships. The naming rights provided additional funds in support of the college's scholarship grants, faculty development program, professorial chairs, lecture series, and facilities improvement.

The following PAASCU and ASEAN University Network-Quality Assurance (AUN-QA) accreditations have been received across the different colleges:

College of Education

2022 - AUN-QA - Bachelor of Secondary Education

2024 - PAASCU Level IV - Elementary Education and Secondary Education

College of Engineering

2018 - PAASCU Level II - Computer and Electronics Engineering

2022 - PAASCU Level II - Chemical Engineering

2024 - PAASCU Level II - Chemical Engineering, Computer Engineering, and Electronics Engineering

College of Nursing

2024 - PAASCU Level III

College of Tourism and Hospitality

2024 - PAASCU Level II for Hospitality Management

Yu An Log College of Business and Accountancy

2022 - AUN-QA - BS Accountancy

2024 - PAASCU Level IV - BS Accountancy and Business Administration Courses

Programs			
2001	Master in Environmental Engineering	2012	MAEd English Language, MAEd Early Childhood Education, MAEd Marriage and Family, MAEd Special Education, MAEd Social Studies, BS Electrical Engineering, BS Food Technology, BEEd Early Childhood Education
2002	Master in Information Technology		
2003	BS Materials Engineering		
2004	PhD Applied Linguistics, PhD Mathematics Education		
2005	PhD Development Studies, PhD Religious Studies MS Guidance and Counseling <i>(from MS Psychology, Guidance, and Counseling)</i>	2014	Master of Arts in Psychology, MA Religious Studies
		2015	BS Tourism Management
		2016	MBA in Human Resource Management
2006	MA Conflict and Reconciliation Studies, ME Electronics and Communications Engineering	2018	BA-MA in Psychology, BS Biology with specializations in <i>Ecology</i> <i>Medical Biology</i> <i>Microbiology</i>
2007	Med Special Education		BS Accounting Information Systems,
2008	PhD in Nursing		BS Management Accounting,
2009	BS Entrepreneurship		Bachelor of Special Needs Education
2011	Juris Doctor (J.D.)		<i>with specialization in Early Childhood Education,</i>
2012	PhD Educational Leadership <i>(from PhD Educational Management),</i> MAEd Mathematics, MAEd Educational Leadership, MAEd Chemistry		Bachelor of Physical Education, BS Entertainment and Multimedia Computing <i>with specialization in Digital Animation</i>

Responding to the challenges of national and international realities and to the directives of the Philippine Lasallian Family in 2009, the tertiary level of the University of St. La Salle defined its commitment to provide educational experiences which develop its Expected Lasallian Graduate Attributes (ELGA)—socially responsible Christians, critical thinkers, and effective communicators.

Through the years, USLS has continuously embarked on significant initiatives, among them—the verticalization of all Graduate Programs, the development of Faculty Research capabilities through the Center for Research and Engagement, the creation of the Center for Support of Higher Education and Lifelong Learning, setting up the Program Advisory Councils, the strengthening of its Career Development Program, the adoption of Christian Service – Learning Program (CSLP) in identified courses, the enhancement of its Culture and Arts Program through the Artists’ Hub, the sports program campaign—Play Hard, Study Harder, the Student Development Agenda and the Lasallian Leadership Formation Programs, the creation of Project STAY for academically – challenged students, and the provision of support for student wellbeing through the Self-Directed Learning Day.

Keeping the Dream Alive

Known for its academic excellence, social research dynamism, and active community service, the University has produced leaders in the field of business and industry, arts and culture, sports and education, the various professions, and public service. In a series of events and gatherings, the institution has honored its outstanding alumni and alumnae in these fields.

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 of Excellence

- 1952 Hon. Alfredo Montelibano, Sr. donates 10 hectares of land to the Christian Brothers;
La Salle College is founded by Br. Dennis Ruhland FSC, Br. Hugh Wester FSC, Br. Felix Masson FSC with grades 1-5
- 1953 The sixth grade opens;
High School opens with 67 students;
College of Commerce opens with 25 students
- 1954 The seventh grade opens;
Br. Martin Castillo is appointed College Dean
- 1955 The College had its 15 first graduates of Associate in Commercial Science (ACS)
- 1956 Br. Francis Cody, FSC is appointed the College Dean;
The first issue of The Spectrum is published;
Mr. Adolf Ledesma gives the name "Spectrum" to the campus paper
- 1957 The College has its first 15 graduates of Bachelor of Science in Commerce (BSC)
- 1958 The Gymnasium is built (now the Coliseum)
- 1960 The College of Liberal Arts opens with 16 student;
Br. Francis Cody FSC organizes the Alumni Association
- 1963 The Hacienda Schools system starts
- 1964 The Brother's Residence is built
- 1965 The Graduate School of Business (MBA) starts
- 1966 The Chapel designed by Lindy Locsin, is constructed;
The College of Education opens (BSE and BSEd);
The College opens to female students;
The Montelibano family and the De La Salle Brothers sign the Deed of Donation for the 10-hectare land where the University stands today
- 1969 Cody Hall and the Prep classrooms are built
Br. Hugh Wester FSC is appointed College Dean
- 1970 The College produces its first 16 BSE and first 5 BSEd graduates

- 1975 Ong Chun Ying places 4th of the CPA Licensure Board exam
- 1976 Br. Rafael S. Donato FSC is appointed as the first Filipino Brother President of La Salle College;
Ernie Villa ranks 6th place in the CPA Licensure Exam
- 1977 Silver Jubilee;
Wester Hall is constructed;
PAASCU grants accreditation for 3 years to Commerce,
Liberal Arts and Grade School;
The Handumanan Science Foundation is organized
- 1980 PAASCU grants 3 years accreditation to the High School;
Lino Jison ranks 6th in the CPA Licensure Exam
- 1981 PAASCU grants 5-7 years accreditation to 2 programs:
Commerce and Liberal Arts;
The Master in Educational Management program starts;
Vicky Fernandez ranks 2nd place in the CPA Licensure Exam
- 1982 Roberto Chua ranks 3rd place CPA Licensure Exam;
The Scholarships Office opens to implement the
Handumanan Scholarship Program
- 1983 The Library is constructed;
The five-year Engineering Program opens;
Br. Victor Franco FSC is appointed President of the College
- 1984 The College of Nursing opens
- 1985 The Basic Education Program is renamed USLS – Bacolod
Integrated School
- 1986 Br. Rolando R. Dizon FSC is appointed President of the College
- 1987 Coral Jubilee Year;
The Science and Engineering Building is constructed through
an ASHA grant;
CEP was named BALAYAN-CEP
- 1988 La Salle College–Bacolod elevates to UNIVERSITY STATUS with
Br. Rolando R. Dizon FSC, PhD as 1st University President;
Sonia de la Torre ranks 7th place in the CPA Licensure Exam
- 1990 The First University Week

- 1991 CAS, CBA and Education are reaccredited by PAASCU for 5 years;
Michael Sotingco ranks 8th place in the Chemical Engineering Board Exam
- 1992 Ruby Jubilee Year;
The Computer Center Building is constructed;
The Performing Arts Center is constructed
- 1993 The College of Law opens;
Construction of St. La Salle Coliseum starts;
Fernando Belleza ranks 5th place in the Philippine Board Examination for Teachers
- 1994 Emmanuel Siason ranks 1st place in the ECE Licensure Exam;
Roy Buada ranks 2nd place in the Nurse Licensure Exam (May);
Nadine Castillon ranks 6th place in the Nurse Licensure Exam (December);
The University acquires 55-hectare Granada Campus
- 1995 The St. La Salle Coliseum completes;
Elmer Baguioro ranks 7th place in the Chemical Engineering Board Exam;
Irene Deslate-Gumboc ranks 7th place in the Nursing Board Exam;
Mary Grace Go ranks 10th place in the Nursing Board Exam;
The Granada Agribusiness Farm opens
- 1996 Br. Ricky Laguda FSC ranks 1st place in the Teachers Board Exam;
Wenceslao de la Paz ranks 3rd place in ECE Board Exam;
Michael Hugo ranks 4th place in ECE Board Exam;
Suzanne Gustilo ranks 7th place in the Nursing Board Exam;
USLS ranks 4th in the National ECE Licensure Examination;
USLS ranks 3rd place in the National CPA Licensure Examination;
USLS gets 100% passing rate in the Nurse Licensure Exam;
USLS gets 100% passing rate in the Licensure Examination for Teachers;
The Granada Ecopark is initiated
- 1997 Carla Yson wins the Gold Medal, Discus Throw 21st ASIAN Track and Field Championship in Penang, Malaysia;
James Dinsay and Michael Benedicto, Philippine Team for Football in Thailand;
Liesel Palisawan and Carlo Piccio are declared Asia-Pacific Swimming Champion
- 1998 Br. Gus Boquer FSC, EdD is installed President of USLS;
Ralph Sarmiento ranks 10th place in the Bar Examination, one of the pioneer graduates of the College of Law, Class of 1997;

- Dympna Ormeo ranks 2nd place in the Nursing Board Exam;
 Sheryl Empinado ranks 4th place in the Chemical Engineering Board Exam;
 Ian Octaviano ranks 10th place in the ChE Board Exam
- 1999 CHED designates College of Engineering Programs as Center for Development;
 CHED grants Accountancy Program as Center for Business Education;
 Private Education Retirement Annuity Association (PERAA) cites USLS as one of 15 Colleges in the country which are “good sources of manpower for business firm;”
 Ryan Vargas ranks 1st place in the ECE Licensure Board Exam;
 Alfredo Barroca ranks 3rd place in the Licensure Exam for teachers;
 BSEEd gets 100% passing rate in the LET;
 GSM/Law/Health Science Library Building is constructed;
 Darlene Joy Torre ranks 3rd place in the CPA Licensure Exam;
 Garry Blanca ranks 8th place in the ECE Licensure Exam;
 University Chorale is adjudged NAMCYA National Champion
- 2000 USLS 806th NROTC topped the National Tactical Inspection;
 USLS was declared 2nd top Accountancy School nationwide
 Bahay Pag-asa was constructed;
 Chemical Engineering, Computer Engineering, and Electronics Engineering were awarded as Center of Development in Engineering Education by the Commission on Higher Education
- 2001 Solomon Hall is constructed;
 GSM/Law/Medicine Office is constructed;
 USLS receives Autonomous Status from CHED;
 Janice Jean Jalandoni ranks 5th place in the CPA Licensure Exam;
 Jinoo M. Gavan ranks 3rd place in the ECE Licensure Exam;
 John David Pestaño ranks 7th place in the Chemical Engineering Licensure Exam;
 The College of Law Library is adjudged as Model Centennial Library by Supreme Court of the Philippines
- 2002 The Golden Jubilee;
 The College of Medicine opens;
 Carlo James Abrasia ranks 4th place in the Chemical Engineering Licensure Exam;
 Maricel Lo ranks 6th in the CPA Board Exam;
 Therese Marie Golez ranks 7th in the CPA Board Exam;
 Ann-Ann Joy Au ranks 10th in the CPA Board Exam
- 2003 The Benilde Hall is constructed

- 2004 USLS named Top SSS Employer for Western Visayas;
Primitivo Paypon chosen as one of Ten Outstanding Students of the Philippines;
USLS ranks 1st (Category C) in the CPA Licensure Exam;
Allen Michael Arendon ranks 8th in the ECE Board Exam
- 2005 USLS co-hosts the 2005 SEAGAMES for beach volleyball and boxing
- 2006 The La Salle Yearbook Scholarship Fund is established;
The College of Medicine graduates its first 24 students;
Mutien Marie Hall is constructed
- 2007 Br. Raymundo B. Suplido FSC, PhD is installed President;
Brian T. Lim ranks 1st in the CPA Board Exam;
Orville Parreño ranks 1st in the Chemical Engineering Board Exam;
Rodney Sia ranks 10th in the ECE 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 De La Salle/Café Delasalle facilities are constructed;
The Institute for Culinary Arts de La Salle opens
- 2008 Construction of the Mutien Marie Annex Building starts
Project COPS launched;
USLS ranks 1st (Category D) in the CPA Licensure Exam;
USLS ranks 3rd (Category A) in the LET for Elementary Level;
Chemical Engineering, Computer Engineering, and Electronics Engineering were awarded as Center of Development in Engineering Education by the Commission on Higher Education
- 2009 Ryan Nandwani ranks 5th place in the CPA Licensure Examination;
Cathy Ng ranks 7th place in the Chemical Engineer Board Exam;
Sheldon Lemuel Lim ranks 8th place in the ChE Board Exam;
Philippe Jan de la Cruz wins the Bayer Young Environmental Envoy and became part of the delegation to Germany;
Computer Engineering and Chemical Engineering Programs are re-accredited for 5 years;
Graduate School passes PAASCU Level 2 accreditation, the only Graduate School in Western Visayas with PAASCU Level 2 accreditation status;
Arts and Sciences, Education, Accountancy and Business Programs are granted Level III and re-accredited for 5 years;
USLS grants Autonomous Status for another 5 years;
Dr. Ana Rosa Carmona was awarded the Lorenzo M. Tañada CHIMES National Award, Faculty Category

- 2010 The MM Annex Building is inaugurated;
The countdown for the Centennial Celebration starts;
Mary Joy Garbanzos ranks 10th in the July 2010 Nursing Board;
Liberty Ochavo ranks 3rd and Cinderella Francisco 9th in the August 2010 Guidance Counselor Licensure Board Exam;
The USLS Chorale bags 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 places among the Ten Outstanding Students of the Philippines, at Malacañang;
English Café begins construction
- 2011 College of Medicine gets 100 percent passing rate in the February 2011 Physician Licensure Exam;
USLS joins Centennial Celebration of Lasallian Presence in the Philippines;
Nadine Cedeño Sameon places 4th in July NLE;
Argee Abunda Alonsabe places 8th in July NLE;
Rebecca Lanes places 5th in August Guidance Counselor Licensure Examination;
Michael Brian Arcedas ranks 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 ranks 4th in October CPA Board Exam;
Neil Andrew Yanson ranks 10th in October CPA Board Exam;
John Ray Villaceran ranks 5th in October 2011 Electronics Engineer Licensure Exam;
Joseph Rivera ranks 7th in October 2011 Electronics Engineer Licensure Exam;
Joe Val Alipin places 3rd in November 2011 ChE Licensure Exam;
Glenmon Libo-on ranks 10th in November 2011 ChE Licensure Exam
- 2012 Diamond Jubilee Year;
Unigames returns to USLS;
Jose Gabriel Javellana wins silver in international Math contest in Singapore;
Cesar Ian Claro and Erika Manolo place 7th and 9th in June 2012 Nurse Licensure Exams;
Brothers' Residence remodeled to house the Student Activities Building to accommodate the Artists' Hub, Spectrum, Yearbook, and Business Resource Center;
The Forum is constructed;

Hanemar Ponteras and Khara Jane Abuana win THOS Awards from Bacolod Junior Chamber International;
 Salon de La Salle and Communication Studio are completed;
 Balayan Social Development Office celebrates 25th year;
 College of Medicine celebrates 10th year;
 Benj Mikko Tupas, Franz Kessler Sarmiento, and Nyrmla Kate Orcena named student ambassadors by Google in Southeast Asia;
 Dr. Ana Rosa Carmona was awarded The Outstanding PERAA Member (1st Place) Teaching Category Level B

- 2013 College of Education ranks seventh nationwide in the Licensure Exam for Teachers;
 Franz Kessler Sarmiento and Katrina Tan Kit win top awards in Google Cloud Developer Challenge for Southeast Asia;
 Alexandra Soledad and Quennie Klaire Elli qualify as Western Visayas reps for TOSP National Level;
 USLS College of Medicine ranks 11th in 2013 and 2014 National Physicians' Licensure Exam;
 The Artists' Hub: Summer Workshop 2014 replaces St. La Salle Academy for Arts and Culture
- 2014 Alexandra Soledad and Quennie Klaire Elli qualify for the 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 Nurse Licensure Exam for first time takers;
 Alexandra Soledad wins NOPSSCEA Most Outstanding Tertiary Level Student;
 Dr. Jocelyn May Flor A. Cadena is NOPSSCEA Most Outstanding Administrator;
 Dr. Marissa S. Quezon was awarded The Outstanding PERAA Member (1st Place) Teaching Category Level A;
 Dr. Ricver P. Ureta awarded The Outstanding PERAA Member (1st Place) Teaching Category Level B
- 2015 Br. Manuel R. Pajarillo FSC PhD assumes Presidency and Chancellorship of the university;
 Conferment of FIDES Award on His Excellency Luis Antonio G. Cardinal Tagle D.D.;
 Awarding of Gawad Kalinga Housing Project in Dulao, Bago City through CEP-Balayan;
 Handumanan Week 63rd Foundation Day 'Burn the Brightest Flame
 ChE Board Exam 7th Placer Frederico Panaguiton;

College of Education ranked 9th in the 2015 LET Examinations;
College of Education was awarded as Center of Development in
Teacher Education by the Commission on Higher Education

- 2016 CPA Licensure Exams 7th Placer Kenneth Limosnero;
Frederico Sibug Jr. places 7th in national ChE Licensure Exams;
Angelo Cachero wins NOPSSCEA Most Outstanding
Tertiary Student;
Alyanna Therese Pangilinan qualifies for Ayala Young Leaders
Congress;
Alyanna Therese Pangilinan wins The Outstanding Student Awards
from the Bacolod JCI;
Louie Raner wins Negros-wide Broadcasting Competition;
URC conducted research on Irrawaddy Dolphins found in
Pulupandan and Bago City, entitled 'Conservation and
Management of Irrawaddy Dolphin Habitat in Negros Occidental'
funded by Deutsche Gessellschaft (GIZ) in partnership with DENR
Protected Areas Management Enhancement (PAME) Program;
Dr. Marissa S. Quezon is NOPSSCEA Outstanding Administrator;
CHED granted Teacher Education Program as Center of
Development (COD) per CHED Memo #17 series of 2016 valid from
April 1, 2016 to December31, 2018;
100% Passing Rate Nurse Licensure Exams with 8th Placer Alyssa
Marie Lobaton and 10th Placer Bryan Amiel Brey
- 2017 St. La Salle Awardee 2017, Franz G. Ontal HS80, Col85, UN Chief
of Training, On Site Inspections, Comprehensive Nuclear Test Best
Treaty Organization (CTBO);
De La Salle Chorale Bacolod wins Gold at the 5th Vietnam
International Choir Competition held in Hoi-An, Vietnam, June 7-11;
Br. Joaquin Severino Martinez FSC installed as 12th USLS President;
John Cyril P. Claur Top 1 and Jermaine A. Lamboso 9th placer in the
November 2017 CHE Board Examinations;
100% Passing Rate for the first batch of BS Electrical
Engineering graduates in the Registered Electrical Engineering and
Registered Master Electrician Licensure Examinations;
Computer Science students Joseph Mark Anthony Huelgas, Paul
Anthony Faburada, Meltito Vagallon, Roston Labayen garnered
Best Educational Game Award in the Electronic Sports and
Gaming Summit 2017;
Juluis Dominique Lagtapon Anjao a third year medical student
garnered the Best in Paper and Oral Presentation hosted by the
World Organization of Family Doctors (WONCA) Asia Pacific
Regional Conference in Pattaya, Thailand Nov. 1-4, 2017;
Team Decypher, a group of Information Technology students named
Android Masters 2017 Champion (Apps for Social Good Category)

December 2, 2017 at the Globe Tower, BGC, Taguig City;
Blessing and inauguration of St. Brother Miguel FSC Hall

- 2018 NOPSSCEA Most Outstanding Administrator: Dr. Romeo G. Teruel;
Teacher Tertiary Level: Dr. Joebert de los Santos; Teacher Secondary Level: Ms. Rhazel L. Mengullo; Teacher Elementary Level: Ms. Jessa Villamor; Academic Non-teaching Personnel: Ms. Teresita Barcoma;
St. La Salle Awardee 2018 Br. Ricardo Angel D. Laguda FSC PhD HS87. General Councillor, Pacific-Asia Regional Conference;
Mark John Simondo 2018 Bar Topnotcher from the College of Law; USLS ranked 2nd among the Best Accountancy Schools in the Philippines by the CPA Board Examination with passing rates of 98% based on four previous CPA Board Examinations 2016-2017; College of Education is ranked 3rd among the Best Performing Schools in the Philippines in the Licensure Examinations for Teachers as released by the Professional Regulation Commission (PRC) on May 23, 2018;
Ranked 8th among the Top Performing Schools for Secondary Education in the country based on Sept. 2017 Licensure Examinations for Teachers;
Robert Martin R. Puerta placed 6th in the 2018 Nurse Licensure Examination (NLE);
Atty. Raymundo T. Pandan (HS'79) was awarded the NCCA 2018 Taboan Award in Poetry Writing;
College of Education ranked 3rd for the Best Performing School in the 2018 Licensure Examination for Teachers (LET);
College of Business and Accountancy was renamed Yu An Log College of Business and Accountancy and the renovation of the Wester Hall the home of the YAL CBA;
Rehabilitation of the Handumanan Park;
Unveiling and blessing of the St. John Baptist De La Salle Bronze Statue in front of the St. La Salle Coliseum, donated by class GS'58/HS62
- 2019 Ground-breaking of the Integrated School New Building;
Celebrated the College of Law 25th Founding Anniversary;
Granted 5-Year PAASCU Re-Accreditation, valid until 2023 in the following programs:
Basic Education Program of the Integrated School;
Arts and Sciences, Elementary and Secondary Education;
Business and Accountancy Programs;
Computer Engineering and Electronics Engineering Programs;
Business and Education Graduate Programs:
- Doctor of Philosophy in Business Management (PhD BM)
- Master in Business Administration (MBA)

- Doctor of Philosophy in Educational Leadership (PhD)
 - Master of Arts in Education (MAEd)
- Gained Associate Membership in the ASEAN University Network Quality Assurance (AUN-QA);
 Joshua Sydney Tomas placed 6th in the 2019 Nurse Licensure Examination (NLE);
 College of Nursing ranked 2nd for the Best Performing School in the 2019 Nurse Licensure Examination (NLE).
- 2020 Atty. Bebelan Madera ranked 10th in the 2019 Bar Examinations; PAASCU grants Level III Status for Basic Education and Level IV Status for Higher Education Institution Programs valid until November 2023.
- 2021 Dr. Rowena V. Bañes, RGC, LPT, RPsy chosen to be the Professional Regulation Commission (PRC) 2021 Outstanding Professional of the Year in the Field of Guidance and Counseling;
 John Carlo B. Coniendo placed 5th in the 2021 Chemical Technician Licensure Examination;
 Engr. Bryce Bertram S. Sison placed 6th in the 2021 Electronics Engineer Licensure Examination;
 Carlo B. Bais ranked 1st place, and Nimrod B. Diaz ranked 6th place in the Ten Outstanding Scholars of the Philippines awarded by the University Scholars Association of the Philippines (USAP);
 Kimberly A. Siazar was named one of the Ten Outstanding Students of the Philippines;
 University of St. La Salle-Bacolod was awarded the Par Excellence Award as an Autonomous Higher Education Institution, Par Excellence as Center for Development in Teaching Education, and a Special Award for the Best Learning Continuity Plan Implementation during the Pandemic;
 Dr. Romeo G. Teruel and Mr. Manuel Eduardo De La Paz of the USLS Center for Research and Engagement were recipients of the 2021 Negros Occidental Governor's Conservation Achievement Award
- 2022 Kate Marie Buencochillo ranked 2nd in the October 2022 CPA Licensure Examination with an average of 90.67%;
 Computer Engineering Freshman Nash Encarnacion won Regional Champion in the 26th Philippine Statistics Quiz (November);
 33 graduates from USLS passed the October 2022 Physician Licensure Exam with an overall passing rate of 70.21% against the national passing rate of 64.41%;
 USLS has an overall passing rate of 97.56% in the October 2022 Chemical Technician Licensure Exam with 40 new Lasallian Chemical Technicians;
 Stem-12 student Athena Tashcuh Sonota represented the

Philippines and won Gold in the Women's Junior Category of the Japan Mountain Bike Cup-Cross Country Olympic (October 2022);
 Law Professor and former College of Law Dean Raymundo Pandan Jr. won his 3rd Carlos Palanca Memorial Award for Literature, for his novel, Bittersweetland;
 19 Lasallians passed the October 2022 Certified Public Accountant Licensure Examination with an overall passing rate of 67.86% against the national rate of 25.84%;
 9 Lasallians passed the October 2022 Electronics Engineering Licensure Examination;
 14 Lasallians passed the October 2022 Chemical Engineering Licensure Examination;
 BEU Faculty, Mr. Jonathan Davila won 1st prize for the Binalaybay Category of the 2022 Gawad Bienvenido Lumbera of the National Commission for Culture and the Arts;
 BEU Faculty, Mr. Teodoro Angelo D. Villanueva, was awarded 2022 Youth Sustainable Development Goals Champion. Award was given by the Global Institute for Youth Development Inc;
 Br. Kenneth Martinez, FSC elected as Trustee of the Catholic Education Association of the Philippines Negros Island and Siquijor;
 University Student Government President Fred Louie Donguez represented the University in the 2022 ASEAN Young Leaders Programme in Cambodia on October 12-14, 2022;
 Dr. Sheilla M. Trajera, Center for Linkages and International Affairs director was awarded 2nd place- Health Category in the IDLAB Award on her research on indigenous people;
 The Chapel of the Ascension, in the newly renovated Professional School Building was blessed on November 18, 2022;
 In-person classes resumed.

- 2023 Asean University Network - Quality Assurance (AUN-QA) certified programs - Bachelor of Science in Accounting, Bachelor of Secondary Education;
 Appointment of Ms. Minnie Obstaculo Chua, CPA as the 1st lay University Chancellor of USLS;
 USLS is 2023 Top University in Bacolod City by EduRank based on research outputs, non-academic prominence and alumni influence;
 Top Notchers - March 2023 Licensure Examination for Professional Teachers Secondary Level
 - 4th place: Keana Marie F. Bartolome
 - 9th place: Venus Nicole S. Jucal
 USLS earned 6 CHED (Commission on Higher Education) Regional Quality Awards:
 - Autonomous Higher Education Unit in Region VI
 - Top 5 Performing School in Nov 2022 Nurse Licensure

Examination

- Best in Research Award
- Best in Internationalization Initiatives
- Best in Student Affairs and Services Implementation
- Best Implementor of the CHED Memorandum

De La Salle Chorale - Negrense won Gold and Silver medals in the 12th Bali International Choir Festival (July 2023, Bali)

- 2024 3rd CHEDRO 6 Regional Quality Awards – Award for Excellence in Community Extension;
USLS - College of Education recognized by PRC as LET top performing school;
USLS gets 100% passing rate in ChemTech board exam;
Artists' Hub head, Tanya Lopez, is Golden Leaf awardee;
USLS releases academic journal La Sallianum Ars Et Scientia;
DSB Health Office recognizes USLS community initiatives;
USLS College of Law enters Stetson International Environmental Moot Court quarterfinals;
USLS still EduRank's top 1 University in Bacolod;
USLS wins regional business case contest;
USLS Law offers Master of Legal Studies - Juris Doctor AY 2024-25;
USLS debuts at inaugural Negros Island PRISAA with most delegates;
Grade 9 Student Tyler Dean Thompson, Wins Bronze in International Karate Tourney;
Computer Engineering student Floyd D'Vinci Guevarra, wins 1st runner up in national CpE tilt;
USLS Brother President Br. Joaquin Severino S. Martinez FSC, selected as participant in United Board leadership summit;
USLS first-takers gets 100% passing rate in May 2024 PNLE;
USLS Reaps 5 Regional Quality Awards from CHED-VI;
CEd Faculty June Carl Seran Elected to Philippine Association for Teachers and Educators Region VI Board of Directors;
USLS Opens State-of-the-Art Nursing Simulation Lab;
USLS Agribusiness Farm Is Now A Certified ATI-accredited Learning Site;
USLS Biology Graduates Clinch Best Poster Presentation at the 53rd PSM National Convention;
De La Salle Chorale bags Gold Awards in Taipei Choral Competition;
USLS Led NIR team shines at National PRISAA with medal haul;
USLS Law Alum Rachel Lois B. Gella wins Dissertation Writing Tilt;
USLS is Bacolod's top HEI in July 2024 Webometrics ranking
Juancho Mikhael M. Jamon takes home Bronze medal at Bangkok Swimming Championships;
Khyra Maeshelle Moises lands top 10 in the Psychometricians Licensure Examination;

USLS Computing Studies Launches Game Lab;
 USLS Programs Get 5-Year PAASCU Reaccreditation anew;
 Inaguration of the Center for Aerogel Technology for Energy and Environment, a DOST PCIEERD-funded research laboratory;
 Bobby Maravilla Jr. ranks 10th place in the Chemical Engineering Licensure Examination

- 2025 Gillian Marie G. Montoyo and Rylah Monica Solatorio (CoN) received the Wesley Educational Grant, each with USD 2,000 tuition assistance;
 USLS signed an MOU with Sahmyook Health University to promote academic exchanges;
 Kickoff of the Granada Campus Road Construction Project;
 USLS earned a 5-year PAASCU reaccreditation (College of Engineering & Graduate School), valid until February 2030;
 Five Accountancy teams reached the Top 15 in the 3rd PICPA Accounting Students Research Festival. The team of Baga, Gumata, Hosillos, and Zuloaga won the championship with their study on climate risk and bond yields;
 Groundbreaking of Granada Chapel in honor of Gretchen Oppen-Cojuangco;
 The Research Ethics Review Committee received PHREB Level 2 accreditation (provisional until April 2026);
 Groundbreaking of USLS Iloilo Campus in Pavia;
 USLS garnered 10 awards at the CHEDRO XVIII-NIR Regional Quality Awards;
 The College of Tourism and Hospitality received the DOT FBSE Academe Partner Award at the FBSE Summit 2025;
 USLS hosted Internationalization Benchmarking with John B. Lacson Colleges Foundation;
 Alumnus and former Education teacher Jeron Velasco was named 2025 Arizona History Teacher of the Year;
 Br. Mario Chiarapini FSC and Br. Dante Amisola FSC visited to deepen the Lasallian charism;
 Six CTH educators were accredited as Professional Community Tour Guides by Bacolod LGU & DOT Region VI;
 USLS signed an MOA with Hearticulate Psychological Center to support the Stingers Men's Basketball Team;
 USLS hosts Visayan Maritime Academy Global College benchmarking;
 The RERC earned full PHREB Level 2 accreditation;
 Hosted Iloilo Science and Technology University for benchmarking on income-generating projects;
 USLS partnered with the Church of Jesus Christ of Latter-day Saints for the Light the World Initiative



Chapter 2

Academic Policies and Procedures



2.1 ADMISSION TO THE UNIVERSITY

Admission General Policies and Procedures

Admission to the University of St. La Salle is a privilege extended to individuals who demonstrate the potential to benefit from and contribute meaningfully to the Lasallian mission of faith, service, and communion. As a private Catholic institution, the University reserves the right to deny admission or to require the withdrawal of any student whose presence is deemed inconsistent with the goals, values, or policies of the University.

Applicants are evaluated by the Director of the Admissions and Scholarships Administration Office based on a holistic assessment of their academic history, current scholastic aptitude, personal character, and recommendations. Consideration is also given to the applicant's willingness to support and abide by the University's Mission Statement, policies, procedures, and community standards.

The University of St. La Salle seeks to foster a learning environment rooted in excellence, integrity, and social responsibility. Admission is extended to those who are ready to embrace this commitment and journey with the Lasallian academic community.

2.1.1 Requirements for Admission

A. For entering Freshmen

STEP 1: PRE-ADMISSION

Proceed to the Guidance Evaluation Center (GEC) and secure a payment slip for the following fees:

- Nursing Aptitude Test (NAT) – Php300 (Nursing applicants only)
- Entrance Test – Php210
- Admission Processing Fee – Php300

Note: All fees are non-refundable.

For Nursing applicants: Do not pay the Entrance Test and Admission Fee unless you meet the required NAT score of at least 50%.

To schedule the NAT, Nursing applicants must prepare the following and submit to GEC:

- Two (2) pieces of 2x2 ID photos with white background
- NAT receipt

After the NAT (and if qualified), register and upload receipts through the link provided by GEC to schedule the Entrance Test.

Create your AIMS account at:

<https://aims.usls.edu.ph/lasalle/applicants/index.php>

Nursing Program Cut-Off Scores:

- Senior High School Average: 85%
- NAT Score: 50%
- Entrance Exam General Average: 40%

Payment Centers:

- University of St. La Salle Cashier
- MLhuillier

Payment details:

- Account Name: Full name of the applicant
- Account Number: AIMS Applicant Number

STEP 2: ADMISSION

Log in to your AIMS account, complete your personal profile, and upload the following requirements:

- Grade 12 Report Card (Form 138, original copy)
- PSA/NSO Birth Certificate
- Signed Undertaking Form
- Admission Fee Receipt
- Medical Clearance issued by the USLS Clinic
- (Submit Chest X-ray and Physical Examination results to the clinic for clearance)
- Signed Recommendation Form - sealed in an envelope or emailed directly by your school's Guidance Counselor/Homeroom Adviser to: asao@usls.edu.ph

Additional Requirements for Nursing Applicants:

- Grade 11 Report Card
- NAT Test Result and Receipt
- COVID-19 Vaccination Card (first and second dose)
- HBsAg Result
- PhilHealth Card or MDR

STEP 3: RELEASE OF ADMISSION CARD

Submit hard copies of all requirements to the appropriate office:

- Non-Nursing Applicants: Admissions and Scholarships Administration Office (ASAO)
- Nursing Applicants: College of Nursing Office

Once your documents are verified, your Admission Card will be sent to your registered email. You may then proceed with enrollment.

B. For Transferees

STEP 1: PRE-ADMISSION

Submit a clear copy of your Transcript of Records and Honorable Dismissal for initial evaluation to heu.admission@usls.edu.ph (Subject: Transferee – BS Nursing).

Note: If the TOR and Transfer Credential are unavailable, please submit a copy of your Final Grades and Claim Slip.

Proceed to the Guidance Evaluation Center (GEC) and secure a payment slip for the following fees:

- Nursing Aptitude Test (NAT) – Php300 (Nursing applicants only)
- Entrance Test – Php210
- Admission Processing Fee – Php300

Note: All fees are non-refundable.

Create your AIMS account at:

<https://aims.usls.edu.ph/lasalle/applicants/index.php>

Payment Centers:

- University of St. La Salle Cashier
- MLhuillier

Payment details:

- Account Name: Full name of the applicant
- Account Number: AIMS Applicant Number

STEP 2: ADMISSION

Log in to your AIMS account, complete your personal profile, and upload the following requirements:

- Transcript of Records
- Transfer Credential or Honorable Dismissal
- NSO/ PSA Birth Certificate or Foreign Birth Certificate
- Signed Undertaking Form
- Admission Fee Receipt or Foreign Admission Fee Receipt
- Entrance Test Result and Receipt
- Medical Clearance from USLS clinic (Submit Chest X-ray and Physical Exam Result to USLS Clinic to get medical clearance)
- Signed Recommendation Form (sealed in a letter envelope); or Guidance Counselor/ Homeroom Adviser may email it directly to asao@usls.edu.ph

STEP 3: RELEASE OF ADMISSION CARD

Submit all hardcopies to the Admissions and Scholarships Administration Office (ASAO). Once your documents are verified, your Admission Card will be sent to your registered email. You may then proceed with enrollment.

C. For Shiftee

- Secure Recommendation to Shift Form and evaluation print out from the college presently enrolled in and submit these documents to the Dean/ Department Chair of the College or Department applied to.
- Secure Advice Slip from the Dean/ Department Chair
- Process change of status at the Registrar's Office
- Proceed to enrollment

D. For Applicants to a Second Degree/Supplemental Courses

STEP 1: PRE-ADMISSION

- Present Copy of Transcript of Record, from the College/University last attended, for evaluation of department chair
- Create your online account at aims.usls.edu.ph
- Pay College Entrance Test of Php210 and Admission Fee of Php300 at the USLS Cashier
- Open the online test link given by the Guidance and Evaluation Center (GEC) sent through applicant's email
- Take the test and wait for 3-5 working days for the releasing of result sent through applicant's email/ student aims account
- Accomplish your online application and upload the clear pictures of requirements

STEP 2: ADMISSION

Submit the following requirements:

- Official Transcript of Records and Transfer Credential or Honorable Dismissal
- NSO/ PSA Copy of Birth Certificate (1 original and 1 photocopy)
- Signed Undertaking Form
- Signed Recommendation Form
- Signed Physical Examination Form
- Chest X-Ray Result with validity of six (6) months upon admission
- Vaccination Card (1 st and 2 nd dose)
- Admission Fee Receipt (Php300)

Additional Requirements for Nursing Applicants only:

- Nursing Aptitude Test (NAT) Score Sheet
- Non-Reactive HBsAG

Additional Requirements for Nursing Applicants only:

- Philippine Passport or Certificate of Recognition as Filipino
- Certificate of Eligibility from Department of Education (Bacolod)
- Course Syllabus or Subject Description with Grade Interpretation

E. For Returnees

- Email a Letter of Interest for Re-Admission in the University to heu.admission@usls.edu.ph
- Wait for 3-5 working days for completion of student clearance facilitated by ASAO
- Check email for Student ID-Reactivation advised by University Registrar
- Proceed to enrollment
- Submission of Complete Admission Requirements in hard copies within one (1) semester, as it will serve as a clearance to enroll in the second semester

F. Procedure for Admission of Student Applicants with Declared Mental Health Condition

The University of St. La Salle recognizes the critical importance of mental health in the overall well-being and academic success of its students. Providing adequate support and accommodations for students with declared mental health conditions is essential to fostering an inclusive and supportive educational environment. This procedure outlines the steps to ensure that these students receive the necessary resources and care throughout their admission process and academic journey in the University:

Student Application

The student completes the standard application process, including any declarations of mental health conditions.

Verification of Documents

The Admissions and Scholarships Administration Office (ASAO) reviews the application and identifies any declared mental health conditions.

Referral to Guidance and Evaluation Center (GEC)

The ASAO Admission in-charge completes the GEC Referral Form with the student's details and declared condition, then sends it, along with other relevant documents, to the Guidance and Evaluation Center.

Intake Interview by assigned GEC Counselor

The assigned Counselor reviews the Referral Form and conducts an intake interview in order to determine if a case conference with the ASAO Director and Department Chairperson is necessary. Recommendations may include scheduling a case conference, developing a support plan, or arranging regular counseling sessions.

Feedback and Continuation of Admission Process

The assigned counselor from GEC fills out a feedback form based on his/her assessment and provides it to the student. The student submits the completed feedback form to ASAO and continues with the standard

admission process, with any additional support in place.

All information regarding the student's mental health condition will be handled with utmost confidentiality. Regular follow-ups may be scheduled to ensure the student's well-being and academic progress.

G. For International Students

Applicants living and/ or studying outside the Philippines with an Alien Status of 9a or 9f on the foreign passport imposed by the Bureau of Immigration are considered International Students.

All international student-applicant (both freshmen and transferees) must write a Letter of Intent to the University or send an email address to the Admission and Scholarship Admin Office (ASAO) through heu.admission@usls.edu.ph. As soon as the letter of Intent is responded by the ASAO with instructions for initial interview, the applicant may: (1) request a representative to get the requirements both for College Admission and Visa Requirements from ASAO or (2) download the forms sent to applicant's email.

An annual "foreign/non-resident fee" will be collected upon enrollment from accepted international student/ non-resident Filipinos. The collected fees will be used for their student social/ formation activities and activities set by the joint coordination government agencies such as Bureau of Immigration, Commission and Higher Education, and Department of Education. A non-resident Filipino is one who:

- Did not attend any local high school or college in the Philippines previous to his/ her application to the University; and
- Was not born in the Philippines.

Exemptions from paying annual foreign/non-resident fees are given to:

- Varsity Athletes
- Missionaries and religious workers
- Special exchange students
- Native born

If accepted, the international student must process his/ her student visa to the Bureau of Immigration, with the assistance of the School Representative assigned by the University, within 45 days upon admission to the University.

STEP 1: PRE-ADMISSION

- Present Copy of Transcript of Record and School Diploma, from the College/University last attended, for evaluation of department chair
- Create your online account at aims.usls.edu.ph
- Pay College Entrance Test of Php400 and Admission Fee of Php300

at the USLS Cashier

- Open the online test link given by the Guidance and Evaluation Center (GEC) sent through applicant's email
- Take the test and wait for 3-5 working days for the releasing of result sent through applicant's email/ student aims account
- Accomplish your online application and upload the clear pictures of requirements

Note: All fees are non-refundable.

STEP 2: ADMISSION REQUIREMENTS AND STEPS, STUDENT VISA REQUIREMENTS AND GENERAL ORIENTATION

A. Requirements (must be in English/with English Translation)

- Authenticated Transcript of Records or Report Card and School Diploma
- Course Syllabus or Subject Description with Grade Interpretation
- Honorable Dismissal (for transferees only) - Original copy from your previous school.
- Birth Certificate (1 original and 1 photocopy)
- Signed Undertaking Form
- Recommendation Form - Must be completed and signed by your previous school's Guidance Counselor, Adviser, or Principal. The form must be sealed in a white envelope or emailed to heu.admission@usls.edu.ph
- Signed Physical Examination Form
- Chest X-Ray Result with validity of six (6) months upon admission
- Vaccination Card (1 st and 2 nd dose)
- Admission Fee Receipt (Php300)
- Passport Bio-page, latest arrival and entry visa
- Certificate of Eligibility from Department of Education (Bacolod)
- Medical and Travel Insurance (usable in the Philippines)
- Authenticated Certificate of No Criminal Record
- Authenticated Affidavit of Support
- SSP and ACR I-Card Copies (if Grades 11-12 were taken in the Philippines)
- Submit copies of your Special Study Permit (SSP) and ACR I-Card. (Originals must also be submitted.)
- English Proficiency Evaluation (To be assessed during the interview by the Admission Officer and the Director)
- Test and/or Session might be needed through the Language Learning Program (LLP)
- designed to support students in enhancing their English skills.
- CHED Endorsement for transfer and shifting of course, if applicable
- Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry; if applicable;
- Duly accomplished CGAForm for Student Visa

Additional Requirements for Nursing Applicants only:

- Nursing Aptitude Test (NAT) Score Sheet
- Non-Reactive HBsAG

Additional Requirements for “Possible Dual Citizens”:

- Valid and expired copies of Philippine and foreign passports (bio page) — (original copies must be presented)
- Certificate of Dual Citizenship (if applicable)
- Certificate of Recognition as a Filipino (if applicable)
- Certificate of Re-acquisition / Retention of Philippine Citizenship under RA 9225 (if applicable)
- Oath of Allegiance (if applicable)
- Birth Certificate or Report of Birth from PSA (original copy required)
- Foreign-issued Birth Certificate (preferably with English translation)

If ONE Parent is NOT a Filipino Citizen (present original copies, if applicable):

- Marriage Certificate
- Death Certificate
- Birth Certificate
- Any other document related to the applicant’s visa or citizenship

B. Steps

- Releasing of online entrance test result by Guidance and Evaluation Center on student aims account
- Checking of requirements by college admitting officers
- Issuance of online admission card to student’s respective email
- Proceed to enrollment
- Submission of Complete Admission Requirements in hard copies within one (1) semester, as it will serve as a clearance to enroll in the second semester

C. Student Visa Requirements

- Letter of Acceptance and Endorsement from University Registrar
- Clearance from the National Bureau of Investigation (NBI)
- Laboratory Test Results from level 3 Hospitals within Bacolod City (Blood, Stool, Urine, Chest Xray, Drug Test, VDRL and Medical Certificate)
- Student’s Personal History for five (5) years
- Passport with valid Tourist Visa Stay
- Submit good quality of 8 pieces of 2x2 ID size photos with white background.

D. Orientation for International Students

The Admissions and Scholarships Administration Office (ASAO) conducts a General Orientation for all international students. This session covers essential information on:

- Immigration policies
- School regulations
- Visa requirements

In addition, international students are introduced to the University's student support services, such as Guidance and Counseling, to ensure they are aware of available resources for their mental health and overall well-being.

2.1.2 Special Student Categories

A. Supplemental Students

Applicants who wish to enroll in specific courses to meet requirements for advanced studies or professional development related to their employment.

B. Cross-Enrollees

Students currently enrolled in another college or university who intend to take specific subjects at USLS for credit in their home institution.

C. Audit Students

Individuals who wish to attend classes without earning academic credit. Audit students must:

- Meet regular admission requirements
- Obtain permission from the Dean
- Submit a signed agreement waiving the right to receive credit or certification for work completed

D. Returnees

Former USLS students who are applying for readmission after an official leave of absence.

E. Second Degree Applicants

College graduates who wish to pursue a second undergraduate degree at USLS.

F. Teacher Certificate Program Enrollees

College graduates who seek to enroll in supplemental courses in order to fulfill the requirements for the Teacher Certificate Program (TCP).

2.1.3 Special Student Categories

A student is allowed to shift (but not more than twice) to another course/ major field if he/ she qualifies for the program and provided he/ she is not due for dismissal.

The number of units of failure in the subject (s) not required in the curriculum of the course/ major field the student shifts to is not be considered in the new course/ major field.

The student is responsible for following the sequence of courses prescribed in the curriculum of his field of study. If changes are desired, approval must first be sought from the Department Chair or Dean.

2.2 ENROLLMENT POLICIES

2.2.1 Subject Load

Students with satisfactory grade point average are permitted to take the maximum number of credit hours as specified in the published curriculum for the semester. Students in their final year can avail once a maximum overload of a 6 credit hours on top of what is declared in their prevailing curriculum only for one semester and with the AVCAA's approval.

2.2.2 Change/Cancellation of Subject

Change of subject for another or cancellation of subject(s) is allowed during the first week of classes under the following conditions:

- if the subject is dissolved;
- if the student failed in a prerequisite subject; and
- if the student has a conflict in schedule.

2.2.3 Adding of Subjects

Adding of subjects is allowed during the first week of classes upon the written approval of the Department Chairperson or the Dean.

Procedures:

- See the Department Chairperson or Dean for electronic advising and fill up the appropriate forms.
- Proceed to the Registrar for subject reservation and approval on all forms.
- Pay the pertinent fees at the Business Office.
- Present the forms to the Registrar.
- Submit remaining copy of the form to the Dean.

Note: Failure to present the approved forms to the Registrar's Office will mean that the course(s) has not been officially added.

2.2.4 Special Classes

These are classes with students below the required number for a regular class. These can be requested by students graduating within the academic year subject to the approval of the AVCAA as endorsed by the dean concerned. Special class can start upon payment of the required minimum 1/3 of the total cost.

2.2.5 Withdrawal of Subjects

Withdrawal of individual subjects on the third week and thereafter is not allowed. However, in cases where a student decides to withdraw all, he retains the right to do so at any time during the semester.

Procedures:

- See the Department Chairperson or Dean for advice and fill up the appropriate forms.
- Proceed to the Registrar for cancellation from the subject list.
- Proceed to the Business Office for adjustment of fees.
- Secure the teacher's signature.
- Submit remaining copy of the form to the Dean.
- Submit a copy of the duly signed forms to the Registrar.

Note: Failure to present the approved forms to the Registrar's Office will mean that the courses have not been officially withdrawn and thus, grades given by the professors concerned shall apply.

Students who officially withdraw shall receive a W in their report card. However, students who stop attending classes without filing an official notice of withdrawal will get a D (Dropped) with 5.0 (Failure) unless his/her withdrawal and failure to file notification has been caused by extremely unusual circumstances and is approved by the Dean and the AVCAA. A professor who has dropped a student from a course prior to the date of withdrawal retains the right to maintain a rating of D on the transcript.

The date of filing the statement of withdrawal shall be considered, in all cases, the date of actual withdrawal.

2.2.6 Cross Enrollment

Cross-enrollment is allowed only for students who are graduating and the course is not offered during the semester in which he/she is supposed to graduate. A student is allowed to cross-enrol a maximum of 6 units.

Coursework taken at other institutions by a duly registered student of USLS shall only be credited after written permission from the Dean with the recommendation of the Department Chairperson is secured in advance. This written permission shall be the basis for a cross-enrollment permit to be issued by the Registrar. It is the responsibility of the student to secure a transcript of credits for officially cross-enrolled courses in order to ensure its inclusion in his/her academic record at the University of St. La Salle.

Cross-enrollment Procedures:

- Fill out the forms at the College office.
- Submit to the Department Chairperson for approval.
- Present to the Registrar for issuance of cross-enrollment permit.

Note: Failure to present the approved forms to the Registrar's office will mean that the courses have not been officially cross-enrolled.

2.2.7 Late Registration

Late registration may be extended to students only within the provisions pertaining thereto in the Manual of regulations for Private Higher Education (MORPHE).

2.3 ATTENDANCE POLICY

Students are expected to attend class regularly. Attendance is counted from the first regular class meeting regardless of the time of registration.

2.3.1 Allowable Absences

The number of absences allowed per subject should not be more than 20% of the total number of hours in a semester as provided by the Manual of Regulations for Private Schools (MORPHE).

Attendance policies regarding major Nursing subjects may be obtained at the office of the Dean, College of Nursing.

Once a student incurs absences in excess of the limits indicated above, he/she is dropped from the course and marked D (Dropped) with 5.0 (Failure).

2.3.2 Tardiness

A student is marked late if he/she comes within the first fifteen (15) minutes of any class period.

Two tardy marks are considered as one (1) absence from the class in a subject. A student is considered absent if he/she comes fifteen (15) minutes after the second bell.

2.3.3 Sick Notice

Absences due to sickness with or without notification are counted against the allowed number of absences during a school term. Exception is made in extreme cases such as accidents or illness necessitating hospitalization of more than two (2) weeks, in which case that the student is given extra assignments to make up for work missed.

A student who fails to take the exam due to illness is required to submit a medical certificate, exam permit, and a letter from parents in order to be given special exams.

2.3.4 Approved Absence

A student who participates in any school-sponsored activity or represents the University in an official capacity is granted Approved Absence upon the recommendation of the Department Chairperson or the Dean of Student Affairs and the approval of the Dean.

An approved absence is noted on the student's attendance record but is not counted against the allowed number of absences in the subject. The privilege, however, does not relieve the student of the responsibility of making up for work missed. The teachers concerned are expected to give extra assignments or due consideration upon the request of the student.

2.4 EXAMINATIONS

Midterm, and final examinations are conducted only on the dates published in the official College Calendar.

No credit will be given for any subject until all requirements have been satisfactorily completed.

Any student who because of unavoidable absence, fails to take the scheduled examinations, and upon the approval and recommendation of the faculty concerned, may request for a special examination at the Office of the Vice-Chancellor for Academic Affairs.

2.4.1 Requirement for Term Exam: Secure an Exam Permit

As a socially responsible Christian Lasallian, a student is expected to update their student account balances either through full or partial payment prior to taking the exams provided that the student settles total account balance for the semester on or before the end of the said semester. The student shall not be able to access his/her grades until after the said balance has been settled.

As one of the mechanisms for USLS to institutionalize more compassionate policies and guidelines for those students who may be facing some financial difficulties, the Business Office will accept processing of Promissory Notes together with the student's parents or authorized guardian subject to the approval of the committee.

2.4.2 Exemption from Final Examination

At the discretion of the instructor, a student may be exempted from taking the final examination if he/she obtained a grade average of 90% (2.0) or better in the subject for all grading periods in a semester.

2.4.3 Cheating in Examinations

Cheating and abetting cheating in any examination or quiz, and plagiarism in any academic work are considered major offenses. Students guilty of

such offenses are assigned a zero score in that particular examination or course requirement and shall be reported to the Discipline and Formation Officer for proper action.

2.4.4 Take Home/Alternative Examinations

Take home or alternative examinations (e.g. research, special projects, etc. in lieu of written examination) may be allowed in certain courses when they require long research work. Instructors, however, must inform the Department Chairperson/Dean two weeks before the scheduled examination and must submit the examination questions for approval.

2.4.5 Promissory Notes/Examination Permits/Request for Special Exams Due to Conflict in Schedule or Illness

Promissory note and examination permits is not required during the examination period, however, the student needs to settle the monthly due and back account from the previous semester/s in order to view the grades online.

To secure a promissory note for viewing of grades, the student is required to pay a partial payment. For those students with delinquent accounts, the approval of the committee will be based on the financial history shown in the account of the student as well as relevant factors to support request. Teachers are not obliged to give special exams to a student who fails to take the exams as scheduled due to failure to secure a permit or a promissory note. A student who fails to take the term exam due to failure to secure exam permit or promissory note is given a grade of 60 in that particular exam.

A student who fails to pay on time because of the long queue should notify his/her teacher, who may allow him/her to take the exam. The teacher, however, will set the deadline for the student to submit his/her permit on the same day.

In case of conflict in exam schedule, a student should make prior arrangements to take a special exam with the teacher/s concerned.

A student who fails to take the exam due to illness is required to submit a medical certificate and a letter from his/her parents so as to be given special exams.

2.5 ACADEMIC PERFORMANCE

2.5.1 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 course requirements.

Grade Equivalent:

1.50 to 1.00	95 to 100	Superior
2.00 to 1.60	90 to 94	Very Good
2.50 to 2.10	85 to 89	Good
3.00 to 2.60	80 to 84	Average
3.50 to 3.10	75 to 79	Passing
5.00	74 and below	Failure
W	-	Official withdrawal from the subject
NA	-	Did not appear in class for the whole semester
DR with 5.0	-	Dropped with a failure due to violation of attendance policies and/or prescribed procedures on withdrawal

2.5.2 Submission of the List of Failures

An instructor who fails to submit his/her list of failures on the deadline indicated for the final term, forfeits his/her right to fail the student.

Once the list of failures has been duly submitted, a faculty member may not convert anymore failed grades to passed status unless there is an error in the entry of grades.

2.5.3. Changes in Grades

Errors in the entry of grades may be corrected after the instructor concerned explains, in writing, to the Department Chairpersons and the Dean his/her reasons for the change and secures their endorsement. The final approval is then secured from the AVCAA. Changes in grades must be done within one year when the subject was taken.

2.5.4. Academic Standing

The academic standing of a student is determined by computing the grade point average (GPA), as follows:

- Multiply the grade in each course by the number of credits (e.g. 1.5x3 units).
- Find the sum of all the grade points (per credits).
- Divide the sum of all the grade points by the total number of credits including credit units for which a 5.0 was earned (though no grade points are given for a 5.0)

To be in good academic standing, the student must have a minimum grade point average (GPA) of 3.0 and must satisfy the scholastic requirements for his/her major program of study. Students' records are evaluated for academic standing at the end of each semester.

2.5.5. Dean's List

The University recognizes the scholastic achievement of students whose grade point average in a semester's load of at least 15 units is 1.9 (91%) or better and no final grade below 2.50 (85%). Failure in, dropping or withdrawal from any subject, including NSTP and GG disqualifies the student from the Dean's List. However, NSTP and GG are not included in the computation of the GPA.

The First Honors Certificate is awarded to students with a GPA of 1.50 (95%) to 1.00 (100%) and Second Honors Certificate to those with a GPA of 1.90 (91%) to 1.51 (94.9%).

2.5.6 Academic Probation

1. A student is placed on academic probation if he/she:
 - incurs 12 units of failure in one semester; or
 - accumulates 18 units of failure in different semesters.

Note: all subjects will be considered in evaluating the number of units of failure.

2. A student on probation may be permitted to enroll if he/she:
 - takes the regular load for the given semester;
 - engages in only one co-curricular activity and does not join any varsity team; and
 - cooperates with the Guidance and Evaluation Center and the Department Chairperson/Dean on attendance at academic conferences.
3. The probation status is lifted if the student passes all his/her subjects during the semester of the probation. However, the number of failures remains on record. The student may now engage in co-curricular activities or join varsity teams.
4. A letter is sent to his/her parents once a student is placed on probation.

2.5.7 Dismissal from the University

1. A student is dismissed from the school if he/she incurs 18 units of failure in one semester.
2. A continuing student is dismissed from the school if he/she incurs an accumulated failure of 24 units.

2.5.8 Disciplinary Probation and Dismissal

A student may be placed on disciplinary probation or denied readmission for violation of the University norms of conduct prescribed in the Student's Handbook upon the recommendation of the Discipline and Formation

Officer and the approval of the Dean of Student Affairs and the College Dean. Another infraction of any school policy during the disciplinary probation makes the student liable for dismissal from the University after due process.

No student on either academic or disciplinary probation may hold office in any College organization or represent the University in any off-campus function or activity. However, he/she may become a member of one campus organization.

2.6 GRADUATION POLICY

2.6.1 Academic Requirements

Students are responsible for regularly consulting with their respective Department Chairpersons/Deans on policies and requirements concerning graduation. Although the course requirements for the degree program are all specified in the Undergraduate Catalogue, any additional requirements prescribed by the Commission on Higher Education (CHED) must be met by all applicants for graduation.

2.6.2 Course Requirements

Students must be in residence in USLS for at least four consecutive semesters prior to graduation. Sixty percent of the units for major electives must be earned at USLS. The maximum length of time students are allowed to work for a bachelor's degree is seven years, counting from the first time they enrol at the University.

2.6.3 Honors

The following honors are conferred on qualified students upon graduation from a Bachelor's degree program:

Summa Cum Laude

To graduating students with a grade point average of exactly 1.40 (96) or better (a GWA of 1.41 is disqualified from Summa Cum Laude) and with no grade lower than 2.0 (90) in any subject excluding NSTP and GG. Residence in USLS for at least six consecutive semesters prior to graduation is also required.

Magna Cum Laude

To graduating students with a grade point average between 1.70-1.50 (93-95) or better (a GWA of 1.71 is disqualified from Magna Cum Laude) and with no grade lower than 2.2 (88) in any subject excluding NSTP and GG. Residence in USLS for at least six consecutive semesters prior to graduation is also required.

Cum Laude

To graduating students with a grade point average between 1.90-1.80 (91-92) or better (a GWA of 1.91 is disqualified from Cum Laude) and with no grade lower than 2.5 (85) in any subject excluding NSTP and GG. Residence in USLS for at least six consecutive semesters prior to graduation is also required.

Academic Achievement Award

To graduating students with a grade point average of 91 or better, no grade below 81 (2.9) and with a grade of 81-84 for a maximum of three (3) subjects/courses only.

Nota Bene

Although grades in NSTP are not included in the computation of the grade point average, a student applying for honors should have a grade of 3.0 (80) or better in this subject.

Grades earned from other institutions will not be considered in the computation and determination of honors unless they have been officially credited to the degree program they enrolled in USLS.

In case of double majors or shiftees, a grade lower than the cut-off for honors in any subject related to the course/s to be graduated from will automatically disqualify the student from any honors.

A residence in USLS for at least 6 consecutive semesters prior to graduation is required.

For students taking two (2) courses with different graduation dates, the honor will only be conferred at the end when the student graduates from both courses.

A student who repeats a course to meet with the retention requirements is disqualified from any honors.

Only subjects that are related, aligned, and accredited to the course/s to be graduated from will be considered in the computation of the grade-point average (GPA).

Grades or Remarks of WITHDRAWN or W, Incomplete or INC, No Appearance or N.A., or Dropped or DRP or D in the Transcript of Records disqualifies the student for honors.

2.6.4 The Commencement Program

The List of Candidates for graduation is posted on the Bulletin Board one (1) month prior to graduation day. A graduating student is responsible for

ensuring that his/her name is included in the Commencement Program. The inclusion of a student's name in the Commencement Program does not, however, guarantee his graduation unless he has met all the degree requirements of the University of St. La Salle and the Commission on Higher Education (CHED).

The University reserves the right to deny a student from participating in the Graduation Rites if found to have violated any University Rules and Regulations. The graduates are required to abide with the rules implemented by the Graduation Committee during graduation practice and rites.

2.7 SCHOOL-SPONSORED ACTIVITIES

2.7.1 International Educational Trips, Educational Tours, Field Trips and Day Trips

A. Definition of Terms

1. **International Educational Trip** - as defined in CHED Memorandum Order No. 26, Series of 2015, this refers to an educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines. Moreover, this trip covers only HEI's with Level II accreditation of the program, Autonomous, Deregulated, COE, and COD or with ISA Classification.

2. **Educational Tours** - are off-campus activities (local/regional/national/international) which lasts for more than one day, requires an overnight stay, and involves relatively more places of destination than field trips.

3. **Field trips** - are off-campus activities (local/regional/national) that require at least an overnight stay.

4. **Day trips** - are off-campus activities within or outside Bacolod City which do not require an overnight stay.

B. Procedures (Educational Tours and Field Trips)

1. Academic and Non-Academic

1.1 Academic-related field trips. These are trips organized by the subject teacher or Department Chairperson as a requirement of the program/ course. A formal letter of intent to conduct the educational tour/field trip is submitted by the teacher, noted by the Department Chairperson, and endorsed by the College Dean concerned to the AVCAA for approval upon completion of the checklist of requirements in compliance with CHED Memorandum Order No. 63, Series of 2017.

1.2 Non-academic-related trips. A formal letter of intent to conduct the educational tour/ field trip is submitted to the AVCAA for

approval by the President of the organization to be noted by the Moderator, the Department Chairperson and the Administrative Assistant for Student Activities and endorsed by the College Dean and Dean of Student Affairs. The approved letter is then forwarded to the Procurement Office for processing. If more than one group in the same College/Department request permission to have a fieldtrip, academic fieldtrips shall be prioritized. Club/Organization moderators and Department Chairpersons should, therefore, coordinate with one another in planning for the activity.

2. In cases where accredited travel agencies and tour operators are involved, the following procedures shall be observed:

2.1 A student survey should be done regarding the plan to hold a fieldtrip that includes the following details:

- a. Objectives and subjects related to the activity
- b. Nature of Activity (as non-compulsory)
- c. Site, including proposed itinerary
- d. Estimated Cost (costing packages for different numbers of participants)
- e. Other pertinent information (requirement of to allow child to stay behind after the official schedule for the trip; contact numbers of persons-in-charge)
- f. Expression of giving consent to join the activity
- g. This must be sent out before the two-month deadline for the submission of the letter of request for approval. All letters and waivers shall be endorsed to the Department Chairperson/Club Moderator.

2.2 The letter of permission to hold a field trip must be submitted to the College Dean concerned not less than two months before the proposed schedule and must indicate the following:

- a. Objectives and subjects related to the activity
- b. Nature of Activity
- c. Site, including proposed itinerary (including possible places of lodging)
- d. Travel requirement and preference (via land, boat, air)
- e. Three (3) recommended travel agencies (with proposed tour packages)
- f. List of participants and faculty chaperon/s (one chaperon per 20 participants)
- g. Number of student participants
- h. Schedule of presentation of travel packages to the Procurement Office for processing by the Bidding and Awards Committee
- i. Estimated Cost (costing packages for different numbers of participants)

3. Approval and Processing of Educational Tours/Field Trips

3.1 Academic Field Trips

If approved by the AVCAA and endorsed by the College Dean, the letter is forwarded to the Procurement Office for processing by the Bidding and Awards Committee.

3.2 Non-Academic Field Trips

If approved by the AVCAA, the letter is endorsed to the Procurement Office for processing by the Bidding and Awards Committee.

4. The Bidding and Awards Committee takes charge of securing bids from accredited travel agencies.

5. After a travel agency has been chosen by the students and members of the committee, students shall be informed and payments to the Business Office may start.

6. All payment disbursements will be done through the Business Office. No student faculty/officer will personally handle collection or payments.

7. An evaluation of the activity should be conducted within two (2) weeks after the activity and results shall be given to the College Dean.

C. Procedures (Day Trips)

1. Academic Day Trips

a. A formal letter of intent to conduct the day trip, signed by the teacher, noted by the Department Chairperson, and endorsed by the Dean is forwarded to the AVCAA for approval.

2. Non-Academic Day Trips

a. A formal letter of intent to conduct the day trip, signed by the Club President, noted by the Moderator and the Administrative Assistant for Student Activities is forwarded to the College Dean and Dean of Student Affairs for endorsement. Upon endorsement, the letter is forwarded to the AVCAA for approval and processing.

* The letter of intent should be submitted to the Dean concerned not less than two weeks before the scheduled trip and must indicate the following in the proposal:

1. Objectives and subjects related to the activity
2. Nature of Activity
3. Site, including proposed itinerary
4. Travel and transportation
5. Request for approval
6. Proposed financial outlay (including student contribution

required)

7. List of participants and faculty chaperone(s)

D. Procedures (International Educational Trips)

These are trips organized by the subject teacher or Department Chairperson as a requirement of the program/course. A formal letter of intent to conduct the educational tour/field trip is submitted by the teacher, noted by the Department Chairperson, and endorsed by the College Dean concerned to the AVCAA for approval upon completion of the checklist of requirements in compliance with CHED Memorandum Order No. 26, Series of 2015. This trip however, covers only programs with either Level II program accreditation, CHED's recognition as Center of Excellence, and/ or Center of Development.

Upon completion of the guidelines for application, the checklist of requirements for the trip should be duly accomplished. (See Appendix Q)

Guidelines for Application (International Educational Trip):

In compliance with CHED Memorandum Order No. 26, Series of 2015, the following guidelines must be observed:

Implement the appropriate International Educational Trips in accordance with the specific degree program requirements as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of Implementation in coordination with the Center for Linkages and International Affairs (CLIA) of the university as approved by the AVCAA.

Secure and protect the students. Inform the parents or guardians of the guidelines on International Educational Trips. Secure parental consent and medical clearance of student-participants prior to the trip.

Conduct orientation on cost requirement before enrollment.

Assign a designated qualified faculty member or any authorized coordinator to manage the trip.

Submit to the CHED Regional Office, the following requirements for endorsement to Bureau of Immigration and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):

- Notarized letter of Intent of the students to participate in International Educational Trips;
- Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
- Written consent from parent/guardian;
- Approved documents from the Host Country from the said International Educational Trips (if applicable);

- Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED;
- Endorsement Letter from the HEI President

All necessary documents/ requirements including the notarized letter of intent must be submitted to CHED at least 30 days before the departure

Wait for the CHED approval

If approved, concerned HEI receives a notification that they are included in the list of participating HEIs; and

If disapproved, the HEI applicant will be immediately notified in writing by the CHED Regional Office

Requirements for Parties Involved (International Educational Trip): **refer to CHED Memo Order No. 26, S. 2015 Section 20**

Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
- Must assume all other requirements and responsibilities of the international educational trips.

Participating Students must:

- Hold a valid passport. In case of foreign students check with the Bureau of Immigration (BI) the other requirements needed;
- Be currently enrolled in a Philippine higher education institution;
- Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
- Be in good academic standing as certified by the HEI;
- Have medical certificate issued by the physician of the concerned HEI;
- Be able to communicate in English or in the language spoken in the host country;
- Have written consent from parent/guardian/spouse; and
- Have endorsement letter from the HEI President.

2.7.2. Fund-Raising for Fieldtrip/Day Trip

If fund-raising is necessary to defray expenses, University policies on fund-

raising should be followed.

The implementation of all resource generation activities by members of the school communities shall undergo clearing and approval processes to ensure that goals are aligned with the vision, mission, and goals of DLSP:

1. Interested groups must secure a FUNDRAISING AND APPROVAL FORM from the Center for Advancement.
2. Resource generation proposals must be submitted to the Center for Advancement at least 30 days before the date of the activity.
3. The Center for Advancement must review the proposals and make the necessary recommendations.
4. The Center for Advancement must determine the approving authorities based on the targeted amounts and target donor groups.
5. Clearing and approval must be within 10 working days of receipt of complete documents.

2.7.3 Invitations

Invitations by external groups to USLS students or student groups to conferences, seminars, conventions and/or educational exchanges shall be governed by the following:

A. The proposed trips must be in line with the departmental or organizational objectives. A formal letter of intent to accept the invitation signed by the class/organization President and countersigned by the Moderator/Faculty Adviser should be sent to the Department Chair/Administrative Assistant for Student Activities not less than two weeks before the scheduled trip.

The letter should include the following:

1. Objectives and/or subjects related to the activity
2. Letter of invitation with itinerary
3. Travel and Transportation arrangements
4. Requests for approval
5. Financial Outlay (including student contribution required)

B. The proposal shall be forwarded by the Department Chair/AASA to the Dean for approval.

C. If fund-raising is necessary to help defray expenses, University Policies on fund-raising should be followed.

2.7.4. Guidelines for Supervision and Control

A. The Dean concerned shall sign a Delegation Head from among the accompanying faculty who shall be primarily responsible for implementing these guidelines.

B. Parental approval or waivers must be secured prior to trip. No student

will be allowed to join the trip without an accomplished form. The forms shall be deposited with the office of the Dean concerned.

C. A copy of the trip itinerary (with the necessary contact numbers and addresses) must be presented to the parents or guardians concerned along with the waivers.

D. Complete names and addresses of contact persons (relatives and friends) in the area must be provided to the Head of the Delegation and the Dean concerned. In case when the participant wants to stay in the area after the fieldtrip, a letter of consent from the parent or guardian shall be submitted by the participant indicating the name, contact number, and address of the person to whom the participant will be endorsed by the head of the delegation.

E. Free time and shopping time must be clearly stipulated in the itinerary

F. Non-Lasallians are not to be admitted at any time within the participants' living quarters without the expressed consent of the Head of the Delegation.

G. All Handbook policies shall be considered in force and effect for the duration of the trip and infractions thereof shall be treated accordingly.

H. Responsibilities of the Head of the Delegation are the following:

1. serves as the primary implementing agent of the University in the application of pertinent University policies and guidelines;
2. ensures that due diligence is employed in the supervision and control of the participants;
3. decides on requests and acts on concerns raised by participants after due consultations;
4. sees to it that trip itinerary is strictly followed;
5. approves or denies requests for side trips and/or diversions from the itinerary;
6. sets a night-time-curfew (for trips with overnight stays) as agreed by the group;
7. ensures that all participants are accounted for by doing a head count with the other faculty chaperon/s during the curfew period;
8. makes sure the University policies and procedures are reasonably observed during the trip;
9. facilitates the settlement of conflict or misunderstanding among participants;
10. secures a First Aid Kit from the clinic; and
11. formulates additional reasonable guidelines whenever necessary.

2.7.5 Responsibilities of student-participants

Responsibilities of each student-participant are the following:

1. conducts himself/herself in a manner befitting a Lasallian;

2. submits all the requirements to the Office(s) concerned;
3. aides by the approved itinerary;
4. abstains from inviting guests to the living quarters of the participants;
5. desists from entering the room/living quarters of the opposite sex;
6. respects any decision made by the Head of the Delegation or his/her representative;
7. observes University policies, Student Handbook Provisions and other; and
8. follows instructions given by the Head of the Delegation or his/her representative. Violations of these guidelines by any student or student groups shall be sanctioned with any or all of the following without prejudice to other enforceable University policies:
 - a. Suspension
 - b. Disciplinary Probation
 - c. Ban from any future Field trips of the Organization
 - d. Revocation of Accreditation

2.7.6 Cancellation of Activities

The University reserves the right to cancel any activity deemed inimical to the objectives and policies of the Institution or considered a threat to the safety of the participants.

2.7.7 Stipend of Chaperon/s

The University shall provide for the stipend of the chaperon/s for the officially approved field trips.

2.8 NOTICES

2.8.1 Non –Academic Notices

Notices of any kind (posters, announcements, advertisements) are restricted to approved Bulletin Boards and must first be cleared with the Office for Student Affairs.

2.8.2 College Bulletin

The College Bulletin, posted on bulletin boards/offices every morning on all regular class days, is an official publication of the University.

Students and faculty are responsible for keeping themselves informed of all notices contained therein. Requests for inclusion of a notice in the College Bulletin must be channelled through the Office of the Dean of Student Affairs for co-curricular activities and through the Dean for academic-related concerns. Items to be included in the College Bulletin must be submitted no later than 4:00 p.m. of the day previous to publication.

2.9 SELF-DIRECTED LEARNING

The USLS undergraduate programs implement a Self-Directed Learning every Monday for Cluster A (CAS and CEEd) and every Friday for Cluster B (YAL-CBA, CoE, CECS, CTH, CoN). On these designated days, there will be no scheduled synchronous or asynchronous teaching and learning activities for the respective clusters. This break is allocated for students to focus on their personal academic endeavors.

For 3-unit lecture courses, students will have 2 hours of face-to-face (F2F) instruction each week, accompanied by 1 hour of self-directed learning (SDL) or asynchronous sessions.

For lab courses, which require a minimum of 54 hours of face-to-face instruction, students will attend 4 hours of F2F sessions each week, along with 2 hours of SDL or asynchronous learning. Similar to lecture courses, the Self-Directed Learning Break is observed on Monday for Cluster A and Friday for Cluster B.

2.10 THE SCHOLARSHIP PROGRAM

In line with the University's strategic mission to nurture the heart and strengthen the mind of Filipinos committed to pursuing their education, USLS Bacolod offers a variety of scholarship programs for Senior High School and Undergraduate students.

Scholarships are awarded to students who demonstrate excellence in academics, athletics, or performing arts, as well as to those who are financially disadvantaged.

The Scholarship Program is administered by the Scholarships Officer under the Admissions and Scholarships Administration Office (ASAO). It is open to qualified entering freshmen and aims to support academically capable but financially challenged students, helping them gain access to Lasallian education and achieve their full potential.

VALEDICTORIAN SCHOLARSHIP

This is an outright scholarship given to the over-all TOP 1 Senior High student from schools with 150 and above graduates.

Qualifications:

1. Rank 1 of Grade 12 graduating batch with a population of 150 and above graduates.
2. Entrance Exam result of 75% and above
3. Grade 12 General Average of 88% or above

ACADEMIC SCHOLARSHIP

This is open to the Top 10% Senior High School Graduates.

Qualifications:

1. Belongs to the Top 10% of the Grade 12 batch or Rank 1 with 150 and below graduates.
2. Entrance Exam result of 75% and above
3. Grade 12 General Average of 88% or above

Requirements to be submitted:

- Online Scholarship Application with Scholarship Application Privacy Notice.
- Original Certificate of Ranking issued by their School Registrar or Principal.
- Photocopy of Entrance Exam Result (for ACADEMIC SCHOLARSHIP ONLY)
- Certified True Copy of Grade 12 Report Card
- Good Moral Certificate
- Proof of Income of Parents:
 - If employed - Please submit BIR Form 2316;
 - If Self Employed, please submit complete BIR Form 1701;
 - If Working Abroad, please submit employment contract;
 - If no job - please submit BIR Cert of Tax Exemption.
- Barangay Certificate of Indigency or Low Income is not valid.

Qualified applicants who pass the initial screening will be scheduled for an interview. The University Entrance Examination will serve as the basis for scholarship evaluation; a separate scholarship exam is no longer required.

All scholarships are subject to evaluation every semester. The coverage of the grant may be increased, decreased, or discontinued based on the student's academic performance, conduct, and compliance with scholarship requirements.

VARSITY SCHOLARSHIP GRANT

This grant is awarded to students with exceptional athletic abilities who successfully pass the tryouts conducted by the Institutional Varsity Sports Office. Grantees may receive a percentage discount on tuition and miscellaneous fees, covering up to 21 units, based on the evaluation and criteria set by the Institutional Varsity Sports Office and ASAO.

Varsity Events are as follows:

Athletics - Men and Women
Badminton - Men and Women
Basketball - Men
Billiards-Men and Women
Chess - Men and Women
Football - Men
Lawn Tennis - Men and Women

Sepak Takraw - Men
Swimming - Men and Women
Table Tennis - Men and Women
Tae Kwon Do - Men and Women
Volleyball - Men and Women
PEP Squad
Dance Sport

MUTIEN MARIE CULTURAL SCHOLARSHIP GRANT

The University supports students with a passion for the arts through financial assistance in these groups:

Chorale – For those with a passion for singing and creating harmony in various music styles.

Musikat – For musicians with a passion for pop and modern music and performances

Ritmo Verde – For those with a passion for percussion and energetic drum beats.

Vivace Strings– For those with a passion for playing classical and contemporary string music.

Grupo Letras y Figuras – For artists with a passion for expressing culture through painting, sculpture, and other visual arts.

Jean Baptiste Dance Company – For dancers with a passion for contemporary, hip-hop, and other dance forms.

La Salle Film Society – For filmmakers and film lovers with a passion for creating and appreciating cinema.

Maskara Theatre Ensemble– For actors and performers with a passion for drama, musicals, and experimental theatre.

Production Support Group – For those with a passion for working behind the scenes, managing lighting, sound, and sets.

Santermo Writers Guild – For writers with a passion for crafting poetry, stories, and essays.

Iwag Photography – For photographers with a passion for capturing moments and telling stories through images.

Members may enjoy up to a certain percentage discount on tuition and miscellaneous of up to 21 units depending on the evaluation and criteria set by Artists Hub and ASAO.

Requirements:

- Online Application Form with Scholarship Application Privacy Notice
- Grades / Report Card
- Performance Grades from the Moderators
- Club Activities Joined/Participated for AY 2024-2025
- Proof of Income of Parents:
 - If employed – Please submit BIR Form 2316;
 - If Self Employed, please submit complete BIR Form 1701;
 - If Working Abroad, please submit employment contract;
 - If no job – please submit BIR Cert of Tax Exemption.

Barangay Certificate of Indigency or Low Income is not valid.

STUDENT ASSISTANTSHIP PROGRAM

This program provides opportunities to undergraduate students who may be considered as financially incapacitated but with the desire and

dedication to finish their studies.

This scholarship provides 100% discount on Tuition and Miscellaneous Fees,, along with a monthly allowance. In return, each student must render 20 hours of service per week at their assigned office.

Criteria for Eligibility

Open to continuing USLS students with at least 2 years remaining at the University or graduates of Liceo Senior High School, enrolled in any course EXCEPT BS Accountancy or BS Nursing. Liceo graduates who have transferred to other schools must enroll at USLS for at least one semester before applying to this program.

Must have no failing grades in two consecutive semesters prior to application.

Must be mentally and physically fit, with no medical health issues, and willing to be assigned to any office.

Parent's annual income must not exceed 250,000 php.

Must not be receiving any other scholarships from USLS or external donors. Willing to take 21 units ONLY per semester.

Application Requirements:

- Online Application Form with Scholarship Application Privacy Notice
- Application Letter addressed to the ASAO Director
- Proof of Income of Parents:
 - If employed - Please submit BIR Form 2316;
 - If Self Employed, please submit complete BIR Form 1701;
 - If Working Abroad, please submit employment contract;
 - If no job - please submit BIR Cert of Tax Exemption.
- Barangay Certificate of Indigency or Low Income is not valid.
- Letter of Need from Parents
- Photocopy of Grades (1st and 2nd semester for continuing College students, Grade 12 Report Card for Liceo Students)
- Latest Billing Statements for 3 consecutive months: Water, Electric, Internet, Telephone
- Recommendation from GEC.

OTHER INTERNALLY FUNDED SCHOLARSHIP GRANTS

A. ARMED FORCES OF THE PHILIPPINES (AFP PD 577)

Dependents of military personnel who died or became incapacitated in the line of duty are granted 100% discount on tuition. Qualified applicants are granted tuition fee discount based on availability of slots and have passed

the admission requirements of the university.

B. BR.PRESIDENT SCHOLARSHIP GRANT

This may be availed of by full time permanent employees and part-time faculty who serve the university. Criteria for availment of this benefit may be found in the Personnel Manual provided by the Human Resource Development Services Office.

C. STUDENT SERVICE GRANTS

This may be availed by the three University Student Government (USG) Executive Officers. These are the Executive President, Executive Vice President and Executive Treasurer. All three will enjoy a full tuition fee discount. Endorsement Letter is provided by the Director of Student's Affairs Office (OSA).

EXTERNALLY FUNDED SCHOLARSHIP GRANTS

GOVERNMENT AGENCIES

AFP	OWWA
CHED	City of Bacolod - PESO
- Merit (CSMP)	GSIS
- Tulong-Dunong Program (TDP)	City of Silay
- Tertiary Education Subsidy (TES)	City of Sagay
DOST	Guihulngan City

PROVINCE OF NEGROS OCCIDENTAL

PEACE	Philippine Rice Institute
Parents of Non-returning OFW	Municipality of Moises Padilla
Scholarship for PWD	Philippine Veterans Affairs Office
NOPMANS (for Medicine),	US Veterans
Degree Completion	

FOUNDATIONS:

Ninoy and Cory Aquino Foundation
Megaworld Foundation
SM Foundation
Negros Women for Tomorrow Foundation
(Dungganon)
Kyocera Scholarship
Rotary Club Of Metro Bacolod
BACPAT Youth Development Foundation
Parent - Teachers Council
Academe Foundation
Philippine Waters Foundation
Rio Tuba Nickel Foundation
Uplift Cares Foundation
VMC Foundation - Miguel Ossorio Scholarship



Chapter 3

Academic Programs



3.1 COLLEGE OF ARTS AND SCIENCES

Undergraduate Programs

- Bachelor of Arts in
 - Communication
 - Interdisciplinary Studies
 - Political Science
 - Psychology

- Bachelor of Science in
 - Biology *with specialization in*
 - Ecology
 - Medical Biology
 - Microbiology
 - Psychology

3.2 COLLEGE OF COMPUTING STUDIES

Undergraduate Programs

- Bachelor of Science in
 - Computer Science *with specialization in*
 - Game Development
 - Analytics Intelligence
 - Information Technology *with specialization in*
 - Web and Mobile Development
 - Networking and Cybersecurity
 - Entertainment and Multimedia *with specialization in*
 - Digital Animation Technology

3.3 COLLEGE OF EDUCATION

Undergraduate Programs

- Bachelor of Elementary Education

- Bachelor of Secondary Education *major in*
 - English
 - Mathematics
 - Science
 - Social Studies

- Bachelor of Special Needs Education *with specialization in*
 - Early Childhood Education

- Bachelor of Physical Education

3.4. COLLEGE OF ENGINEERING

Undergraduate Programs

Bachelor of Science in
Chemical Engineering
Computer Engineering
Electrical Engineering
Electronics Engineering
Materials Engineering

3.5 COLLEGE OF NURSING

Undergraduate Program

Bachelor of Science in Nursing

3.6 COLLEGE OF TOURISM AND HOSPITALITY

Undergraduate Programs

Bachelor of Science in
Hospitality Management
Tourism Management

3.7 YU AN LOG COLLEGE OF BUSINESS AND ACCOUNTANCY

Undergraduate Programs

Bachelor of Science in
Accountancy
Accounting Information System
Agribusiness Management
Entrepreneurship
Management Accounting

Bachelor of Science in
Business Administration *major in*
Business Economics
Marketing Management
Operations Management



Chapter 4

Student Support and Services



4.1 ACADEMIC SUPPORT SERVICES

4.1.1. Admission 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 and facilitates visa-related processes for international students.

4.1.2. Don Alfredo Montelibano, Sr., AFSC Memorial Learning Resource Center (LRC)

The Learning Resource Center is a pro-active learning hub of the institution that provides excellent educational resources, state-of-the-art technologies and innovative services in support for the lifelong learning, instruction and research of the university and the academic community.

4.1.3. Instructional Media Center (IMC)

The IMC is an academic support unit that facilitates audio-visual related requests and services for the institution as well as ID printing and production. It assists faculty in the selection, programming, and actual production of audio-visual aids for classroom instruction.

Student ID

Each new student is issued an ID card which is required identification for entry to campus and for the use of school services such as Registrar's Office, Library, Instructional Media Center, Office for Student Affairs, Clinic, and other facilities. Students must wear their IDs at all times particularly during registration and examination days. It is absolutely non-transferable and must be surrendered to the proper authorities upon request. Replacement for lost ID should be processed through the Discipline and Formation Office.

4.1.4. The Information Technology Services (ITS)

The Information Technology Services (ITS) manages and supports the technology systems and infrastructure of the University. The services ITS offers to the students are essentials to their teaching and learning experience.

Information Technology Services takes the lead in implementing systems that benefit students, teachers and staff. School Management System (AIMS) is used for integrated processes from undergraduate to postgraduate student services, eg. (Admissions, Enrollment, Transcript of Records processing). The Learning Management System (CANVAS) is used by the institution for the best online learning experience.

Integrated to these systems is the Google Workspace for the University. ITS manages the Google Workspace which enables them to give the right access to the students, faculty and staff. Officially enrolled students have the privilege to use the Google Workspace and allows them to store their

data online up to 20GB. To fully utilize the cloud services the students are encouraged to disable syncing their google photos to the University's Google Workspace. ITS also encourages the students to backup their Google Workspace before every academic year ends since the ITS implements a policy to refresh the system every academic year. The main function of the University's Google Workspace is for academic purposes hence other personal and private accounts are highly discouraged to be linked to your University's email like online banking and social media accounts. This is also another layer to safeguard our systems from external attackers. A regular password change will also help ITS to minimize other online threats.

4.1.5. Center for Research and Engagement (CRE)

The Center for Research and Engagement (CRE) is the research arm of the university whose main purpose is to administer and supervise all institutional research requests, internally-funded researches under the Faculty and Administrators Research Program, and university-based externally-funded research projects as well as other research-related activities. It also provides research technical assistance to both internal and external clients.

Under the center are the Publication and Engagement Office (PEO), the Research Ethics Review Office (RERO), and the Institutional Research and Engagement Office (IREO).

The PEO facilitates the timely publication of research outputs and dissemination of research recommendations to all stakeholders. To ensure ethical soundness, the RERO ascertains that all researches are compliant with ethical principles and standards of the university while the IREO links the university to private and public institutions and agencies for possible fund sourcing through research collaborations and supports its evidence-based decision-making processes by conducting researches commissioned by the administration. On the other hand, the IPR committee looks into issues and concerns pertaining to Intellectual Property Rights in order to protect the Intellectual Property (IP) creators of the University. The CRE is also working closely with the University Research Board (URB) and the USLS Innovation and Creative Council (UICC).

With the end view of promoting quality education, socio-economic development, and scientific and technological advancement, the CRE is mandated to create and nurture a culture of research in the university through a research environment befitting and relevant to all members of the Lasallian community.

4.1.6. Career Development Centre (CDC)

The Career Development Centre handles the Job Placement and implements the Internship Program of the university that aims to prepare graduating

students for professional life after college. CDC's Job Placement Office is a service unit that seeks to provide assistance to graduating students through various programs and services which endeavor to equip them with skills and positive attitude needed in their entry to the world of work. Its main goal is to help the students and alumni find suitable employment opportunities. CDC also facilitates students' internship in recognized private corporations, government agencies, non-government organizations and academic institutions where training related to their respective field of study is obtained. It intends to prepare students for employment by doing various activities that equip them with the necessary skills and abilities that they can apply in the workplace.

4.1.7. 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 on Higher Education (CHED), facilitates the registration or transfer of students, and certifies the eligibility of candidates for graduation and honors.

4.2 SUPPORT SERVICES

4.2.1. Office for Student Affairs

The Office for Student Affairs complements the academic programs in the promotion of the human and Christian education of students, guided by gospel values and the charism and ideals of St. John Baptist de La Salle.

In pursuit of the University's mission and goals, it emphasizes in its formation and development programs, Lasallian awareness and values, opportunities for pro-active and creative leadership in the service of others, and self-discipline and responsibility for character formation. It, therefore, desires to build the 'total person' of the individual student who is expected to become a catalyst for positive social change.

It carries out the effective and efficient delivery of pro-student services by tapping into the rich resources and potentials of the Lasallian community through the establishment of relationships based on partnership and shared mission with other sectors in and outside this community.

It aims to instill school spirit and positive pride in the University's Lasallian traditions, achievements, and identity.

It seeks to work with and enhance the existing programs and initiatives of other institutional offices by providing students with venues for the appreciation of the quest for knowledge, of excellence in sports, and of exposure to culture and the arts.

Programs

A. College Sports Program

The College Sports Program under the supervision of the Office for Student Affairs, is managed by the Internal Campus Sports Coordinator, in coordination with the PESAR, VSO and the USG, promotes the physical and skills development of the students through various sports activities. The annual Sportfest and the Campus Sports Open are among the various sports activities on campus.

B. Lasallian Leadership Formation Program

Lasallian student leaders undergo a year-long formation program to equip them with leadership skills needed to manage their respective clubs and/or organizations. Formation starts with intensive summer trainings. It begins with Lasallian Leadership Training Seminar (LLTS) and concludes with Orientation for New Executives Day (ONE Day). During the year, modules for specific skills improvement are catered through Leadership and Skills Enrichment Sessions (LSES).

The program also integrates the Lasallian core values of faith, zeal for service and communion in mission in the different modules presented through the Lasallian Formation Sessions (LFS).

The Office for Student Affairs also coordinates with prestigious companies in various leadership formation programs such as:

- National Ayala Young Leaders Congress (AYLC)
- Ten Outstanding Students in the Philippines (TOSP)
- The Outstanding Students (THOS)
- Outstanding Student Leaders of the Philippines (OSLP)

C. Publications Program

The Spectrum is the official student publication of the University, while The La Salle Yearbook is the official student publication of the graduating students. College and Department affiliated publications, must adhere to the guidelines on campus organization to be recognized as legitimate entities.

D. Recognition Program

Every year, the Office for Student Affairs recognizes outstanding students through:

Seniors' Recognition Program

This program gives honor to College Graduating Students who have performed well in both curricular and extra-curricular activities in the following categories:

- Academic Achievement - This award is given to graduating students with a grade point average of 91 or higher, no grade below 81 (2.9)

and with a grade of 81-84 for a maximum of three (3) subjects/courses only.

- Best Thesis / Research / Project Paper
- Institutional Awards for Outstanding students in the field of leadership, performing arts, campus journalism, community involvement, sports and student service. Other special awards may be conferred by the Colleges, and external agencies/companies

Corps d' Elite Awards

Corps d' Elite (CDE) Awards is an awards program initiated and supervised by the Office for Student Affairs that aims to formally recognize outstanding Lasallian students, who excel in various aspects and fields of student life e.g. spiritual service, outreach or community involvement, student service, culture and arts, sports, exemplary leadership among others, as well as group category which covers the outstanding student council and the academic and non-academic clubs.

E. USLS HEU Orientation Program (UHOP)

This is an orientation for Freshmen, Transferees and continuing students to prepare them for their journey as a college student. Some of the activities for UHOP are Freshmen Orientation, Technical Support Orientation, CONVO with OSA, Academic Policies, ONE Day (Orientation for New Executives Day), and Parents' Orientation (PTC Assembly).

F. Lasallian Freshmen Awareness Program (LFAP)

Freshmen are given a one-day orientation about the university student life. They are introduced to the Lasallian charisms, university policies, college academic programs and various programs of the Office for Student Affairs.

G. Special Events

To celebrate active student life, the Office for Student Affairs oversees special events such as:

- Club Fair and Recruitment Week
- Discipline and Formation Program
- Lasallian Week (U-Week)
- College Sportsfest (Animolympics)
- U Splash

4.2.2. Balayan – Social Development Center (SDC)

BALAYAN Social Development Center is the University's concrete response to its commitment towards social reform and transformation. It provides varied opportunities for students to experience and learn about social realities, engage in community services, advocate for relevant social issues and work in communion with fellow students, the church, civil society organizations, people's organizations and the private sectors. These are done through curricular and extra-curricular means.

Programs and services available for the students and students' organizations include:

- Student Volunteer Formation Program (SVFP)
- Campus Advocacy Program (CAP)
- Campus Clubs/College Councils/University Student Government Outreach Assistance Program (CCUOAP)
- Environment/Community-Based Disaster Risk Reduction and Management Program (ECDRRMP)
- The Christian Service Learning Program – An academic-based and collaborative program anchored on our mission of service to the poor. It aims to develop a strong sense of community service among faculty and students towards the development of partner institutions/communities. CSLP is a teaching-learning pedagogy that marries academics and service where students are provided with opportunities to translate knowledge within their field of specialization into something useful for the Church and society. Specifically, students enrolled in professional subjects apply what they learn in the classrooms in partner communities while applying the following service learning principles: engagement, reflection, reciprocity and public dissemination.

4.2.3. Center for Lasallian Ministries (CELAM)

The Center for Lasallian Ministries designs, coordinates, and implements the Lasallian formation programs for students in senior high school, college and postgraduate levels. It aims to deepen the community's spiritual formation through daily masses, confessions and other liturgical and paraliturgical 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.

Institute for Lasallian Animation and Formation (ILAF)

The Institute is responsible for the ideation, design, creation, implementation, collaboration, management, evaluation and recommendation of the Institutional Lasallian Formation for Mission Program.

The Institute provides leadership in the human formation and formation for the educational service to the poor to 1) ensure the vitality of the Lasallian ministries, 2) to inspire lay partners to make their work a gospel ministry, and 3) to enable them to successfully carry out the mission entrusted to them.

Lasallian Vocations Ministry Office (LVMO)

The LVMO provides students, professionals and/or alumni 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 Lasallian heritage of faith, service and community.

The LVMO animates the St. Brother Miguel Academy (SBMA), serves as an apostolate of the Aspirants and Contacts which exposes them to the Lasallian ministry of education. In recent years, it has opened its doors to students who simply wants to do volunteer work.

University Chaplain's Office

The University Chaplaincy oversees, facilitates, and supports the spiritual and moral formation of the Lasallian community through the celebration of sacraments and the conduct of liturgical services, devotional practices, pastoral counseling and other religious activities. Its office is at the Center for Lasallian Ministries and it closely coordinates with the rest of the units of the University as well as the outside community on the different religious and spiritual activities conducted in and out of campus.

Our activities include:

- Regular schedule of Masses at the Main Chapel celebrated by the University Chaplain.

Weekdays (Monday to Friday)

7:00 a.m.

11:30 a.m. (class days only)

Saturday Anticipated Mass

5:30 p.m.

No weekday masses on declared holidays. Masses may be cancelled during institutional activities but with proper announcements during masses, at the chapel bulletin board and at the USLS Chaplaincy Bacolod Facebook page.

- First Friday Holy Hour and Confession at 10:30 am followed by Holy Anointing after the 11:30 a.m. mass.
- Chaplaincy Outreach once a month to different outreach beneficiaries of the USLS Chaplaincy
- Special liturgical and devotional activities during the Christmas and Lenten Season, Church feasts and Lasallian Feasts.

Other services/activities by the Chaplaincy/Chaplain as well as service requests (mass, blessing, sponsorships, mass intentions, chapel reservations, priests' request and availability) are closely coordinated by communicating through email at chaplaincy@usls.edu.ph or by visiting the CELAM office at 2nd floor VCMD Building, USLS Campus, Bacolod City.

4.2.4. Health Services Center

The Center for Lasallian Ministries designs, coordinates, and implements the Lasallian formation programs for students in senior high school, college and postgraduate levels. It aims to deepen the community's spiritual formation through daily masses, confessions and other liturgical and paraliturgical 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.

The Health Services Center provides the services of physicians, dentists, and nurses. The Clinic conducts first aid treatment and medical/physical examination for students, faculty and staff, job applicants prior to hiring, athletes or varsity players prior to sports events, students requiring OJT, and those requiring a medical certificate for off-campus conferences, field trips and extra-curricular activities.

To avail of dental services, an appointment is necessary. Dental services offered are face to face consultations, tooth extractions, and in case of emergency, suturing and temporary filling. The Clinic provides a bed for the temporary rest and comfort of patients. As determined by the physician or nurse on duty, the patient may then be sent home, referred to a specialist/hospital, or allowed to go back to class (except for Covid suspects and positive cases. See Covid Protocol). Only patients (no watchers) are allowed to rest in the Clinic. The University provides ambulance service when necessary.

A. Medical Consultation Procedures

1. Any member of the USLS Community who is not feeling well or sick in campus may go to the clinic for consultation (except for Covid suspects and positive cases. See Covid Protocol).
 2. The physician on duty shall obtain the history of present illness, examine the patient, and make an initial diagnosis and advise the patient regarding his/her conditions.
 3. The physician shall prescribe the appropriate medication to the patient.
- Policies and Guidelines

1. USLS has a strict DO NOT GO TO SCHOOL WHEN SICK Policy.
2. The clinic provides basic and emergency services within its resources.
3. Definitive management and treatment should be done with the patient's own personal physician or in the hospital.

4. The clinic provides beds for temporary rest and comfort for patients. As determined by the physician or nurse on duty, the patient may be sent home, and referred to a specialist, hospital, or allowed to go back to class (except for Covid suspects and positives. See Protocol).
5. Only patients are allowed to rest in the clinic. No companions or watchers are allowed to stay.
6. When there is injury, first aid treatment is administered immediately.
7. No intravenous medications will be given in any of the three clinics.
8. The clinic is not obliged to give the full course of medication. Only a starter dose, if available, is provided. Subsequent medications are the responsibility of the patient.
9. Emergency cases are to be brought to the hospital, accompanied by the school nurse. In cases where an emergency occurs after 5 PM, the nurse at the College Satellite Clinic together with a faculty or DFO in charge will accompany the patient to the hospital. The parents or guardians of the student patient will be notified immediately.
10. There will be no medical services during semestral and Christmas break. Only those enrolled during each semester and summer classes will be entertained.

B. Medical Certification

An excuse letter from parents/guardians is required for all absences. Students with one (1) to three (3) days of absences and have consulted with the University's Health Service staff for non-Covid like symptoms, may go directly to the Clinic for their medical certificate. In the event that the student was not able to seek consultation at the Clinic, the parent/guardian's certification is needed before the issuance of the medical certificate. For Covid-like symptoms, a medical certificate should be issued by the clinic (if teleconsultation* was done) or by the private physician after 5 days of isolation.

Processing of medical certificates from the clinic should be done within a week from the first day the students report to school. If a student has been absent for more than 3 days due to illness, a medical certificate from an external physician is required before the Clinic can issue a medical clearance (validation of submitted medical certificate) except for Covid Suspects and Positive students who consulted the Health Services Center via teleconsultation. The Health Services Center will provide a medical certificate for them.

C. School-Sanctioned Extra-curricular and Co-curricular Activities

In school-sanctioned activities, (whether on or off-campus), the faculty in charge or the moderator should email filled-out a Risk Assessment Form to the Medical Director and Risk Management Officer a month before the activity. If they would like to avail of the services of a nurse, they should write a letter of request addressed to the Medical Director, at least one (1) week before the said activity. Approval of the request is subject to the availability of a nurse.

To request for a medical certificate as required by CHED, the faculty in charge or moderator must request for a physical examination of all participants from the Medical Director at least 2 months prior to the activity. If not feasible, a Health Declaration and Liability Waiver (see appendix U) must be submitted by all participants (students, facilitators and chaperones) in a Google Drive and emailed to clinic@usls.edu.ph. After review, the Medical Director will issue a Health Declaration and Liability Validation Form in lieu of the Medical Certificate.

D. Emergency Cases

In emergency situations, if the student needs to be taken to the hospital, the parents or guardians will be notified immediately. The student will be brought to the hospital to be accompanied by a school nurse. If an emergency occurs after 5 p.m., the nurse from the Satellite Clinic, along with a faculty member or Level Prefect in charge, will escort the patient to the hospital. The Satellite Clinic will be closed during this time, with a notice on the door directing individuals to the other satellite clinic. The nurse will remain at the hospital until proper handover to the parents/guardian and hospital staff is completed. The accompanying nurse will also inform the nurse at the other satellite clinic about the ambulance transport.

E. Covid-19 Guidelines

Minimum Public Health Standards

The University of St. La Salle still discourages sick students and employees to enter the campus and highly recommends masking if symptomatic especially indoors given that not all members of the Lasallian community are fully vaccinated, some are senior citizens and immunocompromised.

F. Medicines / Drug Administration

The clinic is not obliged to give the full course of medicines. Only a starter dose, if available, is provided. Subsequent medications are the responsibility of the patient. For safety purposes, no intravenous medications will be given in any of the three clinics.

G. On Nebulization (of non-Covid suspects)

Procedures

1. A patient shall seek personal consultation at the clinic.
2. Upon consultation, the physician on duty shall examine the patient and may recommend and administer nebulization based on breathing patterns or the auscultatory findings ("wheezing").
3. Re-evaluation of the patient after nebulization shall be done.
4. If no relief was noted, the patient shall be advised to go to the hospital for further management.
5. If the patient is a Covid suspect, nebulization is deferred.

Policies and Guidelines

1. The clinic can only provide within its resources e.g. the initial dose of nebulization available.
2. For those patients who are already on nebulization treatment, it is preferred that they bring their own mouthpiece and tubing and present the latest doctor's prescription/order prior to nebulization.
3. For patients bringing their own nebulizers and personal mist kits, they can plug in their units at any of the available sockets at the rest areas in any of the clinics on the campus.
4. Nebulizing kit should be disposed after use (unless it is owned by the patient).
5. Nebulization of Covid suspects is not allowed. Administration of bronchodilators via metered dose inhaler (with or without spacer) will be done if necessary.

H. On Ambulance Transport to the Hospital

Procedures

1. The Health Services Center staff shall assess and monitor the patient's health status.
2. After assessment and monitoring, when found the need for further medical care, ambulance transport shall be arranged.
3. The clinic staff shall directly call either the General Services or Campus Internal Safety and Security Office guardhouse to check the availability of the driver and ambulance prior to transport.

4. The clinic staff shall give out details to the driver or guard on duty the needs of the patient and where to transport.

Policies and Guidelines

1. If the patient is a minor or from the Integrated School/Liceo, parents are notified prior to transport.

2. Once notified, the parents can decide which hospital to bring the patient.

3. The parents may opt to fetch their patients at the clinic and proceed to the hospital or may join in the ambulance for transport.

4. Emergency cases to be brought to the hospital will be accompanied by the school nurse.

5. In cases where an emergency occurs after 5:00 PM, the nurse assigned at the college satellite clinic together with a faculty or DFO in charge will accompany the patient to the hospital. The Satellite Clinic will be closed during this time, with a notice on the door directing individuals to the other satellite clinic. The nurse will remain at the hospital until proper handover to the parents/guardian and hospital staff is completed. The accompanying nurse will also inform the nurse at the other satellite clinic about the ambulance transport.

6. The university provides ambulance service when necessary.

7. The clinic staff transporting the patient shall be on Level 2 Personal Protective Equipment (PPE) if patient is deemed infectious.

I. Provision of a Medical Kit Procedures

1. When borrowing a medical kit, a written request addressed to the Medical Director shall be submitted three (3) days prior to the issuance of the said kit.

2. Upon issuance of the medical kit, the borrower shall sign in the logbook.

Policies and Guidelines

1. The medical kit should be returned to the clinic three (3) days after using it.

2. In case the medical kit is lost or unreturned, the borrower is directed to replace the medical kit container within one week.

3. There will be no issuance of a medical kit without a written request.

J. Dental Services

Procedures

1. Tooth extraction or temporary filling services are available.
2. Dental consultations are done face to face.

Policies and Guidelines

1. There will be no dental services during semestral and Christmas break. Only those enrolled during each semester and summer classes will be entertained.

K. When Claiming Your Insurance

Procedures

1. When there is an occurrence of an injury or accident in the campus, the patient shall be taken to the clinic.
2. The physician shall determine the nature of the accident and the extent of the injury; and examine the patient.
3. After the assessment of the physician, the patient may be sent home, sent to the outpatient department or admitted.
4. The nurse in charge will make an incident report and inform the insurance provider regarding the incident.
5. If injury or accident occurred outside the campus and if admitted due to other causes (illnesses), the patient should report the incident to the clinic, not later than one month so that an incident report may be filed and reported to the insurance provider. Later on, the patient or family members will gather all the requirements for reimbursement of expenses and submit it to the insurance provider.

Policy and Guidelines

Policies and guidelines will be based on the existing accident insurance provider of the University.

Clinic Hours (Monday – Friday)

Main Clinic	7:30a.m. – 5:00p.m.
College Satellite Clinic	8:00a.m. – 8:30p.m.
Professional Schools Building Clinic	8:00a.m. – 8:30p.m.
Medical Consultation	8:00a.m. – 12:00p.m. 1:30p.m. – 3:30p.m.
Dental Consultation	9:00a.m. – 11:00a.m.
Online Medical Consultation	8:00a.m. – 12:00p.m.

4.2.5. The Artists' Hub

The Artists' HUB is the home of the Culture and Arts Program and the Institutional Clubs of the University. It is located at the 2nd Floor of the Dr. Ricardo and Olivia Yanson Hall and manages the culture and arts facilities of the University to include the Dance, Drama, Music and Visual Arts studios and rehearsal space, institutional club offices; and the Gallaga Theatre.

The Artists' Hub Director formulates the directions of the Performing Arts Program to ensure that these contribute to the cultural development of students. He/she also supervises the cultural activities of the College and prepares an annual Calendar of Activities.

The Culture and Arts Program enriches the University of St. La Salle's vision of holistic formation by providing a responsive and collaborative platform designed to expose the college community to the different art forms for cultural awareness and appreciation through performances, exhibitions, special events, art education programs; and international collaborations through cultural and artistic exchanges.

The program serves as an advisory body and supervises the ten institutional arts organizations, namely, the De La Salle Chorale (DLCS), De La Salle Vivace Strings Ensemble (DLSVSE), Jean Baptiste Dance Company (JBDC), Grupo Letras y Figuras (GLYF), LaSallian Film Society (LFS), Maskara Theatre Ensemble (MTE), Musikat, Ritmo Verde Drumbeaters, Santermo Writers Group and the Production Support Group (PSG). These institutional organizations catering to the different artistic disciplines also represent the University in off-campus cultural activities.

Through this program, students with special talents and interest in music, dance, theatre, literature, visual arts, technical design; and cultural, events and production management may join any of the organizations in lieu of PE 1-4 classes.

4.2.6. Ancillary Services

A. University Press (UPRESS)

The UPress provides various printing services to the Lasallian community like diplomas, certificates, invitations, thesis binding, high resolution paper prints, large tarpaulin printings, posters, souvenir programs, magazines and newsletters for various offices.

B. USLS Bookstore

The Bookstore, which was established in the 80's, is fully operated by the University of St. La Salle - Bacolod. The Bookstore supports the

Institutional Mission founded by St. John Baptist de La Salle. It caters to the textbooks, uniforms, school and office supplies and Lasallian items' needs of the Integrated School, Senior High School, College and the Lasallian community.

C. 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. Aside from its research and academic purposes it also serves as a recreation area which is open for internal and external customers. It can be a venue for different activities such as wedding, birthday and baptism receptions, team building, recollection and other activities

D. 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 32 air-conditioned private double rooms with individual restrooms. It also has a chapel, conference room, a dining hall and a kitchenette.

Hermitage

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

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 rooms, and a kitchenette. It is located beside the Santuario de La Salle.

Santuario de La Salle

Situated at the back of BK1, this hall can accommodate 1,000 persons. It is ideal for conferences, seminars, retreats and receptions.

E. COLISEUM

This is a 6,500 seat capacity facility for students', athletes and institutional events. The venue can switch from sports to seminar set to concert style events. concert- type event can seat 1,800 at the Loge whilst 4,700 seats for the bleachers. It is equipped with 2 big and 2 small dressings rooms, 2 dugouts for athletes and performers, theater-style stage and digital sounds and lighting system. School events are scheduled from Mondays through Fridays by filling out the reservation form at the Coliseum office, located at the mezzanine floor of the facility.

House Rules

1. Standing or sitting in the aisle, entrance and exit shall not be allowed;
2. The entrances and exits of the coliseum shall be kept free of all obstacles at all times;
3. Tin or aluminum cans, weapons, laser pens, candles or fireworks and other incendiary devices shall not be allowed in the coliseum;
4. Standing on the seats shall be prohibited;
5. Throwing of any object shall be prohibited. Any person caught doing so will be ejected from the premises;
6. Banners on sticks or other items that may obstruct the view of other patrons/spectators shall not be allowed;
7. Proper dress code shall be observed. Person wearing sandos and slippers shall be disallowed entrance into the coliseum despite the presentation of a valid ticket;
8. Bags and packages brought inside the coliseum shall be subject to inspection;
9. The Coliseum Administration will not be responsible for any lost items;
10. The Coliseum reserves the right to refuse entrance to any person/s who do not comply with these rules. Violators of these policies may be ejected from the coliseum;
11. NO bringing of food, juices or coffee inside the Coliseum, dressing rooms and dugouts;
12. Bottled water and hydro flasks with water is permitted;

13. Smoking, vaping and chewing gum are strictly prohibited in any part of the coliseum;
14. Nailing or any type of construction and posting on cyclorama walls, floors, or any part inside the Coliseum is prohibited. Clearance is necessary as to what props to be used during the show. Strictly no painting and carpentry work inside the Coliseum especially on the stage and carpeted area. Please refer to staff for use of any adhesive material.
15. Putting up of posters and notices in any part of the coliseum should be approved first by the Coliseum Director. Approved posters will only use masking tape.
16. Posting on the walls and pillars and doors is strictly prohibited.
17. STYROFOAM are strictly prohibited as props, costumes or design;
18. BALOONS/CONFETTI/PARTY POPPERS are strictly prohibited;
19. Any damage of the Coliseum's facilities and equipment will be charged accordingly;
20. The Coliseum management should be allowed to inspect the area before and after set-up against any violation;
21. Props on wheels are not allowed unless not dragged and with thick matting such as rubber or carpet;
22. No Shoes with heels while dancing or performing (Wedge, Stilettos, Flatform etc..)
23. No splashing of water on the basketball court and in any part of the coliseum.
24. Cooking or frying at the coliseum lobby shall not be allowed.

F. FOOD COURTS

Stinger's 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.

University Cafeteria

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

Agora

Completed before the pandemic, this instagrammable ‘Al Fresco’ style dining facility for students can seat 400 pax. It also serves as a venue for small events like pocket concerts and group meetings using the mini stage. It is located next to the New Integrated School building. Agora is designed by Frasso Inc.

4.2.7. Guidance and Evaluation Center (GEC)

As a support and formation service center, the Guidance and Evaluation Center (GEC) contributes to the fulfillment of the University’s mission of providing holistic formation to the youth and fostering a culture of openness and dialogue between and among sectors in the campus.

GEC offers services and special programs that help our clientele recognize their potentials and skills in order to make and attain realistic life goals; become mature, responsible and self-motivated members of the community; and integrate their university life experiences towards strengthening their Christian commitment to service.

Basic Services:

1. Counseling
2. Individual Inventory
3. Institutional Group Guidance Class
4. Psychological Testing
5. Information Training, Consultancy and Research
6. Referral

Special Programs:

1. Support Group for Children with Parents Abroad
2. Share-A-Meal Program
3. The Bridge Peer Facilitators – Volunteer Program
4. Project Support the At-Risk Youth (Project STAY)
5. Special Needs Program

GEC Wellness Space

The GEC Wellness Space is a quiet and safe space designed to help support the mental health and well-being of USLS students, faculty and staff. It is designed to provide the community with momentary soothing opportunities to release emotional burdens, calm one’s thoughts or to recharge during class breaks. It offers a range of self-care activities, e.g. meditation, art therapy, audio therapy, etc., that promote emotional, mental, spiritual, and even physical well-being in a non-clinical setting.

4.2.8. Safety and Security

Safety and Security Guidelines

University of St. La Salle Campus Internal Security and Safety Office

Comprehensive school security policy for the entry of students, faculty, staff, and visitors:

I. Purpose

The purpose of this policy is to ensure the safety and security of all students, faculty, staff, and visitors within the school premises.

II. Scope

This policy applies to all students, faculty, staff, and visitors entering the school premises.

III. Entry Procedures

Students

1. Students must wear their ID cards at all times while on school premises.
2. Students must enter the school through designated entrances.
3. Students must be in their designated areas (e.g., classrooms, cafeteria) during school hours.

Faculty and Staff

1. Faculty and staff must wear their ID cards at all times while on school premises.
2. Faculty and staff must enter the school through designated entrances.
3. Faculty and staff must report to their designated areas (e.g., offices, classrooms) immediately after arrival.

Visitors

1. Visitors must report to the school's main office or security desk upon arrival.
2. Visitors must provide valid government-issued ID and state their purpose for visiting.
3. Visitors must wear a visitor's badge or ID card at all times while on school premises.
4. Visitors must be escorted by a school staff member or security personnel at all times.

IV. Security Measures

1. Access control systems (e.g., biometric scanners, keycard readers) are installed at all entrances.
2. CCTV cameras are installed in strategic locations throughout the school premises.
3. Security personnel are stationed at all entrances and exits.
4. Metal detectors or security scanners are used to screen visitors and their belongings.

V. Enforcement

1. The school administration and security personnel are responsible for enforcing this policy.
2. Failure to comply with this policy may result in disciplinary action, including but not limited to, denial of entry, suspension, or expulsion.

VI. Review and Revision

This policy on safety and security is reviewed and revised as necessary to ensure the continued safety and security of all students, faculty, staff, and visitors.

GENERAL EVACUATION PROCEDURES

1. When the fire alarms sound, everyone should help ensure that nearby occupants are aware of the emergency. Shutdown or pull the plug of any operating electrical device or equipment, close doors, and exit the building using stairwells following the evacuation routine.
2. All occupants should proceed to their designated evacuation areas. Faculty should bring students to the evacuation area (if during class hours) for safety.
3. Upon reaching the evacuation area, respective faculty should do the head count of their students.
4. Report to the Emergency response Team (ERT) if any person is left in the previously occupied area.

ERT (marshals) members should inspect each room and office to see to it that everybody has evacuated.

The Medical Response Team and Command Center shall be designated in areas properly marked for identification.

FIRE DRILLS GENERAL PROTOCOLS

Evacuation for Disabled Persons

Proceed toward the nearest emergency exit.

Upon reaching a stairway, request help from others. Otherwise, remain in the exit corridor and if possible, call for help.

Avoid smoke as much as possible.

Call Emergency Numbers and give your name and location.

Do not try to use the elevator.

The Fire Department and/or Security Office should be informed by anybody as to the location of a disabled person.

Inform the Campus Internal Security and Safety office (CISSO) if there are PWD students or employees in the community for fast and easy evacuation.

Offices are responsible for PWDs that visit their departments during an evacuation. They should assign sufficient employees to assist in the evacuation when necessary and to alert the CISSO.

DOs in Fire Exit Drills

Stop walking upon hearing the drill as directed by the evacuation team.

Turn off and unplug all electronic appliances/devices.

Wait for the signal of the floor warden before leaving the premises.

Clear the passageways or routes leading to the exits.

Be tactful in following the evacuation procedures in the fire drill program activities.

DON'Ts in the Fire Exit Drills

Don't run; walk fast.

Don't lag behind.

Don't scream and/or make unruly noise.

Don't laugh or talk unnecessarily.

Don't hide in Comfort Rooms and/or closets.

Don't cause confusion.

Don't turn back for your belongings.

Don't use the elevator.

Don't fall out of line.

Don't fail to play your role in the evacuation plan.

Don't be unruly; no horseplay.

EMERGENCY PROTOCOLS

Emergency Protocol during:

FIRE

1. Press the fire alarm to alert everyone

2. Evacuate immediately – faculty/teacher should lead the class going to the evacuation area.

a. Go outside one by one

b. Don't run

- c. Don't panic
- 3. Crawl away from the fire, if necessary
- 4. Call the emergency number if there is a need for rescue or help
- 5. Assist persons with disability, and those who are in need of assistance
- 6. Take your pre-position first aid kit with you
- 7. Upon evacuation, assemble the group and check if everyone is safe, and conduct a headcount
- 8. If there are injured or missing persons, immediately report the situation to the incident commander.
- 9. Assess the school ground if safe, if not, evacuate to the nearest identified safe haven.

FLOOD

- 1. During typhoons be alert in case of a flash flood
- 2. Assess the building safety
 - a. If safe, go to the upper floors until the flood subsides
 - b. If not, evacuate immediately
- 3. Call the emergency number if rescue is needed
- 4. Avoid crossing flood water especially if unsure of its depth
- 5. Don't swim or play in floodwater to avoid diseases
- 6. Assess the safety of the situation

LOCKDOWN

In case of threat to safety due to violence – if you hear the unique alarm or announcement, immediately call for a lockdown.

- 1. Lock all the doors and windows
- 2. Use furniture as protective barriers
- 3. Call the emergency number as soon as possible to inform the authorities about your situation.
 - a. Remember this – Drop, Cover, and Hide
- 4. Drop on the floor, cover, and hide yourself behind furniture
- 5. Stay out of sight from windows and doors
- 6. Turn off the lights and radios. Put the cell phone on silent mode. Keep calm.
- 7. When the police arrive, follow their instructions
- 8. Do not leave until the authorities say that it is safe to leave
- 9. In a situation like this, you must stay calm.
- 10. Be prepared and stay alert.

EARTHQUAKE

- 1. Always remember to Drop, Cover, and Hold on
 - a. Drop down to your hands and knees to protect you from falling over
 - b. Cover your head and neck with your hands or crawl under a sturdy desk.

- c. Hold on to your shelter and wait for the earthquake to subside
2. Once the shaking stops evacuate immediately and lead to the designated evacuation area
 - a. Don't talk, Don't push, Don't run, and Don't turn back
 - b. Walk faster than normal
 - c. Follow evacuation route
 - d. Don't go back to the building unless declared safe by the authorities
 - e. Be alert cover your head and watch for the falling objects
3. Assist persons with disability and those who need assistance
4. Take go-bag, leave non-essential items
5. Assess the safety of the situation
 - a. If safe, conduct head counts and report the missing person and any circumstances
 - b. If not, immediately move to the identified safe haven
6. The students should stay in school under the supervision of the teachers

PSYCH-EMERGENCY PROTOCOL

The office that receives the notification of an on-going psychiatric emergency should obtain the following information and respond immediately.

Identity of the client:

1. Gender: Male or female
2. Status: Student or Employee
3. Grade level: IS, LICEO or College student

State of the client (calm, aggressive, running amok, etc.)

Location of the incident

Simultaneously, the office receiving the notification shall call the attention of the following essential offices: (local number of offices)

- a. GEC ----- 173 or 136
- b. SECURITY ----- 216 or 139
- c. CLINIC ----- 107, 150 or 203
- d. DFO ----- 192
- e. ERT ----- 211

Once all office have been notified, the following protocol should be executed immediately:
GEC (Receiver respond immediately)

Counselors present should assess the situation/condition off the client. Check if the client has weapon/s or is armed. Once notified, GEC staff obtains some information about the client. In the absence of staff, the attending counselor may request the other counselor to get the information.

Parent/guardian is informed of the incident and is ask to come to school or the hospital, as the case maybe, to pick up the client.

Once the client is subdued or controlled, counselors or school psychologists hold a dialogue/counseling with the subject.

All efforts should be made that the client is brought to the hospital for psychiatric treatment.

SECURITY

If the client is running amok, physically aggressive, or carries a weapon, Security should calm down the client and, if necessary, constrain him. Ambulance should be on standby to transport client to the nearest hospital.

Clinic

Stand-by and respond to any medical injuries after the client has been constrained.

In coordination with GEC,

ERT

Once notified, if necessary, prepare the following:

1. Harness
2. Foam
3. Other emergency related articles

DFO

Set a 20-step perimeter and control the crowd. Direct them to leave the premises and instruct them to not take videos or pictures of the incident. (Work with other personnel to supplement lack of manpower)

For a debriefing, get the names of the following:

All personnel who responded

All students and staff who substantially witnessed the incident.

When the attempt is consummated or frustrated:

1. The stakeholder who discovers the unfortunate incident, reports immediately to proper authorities such as security personnel, unit heads, etc.
2. If it is a fall, the subject must not be removed. Wait for the medical rescue team to conduct the initial first – aid intervention.
3. If the attempt is through the use of a gun and the wound is fatal but subject is still alive, the medical personnel are called for a very quick response and the subject is then transported to the nearest hospital.
4. If the above attempts are frustrated, only the HSC and ERT are allowed to extricate. Under this eventually, DFO should cordon the area and set-up a perimeter.

Post-Incident Protocol (For BEU and HEU)

1. Prior to return to school after the incident, a certification from the psychiatrist should be submitted to school, certifying that the student is fit for school work.
2. A waiver for student on psychiatric status should be signed by the student and the parent/guardian.
3. A counselor is assigned to do follow-up on the student while in school.

EXTENDED CURFEW, OVERNIGHT AND USE OF UNIVERSITY FACILITIES

The use by students and student groups of University facilities beyond the normal school operating hours is a privilege. The University observes curfew at 10:00 PM. Thus, the following shall be observed in granting requests for use of campus facilities beyond the curfew period:

Pre-Activity Requirements

A. Request for Overnight Stay

General Procedures:

Must be addressed and submitted to the office of the concerned administrator:

- a. CAMPUS ENTRY: Dean of Student Affairs (for holidays), VCA (for closed campus days and overnight stays)
- b. OVERNIGHT STAY: AVCAA

Attach to the request the list of names of visitors/participants.

- Submit to VCA Risk Assessment Form with recommendation and evaluation of event from Risk Management office and Health Services Director

For overnight stay, name of faculty/ staff member/s must also be written

- Don't forget to pass parental waiver

After approval:

- One (1) Copy: forward to Campus Internal v Office (CISSO)
- One (1) Copy: file of the requesting copy
- One (1) Copy: file of the office

LAST MINUTE REQUESTS (for campus entry ONLY) will be entertained by the CISSO ONLY when the phone call is made by the authorized persons (ex: Dean of Student Affairs, AASA (formerly SAC), authorized student leaders, DC, Deans etc.)

Conduct During the Activity

All students are required to bring their ID cards and must present the same upon demand by Campus Internal Security Officers or by any person in authority.

All pertinent Student Handbook policies are considered in effect for the duration of the students' stay within campus.

The students or groups granted curfew extensions are expected to start wrapping up their activity 45 minutes before and should exit the campus premises by curfew.

Overnighters are expected to be in by 10:00 PM. No one will be admitted on campus beyond this period.

NO STUDENTS WILL BE ALLOWED TO GO OFF CAMPUS BEYOND 10:00 PM.

The Night-shift Administrative Liaison for Security must approve any exception to this rule. Students are not allowed access in areas other than their requested facilities.

Students are expected to care for and clean up the areas used; damages to property and/or extra expenses for cleaning up will be chargeable to them.

Sleeping in classrooms, offices, or in other facilities is not allowed except for extraordinary circumstances to be determined by the VCA. If the activity requires sleeping facilities, the students or group shall be billeted at the Balay Kalinungan at discounted rates. Separate accommodations for males and females must be strictly observed.

The School Administration/Night-Shift Administrative Liaison for Security through the Campus Internal Security Office reserves the right to revoke the curfew extension and overnight stay when such is inimical to the University, its security, peace and order, and when there are violations of these guidelines.

Violations by the students and/or student groups of the above guidelines shall be punishable by any, or all of the following:

- Suspension and/or Fines
- Disciplinary Probation
- Ban from Entering Campus on Sundays/Holidays/Overnight/Beyond Curfew
- Revocation of Accreditation (for Clubs/Organizations)

Faculty Advisers/Moderators found culpable of negligence in implementing these guidelines will be held liable in accordance with the provisions of the Faculty and Administrative Manual.

RESTRICTED AREAS ON CAMPUS

Chapel

This area should not be used as a hang-out, study, or meeting place in order to preserve and respect the sanctity of the facility.

Corridors

Loitering is not allowed so as not to disturb on-going classes. Students should observe silence and order when passing these corridors, especially when transferring from one classroom to another.

Vacant Classrooms

These rooms are strictly for classes only.

Balay Kalinungan Complex and Santuario

Off-limits to students after 6 p.m.

VEHICLE, PARKING AND STICKER PASS

A. STICKERS

All stickers should be at the UPPER RIGHT SIDE corner of the windshield. Only authorized personnel from the Campus Internal Security Office are allowed to issue and place such sticker on the vehicle's windshield.

Stickers must be renewed upon expiration.

A sticker may be removed/confiscated by the University authorities for the following reasons:

- Parking on a NO PARKING zone;
- Blocking the driveway, emergency exits, other vehicles;
- Double Parking / wrong parking;
- Parking on restricted areas; and
- Reckless driving on campus.

Car stickers are for entry only and parking is on first come first serve basis at designated places.

NO STICKER, NO ENTRY policy is strictly implemented unless waived by school authorities during some special events. Re-application for lost or defective car sticker will require a duly notarized affidavit.

B. ENTRY

The University reserves the right to inspect vehicles and ask for identification from its occupants. Passengers aboard vehicles with stickers shall be subject to University procedures and policy on gate entry and control. Those who cannot present proper identification shall be refused entry. Students who do not have IDs and do not conform to the dress code may be refused entry.

All cars/vehicles are subject to follow and comply with the Campus Internal Security Office procedures related to security and safety related matters.

Disposal/ sale of vehicles with unexpired stickers should be reported immediately to the Campus Internal Security Office for proper documentation.

All hired regular drivers should apply for a Season ID Card from the Campus Internal Security Office and surrender the same card upon termination by the employee.

C. RESTRICTED AREAS

The back of the University Coliseum, in front of Room 10 and the Administration parking areas are reserved for University officers/faculty.

D. PARKING

The University will not be liable for lost items in vehicles parked inside the campus.

Students/owners/drivers must follow proper parking procedures and guidelines and traffic rules imposed by the campus authorities while inside the University compound.

No running engines when parked or waiting. Occupants of parked vehicles are required to roll down their window while in the car.

E. VIOLATIONS

VEHICLE PASS VIOLATIONS AND SANCTIONS

NOTE: Blacklisted owner or driver with multiple vehicles enrolled will automatically lose all its entry and parking privileges

Minor Violations:

1. Improper parking (parking in excess of slot, unaligned parking)
2. Loading and unloading on restricted areas
3. Engine idling while waiting.
4. Failure to open trunk upon request by security staff.
5. Littering and Loitering.
6. Unauthorized and improper use of school facilities (e.g. charging of cellular phones)
7. Any other infraction similar or analogous to any of the above.

Sanctions:

- 1 st offense – Written warning will be placed on the front windshield of the vehicle. This serves as proof of legal delivery of violation ticket. (Will be issued with or without the presence of the driver).
- 2 nd Offense – Automatic cancellation of vehicle pass for the rest of the academic year. (Sticker pass will be immediately removed by security personnel. Application for new sticker will be under review by CISSO).
- 3 rd Offense – Blacklisting of vehicle/driver from entering the campus. (Sticker will be immediately removed by security personnel)

Major Violations:

1. Unauthorized Parking on individual identified reserve parking space.
2. Over speeding or reckless driving
3. Tampering of vehicle car sticker
4. Transferring of vehicle car sticker to another vehicle without written notification from CISSO
5. Driving under the influence of liquor and/or prohibited drugs
6. Disrespect to security staff and/or school authorities while in performance of their duty.
7. Engaging in traffic altercations or in any form of aggression and/or arrogance towards fellow driver, parent, security staff or school authorities while in performance of their duty
8. Complaints of indecency or sexual harassment committed against students, faculty, staff, visitors and/or guests.
9. Falsification of application for motor vehicle car sticker document.

Sanctions:

1st Offense – Automatic cancellation of vehicle pass for the rest of the academic year. (Sticker pass will be immediately removed by security personnel. Application for new sticker will be under review by CISSO).

2nd Offense – Blacklisting of vehicle/driver from entering the campus. (Sticker will be immediately removed by security personnel)

EMERGENCY HOTLINES

USLS Campus

	Contact Numbers
Security Office	local 139
Main clinic	local 107
College clinic	local 150
PS Building clinic	local 203
Guidance and Evaluation Center	local 136 and 173

Police Assistance

Bacolod PNP	166 / 434-8873
Children and Women's Desk	434-8659
Bac -Up 4 – Villamonte	708-3771

Fire and Rescue

Bureau of Fire Protection	16000 / 434-5022 - 23
Amity Volunteer Fire Brigade	161 / 433-3244 - 45
Chamber Volunteer Fire Brigade	164 / 432- 0111
DRRMO	(034)117 / 432-3879/ 709-1633

Hospitals

CLMMRH	703 – 1350
Bacolod Adventist	433-4831- 36
Doctors Hospital	468-2100
Riverside Hospital	433-7331
Our Lady of Mercy	434-1031

4.2.9. Parents-Teacher 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 parent representatives selected from the annual freshman parents orientation, and the faculty representative from colleges is endorsed or chosen by the College Deans.

4.2.10. Campus Development Office

Campus Development is composed of Engineering Services Office and General Services Office.

The Engineering Services Office is a support office that ensures the University sanitary and drainage systems. The ESO ensures that the buildings and facilities are safe for use and functions continually. Ensure compliance with environmental and their respective implementing rules and regulations

The ESO is committed in providing carpentry, masonry, electrical, plumbing, civil and technical services to make sure that the university facilities are well maintained, operationally efficient and conducive to learning of the students and the community, ensure compliance with environmental and their respective implementing rules and regulations.

The General Services Office is a support service that consists of janitorial and grounds, transportation and warehouse and property. GSO helps maintain the cleanliness of the buildings and grounds. Ensures that the university vehicles are properly maintained, safe and road worthy.

Warehouse and Property is responsible for storing and issuing the maintenance supplies, It is responsible for receiving and tagging equipment for proper identification and inventory control purposes. Issues gate pass for the University property intended for repairs, disposal or donation to other organization

4.2.11. Finance and Payment Services

FEES AND OTHER RELATED EXPENSES

Admission Fee

The admission fee is charged to entering freshmen and transferees upon application.

It covers the cost of processing admission application and is non-refundable regardless of the decision on admission.

Testing Fee

Entering freshmen and transferees are charged a fee for the admissions test by the Guidance and Evaluation Center.

Tuition and Miscellaneous Fees

At the time of registration each term, the student contracts for the full amount of tuition and miscellaneous fees regardless of the arrangement for payment. Information pertaining to tuition, schedule, and mode of payment, should be sought from the Business Office.

Student Group Personal Accident Insurance

All bona fide students are covered with Accident Insurance 24/7. All requests for insurance claims are processed through the Main Clinic. Coverage: Student Personal Accident Insurance with the following

benefits for:

PRE - KINDER, KINDER TO COLLEGE STUDENTS, NURSING STUDENTS,
COLLEGE OF LAW AND GRADUATE SCHOOL PROGRAMS

Accidental Death and Disablement/Dismemberment Php 150,000.00

Permanent and Total Disability 150,000.00

Unprovoked Murder and Assault 150,000.00

Accidental Medical Reimbursement 30,000.00

Medical Reimbursement Due To Dengue 15,000.00

Accidental Burial Benefit 15,000.00

Burial Benefit due to Natural Causes 11,250.00

Daily Hospitalization Benefit due to Accident (max. of 31 days) 450.00/day

Natural Causes (max. of 15 days) 450.00/day

Comprehensive General Liability (Premises and Operations only)

225,000.00(CSL)

Ambulance Assistance 1,700.00

Fire Cash Assistance 7,500.00

Covid-19 Daily Hospitalization Income Benefit (30 days) 700.00/day

Covid-19 Burial Assistance Benefit 20,000.00

CULINARY ARTS STUDENTS

Accidental Death and Disablement/Dismemberment Php 300,000.00

Permanent and Total Disability 300,000.00

Unprovoked Murder and Assault 300,000.00

Accidental Medical Reimbursement 60,000.00

Medical Reimbursement due to Dengue 15,000.00

Accidental Burial Benefit 30,000.00

Burial Benefit due to Natural Causes 15,000.00

Daily Hospitalization Benefit due to Accident (max. of 31 days) 600.00/day

Natural Causes (max. of 15 days) 600.00/day

Comprehensive General Liability (Premises and Operations only)

450,000.00(CSL)

Ambulance Assistance 2,300.00

Fire Cash Assistance 2,000.00

Covid-19 Daily Hospitalization Income Benefit (30 days) 700.00/day

Covid-19 Burial Assistance Benefit 20,000.00

For more details regarding the Insurance policy, kindly coordinate with the
Business Office.

Underwritten by Philippine British Assurance Company, Inc.

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 he/she attended classes or not.

The student may be charged all school fees 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.

Financial Delinquencies

The University reserves the right to withhold reports of grades, transcripts of records and diplomas of graduation of students who have not fully paid their accounts with the school. Students with financial delinquencies at the close of the semester will not be permitted to register in the succeeding semester unless previous accounts are settled.

The University also reserves the right to allow participation in graduation of graduating students who have not settled their back accounts before a scheduled due date.

4.3. FACILITIES

4.3.1. Auditoria

Cody Auditoria

Formerly known as Multimedia Rooms C17 and C16, the mini-auditoria are situated adjacent to each other. Each room can accommodate a class of 50 persons and if both auditoria are combined it can house 100 persons for a relatively bigger functions.

Mutien Marie- Rheims (MM Auditorium A)

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 (MM Auditorium B)

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 Museo de La Salle Bacolod beside the Coliseum.

St. Miguel Building Lobby

The St. Miguel Building is a five-story, 20-classroom building. Easily accessible through the Handumanan Park and the chapel, the lobby is an open space conducive for school activities and lounging area. Classroom partitions on the second (2nd) floor are collapsible to allow the gathering of 200 persons at one time. An elevator and two (2) sets of stairs at both ends of the building allow ease of mobility within the building.

4.3.2. Chapels

Adoration Chapel

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

Chapel of the Resurrection

The Chapel is located at Balay Kalinungan 1 with a seating capacity of 120 persons.

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 school days and Saturdays.

Chapel of the Ascension

This chapel is located at the Professional Schools.

4.3.3. Conference Rooms

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.

4.3.4. Gallaga Theatre

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

4.3.5. Gardens

Handumanan

The grove displays a circular walk path and garden behind the University Chapel.

Mater Dei Grove

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

Paseo de La Salle

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

College Plaza

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

4.3.6. Br. Roly R. Dizon FSC Sports Complex

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

- Beach Volleyball Sand Court
- College Covered Court
- Football Field
- Physical Fitness Gym
- Rubberized Track Oval
- Swimming Pool
- Shower Rooms
- University Grandstand
- Lawn Tennis Court

4.3.7. The Forum

The Forum provides a multi-purpose space for students who wish to study, conduct meetings, take their meals, or congregate for special activities. The three covered areas include mixed use facilities for gatherings or assemblies.



Chapter 5

Student Discipline and Formation



5.1 INTRODUCTION

They shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency. (Art. XIV, Sec. 3, Par. 2, 1987 constitution)

Authority to Maintain School Discipline. Every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus, and beyond school hours, term or year in the Instances as follows:

1. Where school policies or regulations were violated; and
2. Where the misconduct involves or affects a student's status, or the good name and reputation of the school. (Art. XXI, Sec. 102, MORPHE)

5.2 PRINCIPLES

The University does not only have the right but the duty to develop moral character and personal discipline among students as enjoined by the Philippine Constitution. The discipline program is grounded on the following principles:

1. Character formation is, first and foremost, the responsibility of the student;
2. All school personnel are vested with the authority and the obligation to instill discipline among students, and to promote order and harmony on campus;
3. The disciplinary policies and procedures are anchored on fairness, equity and due process.

The Discipline and Formation Office is primarily charged with the implementation of the Discipline Program. It enforces University wide policies and regulates the conduct of students involved.

Definition of Terms - as used in this section

1. ***Discipline and Formation Officer*** - the head of the Discipline and Formation Office. He/She is charged with supervisory authority over the Assistant Discipline and Formation Officers (ADFO's)

2. **Discipline Advisory Board (DAB)** – (fact finding committee that determines and recommends the imposable sanction) composed of the following:

- Discipline and Formation Officer;
- Assistant Discipline and Formation Officers;
- Department Chairperson of the parties;
- Guidance Counselor of the Respondent; (Non-Voting)
- Faculty Representative of the parties for Category A;
- Faculty Representative of either parties for Category B;
- College Dean (for Category A).

3. **Discipline Board** – convened, chaired and presided by the Dean of Student Affairs, and shall be composed of the following: College Dean (Not involved in the DAB), Non- Teaching Office Personnel (ONTOP – Organization of non-teaching personnel Officer), any Full- time Faculty (Not involved in the DAB), one representative from Parents Teachers Council, Alumni representative (to be endorse by CARE- Center for Alumni Relations and USG).

4. **Due process** – the administration of justice according to established rules and principles; based on the principle that a person cannot be deprived of life or liberty or property without appropriate legal procedures and safeguards. “It is the principle where just cause and due notice is provided to hear one’s case before it any decision is arrived.”

5. **MORPHE** – Manual of Regulations for Private Higher Education issued by the Commission on Higher Education.

6. **Jurisdiction** – the power, right, or authority to interpret and apply the law or governing rules. It is vested the person and nature of the action.

7. **Hazing** – an abusive, often humiliating form of initiation into or affiliation with a group

8. **Bullying** – an intentional aggressive behavior. That can take the form of physical or verbal harassment and may or may not involve an imbalance of power. It may include but limited to teasing, insulting shoving, hitting, excluding someone, or gossiping about someone.

9. **Student** (as used in this Chapter refers to) – A person who at the time of the commission of the offense is enrolled in Higher Education Unit undergraduate Academic Program.

10. **University premises** – refers to the territorial boundaries of the University of St. La Salle, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a periphery of five (5) meters from gates, fences or dividing walls of buildings and within a periphery of two hundred (200) meters for any

possible major violations to be committed by students of this university. It may refer to any venue where the university exercises its established supervision and authority which may include the Granada Campus, Health Science Center and any location duly sanctioned by the University.

11. **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.

12. **Non-Readmission** - A penalty that allows the institution to deny admission or enrollment of an erring student in the undergraduate program for the school term immediately following the term when the decision finding the student guilty of the offense charged and imposing the penalty was promulgated.

13. **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. It takes immediate effect and the student is not anymore allowed to finish the term.

14. **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.

15. **Reprimand and Formation Session** - A reprimand is a written or oral reproach addressed to an erring student. Formation Session can be done through the Discipline and Formation Program.

16. **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.

17. **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.

18. **Disciplinary Probation** - A student may be placed on disciplinary

probation for violation of the University norms of conduct prescribed in the student's handbook upon recommendation of the Discipline and Formation Officer and approval of the Dean of Student affairs and the College Dean. Another infraction of any school policy during the disciplinary probation makes the student liable for dismissal from the University after due process.

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.

Administrative Actions and Proceedings

A higher education institution, through any of its authorized representatives, may cause the filing of an administrative action against any student for violating its disciplinary rules and regulations. Any administrative action filed against a student is subject to the proper procedure with observance of the minimum due process standards.

Administrative action filed under Major Offenses (Category A) against a student must comply with the minimum standards prescribed herein as follows:

1. The Discipline and Formation Officer and the Assistant Discipline and Formation Officer for investigation will review the incident report and pieces of evidence presented; if there is probable cause or basis for the complaint, an administrative procedure will follow.
2. The student must be informed in writing of the nature of the offense committed and required to answer the accusation in writing. The parent or the guardian shall be furnished a copy of the complaint;
3. If the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the Discipline and Formation Office shall convene the Discipline Advisory Board to hear, receive evidence and decide on the matter of the case;
4. In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice; subject to rules of the Discipline Advisory Board.
5. The student shall have the right to listen to, and examine the evidence presented against him/her, ask clarificatory questions during the Disciplinary Conference, and present evidence on his behalf;
6. The Discipline Advisory Board will evaluate the pieces of evidence presented by the parties concerned.

7. The student shall be informed in writing of the Discipline Advisory Board decision.

8. If the student is found culpable for the offense charged, the punishment shall be commensurate with the nature and gravity of the offense. (Art. XXI, Sec. 105, MORPHE)

5.2.1 The Principle of “Loco Parentis” and Special Parental Authority

College administrators, faculty members, and school personnel shall exercise “special parental authority” and/or “loco parentis” over students. They have the prerogative to discipline and/or apprehend violators of College rules, regulations, and policies; and refer them to the Discipline and Formation Office.

Student discipline is a responsibility shared by all community members. College administrators, faculty, personnel, student leaders, security and maintenance personnel, and all other associates are authorized to secure the identity of a student caught in flagrante delicto or in the act of committing or having just committed an offense as stated in this Student Handbook.

The authorized person can get the ID of the student violators and endorse it to the Discipline and Formation Office for proper action. A student’s refusal to present his/her ID upon request of an authorized person shall be considered an aggravating circumstance.

5.3 DISCIPLINE AND FORMATION PROGRAM AND SERVICES

Discipline and Formation Program

The Program aims to help students understand their responsibilities as members of the institution. The primary objective is to reduce misbehavior among students within the campus, including in the online environment. This is an initiative of the Discipline and Formation Office to help students become more familiar with the School Discipline Policies and educate them through a series of webinars/seminars and talks about relevant topics related to their daily needs.

LEAF (Lasallian as Empowered Agents of Formation)

The LEAF is the student support group of the Discipline and Formation Office. The DFO LEAF Deputies will assist the DFO in planning, implementing, and evaluating the Discipline and Formation programs and services. They will also assist in implementing school policies and will be tasked to report relevant issues encountered by the students. The Discipline and Formation Office will address these issues through formation sessions. The volunteers are expected to be models of excellence in self-discipline, leadership, and social issues.

Responding to Online Queries thru DFO email

All students, parents, faculty and staff can send questions and concerns thru our official email dfo.osa@usls.edu.ph

Processing of Good Moral Certificate

Good Moral certificate can be processed through onsite or online request. Online request can be process through this QR:

***Filing of Complaint/ Incident Report***

Written complaint can be filed onsite or online. Written complaint can be filed through DFO email: dfo.osa@usls.edu.ph or QR for incident report:

***Student Clearance***

Students must check their Academic Information Management System (AIMS) under student discipline and formation office and deficiency tab for pending obligations, violations, and sanctions. All students with pending obligations, violations, and sanctions need to process their clearance onsite or online. All graduating students need to process their clearance before the end of the Academic Year. Any concerns email: dfo.osa@usls.edu.ph

DFO Lost and Found Services

Students, Faculty, staff, visitors, and other members of the university may turn over and recover lost and found items at the Discipline and Formation Office.

Anyone can inquire about the lost item/s and/or report the lost item/s to the Discipline and Formation Office.

1. The ADFO will received all lost items surrendered inside the campus.
2. The lost item/s received will be recorded in the log book and in the Excel File.

3. The records should include the name of the person who surrendered the item, Items found, date received.

4. The person claiming such item should describe the item lost and should provide his identification. This is to secure the identity of the person claiming the item. Upon verification the item will be released to the claimant.

5. Claiming of lost item should be included in the record that would include the name of the person who claimed the items, the date received and signature. The lost and found item/s should be inventoried every month by the ADFO to secure all item/s received.

6. The lost and found items should be kept in one safety cabinet and with accountability of the ADFO.

7. For lost item/s not claimed within 6 months, it should be disposed to the identified beneficiaries such as Balayan, etc upon approval of the Discipline and Formation Officer and the Dean of Student Affairs.

5.4 PROCEDURES FOR FILING AND INVESTIGATING COMPLAINTS

5.4.1 Filing a Complaint

Any member of the University may, in the form of an Incident Report, file a written complaint against a student for offense provided herein.

For major offenses (Category A), a formal complaint in writing whether under oath or not is filed with the Discipline and Formation Office by any person having direct knowledge of the commission of the act complained within 30 days upon the date of its discovery.

For minor offenses (Category B and C), 15 days to 30 days is given to the complainant to file a written or verbal complaint with the DFO from date of its discovery.

All cases under Gender Based Sexual Harassment (RA11313) and Anti-Sexual Harassment (RA7877) case shall be referred to UGAD-CODI (University Gender and Development- Committee on Decorum and Investigation).

5.4.2. Verification of Complaint

Upon receipt of the complaint/ Incident Report, The Discipline and Formation Office will review the incident report and pieces of evidence; if there is a probable cause or basis for the complaint, the complaint will be subject to administrative proceedings. In cases without sufficient proof or probable cause to merit the case, the case will be dismissed and the complainant should be notified in writing.

If the Discipline and Formation Office finds a probable cause to merit the case, the complaint will be given clearance to proceed. However, if the

nature of the case can possibly be settled amicably as determined, the Discipline and Formation Officer and/or any of the Discipline and Formation Officers may invite both parties for amicable settlement. The process will be subjected to the rules and regulations implemented and promulgated by the Discipline and Formation Office. If mediation fails, the case will be elevated for review and may be subjected to Disciplinary conference depending on the gravity of the offense.

The Discipline and Formation Office may decide on minor cases.

5.4.3 Summon

Summon shall be served upon a student in two ways:

A. When accused of any offense. The Discipline and Formation Officer or any of the Assistant Discipline and Formation Officers shall serve the summon upon the student through email.

B. Any Faculty member or University personnel may confiscate the I.D. of a student where, in his/her presence, the student has committed an offense, and deliver the ID to the Discipline and Formation Office. It is where a subsequent action of summon is served to the student concerned.

5.4.4 Referral to GEC

The Student will be referred to Guidance Evaluation Center (GEC) for counseling intervention within 3 days after summon, as the case may require.

5.4.5 Notice of Violation

The Discipline and Formation Officer or any of the Assistant Discipline and Formation Officers shall, upon receipt of the complaint for offenses under Category A and B, shall furnish the student a written Notice of Violation.

5.4.6 Answer

The student/respondent shall be given a maximum of five (5) days to answer the Notice of Violation, in writing, and present evidence and witnesses in his/her behalf. The failure to submit the necessary response shall be deemed as a waiver on the part of the respondent to present evidence on his/her behalf.

5.4.7 Investigation of the Case

The Discipline and Formation Office will conduct an initial investigation based on the facts and pieces of evidence presented on the complaint. The investigation includes gathering additional evidence and may call witnesses for further inquiry. This will call for conference when necessary to validate statements and evidences presented.

5.4.8 Notice of Hearing

For offenses that requires Disciplinary Conference, a written notice of hearing is given to all parties concerned. The Notice contains the offense of which the student is accused and the fact and grounds constituting the offense, the date and the venue of the conference.

5.4.9 Disciplinary Conference

The Disciplinary conference is conducted to hear the Disciplinary case for offenses under Category A. The Disciplinary Conference is facilitated by the Discipline Advisory Board, presided by Discipline and Formation Officer. The conference shall be conducted with both parties present, together with their witnesses if any.

For offenses under Category B, the Discipline and Formation Office may submit the case for disciplinary conference before the Discipline Advisory Board depending on the gravity of the offense, where the student denies the charge and where the guilt or innocence of the student cannot be determined with certainty.

5.4.10 Decision

The Discipline Advisory Board (DAB) after the conference, shall decide the case and furnish the student/respondent with the decision in writing. For offenses falling under Category C, and Category B where the student/respondent admits the charges, the Discipline and Formation Officer may conduct an investigation right away and decide the case.

5.4.11 Appeal

All cases decided by the DAB shall be appealable to the Discipline Board within five (5) working days upon receipt of the decision. The appeal shall be addressed to the Dean of Student Affairs. Grounds for appeal may be: a. absence of due process; b. grave abuse of discretion; c. failure to appreciate relevant evidences; d. discovery of new evidence.

5.5 OFFENSES SUBJECT TO DISCIPLINARY SANCTIONS

Offenses are classified into Major and Minor Offenses according to its gravity.

5.5.1 Minor Offenses (Category C):

- 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, and in "off-limits" areas (i.e university chapel, all stairs, empty classrooms);

- f. violation of the dress code policy;
- g. cross-dressing that includes but not limited to males using make-up;
- h. violation of the uniform policy;
- i. unauthorized eating in classrooms or other “no eating” areas, including computer laboratories;
- j. 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;
- k. unauthorized posting and/or removal of official notices / posted materials;
- l. entering comfort rooms of the opposite sex;
- m. failure to respond to administrative summon without valid reason;
- n. using cellular phones, communication gadgets, or any electronic device during class;
- o. violation of the ID policy;
- p. smoking in campus, including E-cigarettes;
- q. violation of Clean As You Go Policy (CLAY-GO);
- r. sporting long unkempt hair or style;
- s. wearing of earrings for men and/or any inappropriate and unnecessary body piercing for both male and female;
- t. littering;
- u. playing computer games or opening unauthorized sites at the computer center and internet;
- v. wearing of extreme hair color such as red, blue, green, yellow, grey, pink, platinum, gold or blonde. (Natural hair color is only allowed such as brown, black, medium brown, dark brown, chestnut brown);
- w. unauthorized use of school facilities (ex. using of smart TV inside the classroom for personal use like watching Netflix, YouTube etc);

5.5.2 Minor Offenses with prior warnings

All students are required to wear their complete school uniform during uniform days whether they will attend classes or not, and whether or not they have scheduled classes/exams.

A. Prescribed SCHOOL UNIFORM for Men

- prescribed polo barong with USLS embroidery (properly buttoned)
- plain white undershirt (tucked-in)
- black slacks
- black leather shoes with black/navy blue socks

B. Prescribed SCHOOL UNIFORM for Women

- blouse in prescribed color and cut;
- skirt in prescribed color green, 2 inches above the knee, or pants in prescribed color green and cut
- black closed leather shoes

Below are misdemeanors that are not immediately counted as minor offense against the student:

Violation of Uniform Policy

- a. untucked undershirt for men;
- b. wearing of printed undershirt or sando for men;
- c. wearing of white/other color socks for men;
- d. wearing of other color of slacks for men and other color pants for women;
- e. wearing of jeans;
- f. wearing of tennis shoes or other shoes;
- g. wearing of visible socks for women;
- h. wearing of sandals or open toe shoes for women;
- i. wearing of t-shirt or blouse for women;
- j. wearing of more than 2 inches above the knee uniform skirt for women;
- k. wearing of civilian attire during uniform days;
- l. wearing of caps during uniform days;
- m. boys wearing headdresses, headbands and pussycats during uniform days;

Please note that repeated violation of the uniform policy can lead to minor or major offenses as stated below:

- 1st infraction (recorded in AIMS as 1st warning)
- 2nd infraction (recorded in AIMS as 2nd warning)
- 3rd infraction (minor violation for uniform policy with undertaking and formation session)
- 4th infraction (recorded in AIMS for repetitive minor violation with community service)
- 5th infraction (major violation for uniform policy with undertaking

and disciplinary probation)

Violation of Dress Code Policy

All students are required to comply with the University Dress Code when coming to the campus on days when the school uniform is not worn. The following are considered **INAPPROPRIATE ATTIRE**:

FOR MEN

- sleeveless/muscle/gym shirts
- tattered jeans/pants
- sandals worn without socks
- rubber slippers/beach slippers
- shorty shorts
- gym shorts

FOR WOMEN

- tops with plunging neckline
- haltered sleeves or sleeveless
- backless shirt/blouse/dress
- spaghetti-strapped blouse/dress
- see-thru blouse/dress
- hanging blouse/shirt/pants that expose the navel/belly
- shorty shorts/mini-skirt/micro-skirt more than 2 inches above the knee
- rubber slippers/beach slippers
- tattered jeans/pants

Please note that repeated violation of the dress code policy can lead to minor or major offenses as stated below:

- 1st infraction (recorded in AIMS as 1st warning)
- 2nd infraction (recorded in AIMS as 2nd warning)
- 3rd infraction (minor violation for uniform policy with undertaking and formation session)
- 4th infraction (recorded in AIMS for repetitive minor violation with community service)
- 5th infraction (major violation for uniform policy with undertaking and disciplinary probation)

ID Policy

- a. The No ID, No Entry Policy is strictly observed on campus.
- b. All students are required to wear their IDs at all times while on campus.
- c. The ID card is strictly non-transferable.
- d. Students without ID cards, shall not be admitted in class unless they present temporary ID slips from the Discipline and Formation Office.
- e. The nameplate of a Nursing/Medicine/Education/HM student is

not considered as school ID.

f. All confiscated ID cards must be claimed at the Discipline and Formation Office not later than 48 hours (2 days) after confiscation.

g. Administrators, faculty, USG officers, and the Security officers are expected to help implement the school ID policy.

h. For mutilated/damaged IDs, students should surrender ID to the Discipline and Formation Office and pay P250.00 to the cashier as replacement fee.

i. Students who lose their ID cards should submit an affidavit of loss to Discipline and Formation Office.

j. Upon entry with no ID, the student will fill-out the violation slip and proceed to the Discipline and Formation Office for issuance of Temporary pass.

For lost ID, the student need to submit the affidavit of loss and receipt of the payment of P250 from the cashier to the Discipline and Formation Office.

k. The student then proceeds to IMC (Instructional Media Center) for ID processing

l. Upon application for ID processing, the student is issued a temporary ID slip valid until the new ID is available.

m. The temporary ID slip is surrendered to the Discipline and Formation Office when the student claims the new ID card.

n. A student cannot have two (2) ID cards at the same time.

o. Found ID cards must be surrendered to Discipline and Formation Office.

p. Any form of tampering in the school ID is not allowed.

q. ID cords labelled with other schools and universities is not permitted.

r. The ID card is needed for the following purposes:

- for campus entry;
- for enrollment;
- for official business transactions with administrative or college officers;
- for claiming personal letters / other documents;
- for admission to official functions of the school; and
- for signing of clearance.

Please note that repeated violation of the ID policy can lead to minor or major offenses as stated below:

- 1st infraction (recorded in AIMS as 1st warning)
- 2nd infraction (recorded in AIMS as 2nd warning)
- 3rd infraction (minor violation for uniform policy with undertaking and formation session)
- 4th infraction (recorded in AIMS for repetitive minor violation with community service)
- 5th infraction (major violation for uniform policy with

undertaking and disciplinary probation)

PE Uniform

- a. PE uniform can be worn during PE classes. Students are not allowed to enter the campus wearing their PE uniform unless it is their first subject for the day.
- b. The prescribed P.E. T-shirt and jogging pants should be worn during P.E. 1, 2, 3, 4 classes only.
- c. P.E. Recreation. The Students are required to wear prescribed P.E. uniform.
- d. P.E. Swimming. The students are not required to wear P.E. uniform instead they will use swimming attire/slippers within the pool.
- e. Prescribed P.E. uniform. Students having two (2) P.E. classes in a week, on the 2nd meeting, students will use jogging pants and white T-shirt.
- f. Transferees/cross enrolled students taking one (1) P.E. class only, will be allowed to wear sports attire (jogging pants and white T-shirt).
- g. Special Cases. Students who need special size---prescribed P.E. uniform may wear any sports attire (white t-shirt and jogging pants) Forms will be provided by the PESAR department.
- h. Please note that repeated violation of the PE Uniform policy can lead to minor or major offenses as stated below:
 - 1st infraction (recorded in AIMS as 1st warning)
 - 2nd infraction (recorded in AIMS as 2nd warning)
 - 3rd infraction (minor violation for uniform policy with undertaking and formation session)
 - 4th infraction (recorded in AIMS for repetitive minor violation with community service)
 - 5th infraction (major violation for uniform policy with undertaking and disciplinary probation)

5.5.3 Offenses that may be aggravated to Major Offenses (gravity of the offense is considered) (Category B)

- 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 any activities of fraternity, sorority and unrecognized organizations of the University.

- 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 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 whether in physical or in electronic form
- 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 violation and cyber offenses:

Computer Security Violations

- accessing a University computer or computer network without authority or beyond authorized access;
- 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;
- introducing false information or using someone else's account;
- sending offensive mail or posting offensive messages in any social networks;
- preventing authorized use of information;
- preventing normal operation of computers or computer networks of the University;
- Any form of altering or attempt to alter or breach online teaching platform;
- Giving false information online or using someone else's account;
- preventing authorized use of information, or any forms of hacking;
- Using dummy account to send offensive messages, dishonor others or discredit fellow student or with intent to mislead,
- misrepresent and take advantage of teachers to disrupt online teaching platform.

Cyber Offenses

- sending offensive Electronic mails; or posting offensive messages in any social media networks;
- Creating a website that aims to destroy the reputation of a person, group or institution;
- Publishing malicious or imputable articles that dishonor or discredit any member of the community through any websites, online publication or social media.
- Posting or sharing offensive language or malicious content on social media that may cause damage or injury to any person/member of the community or to the university.
- Accessing pornographic websites
- Other cybercrime offenses as defined under Republic Act 10175 or the Cybercrime Prevention Act of 2012, such as cyberlibel, and cyberbullying
- refusal to identify the student who violated a school regulation when he/she knows the student;

- r. being drunk and disorderly in public;
- s. using car stickers belonging to other persons/vehicles;
- t. misbehavior during exams or quizzes;
- u. acts of bullying under RA10627 (Anti-Bullying Act of 2013)
- v. violation of institutional guidelines on social media policy

INSTITUTIONAL POLICY GUIDELINES ON THE USE OF SOCIAL MEDIA *Offenses*

- a. Misrepresentation of authority to post in behalf of the University
- b. Unauthorized use of University name, color, insignia, emblem -
- c. Conduct as to raise actual or perceived conflict of interest with the University -
- d. Violation of intellectual property right or laws
- e. Violation of right to privacy and confidentiality of information
- f. Actions that tend to put the name of the University to disrepute
- g. Actions that may cause dishonor or embarrassment to anyone -
- h. Posting of offensive, vulgar, and obscene language, pictures and videos
- i. violation of intellectual and academic dishonesty

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;
- abetting academic dishonesty by helping another student commit, or cover up, acts of intellectual dishonesty; and
- using mobiles and other disruptive behavior during tests and examinations
- communicating with another students during examinations without permission from the teacher or proctor.
- looking at examination paper of others and/or allowing another to glance/look at one's own paper/notes during examination

Guidelines for Proctors/Teachers During College Exams on Handling Unauthorized Communication, Glancing or Looking at Seat-Mate's Paper, and Cheating

A. Prevention

1. Clarify expectations: Clearly communicate the rules and expectations regarding academic integrity and dishonesty to all students before the test. Make sure they know the behaviors that are to be strictly avoided during exams such as unauthorized communication with seatmates, glancing at their seatmate's paper, and especially sharing and receiving cheat sheet or any tangible proof of cheating. Please emphasize at this time that the consequence of cheating (must have some tangible proof such as a cheat

sheet or “kudigo”) is a zero score in the examination being taken.

2. Remind the students of the rule regarding the ONLY PERSON they can talk to during exams: Make it clear that the only person they can talk to during the examination is the proctor or their teacher.

3. Arrange the seat plan: Consider arranging the seating in a way that minimizes the opportunity for cheating. Separate students and create sufficient space between desks to discourage communication or the sharing of answers.

4. Prohibit electronic devices: Explicitly state and enforce a no-electronics policy during the test. Before distributing the examination questionnaires, ask students to turn off and store their mobile phones, smartwatches, and any other electronic devices that could be used for cheating.

5. Use randomized questions or versions: Create multiple versions of the test or randomly distribute questions to different students. This helps prevent cheating by making it more difficult for students to share answers.

6. Design test questions effectively: Design test questions that require critical thinking, application, and analysis rather than simple recall of information. This reduces the effectiveness of cheating since students cannot easily copy or look up answers.

7. Monitor the environment: During the test, be vigilant and actively monitor the testing environment to prevent cheating. Circulate around the room, observe students' behavior, and watch for any suspicious activities.

8. Time management: Manage the time carefully during the test to minimize the chances of students looking up answers or consulting unauthorized materials. Clearly communicate the timing expectations and prompt students to manage their time accordingly.

9. Prevention: Encourage students to use the comfort room before the exam begins, and emphasize that if they need to use the comfort room during the examination, they must voluntarily leave any materials that could potentially tempt them to cheat inside the comfort room cubicle.

10. Conduct follow-up measures: After the test, review the results and look for any unusual patterns or similarities in answers that may indicate cheating. If suspicions arise, investigate further, and take appropriate disciplinary actions if necessary.

B. Detection

1. Remain calm and observant. Stay composed and observant when you

notice the suspicious behavior. Avoid jumping to conclusions but be vigilant in monitoring the situation. 2. Proctors are encouraged to stand from time to time, and monitor diligently student conduct throughout the examination.

3. Whenever feasible, the exam proctors should observe any suspected academic dishonesty behavior before confronting the student.

4. Unless the behavior is unmistakably evident (such as concealed cheat sheets), confirmation of a suspected incident should be postponed until after the examination period concludes

C. Approach

C.1 WHEN A PROCTOR OBSERVES THAT A STUDENT IS LOOKING, GLANCING, OR STARING AT ANOTHER STUDENT'S ANSWER SHEET

1. If you suspect that a student is looking, glancing, or staring at another student's answer sheet, approach the student discreetly to address the observed behavior. Do not disrupt the entire exam room, as this may embarrass the student and disrupt others.

2. Politely but firmly ask the student about the observed behavior without making accusatory statements. For example, you might say, "I noticed you glanced at your seat-mate's paper, can you explain what happened?"

3. Listen to the student's explanation. Give the student an opportunity to explain his/her actions. The student may provide a valid reason for the behavior, such as looking for a clarification on a question. This time, politely but firmly remind him or her of the rule that all questions be directed only to the proctor or the teacher.

4. In the case of an obvious cheat sheet found, you should ask the student to step outside of the examination area (while you stand on a spot where you will still be able to observe the rest of the examinees), take the examination paper, and discuss the act caught and consequences away from the rest of the class. Yet, if you're solely serving as the proctor (and not the teacher of the course), you should notify the student that the incident will be reported to the course teacher and advise them to anticipate being summoned or contacted by their teacher. Do not send the student to the Discipline Office. Academic Dishonesty concerns will be handled by the faculty, and if unresolved by the Academic Integrity Council, which will be formed per college. Tell them to use the remaining time to prepare for their next examination and to not commit academic dishonesty again.

5. Offer Support and Guidance After Informing the Student of the Consequences: The subject course teacher should conduct an academic conference with the student caught cheating, as evidenced by a cheat

sheet, and inform him/her of the consequence of cheating. The teacher should offer support and guidance to the student, especially if they express remorse or acknowledge their mistake. Provide referrals to academic support services or counseling to help them learn from the experience. Monitor the students' behavior during future exams to prevent recurrence of unauthorized communication.

6. Maintain Confidentiality: Respect the privacy of the students by maintaining confidentiality throughout the process. Avoid discussing the incident with other students or sharing sensitive information.

C.2 WHEN A PROCTOR OBSERVES A COLLEGE STUDENT TALKING TO HIS/HER SEAT-MATE DURING AN EXAM, DESPITE INSTRUCTIONS NOT TO DO SO

1. Address Promptly: Approach the students immediately upon observing the unauthorized communication. Prompt action can help prevent further disruption and ensure the integrity of the exam.

2. Remain Calm and Firm: Approach the situation calmly but assertively. Use a firm tone to communicate the seriousness of the infraction while maintaining professionalism.

3. Separate the Students Involved: Politely instruct the students to cease communication and separate them to prevent further collaboration. Direct them to different areas of the exam room if possible.

4. Clarify the Rule: Remind the students of the exam rules regarding communication and emphasize that any unauthorized interaction during the exam is prohibited.

5. Document the Incident: Document the incident in detail, including the time, date, location, and nature of the communication observed. Inform the students that this will be reported to their course teacher.

6. In the case of an obvious cheat sheet found, upon conduct of prompt and discreet investigation, you should ask the student who gave the cheat sheet and the student who received it, to step outside of the examination area (while you stand on a spot where you will still be able to observe the rest of the examinees), take their examination papers, and discuss the act caught and consequences away from the rest of the class. Yet, if you're solely serving as the proctor (and not the instructor of the course), you should notify the student that the incident will be reported to the course teacher and advise them to anticipate being contacted by their teacher. Do not send the student to the Discipline Office. Academic Dishonesty concerns will be handled by the faculty, and if unresolved by the Academic Integrity Council, which will be formed per college. Tell them to use the

remaining time to prepare for their next examination and to not commit academic dishonesty again.

7. Offer Support and Guidance After Informing the Student of the Consequences: The subject course teacher should conduct an academic conference with the student caught cheating, as evidenced by a cheat sheet, and inform him/her of the consequence of cheating. The teacher should offer support and guidance to the student, especially if they express remorse or acknowledge their mistake. Provide referrals to academic support services or counseling to help them learn from the experience. Monitor the students' behavior during future exams to prevent recurrence of unauthorized communication.

8. Maintain Confidentiality: Respect the privacy of the students by maintaining confidentiality throughout the process. Avoid discussing the incident with other students or sharing sensitive information.

5.5.4 Major Offenses (Category A)

- a. conviction in court of a criminal offense;
- b. grave misconduct, gross immorality or scandalous acts which cause dishonor to the University;
- c. possession, distribution or use of prohibited and/or abuse of regulated drugs or substances;
- d. possession or carrying of deadly weapons within University premises or off campus and 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. Physical assault such inflicting or attempting to inflict physical injury upon another person or threatens to hurt a person
- l. hazing, initiation and participating in any activity initiated by a fraternity, sorority and organizations not recognized by the university.
- 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;
- p. perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements on documents under oath when such oath is required.
- q. direct assault upon the person of any member of the faculty,

administration, non-teaching personnel, or any college personnel, or any student or person vested with authority while such person is in performance of official duties or on occasion of such performance.

r. engaging in endangering behavior such as any action that might lead to loss of life, illness or injury, whether intentional or result of negligence or recklessness (such as but not limited to reckless driving or driving without license, refusing to conform to health and safety protocols, dropping objects from the building etc

5.6 DISCIPLINARY SANCTION

The penalty to be imposed for each offense shall depend on the nature and/or gravity of the offense. A just and reasonable disciplinary sanction shall be rendered for any offense.

5.6.1 Minor Offenses (Category C)

Minor offenses are those enumerated under Category C. Any or combination of the following disciplinary sanctions may be imposed on the student:

1. Written or Oral Reprimand
2. Written or Personal Apologies
3. Formation Sessions (counseling, moral guidance, attendance to seminar/webinar, spiritual activity)
4. Community Service (community service will be rendered in different offices in the institution, either in-person or virtually through outputs such as posters, forms, etc. that promote awareness on discipline policies, programs and relevant laws)
5. Undertaking – The student will sign a written agreement that there will be zero tolerance for repeating the same violation or incurring any other offenses under the student handbook. Fulfill obligations and uphold the character of a true Lasallian.
6. Disciplinary Probation – A student may be placed on disciplinary probation for violation of the University norms of conduct prescribed in the student's handbook upon recommendation of the Discipline and Formation Officer and approval of the Dean of Student affairs and the College Dean. Another infraction of any school policy during the disciplinary probation makes the student liable for dismissal from the University after due process. 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.

7. Suspension (3-5 days depending on the gravity of the offense which consider to be aggravated in nature)

5.6.2 Major Offenses (Category A)

Major offenses are those enumerated under Category A. Any or combination of the following disciplinary sanctions may be imposed on the student depending on the gravity of the offense:

1. Written or Personal Apologies

2. Formation Sessions (counseling, moral guidance, attendance to seminar/webinar, spiritual activity)

3. Community (community service will be rendered in different offices in the institution)

4. Suspension (10-15 days depending on the gravity of the offense which consider to be aggravated in nature)

5. Loss of privileges such as scholarship grant/ student aid

6. Non-conferment of degree; deferral or withholding of degree, diploma, and/or certificate.

7. 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.

8. Disciplinary Probation- A student may be placed on disciplinary probation for violation of the University norms of conduct prescribed in the student's handbook upon recommendation of the Discipline and Formation Officer and approval of the Dean of Student affairs and the College Dean. Another infraction of any school policy during the disciplinary probation makes the student liable for dismissal from the University after due process.

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.

9. Undertaking – The student will sign a written agreement that there will be zero tolerance for repeating the same violation or incurring any other offenses under the student handbook. Fulfill obligations and uphold the character of a true Lasallian.

10. Non- readmission- A penalty that allows the institution to deny admission or enrollment of an erring student in the undergraduate

program for the school term immediately following the term when the decision finding the student guilty of the offense charged and imposing the penalty was promulgated.

11. Dismissal- a penalty in which the University is allowed to exclude or dismiss an erring student from its rolls for being undesirable. It takes immediate effect and the student is not anymore allowed to finish the term.

12. 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.

5.6.3 Aggravated Offenses (Category B)

Aggravated offenses are those enumerated under Category B. Any or combination of the following disciplinary sanctions may be imposed on the student depending on the gravity of the offense:

1. Written or Personal Apologies
2. Formation Sessions (counseling, moral guidance, attendance to seminar/webinar, spiritual activity)
3. Community Service (community service will be rendered in different offices in the institution)
4. Suspension (5-10 days depending on the gravity of the offense which consider to be aggravated in nature)
5. Loss of privileges such as scholarship grant/student aid
6. Non-conferment of degree; deferral or withholding of degree, diploma, and/or certificate.
7. 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.
8. Disciplinary Probation- A student may be placed on disciplinary probation for violation of the University norms of conduct prescribed in the student's handbook upon recommendation of the Discipline and Formation Officer and approval of the Dean of Student affairs and the College Dean. Another infraction of any school policy during the disciplinary probation makes the student liable for dismissal from the University after due process.

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.

9. Undertaking – The student will sign a written agreement that there will be zero tolerance for repeating the same violation or incurring any other offenses under the student handbook. Fulfill obligations and uphold the character of a true Lasallian.

10. Non- readmission- A penalty that allows the institution to deny admission or enrollment of an erring student in the undergraduate program for the school term immediately following the term when the decision finding the student guilty of the offense charged and imposing the penalty was promulgated.

11. Dismissal- a penalty in which the University is allowed to exclude or dismiss an erring student from its rolls for being undesirable. It takes immediate effect and the student is not anymore allowed to finish the term.

12. 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.

5.7 PROCESSING OF STUDENTS WITH SPECIAL NEEDS/DISABILITY

The University of St. La Salle is a Catholic educational institution that acknowledges the needs of students facing mental health challenges, impairments, disability, and special needs by safeguarding their rights and fostering a safe and healthy learning environment. In accordance with the Mental Health Act of the Philippines and the Magna Carta for Disabled Persons, USLS is committed to its mission of caring for individuals by fostering an inclusive educational environment that acknowledges and addresses students' needs through well-defined policies and procedures.

5.7.1 Definition of Terms:

1. Disabled Persons- those suffering from restriction or different abilities due to mental, physical, behavioral, developmental, or sensory impairment to perform an activity in the manner or within the range considered normal for a human being.

2. Impairment- any loss, diminution, or aberration of psychological or anatomical structure or function; refers to a medically determined inability of the student affected by a mental health condition to provide informed consent. A student has an impairment or temporary loss of decision-making capacity when a mental health professional assesses him is unable to do

the following:

- (1) Understand information concerning the nature of a mental health condition;
- (2) Understand the consequences of one's decisions and actions on one's life or health or the life or health of others;
- (3) Understand information about the nature of the treatment proposed, including methodology, direct effects, and possible side effects; and
- (4) Effectively communicate consent voluntarily given by a student to a plan for treatment or hospitalization or information regarding one's own condition;

3. Disability- shall mean a. physical or mental impairment that substantially limits one or more psychological, physiological, or anatomical functions of an individual or activities of such individual; b. a record of such an impairment or c. being regarded as having such impairment.

4. Special Needs -This condition challenges a single aspect of coping with daily life. It is described as a person having emotional, mental, and physical difficulty.

5. Mental health condition- refers to a neurologic or psychiatric condition characterized by a recognizable, clinically significant disturbance in an individual's cognition, emotional regulation, or behavior that reflects a genetic or acquired dysfunction in the neurological, psychosocial, or developmental process underlying mental functioning. The determination of neurologic and psychiatric conditions shall be based on scientifically-accepted medical nomenclature and best available scientific and medical evidence;

6. Psychosocial Problems- refers to a condition that indicates the existence of dysfunctions in a person's behavior, thoughts, and feelings brought about by sudden extreme, prolonged, or cumulative stressors in the physical or social environment

5.7.2 Categories of Special Needs/Disability

1. Physical - limitation on a person's physical functioning, mobility, dexterity, or stamina. It has a 'substantial' and 'long-term' negative effect on a person's ability to do daily activities. It can range from degenerative conditions to trauma (physical and birth), chromosome disorders, musculoskeletal conditions, limb differences, and complex medical needs.

2. Behavioral - a condition exhibiting one or more of the following characteristics over a long period and to a marked degree that adversely affects educational performance: An inability to learn that cannot be explained by intellectual, sensory, or health factors. An inability to build or

maintain satisfactory interpersonal relationships with peers and teachers. Examples: post-traumatic stress disorder (PTSD), Anxiety, Attention-deficit/hyperactivity disorder (ADHD), Obsessive-compulsive disorder (OCD), depression, bipolar, dissociation, and eating disorders.

3. Developmental – encompasses a broad range of conditions that result from cognitive and/or physical impairments. Examples include autism, dyslexia, visual processing disorder, auditory processing disorder, and Down syndrome.

4. Sensory Impaired – a person with difficulty using one or more of their senses. Sensory impairments can affect hearing or vision, as well as other senses like touch, taste, or smell. Examples are blindness or visual impairment, hearing impairment, or deafness.

5.7.3 Process of Handling Students with Special Needs/Disability

A. Identification of Special Needs/Disability

1. During the admission process, students or their parents/guardians are encouraged to disclose and inform the Admission and Scholarship Administration Office (ASAO) /Guidance and Evaluation Center (GEC) about any health conditions, including, but not limited to, disability, impairment, or mental health issues. Parents/guardians must also provide a medical or psychiatric certificate stating that the student is “Fit to Go to School.”

2. If a disability, impairment, or mental health issue develops while the student is at the University, parents or guardians need to provide a medical or psychiatric certificate confirming that the student is “Fit to return to School.”

3. Once a student reveals their disability, impairment, or mental health issue, they will receive counseling and support at the Guidance and Evaluation Center (GEC) or the Health Services Center (HSC).

4. A student holding a “Fit to Go to School” certificate acknowledges that they may be subject to disciplinary measures if any infractions are identified by the Discipline and Formation Office (DFO), along with the assessment of the Guidance and Evaluation Center (GEC) or the Health Services Center (HSC).

B. Investigation

1. The Discipline and Formation Office will refer the student to the Guidance Evaluation and Center (GEC) or Health Services Center (HSC) to assess the student identified with special needs/ disability.

2. Once the Guidance and Evaluation Center (GEC) or the Health Services Center (HSC) determines that a student is physically, psychologically, and

mentally fit to address disciplinary issues, the Discipline and Formation Office (DFO) will initiate an investigation and hold the student accountable following proper procedures.

3. If the Guidance and Evaluation Center (GEC) or the Health Services Center (HSC) concludes that the student is not physically, psychologically, or mentally capable of handling disciplinary matters, they will suggest appropriate measures to the Discipline and Formation Office (DFO).

4. At the case conference for a student with special needs or a disability, participants will include the student's parents or guardians, the designated guidance counselor, or a representative from the Health Services Center (HSC), along with the college dean or concerned program chair.

5. Prior to imposing a sanction on a student with special needs or a disability, clearance will be obtained from the Guidance Evaluation Center (GEC) or the Health Services Center (HSC) to ensure that the student is capable of receiving the appropriate sanction based on the severity of the offense and the student's condition.

C. Counseling

1. Throughout the investigation, the student with a disability, impairment or mental health condition will continue to receive counseling and monitoring sessions at the Guidance Evaluation Center (GEC).

2. The Guidance and Evaluation Center (GEC) will update the Discipline and Formation Office (DFO) about the student's progress and profile.

D. Monitoring

1. If the Guidance Evaluation Center (GEC) assesses that the student poses a risk, it will recommend that the student consult a medical or psychiatric professional for a more thorough evaluation.

2. Students or their parents/guardians must secure a medical or psychiatric certificate with "Fit to Go Back to School" from the attending physician or psychiatrist before the student is allowed to return to class.

3. The student should participate in regular medical consultations and obtain follow-up support, including counseling from the Guidance Evaluation Center (GEC). The assigned counselor will submit a bimonthly report or assessment of the student's condition to the Discipline and Formation Office and the concerned department chair.

E. Confidentiality

All interactions with parents and guardians should maintain the student's privacy, in line with the current University Guidelines on Data Privacy.

5.8 PROPER BEHAVIOR DURING INSTITUTIONAL ACTIVITIES BEFORE THE ACTIVITY

Students should attend to their personal needs beforehand and be properly seated before the start of the program.

DURING THE ACTIVITY

Observe silence and pay attention to the talk, ceremony, or performance. Applaud with reasonable enthusiasm at the appropriate time. Refrain from loud laughter and guffaws.

Refrain from standing, moving about, and fidgeting while a talk or speech is being delivered.

Do not use mobiles and other gadgets.

AFTER THE ACTIVITY

Everyone should leave the venue quietly and in an orderly manner.

5.8.1 Guidelines during the School Activity

All students are required to bring their ID cards and must present the same upon demand by Campus Internal Security Officers or by any person in authority.

All pertinent

Student Handbook policies are considered in effect for the duration of the students' stay within campus.

The students or groups granted curfew extensions are expected to start wrapping up their activity 45 minutes before and should exit the campus premises by curfew.

Overnighters are expected to be in by 10:00 PM. No one will be admitted on campus beyond this period.

NO STUDENTS WILL BE ALLOWED TO GO OFF CAMPUS BEYOND 10:00 PM. The Night-shift Administrative Liaison for Security must approve any exception to this rule.

Students are not allowed access in areas other than their requested facilities.

Students are expected to care for and clean up the areas used; damages to property and/or extra expenses for cleaning up will be chargeable to them. Sleeping in classrooms, offices, or in other facilities is not allowed except for extraordinary circumstances to be determined by the VCA. If the activity requires sleeping facilities, the students or group shall be billeted at the Balay Kalinungan at discounted rates. Separate accommodations for males and females must be strictly observed.

The School Administration/Night-Shift Administrative Liaison for Security through the Campus Internal Security Office reserves the right to revoke the curfew extension and overnight stay when such is inimical to the University, its security, peace and order, and when there are violations of these guidelines.

Violations by the students and/or student groups of the above guidelines shall be punishable by any, or all of the following:

- Suspension and/or Fines
 - Disciplinary Probation
 - Ban from Entering Campus on Sundays/Holidays/Overnight/Beyond Curfew
 - Revocation of Accreditation (for Clubs/Organizations)
- Faculty Advisers/Moderators found culpable of negligence in implementing these guidelines will be held liable in accordance with the provisions of the Faculty and Administrative Manual.

5.9 GUIDELINES ON NETIQUETTE AND PROPER DECORUM DURING ONLINE CLASS

As a Lasallian, I am expected to take full responsibility for my actions and words.

I will be extra mindful of the following reminders:

1. I will observe good grooming and proper dress code during online classes.
2. Familiarize myself with audio-visual equipment needed during online sessions to avoid class disruption.
3. I will come on time. Log in on time to maximize class participation.
4. Be tactful by being mindful of my language and use of words especially when communicating online to my classmates or teachers.
5. Be aware of my environment at home. I will take note that my space at home is now an extension of my classroom.
6. Take full responsibility for my actions and statements in any engagement whether in an online or offline platform.
7. I will refrain from engaging in other or unrelated online activities like games, Facebook, Twitter, Instagram, and other online platforms during an online class.

5.10 UNIFORM EXEMPTION

- Medical Reason - must be supported by a medical certificate
- Pregnancy - must be supported by medical certificate
- Cross Enrolled Student - any student enrolled in the University and another school
- Working student - Applicant must have enrolled 12 units and below and should submit the following requirements:
 - Application letter addressed to the Discipline and Formation Officer
 - Certificate of Employment/student enrollment form -

- from other schools (for cross enrollees)
- Student Enrollment Form for the semester
- 2 pcs. ID pictures - 1 x 1.5
- Internship Trainee - Applicants must submit the OJT requirements with the Career Development Center and should have an OJT sticker issued by the Career Development Center.

Reminder: Applicants are given only two weeks from the first days of class to comply with all the requirements. Late applications will not be accepted.

5.11 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 use properly all equipment and facilities.

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

5.12 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.

5.13 TOBACCO SMOKE AND VAPE-FREE CAMPUS

The University is a NO SMOKING/VAPING CAMPUS. This policy is implemented in the entire university premises. Violations will be dealt with accordingly.

USLS Students

Any student caught smoking on campus and along immediate sidewalks within a periphery of five (5) meters from the gates, fences or dividing walls of buildings will be fined P100 for the first offense, P200 for the second offense including suspension of 2 days, and P400 and suspension of 3 days for the third and succeeding offenses.

Guests

Guests are subject to the same No Smoking regulation. Violators will be asked to leave the campus and will not be allowed to re-enter. Guests who

come to attend events/shows/activities/games on campus are expected to observe the rule.

Enforcement Officers

The following are hereby designated to be the main enforce of the smoking ban:

- All Executive Committee members
- All Security Guards
- All College Deans / OSA/ Faculty
- All BEU administrative officers/ Faculty

In addition, any member of the Lasallian community may also confront any violator.

If the violator is a member of the USLS community, he/she must be reported to the proper authority. If the violator is an outsider, he/she must be asked to stop. If he/she refuses to stop, he/she must be reported to any proper authority.

Fines

All fines collected will be paid to the Depository Account of the Office for Student Affairs, either in cash through tuition billings or salary deductions.



Chapter 6

Student Activities



6.1 ON-CAMPUS AND OFF-CAMPUS ACTIVITIES

Approval of On-Campus and Off-Campus activities shall be secured through the request for approval of the Semestral Calendar of Activities to be submitted to the Student Activities Coordinator. Any Activity not included in the approved Calendar of Activities must be submitted to the SAC at least one (1) week before the scheduled activity.

All Off-Campus and overnight Off-Campus activities of organizations must be attended by the Faculty Moderator. If the Faculty Moderator is not available, he/she may be replaced by another faculty provided the Dean of Student Affairs, through the SAC, is informed at least three (3) days before the activity.

The organization shall secure and submit to the SAC the Faculty Conformance Form (for off campus) duly signed by the Moderator at least 3 days before the activity. Each student going on the off-campus activity should secure a waiver to be submitted along with the FCF.

For activities such as symposia, fora or any activity requiring external speaker, the following shall be observed:

Submission of a brief resume of the invited speaker to the SAC at least one (1) week before the scheduled date, endorsed by the moderator concerned. Submission of a permit from the Vice Chancellor for Administration for campus entry of the guest at least one (3) days before the scheduled date, copy of which must be forwarded to the Security Office.

6.2 MATERIALS FOR POSTING

The Office for Student Affairs, through the Student Activities Coordinator (SAC), is the only office that approves, regulates and sanctions the use of materials for posting by USLS student groups and academic related activities. External entities who wish to have materials posted on campus should be cleared by the Center for Marketing and Communication (CMC).

Currently, the following are the materials for posting that the OSA approves:

- Bulletin Boards
- Promotional Frames for Tarpaulins
- Posters (digital/online and print)
- Flyers
- Streamers and banners
- E-Board
- T-shirts and other collaterals

Promotional materials not mentioned/ specified in these guidelines will be subject to the approval of OSA.

General Guidelines

1. The activity should be approved first before a student group can conduct promotion.
2. Contents and designs of all promotional materials must be first approved by the AASF before the final printing and/or posting. Use of the university's official logos must adhere to the university style guide.
3. The organization name and activity name should be prominently seen in all the promotional materials.
4. In case of collaborative projects between or among student groups, the limit for promotional materials will be taken in consideration of the one activity regardless of the number of groups involved.
5. The use of adhesive tape, glue or any form of adhesive that will damage the corkboards is strictly prohibited. Only thumbtacks, staple wires and pushpins may be used for posting on corkboards.
6. Posting on cement walls, doors, glass partitions, wooden surfaces (painted or varnished), trees and inside the comfort rooms are strictly prohibited. Use the plastic panels installed in the pillars for posting.
7. The student group is responsible for removing its promotional materials by the last approved date. Materials still displayed after the last approved day will be removed by OSA, and this will merit a violation.
8. Promotional materials should adhere to the values of Lasallian education.
9. Information materials must be properly placed and presented in such a way that reflects and maintains the Lasallian standard of excellence.
10. Quotations, excerpts and the like must bear the name of the author or the source.
11. Any inclusion of external partners (i.e. sponsor's name, sponsor's logo, etc.) in the promotional materials must only be included after the MOA with the organization is verified from the Center for Linkages and International Affairs (CLIA).
12. Any student organization seeking to post information materials on the bulletin board of another student organization must seek first the approval of the President of such organization.
13. OSA reserves the right to impose other sanctions depending on the intensity of the damage done and frequency of the violations incurred.

14. Approval of all publication materials (online/printed) must be submitted 3 days before the posting date.

Sanction:

1st offense – warning (the AASF will send warning letter through email)

2nd offense – 2nd warning with letter of explanation

3rd offense – suspension of postings of publication material both online and printed

(approximately 1-30 days, depending on the gravity of the violation)

4th offense – repetitive violation will have a suspension of all online platforms for one semester to one AY (depending on their gravity of the violation)

6.2.1 Posters

A poster is any promotional material for posting which is not larger than 13"x19" but not smaller than 8.5"x11".

General Guidelines

1. Each student organization is allowed a maximum of forty (40) posters for an activity.

2. Only one (1) poster per activity is allowed per location/bulletin board.

3. Posters with first and second parts are allowed. However, both will be counted as part of the allowed maximum number of forty (40) posters.

4. Only bond paper-size information materials may be posted at the rightmost corner of the writing board of classrooms. No information materials are to be posted on walls, bulletin board glasses or on the doors of classrooms.

5. Any student organization seeking to post information materials on the bulletin board of another student organization must first seek the approval of the president of such student organization.

6. Posters should prominently identify the name of the student group, name of activity and date of activity.

Procedure

1. Submit the final copy of the design to OSA for approval.

2. Have the posters printed then stamped and logged. Digital/online posters may be uploaded/posted after approval of design.

Submission Time:

8:30 – 11:30 AM (Pick-up time: 2:00PM)

1:30 – 3:00 PM (Pick-up time: 9:00AM – following day)

6.2.2 Tarpaulins

Tarpaulins are polyester or plastic sheets used for promotion or advertising. This should be limited to tarpaulin movable frames, let us not allow posting on the railings and other permanent structures inside the campus.

General Guidelines

1. The size of the promotional materials should be the same with the frames that are provided inside the university
3. Designs must be approved by the AASF before printing and reservation of the tarpaulin frames.
4. Maximum number of frames that will be utilized per activity are three (3), or based on the availability of the frames.
5. Production of movable frames for tarpaulins must be approved by the CMC and the Office for Student Affairs and coursed through the Engineering Services Office. Movable frames must be in black, 6ft x 3ft
6. The average length of exposure for tarpaulins is 3 months with consideration of the content/details and intended audience.
7. Promotional materials posted should prominently identify the name of the organization, name of activity and date.
8. The placement location of the tarpaulin is subject to the approval of the AASF.

Procedure

1. Bring the final softcopy of the design to the OSA and/or the CMC for approval.
2. Once approved, the organization can print the material and have it installed through the GSO or on movable frames.

6.2.3 E-Board

The Electronic Board, or E-Board, is the digital version of bulletin boards. Offices and student organizations are allowed to post announcements to the Lasallian community. All multimedia materials to be projected must be evaluated and approved by the Senior Administrative Assistant for Student Formation.

General Guidelines

1. The Electronic Board runs from 8:30 a.m. to 5:00 p.m. from Mondays to Fridays.

2. The television sets will serve for the purpose of informing the general population of the Lasallian community, most especially student related activities. Thus, these materials will receive high priority in traffic and frequency and projection.

3. Only materials approved by the Administrative Assistant for Student Formation shall be shown.

4. Teasers should not exceed more than one (1) minute, five (5) minutes for promotional materials and not more than fifteen (15) minutes for infomercials. These will be allowed to have one (1) week of airtime. Organizations can update the projected material/s and re-submit to AASF for approval.

5. Multimedia materials that are prohibited: i) Those promoting and/or condoning actions that violate university policies; ii) Those which tend to put any organization and, its members to ridicule or contempt; iii) Those which show unbecoming behavior of a Lasallian; and iv) Those that violate any guidelines for multimedia projection.

6. Only such materials approved by the Office for Student Affairs thru AASF will be accepted for posting/aired in E-Board.

7. Materials should be in high quality and be in .mp4 file format.

Procedure

1. Email the final copy of the material to the AASF for approval.

2. Once approved, email the offices in-charge of the E-Board to air your material (include in your email the approval from OSA).

3. For the extension of the projection of the materials, the requesting party should notify OSA and the in-charge of the E-Boards.

6.2.4 Official Organization Shirts and Ephemerals

Student Organizations are allowed to print shirts and/or produce ephemerals i.e. mugs, lanyards, buttons and the like. These should follow the institution's style guide and/or the style guide of the logos/emblem that organization will utilize.

Procedure

1. Submit the t-shirt/ephemeral design to be approved by the AASF.

2. Upon approval of the design, the shirts and/or ephemerals may be mass-produced.

3. If the t-shirt/ephemeral is a fund raising in nature, the organization should follow the fund raising policy and guidelines.

6.3 USE OF UNIVERSITY FACILITIES

The request to use any physical facility of the University must be approved by the authorized officer concerned upon the endorsement of the Student Activities Coordinator.

Each accredited campus organization shall reserve a classroom for meetings and other related activities each semester. The student organization using the classroom shall have the following rights and responsibilities:

Use the classroom as venue for any student related activity

Arrange/return all chairs and other facilities in order

Report to the Office of Vice-Chancellor for Administration any damage to the facilities

The Student Activities Coordinator may cancel existing reservations for justifiable reasons.

6.4 FUND RAISING ACTIVITIES

These activities require prior approval from the Dean of Student Affairs, acting for the Brother President. All student organizations are allowed to have a maximum of five (5) fund-raising activities in one semester subject to the discretion of the Dean of Student Affairs.

A student organization seeking approval for any fund-raising activity must comply with the following guidelines:

- Fill out the Activity form from the OSA. There is a specific set of signatories based on the expected gross income.
- If expected net income is fifty thousand and below – Moderator, SAC, OSA Dean
- If expected net income is more than fifty thousand but less than one hundred thousand – Moderator, SAC, OSA Dean, AVCAA
- If expected net income is more than one hundred thousand pesos – Moderator, SAC, OSA Dean, AVCAA, President

In all cases, a formal letter must be submitted with the fundraising activity form stating the purpose of the activity, the date, and the venue.

In all cases, a resolution or certified copy of the minutes of the meeting of the organization in which the majority of the members agreed to support such activity, shall be attached to the form.

If the fund-raising activity is related to academic field trips or is in any way related to the academic course, the endorsement of the College Dean must be obtained.

Complete documents which include activity form, formal letter and the resolution of the minutes of the meeting must be submitted to the Commission on Audit of the University Student Government for the endorsement prior to approval of the Student Activities Coordinator and/or Dean of Student Affairs or the Brother President.

Necessary permits required by the government agencies shall be duly accomplished by the student organization.

The student organization shall furnish a copy of the approved fund raising form to the following:

- Commission on Audit
- Office for Student Affairs
- College Dean (for academic related activities) endorsement must be made on the cover letter
- Organization File

Nonetheless submission of the necessary solicitation letters, tickets and other fundraising materials must be submitted at least 10 school days before the activity or the designated date by the Commission on Audit. Failure to submit on the required date prior to activity shall not bear the official COA Seal.

All solicitation forms, tickets and the like issued by COA shall be accounted properly in the financial report of the student organization.

The student organizations shall submit a financial report, a liquidation report and an acknowledgment form from the beneficiary of the fund raising activity to the COA not later than 5 school days after the said activity. Template of Financial Report Form is available at the COA.

COA shall act on the report within 3 school days after the receipt thereof. The organization shall furnish a financial report, a liquidation report and an acknowledgment form from the beneficiary of the fund raising activity to the following;

- Commission on Audit
- Office for Student Affairs (thru SAC or DSA) for expected gross income if less or more than twenty thousand
- College Dean (for academic related activities)
- Organization File

Late Submission of the necessary requirements shall constitute a warning and the organization will not be allowed to conduct succeeding fundraising activities until the previous fundraising activity is settled.

Non-submission of the necessary documents shall prohibit the organization

to conduct succeeding fundraising activities during the school year. The University clearance shall not be signed unless the documents are submitted and endorsed by the Commission on Audit.

In case of liabilities and losses, the officer/s shall personally shoulder the amount incurred by the organization from the activities. The University clearance of said officer/s shall not be signed unless the liabilities are settled and the losses are paid back to the organization.

Selling of novelty items (e.g. organization shirts) is NOT counted within the allowable fund-raising activities.

The Moderators shall assist the SAC and the Dean of Student Affairs in monitoring, implementing and ensuring that procedures are properly observed by the student organization.

In any case, the Dean of Student Affairs on his/her initiative or upon the recommendation of the Student Activities Coordinator may suspend or rescind any approval already given if holding of such may jeopardize the interest of the University or may be detrimental to the common good.

6.4.1 Fundraising Activities (Individual)

The student is allowed to conduct a fundraising activity during the Animolympics and the Lasallian Week. However, slots are limited. Thus, the Office of the Student Affairs observes the first come first serve policy. The student must submit an accomplished application form and a formal letter addressed to the Director of the Student Affairs for the fundraising activity. The student must accomplish necessary permits required by government agencies.

6.4.2 Fundraising Activities (Class)

The class is required to submit an application form and a formal letter addressed to the Dean of Student Affairs. Their respective department chair noted by their professor in case it is related to their course must endorse the letter. The class mayor is required to provide the list of names of students in the class. The class is encouraged to donate a part of the proceeds of their income to certain beneficiaries. In case the fundraising activity is related to an academic field trip, the class is required to deposit the proceeds to their respective depository account.

6.5 GUIDELINES COVERING FOOD STALLS DURING STUDENT-RELATED EXTRA-CURRICULAR ACTIVITIES

Any student organization seeking the services of outside concessionaire(s) must first seek the approval of the Vice Chancellor for Administration with prior endorsement of the Dean of Student Affairs and the Student Activities Coordinator. The name(s) of vendor(s) and the kind of food stuff to be sold must be attached.

If permission is granted, the approval of the Vice Chancellor for Administration must be secured and a photocopy of the approved permit shall be submitted to the Office for Student Affairs care of the Student Activities Coordinator.

In all cases, no uncooked food and peeled fruits shall be sold.

After the said activity, the sponsoring student organization should ensure that the concessionaires have cleaned up the area before departure.

6.6 GUIDELINES FOR COLLEGE/CLUB T-SHIRT SELLING/PAYMENT

The organization is required to fill up an Activity Form. Once approved, the organization should process it through the Procurement Office. The organization is not allowed to deal with the supplier directly about financial matters.

Payment from members of the clubs/college must be directly deposited to their depository account in the business office. Treasurers are not allowed to keep the fund on their hands. Otherwise, an appropriate disciplinary action will be taken.

Payments to the supplier must be made directly to them from the club depository account at the Business Office. Organizations are not allowed to pay directly to the supplier. In cases this is violated, the University is not liable to the members of the organization. Thus, the officers must settle the losses back to the organization.

Buying and selling of Club/College T-shirt are non-compulsory.

6.7 KEEPING OF THE FUNDS OF THE ORGANIZATION

No student organization is allowed to maintain any external depository account. All monetary holdings of the organization must be deposited with the University Business Office in the name of the organization.

Organizations are required to submit an activity form at the beginning of the school year for expected collections of funds from members during the entire semester. This includes membership fees, semestral dues, monthly dues, weekly dues and etc. The Dean of Student Affairs through the Student

Activities Coordinator must approve the activity form. Organizations are not allowed to make members comply with the payment without the approval from the Office of Student Affairs.

All collections must be deposited to the business office. An extra copy of the official receipt of the deposit must be submitted to COA. This is to update the financial records of the organization.

Prior to any activities like acquaintance party, organization night, other organization sponsored activities which entail collection of money from members, the organization is required to submit an activity form indicating the expected gross cash receipts and expenses which is subject to the approval of the Office of the Student Affairs.

Only the University Business Office can issue official receipt for financial transaction that any organization may enter into. However, for accounting and auditing purposes, the student organization may issue temporary receipts.

All financial transaction is subject to audit by the USG Commission on Audit. Organization must comply with the requirements of USG COA.

All organizations are required to submit their semestral end financial report to the Student Activities Coordinator and Dean of Student Affairs duly audited and certified by COA. (See the Treasurer's Manual)

Unused financial holdings from the preceding school year shall be forwarded as an existing balance of the said organization in the current school year.

The DSA, on his/her initiative or upon recommendation of SAC has the power and authority to impose necessary sanctions to any student organization, which has violated any of the above provisions.

6.8 REGISTRATION/ACCREDITATION OF STUDENT ORGANIZATIONS

Student shall have the right to form, join or not join, campus organizations for purposes not contrary to law and school policies.

The Student Activities Coordinator shall screen, evaluate and recommend recognition of student organizations applying for accreditation or reaccreditation.

The University Student Government, the College Councils, and the Constitutional Commissions, by virtue of the Student Organization Constitution that created them, shall be recognized as legitimate student campus organizations. Affiliated organizations, such as departmental and college publications and club clusters, must adhere to these campus

organizations to be recognized as legitimate entities.

The Institutional Clubs under the Culture and the Arts Program (Artists' Hub) are recognized student organizations by virtue of their institutional mandate.

The Spectrum and the La Salle Yearbook are institutionalized by virtue of their importance in the delivery of student services. They are considered as the university's official student publication groups.

Volunteers under Balayan Social Development Center, Center for Marketing and Communications (MediaLab), Vocation, and Center for Lasallian Ministries are also considered as institutional groups.

Volunteers under the Discipline and Formation Office and Guidance and Evaluation Center are considered as office support groups.

All campus clubs or organizations shall observe the following time frame for accreditation:

A. New Application

A newly formed organization wanting to be recognized and accredited by the school will go through the following:

- Submission of letter of intent or application letter to OSA through SAC.
- SAC will do an initial interview with the leader/s or conveners of the organization.
- Submission of initial documents for evaluation will be until the end of the 2nd month of classes for the 1st sem of the current academic year. This can include the background of the organization, the initial members and other important details.
- As a new applicant, club activities are limited to strengthening their organization and no other activities with external organizations or official engagement with accredited clubs.
- The club cannot yet attend activities of OSA and USG but they are bound by the general guidelines for the conduct of activities.
- At the end of the academic year, the club-applicant will be asked to submit their activities for the academic year to check on their consistency, membership and activities.
- The club will then be officially accepted as new applicant the following AY where they will already be part officially of the OSA and USG activities. After which, by the end of this academic year, they will undergo the accreditation process with the rest of the clubs. Their accreditation status will depend on their accreditation score whether they will be on probationary status or stay as a new applicant.

- As new applicant, the club is not yet allowed to open a depository account at the Business Office until they are fully accredited as an organization.
- They will join USG and OSA activities and activities that will strengthen their organization including recruitment.
- They will only have a volunteer faculty moderator.
- The president of the club cannot be nominated for Best Club President yet.

B. Accreditation

All campus clubs or organizations shall observe the following requirements for accreditation:

- Formal application letter addressed to the Accreditation Committee endorsed by a College faculty who will serve as Moderator;
- Constitution and By-laws;
- Accomplishment Report for the past academic year;
- List of officers and minimum membership of fifteen and their contact details;
- Official name and logo of the organization; and
- Letter of Acceptance from Faculty Moderator.

C. Re-accreditation (For existing probationary and accredited clubs)

- OSA through the SAC will call for accreditation by the 2nd month of the 2nd semester of the current academic year
- The SAC will issue guidelines on what to prepare for the accreditation.
- All clubs are expected to prepare their Accomplished Activity • Summary Report with the period specified in the guidelines.
- The club should also prepare their Approved Calendar of Activities of the current academic year for reference.
- All club treasurers will prepare their latest Financial Report for the AY duly signed by the Club President/Council Governor, Club/Council Moderator, USG Exec Treasurer and COA

Any student organization seeking accreditation or reaccreditation must submit to the Accreditation Committee the above mentioned requirements on or before the date to be determined by the OSA through SAC.

Accreditation Status

Accreditation Status may take any of the following:

A. Full Accreditation - Granted to existing student organizations that fail to meet the minimum criteria set by the Accreditation Committee, receiving a score at least 75% of the total score, but have continuously operated throughout the entire school year.

B. Probationary Accreditation - Granted to existing student organizations that fail to meet the minimum criteria set by the Accreditation Committee, receiving a score lower than 75% of the total score, but have continuously operated throughout the entire school year.

C. Reactivation - Granted to existing student organizations that need to restructure or were inactive for a semester or an entire school year. They must satisfactorily meet the standards set by the Accreditation Committee with a score of 75 of the total score or higher to qualify for Probationary Accreditation in the next academic year.

D. Probationary Accreditation for New Applicants - Granted to student organizations seeking recognition or accreditation for the first time after completing a one-year period as a new applicant and satisfactorily meeting the standards set by the Accreditation Committee with a score of 75% of the total score or higher.

E. Re-application - Required for new student organizations that need to restructure or were inactive for a semester or an entire school year during the period of application. They must satisfactorily meet the standards set by the Accreditation Committee with a score of 75% of the total score or higher to qualify for Probationary Accreditation for New Applicants in the next academic year.

F. No Status - Applies to existing student organizations that became inactive for a period of at least four consecutive semesters or at least two consecutive school years but have been in existence as an organization for over two consecutive years. They must apply for re-application status by submitting a letter of intent to the OSA through AASA and follow the process for New application.

Change of Name of the Club

For existing student organizations wishing to change the name of their club, the accreditation status will remain the same. However, they must submit a letter of intent to the OSA through SAC, stating the reason for the name change. After receiving approval, the student organization can proceed with the necessary documentation to change the name of their club. Additionally, they must draft a new constitution and by-laws, which must be approved by the Judiciary. Upon approval by the Judiciary, the changes will be endorsed for final approval by the OSA through SAC.

The Accreditation Committee shall be composed of the following:

- Student Activities Coordinator as Chair
- Dean of Student Affairs
- Discipline and Formation Officer
- Balayan Representative (Director/Formator)
- USG Vice President
- Administrator/Officer
- USG Commission On Audit (invited)
- USG Liaison Officer for Campus Clubs/Organizations (invited)

Evaluation Criteria

Club activities shall be classified and evaluated according to the following criteria:

Clear Sense of Purpose and Alignment of Purpose to Activities–25%

The organization has clear, long term vision-mission which is instilled among officers and members through proper orientation and training programs. The formation and the ideology of the organization is inconsonance with its nature as either a professional or academic, socio-civic, Catholic spiritual or special interest organization. The organization conducts activities that resonate and reflect its ideology and objectives.

Leadership and Members' Involvement–25%

The organization committed to hone leadership potentials through ongoing trainings. The learning gained is applied to organizational management and echoed as special training for fellow officers. The organization evaluates the conduct of activities regularly for improvement and corrective actions in succeeding activities. It also recognizes the value of succession program as part of member development.

The organization creates mechanisms that ensure active participation of the members. It takes efforts to motivate members to become dynamic partners in achieving the organizational goals. Internal and external linkages are initiated to maximize human and material resources.

There is clear collaboration between the leaders/officers and members and open communication during the planning, implementation and evaluation of activities.

Financial Management Efficiency in Process –25 %

The organization promotes financial integrity and transparency and sound allocation/utilization of funds. The organization maintains reconciliation of accounts with the Business Office. The organization creatively devices ways to raise profitable funds, to reach solicitation targets and submit reports to sponsors. The organization utilizes membership dues properly and members perceive that they get what they pay for. The Budget is managed

well and financial turnover for the next AY is ensured. The organization is punctual in securing the approval of activities and permits. Documents are properly filed. The organization keeps complete forms for activity approval. The organization observes the submission and compliance of all requirements.

Lasallianness – 25 %

The organization is committed to the vision-mission and ideals of the University. It contributes to the formation of young Lasallians with focus on the Lasallian spirit of faith, zeal for service and communion in mission. The organization promotes volunteerism through outreach and community service.

The evaluation of club performance will be criterion-based.

The Commission on Accreditation shall evaluate the reports to determine the accreditation status of the organization. A panel interview shall verify and clarify the reports submitted to the Commission. Complete documentation shall be required from all organizations during the interview.

To acquire Full Accreditation, the Club must obtain an average of 75% rating.

An Organization obtaining less than 75% but not lower than 65% shall be given probationary accreditation. The top 5 clubs will be automatically considered as Finalists for the Most Outstanding Club Award for the Corps D' Elite.

Privileges and Responsibilities of Fully-Accredited Clubs

1. Subject to existing University policies and procedures, only recognized student organizations may avail of the facilities of the University and be entitled to all rights and privileges accorded thereto.

- Use the name of the University for their external transactions;
- Officially represent the University as a recognized organization;
- Seek assistance from the OSA for legitimate school and club functions including financial assistance if funds are available;
- Participate in institutional events and USG initiated programs;
- Have an assigned bulletin board;
- Undertake fundraising activities;

2. Qualify in the Corps d' Elite search for Outstanding Student Organization; and use a permanent classroom for meetings and other activities during academic free day.

3. Subject to existing policies and budget, receive financial assistance for its outreach projects from BALAYAN Social Development Center.

4. Officers, representatives, or members of accredited student organization are required to:

- Attend regular monthly meetings and other special meetings called for by the SAC;
- Join the Club Fair;
- Attend the Corps d' Elite Awarding Ceremonies;
- Submit required documents to the AASA within the time frame or deadline set;
- Attend the Induction and Turn over Ceremonies;
- Attend Activities under the Lasallian Leadership Formation Program (Summer Training,
- Enrichment Leadership Seminars during the regular school year);
- Attend the OSA General Assembly for Student Leaders held every semester.

6.9 SUBMISSION OF REPORTS

Each organization shall submit a semestral Calendar of Activities (at least 2 copies) for approval by the SAC.

For monitoring purposes, all clubs must submit a Monthly Activity Summary Report.

At the end of every semester, all student organizations and councils shall submit the following documents to the SAC:

- Semestral Financial Report; and
- Semestral Accomplishment Report

6.10 MORATORIUM OF STUDENT ACTIVITIES

Unless otherwise considered urgent by the Brother President, no student activity shall be allowed one week before each term examinations.



Chapter 7

University Student Government and Student Organizations



UNIVERSITY STUDENT GOVERNMENT

Executive Branch



7.1 CREDO

We believe in student empowerment through involvement.

We believe in the role of classroom officers in building the foundations of a strong student government.

We believe in the right of every individual to constructively voice out his/her sentiments.

We believe in the responsibility and accountability of every student officer.

We believe in the duty of every student officer to promote unity and peace among his/her fellowmen.

We believe in the importance of cleanliness and ecological integrity in providing a healthy environment.

We believe in the achievement of high educational standards through active participation in academics.

We believe in the student government whose primary concern is the promotion of student's welfare and protection of their rights.

We believe in the power of awareness in bringing students to the light of social concern.

We believe in the role of campus organizations for student development.

We believe in an honest and responsive governance free from selfish interest and built on the foundation of servanthood.

We believe in God and His Power to make all things possible.

Mission: "Maximizing resources for an efficient and responsive student government."

7.2 UNIVERSITY STUDENT GOVERNMENT

Executive Branch

The Executive Branch of the USLS University Student Government handles the leadership, management, and daily operations of the organization. It makes sure plans, programs, and policies are carried out for the benefit of the students. This branch leads various departments, works with different groups, and responds to student needs through activities and services. It also takes charge of setting directions, preparing budgets, and keeping the organization running smoothly. In simpler terms, the Executive Branch gets things done and helps bring the student government's goals to life.

The Executive Branch of the USLS Student Government leads and manages the organization's work for the student body. Headed by the elected President, it oversees departments, carries out laws, handles finances, and makes sure plans and programs happen. The Vice President and Treasurer help lead, support student groups, and manage funds. Together, they work with the Senate, report to students, and ensure the government runs smoothly until the next set of leaders takes over.

As per the Executive Operations Manual, the Executive Branch cabinet is composed of the Executive Secretary and Secretaries and Deputy Secretaries for the following departments respectively: Department of Academic

Affairs (DAA), Department of Administrative Services (DAS), Department of Advocacy Programs (DAP), Department of Budget and Finance (BNF), Department of Cultural Affairs (DCA), Department of Human Resource and Development (HRD), Department of Public Relations (DPR), Department of Religious Services (DRS), Department of Sports Affairs (DSA), Liaison for Campus Clubs and Organizations (LCCO), and Samahang Lasalyano (SL).

Legislative Branch

The Legislative Branch of the USLS Student Government is responsible for creating, reviewing, and passing laws, policies, and resolutions that guide the organization. This power is vested in the Student Senate, which is composed of elected student representatives from each college. Senators are tasked with representing the voice of the student body and ensuring that laws and policies reflect the students' best interests. The Senate works through permanent committees, such as those on accountability, finance, student welfare, and legislative procedures, each handling specific aspects of governance. It also creates special committees when needed to address particular issues.

The Senate approves appointments made by the Executive President and has the authority to investigate, hold officers accountable, and recommend sanctions when necessary. It manages the passage of bills and ensures that proper legislative procedures are followed before any law takes effect.

The Senate President, elected by the members, leads the Senate and ensures order during sessions. The Senate can suspend or expel members for misconduct and is guided by its internal rules and parliamentary procedures. By overseeing appointments, budget allocations, and legislative matters, the Senate acts as a check on the Executive and other branches of government. The legislative process ensures transparency, accountability, and responsiveness to student concerns. Ultimately, the Student Senate safeguards the democratic function of the student government and helps uphold student rights and welfare.

Based on the 2022 Student Organization Constitution, the Legislative Branch has 4 standing committees namely the Committee on Blue Ribbon (BR), Committee on Budget and Finance (BNF), Committee on Rules and Procedures (RNP), and Committee on Issues and Advocacies (INA).

Judiciary Branch

The Judiciary Branch of the USLS Student Government is responsible for interpreting the Constitution and ensuring that the laws and actions of the student government comply with its provisions. Its judicial power is exercised by the Student Court, which settles disputes, hears cases involving student government officers, and reviews the legality of executive and legislative acts. The Court operates independently and enjoys fiscal

autonomy to maintain its impartiality. It also appoints its own judges and manages its internal procedures. The branch ensures that student government officials are held accountable and that justice is served within the scope of the organization. Additionally, the Student Counselors Service, under the Judiciary, provides legal representation and assistance to students and campus organizations in cases before the Court. Through these roles, the Judiciary Branch protects fairness, upholds student rights, and safeguards the integrity of the USLS Student Government.

College Councils

The College Councils serve as the governing bodies of each college within the USLS Student Government. They represent and address the needs, concerns, and interests of the students in their respective colleges. Each council is composed of elected officers, including the Governor, Vice-Governor, Secretary, Treasurer, and Year-level Representatives. They oversee student activities, manage academic clubs, and coordinate with various student groups within the college. The councils also have the authority to create committees for specific tasks, ensuring that student affairs are managed efficiently. They work to uphold the welfare of their constituents while promoting leadership and active participation within the college community. Through collaboration with the central student government, the College Councils help maintain a strong connection between students and the larger university governance.

Currently there are college councils serving their respective colleges namely College of Arts and Sciences (CAS), College of Computing Studies (CCS), College of Education (CEd), College of Engineering (CoE), College of Nursing (CON), College of Tourism and Hospitality (CTH), and Yu An Log College of Business and Accountancy (YAL CBA).

Commission on Elections (COMELEC)

The Commission on Elections serves as the official electoral body of the USLS Student Government. It is tasked with enforcing and administering all rules and regulations related to elections, plebiscites, and referenda within the student government. COMELEC oversees the conduct of elections, settles questions regarding election processes, and ensures that all contests and disputes about election results are handled fairly. It also has the authority to appoint election officers and determine polling arrangements. The commission safeguards the integrity of the election process by promoting honest, orderly, and fair elections. After every electoral exercise, COMELEC submits a comprehensive report to the Executive President and the Student Senate. The body also supports a free and open party system, allowing students to express their political choices freely. Through these roles, COMELEC ensures that student leadership is a product of a legitimate and credible electoral process.

Commission on Audit (COA)

The Commission on Audit is the primary auditing and financial oversight body of the USLS Student Government. It is responsible for examining, auditing, and reviewing all financial transactions, receipts, and expenditures of the student government and its recognized organizations. The COA ensures that fundraising activities and financial reports comply with standard auditing procedures. It reviews financial documents, certifies fundraising materials, and validates audit reports prepared by Special Auditors. The commission also has the authority to set auditing standards, define audit scopes, and promulgate financial regulations. Special Auditors, appointed by the COA, assist in monitoring campus organizations and preparing regular audit reports. Through its work, the COA promotes transparency, accountability, and financial integrity within the student government. In extraordinary cases where the COA cannot function, the Office of Student Affairs temporarily assumes its role to maintain oversight.

7.3 STUDENT ORGANIZATION CONSTITUTION OF 2022

PREAMBLE

We, the College Students of the University of St. La Salle, imploring the aid of the Almighty God and invoking the intercession of St. John Baptist de La Salle, cognizant of our rights, responsibilities, and limitations in the light of the Institutional Mission Statement, bind ourselves to promote student welfare and development; establish an organization that shall embody our ideals and aspirations; foster education, excellence, social awareness, and involvement; maintain fellowship among ourselves and other sectors of our university and our society; strengthen Christian and Filipino values; and, secure for ourselves and future college students, the protection of our rights, interests, and privileges, do ordain and promulgate this Constitution.

ARTICLE I

NAME, JURISDICTION, AND DOMICILE

Section 1. The name of this Organization shall be the UNIVERSITY OF ST. LA SALLE STUDENT ORGANIZATION, hereinafter referred to, as USLS SO.

Section 2. The USLS SO comprises all bona fide students at the collegiate level.

Section 3. The governing body of this Organization shall be the UNIVERSITY OF ST. LA SALLE STUDENT GOVERNMENT hereinafter referred to as USLS SG.

Section 4. The USLS SG shall have jurisdiction over the following:

- a) All political subdivisions from the three branches of student government down to the classroom officers of the USLS SG;
- b) All recognized Constitutional Commissions;
- c) All recognized Campus Clubs and Organizations; and
- d) All bona fide college students of the University of St. La Salle.

Section 5. The USLS SG Office shall be located at USLS Campus, Bacolod City.

ARTICLE II STATEMENT OF PRINCIPLES AND POLICIES

Principles

Section 1. The studentry is sovereign. All authority of the USLS SG emanates from them.

Section 2. The USLS SG has the primary duty of serving the students, promoting their welfare, and protecting their rights.

Section 3. The USLS SG, in the pursuit of its objectives and ends, renounces all forms of violence.

Section 4. The USLS SG, in the pursuit of its objectives and ends, renounces discrimination.

Section 5. The USLS SG maintains efficiency, honesty, and integrity in the performance of its duties.

Section 6. The USLS SG upholds and adheres to the principles of peace and order, freedom, unity, equality, and social justice to ensure the dignity, welfare, and security of all students.

Section 7. The USLS SG pursues authentic Christian and democratic principles truly reflective of the ideals and aspirations of Lasallian students.

Section 8. The USLS SG commits itself to work together with the entire Lasallian community for the realization of the Mission Statement of the university to enhance students' holistic development as Christians in the service of God, countrymen, and compatriots, provided that the non-Christian members must be respected.

Section 9. The USLS SG recognizes that all students have potential and thus, shall promote their physical, intellectual, moral, and social well-being.

Section 10. The USLS SG upholds the Filipino identity and shall embody national ideas and aspirations.

Section 11. The USLS SG recognizes the vital role of communication, information dissemination, and consultation in school and community building.

Policies

Section 12. The USLS SG shall guarantee full respect to and protection of student rights.

Section 13. The USLS SG shall promote gender inclusivity by using gender-neutral terminologies and expressions in the performance of its official function for the University.

Section 14. The USLS SG shall recognize the significant role exercised by all recognized campus organizations that promote student welfare, including political parties.

Section 15. The USLS SG shall encourage participation in community-based organizations.

Section 16. The USLS SG shall take effective measures against all forms of dishonesty.

Section 17. The USLS SG shall guarantee equal access to opportunities for student service and shall promote pluralism in the spirit of democracy.

Section 18. The USLS SG shall immediately take appropriate action following due process in case of student complaints about the officers of the different student organizations relative to their function.

Section 19. The USLS SG shall have autonomy in the formulation and promulgation of its policies and the administration of its affairs, provided, such is not contrary to school policies.

Section 20. The USLS SG shall guarantee the right of the College Councils to implement their programs and activities.

Section 21. The USLS SG shall pursue an independent external relations policy, provided, that such is not contrary to school policies in its relations with other student governments and institutions the paramount consideration shall be sovereignty, provided that the USLS SG shall maintain its institutional integrity and the interest of Lasallian students.

Section 22. The USLS SG shall adopt and implement a policy of transparency in all its transactions subject to reasonable conditions prescribed by law.

Section 23. The USLS SG shall be responsible and accountable to the studentry.

ARTICLE III STUDENT RIGHTS

Section 1. Every student shall enjoy the rights and privileges granted by this Constitution and by the Commission on Higher Education.

Section 2. Every student shall have the right to peaceful assembly to express

their interests, grievances, and complaints not contrary to school policies and law.

Section 3. Every student shall have the right to privacy and confidentiality.

Section 4. Every student shall have the right to form, join, or not join campus organizations for purposes not contrary to law and school policies.

Section 5. Every student shall have the right to exercise freedom of speech, press, religion, political belief, and conviction, provided, such exercise is not contrary to the Mission Statement, school policies, USLS SG policies, and law.

Section 6. Every student shall be free from unreasonable searches and seizures.

Section 7. Every student shall have the right to suffrage.

Section 8. Every student shall have the right to due process.

Section 9. Every student shall have the right to representation in all administrative policy-making bodies, which directly affect them.

Section 10. Every student shall have the right to use available campus facilities as long as it does not run contrary to school policies.

Section 11. Every student shall have the right against any form of coercion, all forms of harassment, and/or intimidation.

Section 12. Every student shall have the right to access any information concerning public documents and transactions provided that the security and stability of the student organizations shall not be put in jeopardy.

ARTICLE IV STUDENT RESPONSIBILITIES

Section 1. Every student shall have the responsibility to:

- a) Develop their potential to the utmost to become dynamic members of their family, school, and society;
- b) Strive for holistic excellence;
- c) Abide by the school's rules and regulations;
- d) Exert utmost efforts towards the realization of harmonious relationship with the rest of the school community;
- e) Participate actively in school activities;
- f) Maintain Filipino Christian values;
- g) Participate actively in issues concerning society; and
- h) Live with dignity and bear the Lasallian Spirit.

Section 2. Every student shall have the responsibility to support and uphold this Constitution.

ARTICLE V MEMBERSHIP

Section 1. Membership in the USLS SO shall be a privilege granted only to all bona fide college students of the University of St. La Salle.

Section 2. Students enrolled in any college course, with the exemption of the noncredit and cross enrollees, shall be awarded bona fide status.

Section 3. Membership is terminated when the student is no longer enrolled in the University.

ARTICLE VI SUFFRAGE

Section 1. Suffrage shall be exercised by all members of the USLS SO.

Section 2. A system of securing the secrecy and sanctity of the ballot, and rules and laws relating to general and special elections shall be provided for by the Commission on Elections.

ARTICLE VII EXECUTIVE BRANCH

Executive President

Section 1. The Executive Power shall be vested in the Executive President of the USLS SG.

Section 2. The Executive President shall be elected directly by the highest number of votes cast by qualified voters in the General Elections.

Section 3. No student shall be elected Executive President of the USLS SG unless:

- a) The aspiring Executive President is a bona fide student with a minimum load of twelve (12) units;
- b) The aspiring Executive President must have a residence of at least two (2) consecutive semesters at the University of St. La Salle;
- c) The aspiring Executive President must have not incurred any failing grade and/or be under disciplinary probation for two consecutive semesters including summer classes prior to the election; and
- d) The aspiring Executive President must have met all the requirements that may be provided by the Omnibus Election Code.

Section 4. The Executive President shall appoint the Members of the Cabinet who shall be the heads of the executive departments. Such appointments shall need the confirmation of the Student Senate. The Departments of

Academic Affairs, Administrative Services, Advocacy Programs, Budget and Finance, Cultural Affairs, Public Relations, Religious Services, Sports Affairs, Human Resource and Development, Lasallian Ambassadors, and the Liaison for Campus Clubs and Organizations (LCO) shall be the permanent departments of the Executive Branch. The Executive President may propose the creation of additional departments that will be responsive to the needs of the Student Organization. Such a proposal shall be informed to all offices of the USLS SG.

Section 5. The Student Senate shall enact the Executive Operations Manual that shall establish and contain the functions and responsibilities of all elected and appointed officers and the definition for the departments within the USLS SG - Executive Branch. The same Manual shall contain alternative methods for the officers' removal by the President or Student Senate.

Section 6. The Executive President, as the Chief Executive, shall have the following duties and functions:

- a) Supervises the affairs of the political subdivisions of the USLS SG and defines the general policy thereof in conjunction with the Student Senate;
- b) Controls all executive departments and ensures that the laws are faithfully executed;
- c) Heads and presides over all Cabinet meetings;
- d) Signs and/or approves all bills, acts, appropriations, and other executive issuances;
- e) Creates ad hoc committees as may be still relevant and necessary and appoint respective chairpersons thereof;
- f) Performs other duties and functions as may be necessary or as provided by law; and
- g) Reports on their work and official duties to the members of the student body, Student Senate, and answers questions brought forth by members of the USG.

Section 7. Executive Orders to govern the implementation of USG policies in the Executive Branch may be issued by the President and shall be in full consonance with existing laws and policies. Such orders may be modified by law or invalidated through a judicial order. An Executive Order shall only be effective during the Academic Year it was issued.

Section 8. The Cabinet shall have a regular meeting once a week. Special meetings may be called for by the president when the need arises.

Section 9. Attendance shall be compulsory at all Cabinet meetings.

Section 10. The Cabinet shall provide staff assistance to execute programs and policies of the USLS SG.

Section 11. The Executive President shall appoint the chairpersons and members of all constitutional commissions. Such appointments need the confirmation of the Student Senate.

Section 12. The Executive President upon assuming the office shall form the President's Council. The President's Council shall be composed of the Executive President as chairperson, the Senate President, the Chief Judge, the Chairperson of the Commission on Elections, the Chairperson of the Commission on Audit, and the College Council Governors only. The President's Council shall have the following duties and functions:

- a) Facilitate accountability and promote good governance of the organization;
- b) Address any concern of the organization; and
- c) Assist the Executive President in the performance of their duties and responsibilities.

Section 13. The President's Council shall have a regular meeting once a month. Special meetings shall be called for by the President when the need arises.

Section 14. The Executive President may call the Student Senate to a special session to act on bills and other matters concerning the student government when the Student Senate is not in regular session.

Section 15. The Executive President may certify a bill to be urgently needed. Bills certified as such shall be accorded top priority by the Student Senate and shall take precedence over other matters pending in the Senate.

Section 16. The Executive President shall prepare the semestral program of action and activities of their government, the semestral budget to be embodied in the General Appropriations Bill, and the government's response to issues confronting the student body.

Section 17. At the beginning of every semester, the Executive President shall deliver to the Senate their State-of-the-Organization address containing their report of the overall condition of the Student Organization, solutions and proposed legislation, and such other matters the President may deem important for the Senate to be aware of. At the Senate Session called for this purpose, all members of the Student Court, the Cabinet, the Constitutional Commissions, the College Councils, Officers of all recognized Campus Organizations, Political Party Representatives, and other officers must be present. The Executive President shall also deliver a year-end State-of-the-Organization Address before the Academic Year ends and prior to the assumption into office of the newly elected officers.

Vice President

Section 18. There shall be an Executive Vice President who shall have the same qualifications and be elected in the same manner as the Executive President. The Executive Vice President shall be a member of the Cabinet.

Section 19. The Executive Vice President, upon assuming office, shall form the League of Campus Organization Presidents. The LCOP shall be composed of the Executive Vice President, the presidents of all recognized campus clubs and organizations, and the LCO. The LCOP shall have the following duties and functions:

- a) Supervise the affairs of all Campus Organizations; and
- b) Address any concerns of each campus organization.

Section 20. In case of a permanent vacancy in the Office of the Executive President, the Executive Vice President shall become the Executive President to serve the unexpired term. If the Executive Vice President resigns, is removed, or is incapacitated, the Executive President shall appoint any eligible student to the position subject to the confirmation of the Student Senate. If both offices become vacant simultaneously, the Student Senate shall elect a President from eligible students to serve the unexpired term. The new Executive President will appoint an Executive Vice President subject to the confirmation of the Senate.

Executive Treasurer

Section 21. The USLS SG Executive Treasurer shall have the same qualifications and be elected in the same manner as the USLS SG Executive President. The Executive Treasurer shall be a member of the Cabinet and shall have a term of office of one Academic Year.

Section 22. The Executive Treasurer shall note all USLS SG monetary funds and transactions. On the release of the funds, the Executive Treasurer shall prepare for such and this shall be duly noted by the Executive President.

Section 23. Upon the passage of the General Appropriations Act bill, the Executive Treasurer shall be responsible for the transfer of the funds to the college councils, constitutional commissions, the Student Senate, and the Student Court.

Section 24. The Executive Treasurer, upon assuming office, shall form the Council of Treasurers. The Council of Treasurers shall be composed of the Executive Treasurer, the College Council Treasurers, and the officer-designate on financial affairs of each branch and the constitutional commissions. The Council of Treasurers shall have the following duties and functions:

- a) Address any concern for each College Treasurer;
- b) Assist the Executive Treasurer with their duties and responsibilities; and

- c) Supervise the affairs of all College Treasurers and officer-designate on financial affairs.

Section 25. Special meetings shall be called for by the Executive Treasurer when the need arises.

Section 26. If the Executive Treasurer resigns, is declared incapacitated, and/or is removed from office, the President shall appoint a new Executive Treasurer to fill the permanent vacancy subject to the confirmation of the Student Senate. In case of a simple vacancy, the position must be declared open for special elections.

Section 27. Unless otherwise provided by law, the regular election for the Executive President, Executive Vice President, and Executive Treasurer shall be held within the last two months of the Academic Year. The Executive President, the Executive Vice President, and the Executive Treasurer shall have a term of one (1) year and shall be eligible for re-election. They shall assume office upon taking an oath. Their terms of office shall not end at the close of the second semester, but as soon as the new set of officers shall have been duly qualified and sworn.

ARTICLE VIII LEGISLATIVE BRANCH

Section 1. The Legislative Power shall be vested in the Student Senate of the University of St. La Salle.

Section 2. No student shall be elected Senator of the USLS SG unless:

- a) The aspiring Student Senator must be a bona fide student with a minimum load of twelve (12) units;
- b) The aspiring Student Senator must have a residence of at least two (2) consecutive semesters in the University of St. La Salle;
- c) The aspiring Student Senator must have not incurred any failing grade and/or be under disciplinary probation for two consecutive semesters prior to the election; and
- d) The aspiring Student Senator must have met all the requirements that may be provided in the Omnibus Election Code. The Election of the Student Senate will be held simultaneously with the election of the Executive President, Executive Vice President, and Executive Treasurer.

Section 3. The Student Senate shall be composed of senators to be elected per college. Each college shall have four (4) senators; the two senators with the highest number of votes shall serve two (2) consecutive Academic Years while the two remaining senators shall serve one (1) Academic Year. Senators shall assume office upon taking their oath but not later than the beginning of the summer term and shall be eligible for re-election.

The Student Senate may, by necessity and through law, increase its number to five (5) Senators to be elected per college. The two senators gaining the highest number of votes shall serve a term of two (2) consecutive Academic Years, while the three remaining senators shall serve one (1) Academic Year.

Section 4. In case of vacancy after the General Elections, a special election will be called. Such elected senator/s from the conducted special elections will serve the remaining term of office.

Section 5. The Committees on Blue Ribbon, Budget and Finance, Issues and Advocacies, and Rules and Procedures shall be the permanent committees of the Student Senate. Their respective powers and functions are defined as follows:

Committee on Blue Ribbon (BR) shall:

Take charge of all matters relating to the accountability and transparency of all elected and appointed officers of the USLS SG that comprises all political subdivisions from the three branches of the Student Government, the Constitutional Commissions, the College Councils, the Campus Clubs and Organizations, and the Classroom Officers which includes but is not limited to the investigation of malfeasance, misfeasance, and nonfeasance in the student government;

Review all activities of all the other offices in the USLS SG;

Assist in the electoral concerns and processes related to the vacancy of positions;

Order the inclusion in the calendar of the ordinary business of bills or resolutions referred to by any Student Senate Committee but remain not acted within the period allowed by the rules;

To recommend the sanction or expulsion of any student officer due to a violation of this Constitution or other bodies of law; and

Provide legal actions and sanctions for any violation committed by any student officer against the USLS SO Constitution and other bodies of law.

Committee on Budget and Finance (BNF) shall:

Decide on all matters pertaining or relating to the funds and approval of the budget of the Student Senate; and

Facilitate the appropriation of student funds for the operation of the USG branches, constitutional commissions, and college

councils under the General Appropriations Act.

Committee on Issues and Advocacies (INA) shall:

Decide on all matters pertaining to socio-political issues that are directly or indirectly affecting the student body and promote students' rights and welfare;

Pursue advocacies addressing issues that are relevant to the students, and the Lasallian community;

Find ways to involve the students in the activities of the USLS SG; and

Publicize all transactions of the Student Senate that are of student concern.

Committee on Rules and Procedures (RNP) shall:

Decide on matters pertaining to rules and regulations within Student Senate;

Facilitate the passage of resolutions and bills of the Student Senate;
Set a calendar of activities;

Set and ensure that the parliamentary rules and procedures are followed;

Decide the order and manner of transacting business;

Have jurisdiction over the creation of Student Senate committees, their function, and jurisdiction;

Ensure the protection of the conduct, rights, privileges, integrity, and reputation of the members of the Student Senate; and

Decide over matters relating to the implementation of the policies of the university; enforcement of school rules and regulations.

Section 6. The Student Senate may create special committees, as it deems necessary.

Section 7. The Student Senate shall elect its Senate President annually who shall act as the Head, by a majority vote of all elected Members. The Senate shall choose such other officers as it may deem necessary. The Student Senate shall enact a code that shall further define the powers, responsibilities, limitations, positions, and functions of Senate Officers; their manner of election, and other procedures related to the discharge of their duties.

Section 8. The Student Senate shall determine the rules of its proceedings before any other matters are tackled, based on rules of orders and parliamentary procedures; punish its members for disorderly behavior; and, with the concurrence of three-fourths (3/4) of all its members, suspend or expel a member. A penalty of suspension, when imposed, shall not exceed thirty (30) school days.

Other matters relating to this shall be based on Article XIV of the USLS SO Constitution and a code that will sanction duly recognized USLS SG officials.

Section 9. The Student Senate, as provided, shall act on all appointments issued and submitted by the Executive President within fifteen (15) school days from receipt thereof. Should the Student Senate fail to act upon the appointments issued by the Executive President within fifteen (15) school days upon receipt thereof, the same shall become immediately valid. The Senate President shall not vote, except in case of a tie.

Section 10. Every bill or resolution filed in the Senate shall contain only one subject which shall be expressed in the title thereof.

Section 11. No bill shall be passed to the Executive President for approval unless it has passed three (3) readings. Upon the last reading of the bill, no amendment shall be allowed, and the vote shall be taken immediately thereafter.

Section 12. A bill passed in the Senate shall become a law if:

- a) The Executive President signs the bill into law;
- b) The Executive President fails to return the said bill with their objection with a formal letter to the Senate within five (5) school days after receipt thereof; and
- c) The Executive President vetoes the bill but such veto is overridden by three-fourths (3/4) votes of all Members of the Senate unless otherwise provided by law.

Section 13. The Student Senate shall hold the USLS SG accountable and responsible based on the codes legislated by the Student Senate.

ARTICLE IX JUDICIAL BRANCH

Section 1. The Judicial Power shall be vested in the Student Court. It shall have the sole power to interpret this Constitution and the laws of the USLS SO. Judicial power includes the duty of the Student Court to settle actual controversies involving rights that are legally demandable and enforceable and to determine whether or not there has been a grave abuse of discretion amounting to lack or excess of the jurisdiction of any branch or instrumentality of the USLS SG or the USLS SO.

Section 2. The Student Court shall enjoy fiscal autonomy. Appropriations for the Student Court shall not be reduced below Twenty Thousand Philippine Pesos (Php 20,000.00) per regular semester, and after approval, shall be automatically and regularly released.

Section 3. No law, policy, or resolution shall be passed reorganizing the structures of the Student Court when it undermines the security of tenure and the constitutional authority of its Members.

Section 4. The Student Court shall be composed of a Chief Judge and six (6) Associate Judges. It may sit in en banc or at its discretion, in divisions of three or five members. Judges shall be appointed by the Student Court through its own rules of procedures. Student Judge appointments shall need confirmation from the Student Senate.

Section 5. The Student Court shall have the following functions:

- a) Exercise jurisdiction over all cases filed against any officer or member of the USLS SO;
- b) Draft and promulgate its rules of procedures and exercise such other functions as may be provided by law;
- c) Appoint staff assistants; and
- d) Declare executive issuances, legislative acts or policies, and rules constitutional or unconstitutional.

Section 6. The scope of its powers and functions shall be limited only to the officers and members of the USLS SO.

Section 7. The Student Court has no jurisdiction over cases involving administrative rules and regulations of the school.

Section 8. No student shall be appointed to the Student Court unless:

- a) They are a bona fide student with a minimum load of twelve (12) units;
- b) They have never incurred any failing grade and/or is under disciplinary probation for two consecutive semesters prior to the election;
- c) They still have at least three (3) semesters of residence in USLS before graduation. A member of the Student Court must be a student of proven competence, integrity, probity, independence, and dedication to service.

Section 9. The Student Judges shall serve until they graduate to enable them to gain a high degree of competence. A vacancy occurring in the Office of the Student Court shall be filled at the earliest possible opportunity.

Section 10. In case of a permanent vacancy in the Office of the Student Court Chief Judge, the successor shall be selected from the members of the Student Court (Associate Judges) according to seniority. Seniority will be based on the date of appointment. In case two or more are qualified, the successor shall be determined by the majority vote among the Associate Judges.

Student Counselors Service

Section 11. The USLS SO shall be afforded the representative services of the Student Counselors, which shall serve as an autonomous component office under the Judiciary Branch of the USLS SG and the jurisdiction of the Student Court and its rules of procedure.

Section 12. The members of the Service, which shall be referred to as Student Counselors, shall be appointed after due application and approval by the Student Court.

Section 13. No Student Counselor shall be appointed to the Service unless they meet the following qualifications:

- a. Must be a bona fide enrolled student in the University with a minimum load of twelve (12) units;
- b. Has at least two (2) semesters left prior to graduation;
- c. Has not incurred any failing grade and/or disciplinary probation for two (2) consecutive semesters prior to appointment;
- d. Has basic knowledge of the USLS SO Constitution; and
- e. Has a keen sense of justice, dedication to service, and credibility.

Section 14. The Service shall be composed of seven (7) Student Counselors, including a Chairperson and a working Vice-Chairperson. The Chairperson shall serve as the liaison between the Service and the Student Court.

Section 15. The Student Counselors shall have the following duties:

- a. Prosecute, defend, and/or represent students, offices of the USLS SG, and campus clubs and organizations in cases and petitions filed in the Student Court;
- b. Initiate or file cases in the Student Court;
- c. Organize their client's case, production of evidence, cross-examination of parties involved during the proceedings, and presentation of the case of their client; and
- d. Inform a student of the nature of a case or petition, the rights available to them, and possible options open to them. A Student Counselor shall act in the best interest of the client and ensure that the best ruling possible shall be served accordingly.

Section 16. A Student Counselor shall only be associated with their client only upon the existence of a consented contracted between them and their

client. Such a contract must indicate the terms of the representation, of which the guidelines for drafting will be provided by the Student Court. After the consummation of the contract, the obligations between the Student Counselor and their client and vice versa shall be deemed extinguished.

ARTICLE X COLLEGE COUNCILS

Section 1. There shall be a College Council in each college to be composed of the Governor, Vice-Governor, Secretary, Treasurer to be elected at large and a Year-level Representative to be elected by the students of their respective year levels.

Section 2. The College Council may create other committees therefore as it may deem necessary, provided, however, that no elected member of the council or any recognized campus organization shall be appointed to such committees.

Section 3. The College Council shall have jurisdiction and authority over the students of their respective colleges.

Section 4. The College Council shall have jurisdiction over their respective Academic Clubs. Furthermore, the Vice-Governor shall sit as Ex-officio Chairperson in meetings between Academic Clubs and the College Councils.

Section 5. No student shall be elected officer of the college council unless:

- a) They are bona fide student with a minimum load of twelve (12) units;
- b) They have not incurred any failing grade and/or is under disciplinary probation for two consecutive semesters prior to the election;
- c) They have met all requirements as provided for in the Omnibus Election Code.

Section 6. The Governor shall be the Chief Executive of the Council. They shall be tasked to uphold the interests of their college and the integrity of their council.

Section 7. In case of a permanent vacancy in the office of the Governor, the Vice-Governor shall assume the responsibilities of the Governor and serve the unexpired term. Hence, the vacancy in the office of the Vice-Governor may be filled through an appointment of the Executive President upon the recommendation of the newly appointed Governor. Such an appointment shall be subject to the confirmation of the Student Senate.

Section 8. The Student Senate shall enact a College Council Code that shall define the powers, functions, succession policies, and jurisdictions of the College Council.

ARTICLE XI CLASSROOM OFFICERS

Section 1. The Student Government recognizes the essential role of the classroom as the most basic organizational unit of the USLS SO.

Section 2. There shall be a set of officers for every classroom, namely the Class Mayor, Vice-Mayor, Secretary, and the Treasurer.

Section 3. No student shall be elected as Classroom Officer unless they meet all the following qualifications:

- a) The aspiring classroom officer is a bona fide student with a minimum load of nine (9) units;
- b) The aspiring classroom officer has not been under incurred any failing grade and/or under disciplinary probation for two consecutive semesters prior to the election;
- c) The aspiring classroom officer is a regular student of their class; and
- d) The aspiring classroom officer shall not hold any other office within the Student Government, including all recognized Campus Organizations. The aspiring classroom officer shall strictly avoid conflict of interest at all times.

Section 4. The Mayor, Vice-Mayor, Secretary, and Treasurer shall be elected by the students of their respective classes. It shall be the duty of the teacher-in-charge to supervise the proper election of the classroom officers.

Section 5. The Election of the Classroom Officers shall be on the first two weeks of the beginning of class in each Academic Year. In cases of vacancies, special elections may be held.

Section 6. The Class Mayors shall be under the general supervision of the Governor and shall be under the direct supervision of their respective Year-level Representative.

Section 7. It shall be the task of the Class Mayor to coordinate with the College Council Officers in times of activities concerning the college and/or the university. The Class Mayor is responsible for the proper dissemination of information from the Council to their respective class.

Section 8. The Class Mayor must also reach out to the irregular students included in their class and is responsible for informing them of college and/or university activities.

Section 9. There shall be at least one meeting every month between the Year-level Representative and all the Class Mayors of the college.

Section 10. The Student Senate shall enact a code that shall further define

the powers, responsibilities, and functions of the Class Officers; their manner of election, and the procedures for removal or recall.

ARTICLE XII

CAMPUS CLUBS AND ORGANIZATIONS

Section 1. The USLS SO recognizes the significant role of all duly-recognized Campus Clubs and Organizations.

Section 2. The Student Senate shall enact a code recognizing the autonomy of these groups and shall provide protection for them.

Section 3. The Executive Vice President of the USLS SG shall ensure the autonomy of these organizations but shall enforce administrative sanction on any of them upon violation of any official issuance, by-laws, and provisions within the jurisdiction of this Constitution.

Section 4. USLS SG shall encourage students to join and actively participate in their activities.

Section 5. In seeking accreditation, all recognized Campus Organizations shall be governed by reasonable requirements set forth by the Office for Student Affairs.

Section 6. There shall be a League of Campus Organization Presidents, hereinafter referred to as LCOP whose members shall be composed of the Executive Vice President, the presidents of all recognized campus clubs and organizations, and the Liaison for Campus Clubs and Organizations.

Section 7. The Executive Vice President shall preside over LCOP meetings. In the case that the Executive Vice President is absent, the LCO Secretary shall preside over the LCOP meetings.

Section 8. The LCOP shall represent the interests of all recognized Campus Clubs and Organizations in the Student Government. They will coordinate with the Student Government in matters of information, address of grievances, and other pertinent matters.

ARTICLE XIII

CONSTITUTIONAL COMMISSIONS

Common Provisions

Section 1. The Commissions, which shall be independent, are the Commission on Elections and the Commission on Audit.

Section 2. No student shall be a member of these Commissions unless:

- a) They must be a bona fide student with a minimum load of twelve (12) units; and

b) They must not have incurred any failing grade and/or are under disciplinary probation for two consecutive semesters prior to appointment.

Section 3. Other than the requirements stipulated in the preceding section, no student shall be a member of any Commission unless they are of proven competence, integrity, probity, independence, and dedication to service.

Section 4. The Commissioners shall have a term of office, which shall commence upon appointment and shall end upon their graduation, termination of bona fide student status, voluntary resignation, and/or vote of no confidence.

Commission on Elections

Section 5. The Commission on Elections (COMELEC) shall be composed of a Chairperson, Vice-Chairperson, and five (5) Commissioners.

Section 6. The Chairperson and the Vice-Chairperson including the five (5) Commissioners shall be appointed by the President subject to the confirmation of the Student Senate.

Section 7. The COMELEC shall exercise the following powers and functions.

- a) Enforce and administer all laws and regulations relative to the conduct of an election, plebiscite, or referendum;
- b) Exercise jurisdiction over all contests relating to election returns, and qualifications of all government officers still subject to appeal in the student court;
- c) Decide all questions affecting elections, including determination of the number and location of polling places and appointment of election officers; and
- d) Ensure a fair, orderly, and honest election.

Section 8. The COMELEC shall submit to the Executive President of the USLS SG and the Student Senate a comprehensive report on the conduct of the election, plebiscite, or referendum.

Section 9. A free and open party system shall be allowed to evolve according to the free choice of the students. Political parties shall participate in the formation and expression of the will of the students.

Section 10. The Commission has the authority to appoint members of the board of election inspectors in aid of the conduct of elections.

Section 11. Upon the proclamation of elected University Student Government Officers by the Commission, the persons obtaining the highest number of votes for the Executive, Legislative, and College Council positions shall

be declared elected. In case two or more shall have an equal and highest number of votes, one of them shall be chosen among the same.

Unless otherwise provided by law, the drawing of lots of the candidates shall be done as a tiebreaker. Such drawing of lots shall be done during the proclamation and announcement of winners, and will be conducted in the presence of the Commission on Elections, Office of the Student Affairs, and Secretary-General of the Political Parties/authorized representatives of the candidates.

Commission on Audit

Section 12. The Commission on Audit (COA) shall be composed of a Chairperson, Vice Chairperson, and seven (7) Commissioners.

Section 13. The Chairperson, Vice-Chairperson and the seven (7) Commissioners must possess basic auditing skills.

Section 14. The Executive President of the USLS SG shall appoint the members of the Commission subject to the confirmation of the Student Senate.

Section 15. The Commissioners shall exercise the following responsibilities:

- a) Recommend for approval all fundraising forms;
- b) Count, stamp and sign solicitation forms, raffle tickets, and other fundraising materials before releasing them to the organization;
- c) Check the audit report of the Special Auditors; and

Section 16. The Commission shall have the sole power, authority, and duty to examine, audit, and hold the accounts of the receipts and expenditures of USLS SO.

Section 17. The Commission shall have the exclusive authority to define the scope of its audit and examination, practice standard procedure required thereof, and promulgate auditing rules and regulations.

Section 18. The Commission has the authority to appoint Special Auditors to help the Commissioners in the audit of the USLS SG and all recognized campus organizations.

Section 19. The number of Special Auditors to be appointed shall be left to the discretion of the Commissioners.

Section 20. The special auditors shall have the following responsibility:

- a) They shall be under the authority of the Commission on Audit.
- b) They shall relay information about new policies and activities of the COA to their assigned recognized Campus Clubs and

Organizations or departments of the USLS SG.

c) They shall assist the commissioners in authorizing fundraising materials.

d) They shall prepare semestral audit reports of all recognized Campus Clubs and Organizations or departments of the USLS SG that they have audited.

e) They may be rotated every semester depending on the discretion of the Commissioners.

Section 21. Should the Commission on Audit be unable to perform its function due to unforeseen and/or extraordinary circumstances, the Office of Student Affairs shall take over and handle all its submissions and activities.

ARTICLE XIV

ACCOUNTABILITY OF STUDENT OFFICIALS

Section 1. The student office is a student trust. Student officials and staff must at all times be accountable to the student body; serve them with utmost responsibility, integrity, loyalty, discipline, honesty, and efficiency; act with justice, and lead modest and peaceful lives.

Section 2. All elected and appointed officers of the USLS SG shall not hold any other office within the Student Government, including recognized Campus Clubs and Organizations, during their term. They shall strictly avoid conflict of interest at all times.

Section 3. All student officials shall observe impartiality and prudence in action and words, through media and personal interaction at all times.

Section 4. All elected and appointed officers of the USLS SG shall not, unless permitted by law, participate in any public show of support to any political party or of its candidates at the time of election.

Section 5. All student officials owe the USLS SG and this Constitution allegiance at all times.

Section 6. The Student Board shall be composed of the Executive President, Executive Vice President, Executive Treasurer, all Student Senators, and College Council Governors. The Chief Judge of the Student Court shall preside over the session of the board but has no voting power. Three-fourths (3/4) of all the members of the Student Board shall be present to declare a session.

Section 7. The Executive President, Executive Vice President, Executive Treasurer, all Student Senators, Judges of the Student Court, and the Commissioners of the Constitutional Commissions may be removed from office through a vote of no confidence by the Student Board for gross and

culpable violation of this constitution, malversation of funds, abuse of authority, betrayal of student trust, and/or other analogous causes. All other officials not indicated herein may be removed from office as provided by law.

Section 8. The Student Board shall adopt the Rules of the Student Court as its guide in the course of its hearings.

Section 9. Any member of the Board who is a respondent or a plaintiff to any complaint is automatically suspended as a member of the board until the case is closed.

Section 10. The Board shall exercise the following powers:

- a) Decide all cases filed against the aforementioned student officers; and
- b) Call for the presence and testimony of the plaintiff and the accused officer.

Section 11. A complaint about any aforementioned student officer may be filed by any student to the Senate Blue Ribbon Committee. The same committee shall verify the complaint. A verified complaint shall be forwarded to the Student Court Chief Judge. Upon receipt thereof, the student board shall be convened by the Chief Judge within five (5) school days. Within the same 5-school day period, the Student Board shall schedule a hearing which shall not be moved unless otherwise ordered by the Board after finding justifiable grounds for postponement.

Section 12. Unless otherwise provided by law, any aforementioned student officer who incurs a three-fourths (3/4) vote of no confidence from the total membership of the Board shall be removed from office and never hold any position in the USLS SG.

Section 13. Incumbent officers convicted of any criminal offense shall be considered automatically removed from their position.

Section 14. Any officer, whether elected or appointed, who incurs a failing grade at the end of the semester, shall be considered removed from their position.

Section 15. The Student Senate shall enact a code that will sanction duly recognized USLS SG officials.

ARTICLE XV GENERAL PROVISIONS

Section 1. The USLS SG shall provide for a seal reflective of the ideals and aspirations of the members of the USLS SO. The Senate may, by law, adopt a new seal and such law shall take effect upon its ratification by the students in a referendum.

Section 2. All USLS SG and campus organization officers shall take an oath to defend this Constitution.

Section 3. The ownership and operation of Student Publications shall be limited to the students of the University of St. La Salle and authorized organizations under the full administration of the students and subject to the guidance of the moderators.

Section 4. The USLS SG official archive shall serve as a medium of transparency, which contains the USLS SG approved and endorsed calendar of activities, financial reports, and the present officers.

Section 5. Cultural activities shall be preserved and developed for the promotion of desirable cultural values such as the appreciation of the arts.
Section 6. No money from the funds of USLS SO shall be appropriated for any purpose except in accordance with the law.

Section 7. The USLS SG shall secure and maintain fiscal autonomy subject to the guidelines approved by the administration and the students' duly recognized representatives.

Section 8. The USLS SG shall develop a comprehensive plan for continuity of government in the event of any national emergency or exigency.

ARTICLE XVI AMENDMENTS

Section 1. Any amendment to, or revision of this constitution shall be proposed through:

- a) Students' initiative;
- b) A constitutional convention; or
- c) A constituent assembly.

Section 2. The Student Senate, by sixty percent (60%) vote of all its members, may call for a Constitutional Convention or a Constituent Assembly. In addition, the Executive President may submit a resolution to the Student Senate calling for a Constitutional Convention.

Section 3. Amendments and revisions to this Constitution may likewise be directly proposed by the members of the USLS-SO upon the petition of at least twenty percent (20%) of the total number of registered voters.

Section 4. No amendments under this provision shall be authorized within five (5) years following the ratification of this Constitution.

ARTICLE XVII TRANSITORY PROVISIONS

Section 1. For purposes of synchronization, the first election of the Executive President, Executive Vice President, Executive Treasurer, the Members of the Student Senate, and Members of the College Councils shall be held simultaneously within the last two (2) months of the Academic Year.

Section 2. All existing executive issuances, laws, and policies not inconsistent with this constitution shall be deemed operative until amended, repealed, or revoked.

This revised USLS SO Constitution shall take effect upon the approval of a simple majority (more than ½) based on the total votes cast in a plebiscite to be held on April 27-28, 2022. Submitted to the students of USLS for approval in a referendum by the Constitutional Convention called for by the 33rd Student Senate of the USLS SG 2021-2022 under the leadership of Hon. Fred Louie T. Donguez, USLS SG Senate President and under the administration of Hon. Carlo B. Bais, USLS SG Executive President.

7.4 CLUBS AND ORGANIZATIONS

Academic Clubs

College of Arts and Sciences



Communication Society – USLS (CSU)

This is an academic organization composed of Communications students. It focuses on the skills, talents, and abilities of the individual to communicate his feelings, ideas, and opinions to others. It involves cultural, developmental, and spiritual activities. The Organization aims to serve and open the minds of each member to the different existing realities as well as his/her role in society as a communicator.



Intellectually Diversified Students.Org(IDS.Org)

IDS.Org is the academic organization of the Interdisciplinary Studies students. It fosters excellence in education and addresses the extra-curricular development needs of the students specifically in personality development, social interaction and development, community involvement, and spiritual formation and development, abiding by its main tenet which is respect for individual freedom and differences.



Political Science Society

The Political Science Society is committed to the holistic development of its members by honing their intellectual capabilities through programs and activities that foster a culture of inquiry of integrity, openness, and concern for the welfare of the greater majority.



Psychological Society

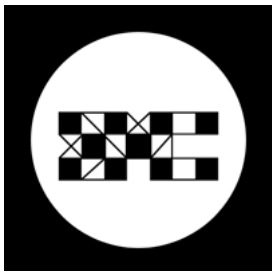
The Psychological Society is the official club for Psychology majors, conceived to be the bonding instrument of the Psychology students and a venue for learning and interaction. The club proactively strives to renew its commitment to the total formation of its members, sustainable community and outreach programs, relevant psycho-spiritual activities and an affirming involvement and active leadership in all campus activities.



USLS Biological Society

This organization of Biology majors aims to instill ethics and values, real and sincere service, competence and empathy in the preparation of its members for future medical studies and for other Biology-related professions. It also aims to develop its members into competent and well-rounded individuals through fun activities, outreach programs, and socials that foster friendship and camaraderie..

College of Computing Studies



Association of Entertainment and Multimedia Art Creatives

The Association of Entertainment and Multimedia Art Creatives is a place where art is a bridge in our community, it weaves and ties us all together like a stroke of paint in a masterful artwork. We nurture artists to grow into something more than themselves.



Computer Science Society

CSS is the organization of Computer Science students which aims to promote computer literacy among its members and the community through regular computer workshops and seminars.



Information Technology Society (ITS)

ITS is an academic organization composed of information technology major in University of St. La Salle. This organization aims to promote camaraderie between its member and also to uplift the level of IT students capabilities thus to compete with other school.

College of Education



Alliance of Synergized Secondary Education Teachers (ASSET)

ASSET is an alliance of five majors of the College of Education. The club is committed to the holistic formation of the future Lasallian secondary education teachers with pedagogical skills and possesses Christ's love to become globally competitive professionals. ASSET aims to empower its members to do more not just their responsibility as club members but also to extend their skills and abilities in forming an active and dynamic Christian community.



Young Educators Society (YES)

The Young Educators' Society is a bona fide federation of three different majors of the College of Education that envisions to mold future Lasallian educators to be equipped in instilling wisdom and paragon of values in young children to be globally competitive through holistic involvement in high quality and sustainable activities embedded with the Lasallian core values of faith, zeal for service, and communion in mission.

College of Engineering



Institute of Computer Engineers of the Philippines Student Edition (ICpEP.se - USLS)

ICpEP.se - USLS is an organization of Computer Engineering students affiliated with ICpEP. ICpEP.se - USLS. It reaches out with technology-related seminars and community outreach programs. The club also focuses on the holistic development of its members (social, environmental, spiritual, moral) and equips them with values inspired by the charisma of St. John Baptist de La Salle.



Institute of Electronics Engineers of the Philippines (IECEP)

IECEP is an academic club which trains ECE majors to be competitive in their field, promote progress and development among its members, and prepare them to be effective leaders and engineers of the future.



Institute of Integrated Electrical Engineers – USLS Student Chapter (IEE-USLS SC)

IEE-USLS SC is composed of Electrical Engineering students dedicated in making a difference in the community by providing various social activities and academic activities related to the field of Electrical Engineering. IIEE reaches out with electricity-related tutorials and also focuses on social interactions with other IIEE Student Chapters and the holistic development of its members and equips them with the three Lasallian Core Values namely, Faith, Service and Communion.



Junior Philippine Institute of Chemical Engineers

JPICHe is an organization of Chemical Engineering students affiliated with the Philippine Institute of Chemical Engineers-Negros Chapter. It aims to promote the advancement of Science and Technology and develop among its members the awareness of the scope and importance of the Chemical Engineering profession.



Materials Engineering Student Society

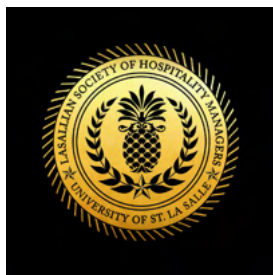
MESS is an official and academic organization for Materials Engineering students which aim to help mold MATE majors to be well-rounded and responsible Lasallians. Well-rounded in terms of being competitive in the field, and to help develop the members towards their journey to being professionals and as persons. The club provides and allows members, through its various activities, to become aware of the importance of their role, not only in their profession, but also as a part of society itself.

College of Tourism and Hospitality



Alliance of Tourism Lasallians

ATLAS aims to provide an outstanding and specialty-focused organization for Lasallian Tourism Students which aims to promote growth and development grounded on significant and contemporary industry exposure and participation through projects revolving around the three pillars of sustainable tourism. The vision of the members is to emerge as an evolve and prominent USLS tourism organization that connects tourism students with partners from both public and private tourism sectors to maximize potential.



Lasallian Society of Hospitality Managers (LSHM)

Lasallian Society of Hospitality Managers aims to provide new experiences that will continue to hone exceptional skills of its members encapsulated with excellence. This is to prepare them to become capable managers in the future while keeping the Lasallian core values of Faith, Zeal for Service and Communion in Mission alive in their hearts.

Yu An Log College of Business and Accountancy



Association of Creative Entrepreneurial Students (ACES)

ACES aims to plan and spearhead ideal and structured activities and programs for Entrepreneurship students in order to equip them with the demands of the entrepreneurship world. The club aims to connect students and network with community entrepreneurs for mentoring and possible access to entrepreneurial resources. More so, the club wishes to develop Lasallian entrepreneurs' with minds and hearts anchored on the values of Faith, Service and Communion in Mission.



Decision Makers Incorporated

DMI is the official club of all Business Management majors of the College of Business and Accountancy. It aims to develop leadership skills among its members to prepare them for effective leadership in the future.



Green Ranchers Club

Green Ranchers is the academic organization of the Agribusiness Students. It is an active, hardworking student organization that prioritizes and partners with public and private agencies and organizations dedicated to lead the efforts of reawakening the interest and appreciation of the Filipino Youth to Farming and entrepreneurship while strengthening and improving agriculture industry in the country. Agribusiness majors value their important role in nation-building and the club helps create training grounds for socially responsible and Christian future leaders of the Agriculture Industry in the country.



Junior Institute of System Analysts and Management Accountants - USLS

The Junior Institute of System Analyst and Management Accountants is the official academic organization with which all Management Accounting (COMA) and Accounting Information System (COAS) students belong and identify themselves. JISAMA provides the best venue for COMA and COAS students to maximize their skills and competencies by helping them improve and discover their hidden potential through student-centered activities. It supports students' development by being the center of reformation who promotes alliance, unity, socio-civic competencies and is engaged in providing the students with the necessary tools in becoming "mature, responsible, effective and worthy citizens of the community."



Junior Philippine Economics Society

JPES-USLS builds a strong, globally-responsive co-curricular foundation for its members by integrating theory and practice through the use of academic knowledge acquired in the service of community and nation building. JPES-USLS commits to providing each member varied opportunities to develop their interests and harness their talents for positive personal and social transformation, all in a spirit and culture of openness and transparency.



Junior Philippine Institute of Accountants

JPPIA is the official academic club for Bachelor of Science in Accountancy students in the University, and a recognized student-counterpart of the Philippine Institute of Certified Public Accountants (PICPA). Grounded on its life long mission of producing upright, competent, and responsible CPAs, corporate leaders and members of the society, the organization persists to be an avenue for the holistic growth of its members, effectuated through the promotion and implementation of various purpose-driven academic and non-academic activities.



Marketers' Union

Marketers' Union is an academic club of the Marketing Management major, a student-centered organization that aims to foster unity and teamwork among its members. The club is formed as a platform for the students to showcase their individual talents as well as their collaborative participation in groups. This serves as a training ground to enhance students' creativity, and marketing skills in organizing events and activities such as seminars, cultural events, outreaches academic- and non-academic related programs. MU activities ensure personal growth of its members and provide opportunities to meet successful individuals in the marketing field and to prepare them for the competitive world ahead.

Special Interest Clubs



Amity Youth Volunteers - La Salle (AYVLS)

The club promotes safety awareness by conducting trainings that equip its members and the community the confidence to perform basic life saving techniques when emergency situation arises and medical assistance is not readily available, provide activities that awakens the youth's socio-civic responsibility and a good venue in developing camaraderie among the Lasallian youth.



Earthguards La Salle

Earthguards La Salle is composed of students from different colleges whose objective is to protect and take care of the environment. It also aims to provide members with various programs and activities that will enable them to define their responsibilities as protectors of the environment.



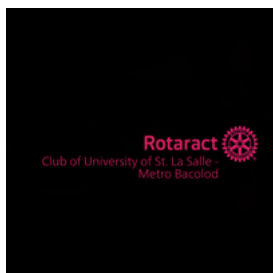
Google Developer Groups on Campus – University of St. La Salle (GDG on Campus - USLS)

Google Developer Groups is a community-driven organization wherein we create technological solutions for our local communities. Our motto is “Connect, Learn and Grow”, which implies that upon participating in our cause, we have a chance to connect with our communities, learn from their backgrounds, and grow together as one! The amelioration of innovative, imaginative, and inquisitive qualities of the posterity is what Google Developer Groups on Campus - University of St. La Salle resolves to pursue and prevail.



Rektikano Esports League

The Rektikano Esports League is a fully accredited special interest club composed of members who are passionate about exploring their talents and skills in the field of esports. The league seeks to create opportunities and networks to connect its members into the pro esports scene through its activities and events (such as gaming tournaments and gaming conventions) that would bolster their potential.



Rotaract Club of University of St. La Salle - Metro Bacolod

This is an international program for young men and women aged 18 to 30 who believe they can make a difference by providing opportunities for young adults to enhance the knowledge and skills that will assist them in personal development, address physical and social needs of their communities and promote better relations between all people worldwide through a framework of friendship and service.



USLS - College Red Cross Youth Council

The University of St. La Salle - College Red Cross Youth Council (USLS-CRCY) is a service and volunteer-driven organization. Its mission is to train and empower skilled first aiders and humanitarian volunteers dedicated to serving both the Lasallian and local communities. Anchored in the values of St. John Baptist De La Salle, the organization fosters a strong sense of volunteerism, servant-leadership, discipline, and commitment to building resilient communities. USLS-CRCY envisions being ever ready to respond to the needs of the vulnerable while nurturing a helping attitude among its members. It strives to prevent and alleviate human suffering with compassion, integrity, and respect for the dignity of every individual in both the Lasallian and local communities.



USLS ISACA Student Group

The USLS-ISACA Student Group is a special interest organization that exist to expand recognition of the IT Audit and Assurance, Security, Risk Management and IT Governance disciplines, by extending education beyond the classroom on standards, practices and certification through student empowerment. It seeks to create opportunities and experiences, connect students and IT governance professionals by collaborating with ISACA Manila Professional Chapter and ISACA International. Through its activities, the USLS ISG promotes camaraderie, resource sharing and networking among students from different disciplines and colleges.



Appendices



A. OFFICE DESIGNATIONS

President's Office

University President
Head, Center for Advancement
Data Privacy Officer
Quality Assurance Management Officer
Strategic Planning Officer
Compliance Officer

Chancellor's Office

University Chancellor
Head, Information Technology Services

Office of the Vice Chancellor for Administration

Vice Chancellor for Administration

Directors

- Ancillary Services / Facilities Management Services
- Campus Development Office
- Campus Internal Security and Safety Office
- Health Services Center
- Human Resource Development Services
- Procurement Services Office

Supervisors and Coordinators

- Ancillary Services
- Ecopark
- Granada Farm
- Campus Facilities (BK Complex and Santuario)
- Coliseum and Leasing
- University Press

Campus Development

- Civil Works and Maintenance
- Custodial
- Transportation
- Electrical and Technical Works
- Pollution Control and Safety Officer
- Property Custodian
- Mechanical Works

Health Services

- Head Nurse

Human Resources

- Compensation and Statutory Benefits
- Talent Acquisition and Employee Relation
- Job Evaluation and Performance Management
- Retirement, Fringe/Special Benefits, HR Events and Agency Reports

Office of the Vice Chancellor for Mission and Development

Vice Chancellor for Mission and Development
Special Assistant for Lasallian Formation

Directors

- Center for Lasallian Ministries
- BALAYAN-Social Development Center
- Bahay Pag-asa Youth Center
- Center for Marketing and Communications
- Center for Alumni Relations
- Institutional Varsity Sports Office
- (OIC) Center for Linkages and International Affairs

Coordinators

- UGAD Coordinator
- Vocations Ministry Office
- Sports - HEU, IVSO
- Museo De La Salle Bacolod

Office of the Vice Chancellor for Finance

Vice Chancellor for Finance
University Controller
System Administrator
Disbursing Supervisor
Student Accounts Supervisor
Cash Management Head

Office of the Vice Chancellor for Academic Affairs

Vice Chancellor for Academic Affairs
Assistant Vice Chancellor for Academic Affairs

Deans (Undergraduate Programs)

- College of Arts and Sciences
- College of Computing Studies
- College of Education
- College of Engineering
- College of Nursing
- College of Tourism and Hospitality
- Yu An Log College of Business and Accountancy

Deans (Graduate School)

- College of Law
- College of Medicine

Dean of Student Affairs

College of Arts and Sciences***Program Chairs***

- Biology (OIC)
- Communication
- Inter-Disciplinary Studies
- Psychology
- Political Science
- Social Sciences

Department Chairs

- Languages
- Mathematics
- Natural Sciences
- PESAR
- Philosophy and Religious Studies

Head Cluster Coordinator For NSTP

Head Cluster Coordinator

Yu An Log College of Business and Accountancy***Program Chairs***

- Accountancy
- Accounting Information System; Management Accounting
- Agribusiness Management
- Business Economics
- Marketing Management; Entrepreneurship
- Operations Management

College of Computing Studies***Program Chairs***

- Entertainment and Multimedia Computing
- Computer Science
- Information Technology

College of Education***Program Chairs***

- Elementary Education
- Secondary Education

College of Engineering

Program Chairs

- Chemical Engineering; Food Technology
- Computer Engineering
- Electrical Engineering
- Electronics Engineering
- Materials Engineering

College of Nursing

Level Chairs

- Level 1 Chair
- Level 2 Chair
- Level 3 Chair
- Level 4 Chair

Coordinators

- Clinical Coordinator
- Simulation Lab Coordinator

College of Tourism and Hospitality

Program Chairs

- Hospitality Management
- Tourism Management

Professional Schools

Graduate School

Associate Dean, Graduate School
Chair, Nursing and Education Programs

College of Medicine

Associate Dean, Medicine
Department Chair, Clinical Sciences
Department Chair, Basic Sciences
Clinical Coordinator
Medical Lab Coordinator/Division Chair, Anatomy

College of Law

Associate Dean, Law

Directors and Heads of other offices under VCAA

- University Registrar
- Director, Admission and Scholarship Administration Office
- Director, Guidance and Evaluation Center
- Director, Career Development Center
- Head, Higher Education Learning Resource Center
- Head, The Artists' Hub

- Coordinator, Instructional Media Center
- Coordinator, Engineering Laboratories
- Coordinator, HM and TM Laboratories
- Coordinator, Science Laboratories
- Psychometrician
- Discipline Officer
- Coordinator, Student Activities
- Job Placement Officer

Directors and Coordinators under the Continuing Education Department

- Director, Continuing Education/Concurrent Coordinator Language Learning Program
- Coordinator, Center for LifeSkills
- Director, Institute for Culinary Arts

Office of the Vice Chancellor for Research and Engagement

Vice Chancellor for Research and Engagement
 Publication Officer
 Research Ethics Review Officer
 Institutional Research and Engagement Officer
 Intellectual Property Rights Officer

B. INSTITUTIONAL OFFICES

Center for Advancement (ADV)

The Center for Advancement directs and administers the conceptualization, design, communication, implementation, monitoring, evaluation and recommendation of institutional resource generation activities, and projects.

The ADV shall generate material, financial and human resources toward the establishment of Endowments, Annual Grants, Project Grants, Scholarship Subsidy and Aid Programs, Earned Gifts and Naming Rights in view of the Lasallian Mission of providing a human and Christian education accessible, especially to the young and poor. The resources generated by ADV shall provide essential resources to enable the University to operate and to accomplish its shared Lasallian educational mission.

Center for Alumni Relations (CARE)

Aligned with the University Mission Statement, the Center for Alumni Relations (CARE) nurtures and animates alumni as persons of integrity and excellence, committed to the shared mission of caring for peoples and the Earth. CARE envisions itself as a committed, dynamic, and responsive Alumni-serving Center, highly supportive of the Mission of the University. Guided by its Mission and Vision statements, CARE commits to fostering goodwill and harmony among various alumni groups in collaboration with the University Administration, the Center for Advancement, and the USLS

Alumni Association (USLS-AA). The Center ensures active and strategic communication with these groups, maintaining their inclusion and engagement in the development agenda and undertakings of the University. Additionally, CARE organizes services and programs that are responsive to the needs and interests of the alumni while reflecting the mission, vision, and core values of the University.

Center for Linkages and International Affairs (CLIA)

The Center for Linkages and International Affairs envisions an excellent and dynamic relationship with local, regional, national and international partners and other stakeholders in support of the educational mission thrusts of the University

of St. La Salle particularly in the areas of faculty and staff development, student formation, outreach and community development, research, resource generation and various linkages.

Its main objectives are to:

- pursue, build and nurture linkages and partnerships here and abroad;
- promote international education and exchanges;
- provide support services to external partners and guests; and
- develop new programs that will support the various efforts of the University vis-à-vis its relationship with external partners and other stakeholders.

Its programs and services include the Foreign Language Institute and the English for Global Communications (EGC) Program, Study Abroad Program (inbound and outbound), Group Study Exchange, faculty and student international mobility, intercultural activities, educational trips, international volunteering, resource generation support, and guest relations.

Center for Marketing and Communications (CMC)

The Center for Marketing and Communications (CMC) serves as the central unit for managing the university's internal and external messaging. Its functions span advertising, marketing, promotions, public relations, and publicity, delivered across various platforms including digital, print, audio, scent, tactile, and other sensory media. CMC leads the university's advertising and marketing efforts, with a strong focus on leveraging digital platforms such as websites, social media, and online campaigns to strengthen the Lasallian brand. It also oversees multimedia branding, sponsorship presentations, and institutional events to ensure all communications reflect the university's strategic direction and identity. CMC's mission is to uphold and communicate the Lasallian identity of faith, service, and communion, through cohesive, engaging, and brand-consistent communications.

Varsity Sports Office

The Institutional Varsity Sports Office (IVSO) functions as the support system which addresses the needs and concerns of the student-athletes. The Institutional Varsity Sports Office is the steward of the Varsity Sports Development Program which is a key component of the Lasallian educational mission at the University of St. La Salle. Varsity Sports Development compliments and contributes to the holistic formation of the student-athletes by instilling in them the values of spirituality, teamwork, discipline, perseverance, integrity, commitment, dedication, accountability, living healthy and active lifestyles, among others.

Varsity Sports Program

The University's Varsity Sports Program through the Institutional Varsity Sports Office (IVSO) primarily oversees the training of the varsity athletes to compete in local, regional, national or international sports events. The program also coordinates with various agencies or government organizations in the hosting of various sports events held in the University like the annual National University Games.

Use of Swimming Pool

USLS students, teachers, and staff may use the USLS swimming pool. External partners may use the facility but will be subject to its availability.

A rental fee will be charged for external events for the facility's use and will also be subject to its availability.

Rules and Regulations:

- men must use standard swimming trunks only
- women must use standard bathing suits only
- strictly NO EATING and DRINKING within the pool area
- strictly NO SMOKING
- swimming pool use will only be allowed with the presence of the lifeguard at all times.
- for school events, organizers should coordinate with the Varsity Sports Office for scheduling purposes and lifeguard coordination
- for external use, payment should be done at the business office prior its use.

Data Protection Office

The Data Protection Office (DPO) is responsible for ensuring the University's compliance with Philippine Data Privacy Laws, including but not limited to, the Data Privacy Act (RA 10173), its Implementing Rules and Regulations, and circulars of the National Privacy Commission (NPC). In particular, the DPO shall oversee the compliance on processing activities involving student

personal data, including but not limited to:

- Conducting Privacy Impact Assessments on all types of data processing activities involving student personal data;
- Providing recommendations to ensure compliance with data privacy laws;
- Preparing Privacy Statements, Notices and Consent forms in order to ensure that valid consent of the data subject is obtained prior to the processing of personal data;
- Evaluating and assessing personal data collection activities, e.g. forms, surveys, etc. to ensure compliance with data privacy laws;
- Execute Data Sharing Agreements with third-parties who will process the personal data in the custody of the University;
- Receive, respond and facilitate the resolution of all issues and concerns involving the protection, enforcement and violation of Data Subject Rights under the Data Privacy Act.

These are your Rights as a Data Subject under the Data Privacy Act:

- Right to be informed whether your personal data shall be, are being, or have been processed
- Right to request access to your own personal data
- Right to object to the processing of your personal data
- Right to correct or rectify inaccuracies or errors in your personal data
- Right to request for the suspension, withdrawal, blocking, removal, or destruction of your personal data in the University's systems
- Right to file a complaint and obtain damages in case your personal information has been misused, maliciously disclosed, or improperly disposed, or that any of your data privacy rights have been violated
- Right to obtain from the University a copy of your personal data and/or have the same transmitted from one organization to another, in an electronic or structured format that is commonly used

Data Privacy Guidelines for Students

1. Introduction

The University of St. La Salle (USLS or Institution) is committed to comply with the Data Privacy Act of 2012 or R.A. No. 10173 (DPA), administered and implemented by the National Privacy Commission (NPC), a government agency that promotes country's compliance with internal standards set for data protection.

The Data Privacy Guidelines for Students is hereby adopted in compliance with the DPA, its Implementing Rules and Regulations (IRR), and other relevant policies, including issuances of the National Privacy Commission, as well as the USLS Data Privacy Manual.

II. Objectives

USLS respects and values the Data Subjects' data privacy rights and makes sure that all personal data collected are processed in adherence to the general principles of transparency, legitimate purpose, and proportionality.

The Data Privacy Guidelines shall have the following objectives:

1. To inform students of the Institution's data protection and security measures and may serve as the data subject's guide in exercising their rights under the Data Privacy Act
2. To define the role of the Institution in protecting personal data collected and processed to promote data privacy
3. To define the duties and responsibilities of the students in promoting and implementing data privacy
4. To define the Institution's policies that will aid students in complying with the requirements of the DPA, its IRR, the issuances of the NPC and the USLS Data Privacy Manual

These guidelines shall be read in the context of relevant rules, laws, regulations, and related internal policies. Any changes in the foregoing rules, laws, regulations and internal policies shall supersede the provisions of this Guidelines.

III. Definition of Terms

The following terms that are used in this guidelines shall be described operationally and conceptually as follows:

- **Consent** - Data Subject's given, specific, informed indication of free will, whereby the Data Subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information.
- **Non-public information** about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity's financial interests or standing, employability, privacy or reputation, etc., such that access thereto is limited only to those with a need to know by reason of the performance of their functions whether or not the information is in writing or in a material form or has or has not been marked as confidential. This includes commercially sensitive information which are non-public business data that, if shared with competitors, could reduce competition, distort market conditions, or facilitate anti-competitive behavior.
- **Data Breach** - A kind of information security incident which leads to accidental or unlawful destruction, loss, alteration, compromise, unauthorized disclosure, acquisition, or access, or any other similar term referring to situations where persons other than authorized

users, and for any other than authorized or specified purpose, have access or potential access to personal data.

- Data Subject - An individual whose personal, sensitive personal, or privileged information is processed.
- Data Sharing - Disclosure or transfer to a third party of personal data under the custody of a personal information controller or personal information processor.
- Data Protection Officer (DPO) - A person appointed or designated by the Institution who will be accountable for ensuring compliance by the PIC or PIP with the Data Privacy Act (DPA), its IRRs, related issuances of the NPC, and other applicable laws and regulations relating to data privacy and security. Also called "Data Privacy Officer"
- Outsourcing or Subcontracting - The practice of engaging a third party or a related entity to handle specific business operations involving personal information processing on behalf of the PIC. This is normally covered by Memorandum of Agreements (MOAs).
- Personal Data - Refers to all types of Personal information
- Personal Information - Refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- Personal Information Controller (PIC) - Refers to a person or organization, or any other body who controls the processing of personal data or instructs another to process personal data on its behalf, e.g. USLS.
- Personal Information Processor (PIP) - Refers to a person or organization, or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject.
- Privacy Impact Assessment (PIA) - A process undertaken and used to evaluate and manage the impact on privacy of a project, program, process or measure.
- Privacy Laws - Data Privacy Act (RA No. 10173), DPA Implementing Rules and Regulations, NPC Circulars and Issuances, and subsequent acts of Congress in relation to data privacy.
- Privileged Information - Refers to confidential information protected by law, meaning it cannot be disclosed without the consent of the person who holds the privilege or unless a specific exception applies.
- Process Owner - The person, office, or organization who is in charge of performing a specific processing activity, e.g. student who is processing personal data as part of his/her assigned tasks or student given access to personal or sensitive data.
- Processing - Refers to any operation or any set of operations

performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing may be performed through automated or manual means.

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

IV. Guidelines for the Processing of Personal Data

This section outlines the Institution's guidelines for the processing of personal data by the process owner from the collection to its actual use, storage or retention, to its eventual disposal or destruction.

A. Collection

1. The following requirements must be complied prior to Collection of personal data:
 - a. Request Record of Processing Activity (RoPA) Form from the Data Privacy Officer dpo@usls.edu.ph. Prepare the following information:
 - Soft copy of the paper form or link to the electronic form
 - Specific Purpose(s) of processing
 - Description of Personal Data
 - Description of Data Subjects
 - Description of Recipients
 - If personal data is disclosed to an external party, provide their name and purpose or legal basis of disclosure if disclosed to a government agency
 - Whether processing activity is outsourced or subcontracted to a third party or personal information processor
 - If outsourced or subcontracted, provide the name of the personal information processor, their contact number and email address

- General description of the data life cycle (collection, use, disclosure, retention/storage and disposal) and the process owners responsible
 - Retention period
 - Description of security measures implemented to protect personal data
 - RoPA form shall be approved and endorsed by Moderator or Advisor.
 - Submit completed RoPA Form to DPO for the Privacy Impact Assessment (PIA)
 - DPO might issue recommendations if privacy risks and threats are identified. The recommendations shall be addressed by the process owner with endorsement of Moderator or Advisor.
 - Upon completion of PIA, DPO will draft the Privacy Notice and Consent Form to be attached to the collection form.
2. Process owners shall obtain the consent of the data subject in a written, electronic or recorded format before the collection of personal data.
 3. Process owners shall only collect personal data that is necessary and compatible with the declared, specified and legitimate purpose. Avoid overcollection of personal data and collect only what you can protect.
 4. Collection of personal data shall conform to the recommendations given by the DPO.
 5. Moderator or Advisor shall oversee the collection activities to ensure compliance with the this guidelines.

B. Use or Utilization

Process owner shall process personal data in the following manner:

1. Process owner shall uphold the rights of the data subject (Refer to Section VII for Rights of the data subjects).
2. Processing shall be compatible with the declared, specified and legitimate purpose, and shall be limited to the purposes stated in the RoPA Form.
3. Processing must be in a manner that ensures appropriate privacy and security safeguards.
4. Processing shall conform to the recommendations given by the DPO.

C. Storage and Retention

1. Process owner shall ensure that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. Process owner shall implement appropriate security measures in storing collected personal information, depending on the nature of the information.
2. Only authorized persons shall have access to personal information for privacy and security. Paper files shall be stored by designated custodians in locked storage room, cabinets, or drawers. While electronic forms will be retained in the computer systems or applications where IT security controls are employed.
3. Retention period must be set, and only for as long as it is necessary to achieve the declared, specified and legitimate purpose of processing. Personal data cannot be stored in perpetuity, in the absence of any legal basis.

D. Access

1. Access shall only be provided to the Data Subject and authorized persons for purposes relevant in fulfilling the declared, specified and legitimate purpose of processing. Authority to access personal data shall match the documented functions or responsibilities given to the person.
2. Process owners shall employ the appropriate security measures to protect personal data against unauthorized access, loss, alteration, and other unlawful forms of processing.

E. Disclosure or Sharing

1. Sharing of personal data internally to fellow USLS students, USLS offices, departments, colleges, units, organizations, etc. shall be approved by the process owner and the Moderator or Advisor. Sharing must be done through secure USLS systems or servers, such as USLS Gmail or Google Drive accounts.
2. Personal data shall not be shared to third parties without the prior approval of the Moderator or Advisor and the DPO. Third parties are defined as persons or entities not currently and/or directly related USLS. This term includes, but are not limited to, external suppliers, service providers, government agencies or authorities, USLS alumni, former USLS faculty/staff, media personnel or organizations, students from other schools, and the general public.

3. The sharing or disclosure of personal data to third parties shall be documented in a Data Sharing Agreement, if the third party is a personal information controller (PIC), or through a Data Process Outsourcing Agreement, if the third party is a personal information processor (PIP). The process owner shall request the DPO to prepare the necessary agreements upon submission of the required information.
4. Prior to disclosing personal data to third parties, process owners must ensure that the consent of data subjects shall be obtained. Data subjects must be informed of the identity of the PIC/PIP, purpose(s) of data transfer, description of personal data to be disclosed, intended recipients of personal data, the nature and extent of data sharing and manner of processing, as well as the rights of the data subject.

If the disclosure or sharing of personal data is disclosed in the RoPA Form required under Section IV(A), the notification required above will be included by the DPO in the Privacy Notice.

5. Process owners shall ensure that personal data disclosed are transferred with adequate safeguards for data privacy and security (Refer to Section V for Security measures to be used).
6. Process owners and all authorized persons allowed access to personal data shall maintain the confidentiality and secrecy of all personal data that come to their knowledge and possession, even after separation from the Institution or after stepping down, withdrawing, or resigning from his/her position or student organization.

F. Disposal

1. In disposing personal data, the process owner shall ensure that ALL paper and electronic documents/information are sanitized or destroyed. Disposal shall be documented in the appropriate Disposal Form, and approved by the Moderator or Advisor.
2. Process owner shall dispose or discard paper documents with personal information through shredding or soaking documents with water before final disposal. In case shredded documents are to be forwarded to a recycling company, the Institution shall ensure that documents/information are destroyed in a manner that would prevent further processing or reconstruction of personal data.
3. In disposing electronic data, the process owner shall delete

all of Data Subject's personal information in the computer system and applications.

V. Security Measures

Process owners shall implement reasonable and appropriate physical, technical and organizational measures for the protection of personal data. Security measures aim to maintain the availability, integrity and confidentiality of personal data and protect them against natural dangers such as accidental loss or destruction and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

This section enumerates security measures that the process owners can implement, however, the list is not exhaustive. Other security measures may be employed depending on the nature or extent of the processing activities and the sensitivity of personal data.

A. Organizational Security Measures

1. Compliance with the Institution's data protection policies, including the USLS Data Privacy Manual, and issuances or recommendations of the Data Privacy Officer
2. Preparation of Records of Processing Activities
3. Undergoing Privacy Impact Assessment
4. Proper monitoring and accountability of Moderators or Advisors
5. Managing roles and responsibilities of persons who are given access to personal data
6. Executing Non-Disclosure Agreements (NDA), Data Sharing Agreements and Data Process Outsourcing Agreements

B. Physical Security Measures

1. Physically limiting access to devices and computers containing personal data
2. Securing physical access to workstations and offices, e.g. locked cabinets and rooms/offices
3. Computer or device passwords and screen saver timeouts
4. Logging out of workstations or computers when not in use
5. Clean desk policy
6. Visitor management
7. Assign and document proper accountability for devices, computers, keys for storage cabinets and offices/rooms
8. Do not display passwords/log in credentials on top of desks or computers visible to unauthorized persons
9. Proper disposal of documents containing personal data

C. Technical Security Measures

1. Using secure and strong passwords that are changed every 60 to 90 days
2. Avoid sharing passwords or log in credentials
3. Using Multi-Factor Authentication
4. Restricting access to personal data only to authorized users, such as restricting access to google drive folders to specified users only; avoid sharing publicly or setting access permission to "Anyone with a link"
5. Watch out against phishing; Avoid clicking suspicious or unfamiliar links or answering suspicious or unfamiliar surveys
6. Avoid downloading suspicious attachments or from unsecure websites or platforms; Do not run suspicious or unfamiliar programs or files
7. Avoid accessing personal data or USLS data processing systems through unsecure public networks
8. Use official USLS email accounts or google workspace to share personal data
9. Avoid sharing personal data through private social media accounts
10. Avoid using USLS email accounts to log in to private social media accounts, e.g. Facebook, Messenger, Tiktok, Instagram

VI. Data Breach and Security Incident Management

In case of actual or suspected data breach, or any security incident involving personal data, the process owner shall contact the USLS Data Privacy Officer, through email dpo@usls.edu.ph or through (034) 434 6100 local 397, within 24 hours (including weekdays and holidays) from the discovery of the data breach or security incident.

Include the following information in the notification to the DPO:

1. Details of the data breach or security incident
2. Description of personal data
3. Description of data subjects affected
4. Actions taken to mitigate the effects of the breach or security incident
5. Approval or Endorsement of the Moderator or Advisor

Process owner shall promptly provide any information required by the DPO for the purpose of assessing the nature and extent of the data breach or security incident.

DPO will assess the data breach or security incident and determine whether mandatory notification to the National Privacy Commission (within 72 hours) is applicable.

VII. Rights of Data Subjects

Process owners shall ensure that the processing of personal data shall respect the rights of the data subjects as follows:

1. Right to be Informed – the right of the data subject when and how their personal data is being collected, processed, and used.
2. Right to Object – the right of the data subject to withhold consent or opt out of the processing of their personal data, e.g. the right to opt out of publishing their personal data online; However, the objection of the data subject may be denied if the processing is necessary for the performance of a contract or obligation, for compliance with a legal or regulatory obligation, or if it is necessary for the establishment, exercise or defense of legal claims.
3. Right to Access – the right to request access to their personal data and the details about how it is processed
4. Right to Data Portability – the information requested by the data subject shall be provided in an electronic or structured format that is commonly used and allows for further use by the data subject
5. Right to Rectification – the right to request correction of inaccurate or outdated personal data
6. Right to Erasure or Blocking – the right of the data subject to suspend, withdraw, or order the blocking, removal or destruction of their personal data, provided that there is substantial proof of any of the following:
 - personal data is incomplete, outdated, false, or unlawfully obtained
 - personal data is being used for purpose not authorized by the Data Subject
 - personal data is no longer necessary for the purposes for which they were collected
 - personal data concerns private information that is prejudicial to Data Subject
 - processing of personal data is unlawful
 - personal information controller or personal information processor violated the rights of the Data Subject
7. Right to File Complaint to the NPC
8. Right to Damages

VIII. Rights of Data Subjects

Inquiries, requests, and complaints may be sent through the Institution's Data Protection Office email address and phone numbers details are as follows:

Email: dpo@usls.edu.ph; Phone number: (034) 434 6100 local 397

IX. Accountability for Violation of the Data Privacy Guidelines for Students

The following acts committed by process owners and/or those students who are not process owners but have gained access to personal data, advertently or inadvertently, shall be considered Offenses that may be aggravated to Major Offenses (Category B) and shall be penalized as such in accordance with the Student Handbook:

1. Processing personal information and/or sensitive personal information without the consent of the data subject, or without being authorized under the Data Privacy Act (R.A. 10173);
2. Providing access to personal information and/or sensitive personal information, due to negligence, without the consent of the data subject, or without being authorized by existing laws;
3. Improperly disposing, discarding, or abandoning, whether knowingly or negligently, the personal information or sensitive personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection without first ensuring that the personal data has been destroyed, obscured, or otherwise made unreadable;
4. Processing personal information or sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under the DPA or under existing laws;
5. Breaking into any system where personal and sensitive personal information are stored, knowingly and unlawfully, by violating data confidentiality and security data systems;
6. After having knowledge of a security breach and of the obligation to notify the Data Privacy Officer within 24 hours, intentionally or by omission concealing the fact of such security breach;
7. With malice or in bad faith, disclosing unwarranted or false information relative to any personal information or sensitive personal information obtained by him or her;
8. Disclosing to a third party any personal information or sensitive personal information without the consent of the data subject.

The penalties imposed under IX(1) shall be without prejudice to the criminal and administrative liabilities under the Data Privacy Act (R.A. 10173) and NPC Circular No. 2022-01.

Museo de La Salle Bacolod

The Museo de La Salle Bacolod is a University 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. The Museum also houses the JGM International Textile Arts Center and the Lasalliana Archives.

Quality Assurance Management Office

The Quality Assurance Management Office provides staff support to the Office of the President. The office is responsible for making significant contributions to the development, monitoring, review, management and implementation of the quality assurance policies and procedures and associated administrative systems and to contribute to special institutional projects and quality assurance related activities.

Strategic Planning

The Strategic Planning Office is responsible for the overall design and execution of the University's strategy management processes and serves as the process custodian of the integrated planning, monitoring system.

The Strategic Planning Office also provides support to the Office of the President by handling the initial project development of key strategic initiatives and projects.

The office is also responsible for interfacing with and coordinating all other institutional strategy related systems and activities to promote synergy and excellence towards the accomplishment of the USLS Vision and Mission.

Risk, Compliance, and Audit Office

The Risk, Compliance, and Audit (RCA) Office is recognized as an oversight function, administratively under the Office of the President and accountable to the Board of Trustees. It is directed by the RCA Director duly appointed by the President. The RCA Office maintains organizational independence by being free from any operational and management functions, thereby, adhering to the structure that allows the office to directly report to the RCA Committee of the Board of Trustees. The Risk Management Officer, Compliance Officer, and Internal Auditor are permanent members of the RCA.

Risk Management Office - The Risk Management Office is tasked to design an overall risk management program and spearhead its implementation. It guides the University in establishing a risk strategy translated into tactical and operational objectives, identifying internal and external risks posed to the institution and its stakeholders, performing a risk assessment and classification,

and establishing risk protocols to describe the procedures by which the strategy will be implemented.

Compliance Office – The Compliance Office establishes and maintains an effective compliance program that integrates and coordinates all significant requirements necessary for compliance with law, regulation, or other binding rule or agreement. It ensures that the University has written internal policies, procedures and guidelines in place that are necessary for compliance with internal controls, external laws and regulations, and all agreements entered into by the University of St. La Salle.

Internal Audit Office – The Internal Audit Office assists the University Management and the RCA Committee of the Board of Trustees in identifying, avoiding, and mitigating risks present in the University processes. It provides an independent and objective assurance and consultancy services to add value and improve the operations of the University.

Continuing Education Office

The Continuing Education caters to the primary need of the professional development and career advancement of its own stakeholders in the three areas in higher education: teaching and learning, research, and engagements. The office will also provide access to the demands of continuing professional development (CPD) trainings for licensing, certificate and diploma programs, life skills learning, language learning, and art institutes for development. The Continuing Education Office also supervises the Center for LifeSkills, the Institute for Culinary Arts De La Salle, and the Language Learning Program.

Center for LifeSkills

Center for LifeSkills is a registered training center of the Technical Education and Skills Development Authority (TESDA) through the Unified TVET Program Registration Accreditation System (UTPRAS) following the modules under the Competency Standard defined in the Training Regulation (TR) of TESDA. The center provides opportunities to Out of School Youth (OSY), unemployed, and underemployed to avail scholarship for continuous education and lifelong learning through vocational and technical skills training to enable them to find gainful employment here and abroad.

Institute for Culinary Arts De La Salle (ICA)

The Institute for Culinary Arts De La Salle is committed to promote quality education responsive to global realities. The institute is envisioned to be the leader in culinary education in the region by bringing in Ilonggo cuisine to the international foodscape.

Anchored on Catholic Faith and the desire to graduate men and women imbued with Christian values, and committed to work for societal transformation, ICA specifically aims to:

- provide students with integrated and hands-on training in culinary arts by fusing fundamental techniques with state-of-the-art equipment;
- hone the culinary skills of the students through the direct supervision of internationally-trained chef instructors;
- train students on the fundamentals of classic and contemporary cuisine with the integration of Philippine flavors and approaches;
- train students who are versatile in various world class hotels, professional settings, cruise ships, resorts, restaurants, catering business and bakeshop management.

Language Learning Program

The Language Learning Program (LLP) is built on four main methodological and pedagogical pillars that are fully integrated with each other in all the courses.

- Pillar 1 involves Guided Discovery Learning which is a way to develop the language acquisition skills of the learners by using a more natural process in learning a language. It benefits the cognitive, linguistic and social aspects of the learner.
- Pillar 2 focuses on Grammar Progression which includes learning the rules of grammar in a spiral progression that allows the learner to revisit the rules as the need arises. It also involves the functional use of English and grammar.
- Pillar 3 gives importance to the Individual Learning Plan, a mechanism to motivate adult learners into self-direction. Activities will be provided to allow the learners to explore their skills and to analyze their experiences.
- Pillar 4 emphasizes the need to have an international standard when it comes to teaching and learning English. The LLP sees the need to adapt the Common European Framework of Reference (CEFR) and Teaching English to Speakers of Other Languages (TESOL) design. Hence, the program will offer authentic activities and assessments that will further the language acquisition of the learners.

C. LABORATORIES

Agribusiness Farm

The farm is located at the 55-hectare USLS Granada campus that 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. It also hosts student and external research activities in agricultural production management and systems, and serves as a venue for in-house practicum requirements of Agribusiness students.

Yu An Log College of Business and Accountancy Business Incubation Room
The Business Incubation Room located at the second floor of the Wester Hall provides a venue for Entrepreneurship students, mentors and external partners. The incubation room is open for Entrepreneurship students' possible clients and advisers. This was established to provide a venue for fledgling startups of the university's student-entrepreneurs. This room is primarily used by Entrepreneurship students enrolled in Product Development and Business Implementation. This is where all Incubated business are housed.

Tourism and Hospitality Department Laboratories

The Tourism and Hospitality department laboratories constitute dynamic learning environments designed to bridge the gap between theoretical knowledge and practical application. These facilities are designed to simulate real-world industry settings. The Tourism and Hospitality laboratories, located in the Wester building, include:

Wester Kitchens (W25, W26, W28, and W29)

The kitchen laboratories hold classes for the culinary courses under the Hospitality Program. Each of the four laboratories can accommodate 20-25 students where kitchen tools and equipment are readily available for them. The students simulate kitchen operations of banquet hotels and restaurants both in the local and international set-up. These facilities are backed-up by the Central Supply Office where the kitchen utensils, tools, and equipment are requested. It further stores the ingredients used in the culinary courses.

Travel Counter Lounge

The Travel Counter Lounge simulates a travel agency ticketing office. Students in the Tourism Program get to practice their skills in booking airline tickets with the use of the Sabre system. Their tour packaging and drafting of tour itineraries are honed in this laboratory. Occasionally, tour guiding skills are practiced in this lounge, before the students' actual performance in the campus and within the province.

Salon de La Salle Function Room

The Salon de La Salle (SLDS) Function Room is an avenue for students in the HM and TM Programs' Meetings, Incentives, Conventions, and Exhibits or MICE classes. This is where they plan the actual staging of their event as they practice the different board set-up. SLDS also serves as a banquet venue when catering activities are performed in culinary and FandB classes. The room is transformed into an event venue and accepts guests for social and corporate functions. Further, the room serves as a headquarters for research groups in both HM and TM programs.

Salon de La Salle Guest Rooms

Serving as a mock-hotel of the department, the SLDS is simulating a hotel lobby and guest rooms with a standard and executive set-up. The rooms are named Reims and Rouen, after the founder's (St. John Baptist de La Salle) significant birth and death places, respectively. The courses Fundamentals in Lodging and Rooms Division Management make use of these areas during their laboratory classes. It holds a demonstration room and a linen area where members of the faculty facilitate the students' skills development.

Violeta Yu Tourism and Hospitality Hall

The Violeta Yu Hall is the newest facility for the Tourism and Hospitality students. Located in the Wester Lobby, the hall holds institutional sessions such as meetings, assemblies, and luncheon. Built intentionally for the laboratory classes of the HM and TM programs, the hall comes with a Bar and Beverage Laboratory, equipped with a coffee machine and installed with wine bottles; a Food and Beverage Laboratory with tables and chairs that could be changed according to different restaurant set-up; and a Front Office Laboratory where the guest cycle could be simulated by the students. These facilities contribute to the students' learning process and moreover forge their skills, making them ready for the world's largest industry - Tourism and Hospitality.

Associate for Computer Engineering Technology (ACET) Workshop

The ACET workshop is set up for subjects like Computer Networking and Assembly, Computer Systems and different hardware related topics. It is well-equipped with PCs, tool kits and computer peripherals, networking equipment and well-designed working tables.

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, Screening and Size Reduction, Cyclone Separation, Chemical Kinetics and Process Control.

Chemical Engineering Research Laboratory (ChERL)

The ChERL is a specialized laboratory for Chemical and Materials Engineering students as well as faculty conducting researches. It is well equipped with up-to-date equipment such as oxygen bomb calorimeter, rotary evaporator, fat extraction set-up, Brookfield viscometer and spectrophotometer. It also houses the Water Analysis Laboratory which offers physical and chemical water testing for faculty and students' researches and other external clients.

Computer Laboratories

The College Unit has Computer Laboratories which are equipped with computers to ensure extensive hands-on training for maximum learning. The eleven (11) Computer Science Laboratories and two (2) Microprocessor and Digital Laboratories have adequate space for the number of students enrolled in the computer laboratory courses. The ratio for students to PCs is 1:1. The following are the computer laboratories and their class capacities: CSL 1 with 30 students, CSL 2 with 30 students, CSL3 with 30 students, CSL 4 with 40 students, CSL 5 with 40 students, CSL 6 with 40 students, CSL 7 with 30 students, CSL 8 with 30 students, CSL 9 with 40 students, CSL 10 with 40 students, CSL 11 with 40 students, MDL 1 with 40 students, and MDL 2 with 40 students. Open laboratory schedules are set aside for student activities and projects. Computer laboratories are also used for trainings and seminars conducted for students, faculty and staff.

Electronics and Communications Engineering Laboratory (ECEL)

The ECE Laboratory serves the needs of the Electronics Engineering, Electrical Engineering, and the Computer Engineering programs. It is well-equipped with facilities and equipment for students to perform laboratory exercises in Circuits, Electronics, Energy Conversion, Industrial Electronics, and Communications.

Geomatics Laboratory (GIS Lab)

The Geomatics Laboratory, under the auspices of the College of Engineering and Computing Studies, was acquired through the GEOTECH CENSOPHIL project of the University of St. La Salle with the European Union Asia ITandC 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.

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 Universal Testing Machine, Differential Scanning Calorimeter, microscope equipped with camera, and high temperature muffle furnace.

Center of Aerogel Technology for Energy and Environment (CATEE)

The CATEE is located on the ground floor of the Science and Engineering building. The establishment of CATEE in USLS is a result of the grant that the university has acquired from DOST-PCIEERD. CATEE is the first research center in Negros Occidental to focus on the synthesis and development of aerogel materials for environmental remediation, resource recovery, and energy storage devices.

Psychology Laboratory

The 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, human handedness test, and computer software programs used in experiments that cover a wide array of topics.

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. These laboratories assist faculty and students in their laboratory experiment and activities.

Communication Studio

Located on the 2nd floor of BR. Gratian McNicholas FSC Hall Building. The Studio provides various multi-media production equipment for the use of students enrolled in AB Communication, as well as for the production of institutional audio – visual documentary and promotional materials. The facility includes a technician's office, a studio and two editing rooms complete with audio – visual equipment needed for recordings and for editing purposes.

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.

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 (SMART Lab)

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

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

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.

USLS Botanical Garden

The USLS Eco-Botanical Garden is a garden space for procuring specimens, performing experiments, and for maintaining documented collections of living plants for the purposes of research, conservation, display and education.

D. COLLEGE COUNCILS AND COMMITTEES

Academic Program Quality Assurance Committee (APQAC)

The Committee brings together the College Deans, Department Chairs, heads of offices, and sectoral representatives of the College. Chaired by the Vice Chancellor for Academic Affairs (VCAA), the Committee recommends policies concerning academic and co-curricular programs for the approval of the President. It is composed of the VCAA, Assistant Vice Chancellor for Academic Affairs (AVCAA), Vice Chancellor for Research and Engagement (VCRE), Deans, GSCE Dean, Professional Schools Deans, Dean of Student Affairs (DSA), Department Chairs, and Quality Assurance Officer. Invited members are the BALAYAN-SDC and Center for Linkages and International Affairs Directors, Heads of the Academic Support Services, The Artists, Hub Head, Continuing Education Director, and representatives of the Faculty Directorates, Parents'-Teachers' Council (PTC), Alumni Relations Office and University Student Government (USG). Other concerned process-owners are also invited to attend the meetings as needed.

Academic Personnel Board (APB)

Chaired by the VCAA, this board is composed of the AVCAA, VCRE, Deans, HRDS Director, and the Faculty Directorates 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, availment of faculty development grants, awards and professorial chairs and the rehiring, termination and conferment of permanency on probationary faculty.

Academic Standards Committee (ASC)

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 Admission and Retention Policies of the University through the required semestral report submitted by the Deans. The Committee is chaired by the AVCAA and is composed of the Deans of Colleges, the ASAO Director, the University Registrar and the Project STAY Coordinator, and the Department Chairs concerned, upon invitation. Concerns related to the admission and retention policies at the college level may be resolved by the College Council.

Higher Education Unit Leadership Council (HLC)

Chaired by the VCAA, and composed of the AVCAA, the VCRE, the College Deans, the Dean of Student Affairs, and the University Registrar, the Council acts as clearing house for all matters which concern the College Unit including those discussed by the HEQAC. The Council presents to the Operations Council academic matters and policy changes that need approval and implementation.

College Council

Each college has a Council chaired by its Dean and composed of the Department Chairpersons. Faculty and student representatives may be invited. It is the primary venue for the discussion of academic concerns such as academic policies, program revision, new offerings, admission and retention policies, instructional strategies, and other academic matters pertinent to each college. It is also the venue where non-academic concerns pertinent to each College are discussed.

Culture and the Arts Program Committee (CAPC)

The Artists' Hub's Culture and the Arts Program Committee formulates the university's policies, plans and programs for the institutional cultural organizations. It ensures that the productions are in consonance with the mission-vision of the institution and provides direction and support for all performances, seminars and exhibits.

The Committee is headed by The Artists' Hub Head and is composed of the Institutional Artistic Directors, and a student representative designated by the Student Government. Consultants may be invited to attend committee meetings.

Discipline Board

The Discipline Board serves as the appellate authority for all cases brought before the Discipline Advisory Board (DAB). Decisions made by the DAB can be appealed to the Discipline Board within five working days of receiving the ruling. Appeals should be directed to the Dean of Student Affairs. Grounds for appeal may be: a. absence of due process; b. grave abuse of discretion; c. failure to appreciate relevant evidences; d. discovery of new evidence. Convened, chaired and presided by the Dean of Student Affairs, and shall be composed of the following: College Dean (Not involved in the DAB), Non- Teaching Office Personnel (ONTOP – Organization of non- teaching personnel Officer), any Full- time Faculty (Not involved in the DAB), one representative from Parents Teachers Council, Alumni representative (to be endorse by CARE- Center for Alumni Relations and USG.

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 Management Council shall designate an appropriate representative who is acceptable to all parties concerned.

Instructional Quality Improvement Committee (IQIC)

The Committee is composed of the College Deans and Department Chairs, chaired by the AVCAA with the guidance of the VCAA. The Committee plans and implements support mechanisms for the continuous improvement of teaching and learning in Higher Education such as: conduct of formative feedback from Course Experience Survey (CES), revision of teaching based on students' feedback and supervisors' mentoring, supervised teaching demonstration, peer review of teaching and support for teaching and learning sessions.

USLS Innovation and Creative Council (UICC)

The UICC is composed of the Intellectual Property Officer (IPO), HLC members and DCs of priority programs. Guided by the USLS-Code or IP Policies, this council ensures the acceptance of the intellectual property system as part of the research and development processes in the university and serves as the institutional clearing house looking into all issues and concerns pertaining to intellectual property rights (IPR). Specifically, this council is responsible for increasing the level of awareness of the USLS community by strengthening local institutional capacity through provision of trainings, seminars and workshops on the different forms of IP protection, patent searching, patent drafting, patent prosecution, and other related services

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 Head of the Learning Resource Center and college and graduate programs representatives designated by the VCAA as recommended by their respective Deans. It is chaired by a faculty representative of the college appointed by the VCAA.

Criteria for Selection

The selection of faculty and student representatives is based on the following:

- faculty status/student's status in the University
- extensive library utilization
- active library involvement

Terms of Office

Terms of office for Committee Chair and faculty representative is three (3) years, while the membership of student representative

is on a yearly basis. The Committee is chaired by the faculty representative of the college who is appointed by the VCAA.

Program Advisory Council (PAC)

The Program Advisory Council ensures that programs are current and relevant to industry, business and society. The council identifies current and future industry trends and shifts in the skills and knowledge graduates need to meet employer requirements. They advise on the need for new programs and participate in their development and quality assurance. The Program Advisory Council members are key liaisons among the university, industry and the community. It is composed of the department chair, faculty, industry partners, alumni, parents and students.

Student Welfare and Development Council (SWDC)

Chaired by the Dean of Student Affairs, the Council is tasked to ensure an inclusive and responsive program and services to support student development and promote student welfare. This Council shall be composed of ASAO, GEC, VSO/Internal Campus Sports, CELAM, BALAYAN-SDC, Health Services, and Facilities Management Services, The Artists' Hub, the Career Development Center, DFO, USG President, and the PTC President. The Council shall harmonize programs and services for students to enhance their overall well-being and develop their lifeskills to promote their success in the context of their academic studies. The overall work of the Council is guided by the mission and vision of the institution including the Expected Lasallian Graduate Attributes (ELGA). The Council shall engage in planning such as the setting of strategic objectives, learning outcomes and annual goals to ensure student welfare and development. Each office that reports to the Council shall adopt the overall plan and objectives and should operationalize its office's Key Performance Indicators (KPIs). Among the responsibilities of the Council include: Identifying students' non-academic needs and their experiences, improve support for students to ensure success and pursue outcomes-based or mission-driven programs and formation undertakings targeting the ELGA.

Parents-Teachers Council (PTC)

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.

Research Ethics Review Committee (RERC)

To realize the responsibility of the University to ensure the quality and integrity of research undertaken by its faculty, students and staff, the USLS Research Ethics Review Committee (RERC) has the mandate to ensure that all researches conducted by members of the Lasallian community are compliant with ethical standards of the University. The committee operates

in coordination with the Research Ethics Review Office (RERO) that formulates ethical review mechanisms for the conduct of social research, implements ethics review procedures and checklists for different social research categories submitted by the university researchers and provides technical and administrative assistance to all committee members who conduct review of research proposals seeking ethical clearance.

University Research Board (URB)

Chaired by the VCRE, the URB is composed of the VCAA, AVCAA, Deans, RERO Director, Publications and Engagement Director, College Research Coordinators, and Senior Faculty Researchers. 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 VCRE.

E. UNIVERSITY OF ST. LA SALLE SEAL

The Sanctity of the Seal

The use of the seal is exclusive and reserved for approved signage, formal and official documents such as diplomas, legal and official records, transcripts, programs for formal academic ceremonies, and any other legal agreements binding the university. It is the highest official emblem of authenticity.

The university seal is a registered mark and whenever it is used:

- may not be altered or embellished in any way
- may not be used as part of a larger mark, title or graphic.

The use of the seal requires prior authorization from the Office of the President. The University upholds the sanctity of the seal to honor the legacy of her traditions and as a tribute to the future generations of Lasallians in and from Bacolod.

Symbols



“Fides” is Latin for “faith,” a fundamental Lasallian virtue. It is inscribed on a book, a symbol of knowledge. Knowledge in faith is our aim.



The Star stands for the faith that radiates in all that we do.



The Kubo symbolizes the majority of the Filipino people for whom quality education should be directed.



The Picture of St. John Baptist de La Salle reminds us of our Patron Saint and our friend in heaven.



The Filipino Flag symbolizes our love for and loyalty to our country.

1952

1952 was the foundation of the school.



Sugar cane stalks symbolize the University's commitment to the Negrense youth.

F. LA SALLE HYMNS

Alma Mater Hymn

Hail, hail, Alma Mater
Hail to De La Salle
We'll hold your banner high and bright
A shield of Green and White
We'll fight to keep your glory bright
And never shall we fail
Hail to thee our Alma Mater
Hail! Hail! Hail!

The La Salle Hymn

Youth of La Salle
See your Alma Mater beckoning
Look once again
To the day of joyous reckoning
When she will stand
On the heights a mighty conqueror,
Each battle brings her further to the fore;
So let us lend a helping hand,
Onward, onward, youth of La Salle!
We must never stop
Until the banner of our college
Waves at the very top.
Time will make our conquest complete,
Something for all the world to see;
So Green and White we'll fight with all our might
For this Victory!

G. LASALLIAN PRAYERS

I will continue O my God to do all my actions for the love of you.

Prayer of a Lasallian

Father in heaven, God of love, all I have and am is yours.
Grant that I may become a living sign of your compassion in this world.
Grant me the faith to live my life,
always in the awareness of your loving presence.
Grant me the zeal to serve without thought of reward,
those to whom you send me.
Grant me the charity to bear the burdens of my brothers and sisters.
Teach me to seek your Son's face, in the last, the lost, and the least.
In whatever I undertake, may I seek above all things,
to procure your glory,
as far as I able, and as you will require of me.
Strengthen me by your Holy Spirit, to follow Jesus by living
the commitment I make this day.
Amen.

St. John Baptist de La Salle, pray for us. Live Jesus in our hearts forever!

One La Salle Prayer

Let me be the change I want to see
to do with strength and wisdom
all that needs to be done...
and become the hope that I can be.
Set me free from my fears and hesitations
grant me courage and humility
fill me with spirit to face the challenge
and start the change I long to see.
Today I start the change I want to see.
Even if I'm not the light
I can be the spark
In faith, service and communion
Let us start the change we want to see.
The change that begins in me.
Live Jesus in our hearts forever!

H. THE TEN DESIRABLE BEHAVIORS OF A LASALLIAN

Lasallian Ladies and Gentlemen

During convocations/talks/lectures, concerts, ceremonies, performances, or shows

1. Strictly observe silence and pay attention to talk, ceremony, or performance. They find it impolite to talk during convocations, even if the comments are about the lecture.
2. Applaud with reasonable enthusiasm at the appropriate time.
3. Refrain from loud laughter and guffaws.
4. Refrain from standing, moving about, and fidgeting while a talk or speech is being delivered.
5. Treat people with the same respect and common courtesy they would like to receive themselves.

On Clean-As-You-Go, Speak-English, Litter-Free, Vandalism-Free and Drug-Free La Salle

6. Lasallians observe "Clean-As-You-Go" after using various facilities/ areas of the University
7. Lasallians speak English.
8. Lasallians throw litter properly at designated receptacles or waste bins.
9. Lasallians take care of the various equipment/facilities of the University as if they were their own.
10. Lasallians do not use prohibited drugs.

I. THE LASALLIAN FIVE C's

COMPETENT

He is thoroughly knowledgeable and skilled in his chosen field of study.

He is also informed about issues around him.

More importantly, a Lasallian can be counted upon to handle his obligations and responsibilities efficiently and effectively;

CONFIDENT

The Lasallian's competence is one of his sources of confidence.

A confident Lasallian believes in himself and his capacity to contribute something of value to the world around him.

The Lasallian also believes in people and their ability to transform themselves and society for the good of all;

CONCERNED

"Excellence with a Soul, Competence with Compassion."

More than just being competent and confident, a Lasallian is deeply concerned about what is happening around him and how this affects the lives of not only his immediate circle of family and friends but also of those who are less privileged;

COMMITTED

A Lasallian's concern for others translates itself into active and committed service to his community.

The Lasallian recognizes that he is responsible not only for himself but also for others.

A Lasallian is a person for others;

CHRISTIAN

Beyond being competent, confident, concerned, and committed, a Lasallian endeavors to become faithful to his calling as a Christian. All that he does for his own and for others, is rooted in his deep love and reverence for God. In all things, a Lasallian starts with God, proceeds with God, and ends with God.

J. CAMPUS JOURNALISM ACT

REPUBLIC ACT NO. 7079

July 05, 1991

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

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

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

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

Section 3. Definition of Terms.

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

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

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

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

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

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

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

Section 5. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Section 6. Funding of Student Publication. – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

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

Section 7. Publication Adviser. – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Section 8. Security of Tenure. – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 9. Press Conferences and Training Seminars. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/or cultural interest in the country.

Section 10. Rules and Regulations. – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Section 11. Tax Exemption. - Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Section 12. Appropriations. - For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports.

Thereafter, such amount as may be necessary shall be included in The General Appropriations Act.

Section 13. Effectivity. - This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved,
(Sgd.)
JOVITO R. SALONGA
President of the Senate

(Sgd.)
RAMON V. MITRA
Speaker of the House of
Representatives

This Act which is a consolidation of Senate Bill No. 1103 and House Bill No. 22658 was finally passed by the Senate and the House of Representatives on May 20, 1991 and May 23, 1991, respectively.

(Sgd.)
EDWIN P. ACOBA
Secretary of the Senate

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

Approved: July 5, 1991

(Sgd.)
CORAZON C. AQUINO
President of the Philippines
S. No. 1103 H. No. 22658

E-Library Doc. ID Number: a45475a11ec72b843d74959b60fd7bd645ca1cad09b64

K. RANDOM DRUG TESTING

Institutional Random Drug Testing Program

College students as well as employees of the University undergo random drug testing every year in compliance with the Comprehensive Dangerous Drugs Act of 2002 (Republic Act 9165).

WHEREAS, the Comprehensive Dangerous Drugs Act of 2002 (Rep. Act 9165) under Article 3, Section 36 (c), requires students of secondary and tertiary schools to undergo random drug testing;

WHEREAS, the same Section provide that said random drug testing be conducted pursuant to rules and regulations as contained in the School Student Handbook and further, require notice to parents, insofar as the random drug testing is concerned;

NOW, THEREFORE, premises considered, these rules and regulations to be made an integral part of the University of St. La Salle Student Handbook, are hereby promulgated, as follows:

A. Generation of Sampled Students – An initial fifty (50) names will be determined by way of simple random sampling from the list of University of St. La Salle student ID numbers. The sample will be generated by the Office for Student Affairs, within a maximum of five days and a minimum of two days before the testing. Thereafter, and insofar as subsequent drug tests are concerned, further samples shall be generated in like manner.

B. Matching of Samples with Class Schedules and Classrooms – The names chosen at random and constituting the sample will be matched with their class schedules and classrooms for the day on which the drug test is to take place. Matching is to be done by the Office for Student affairs through the student ID numbers and the matched names shall become the matched subject for random drug testing.

C. Notice and Waivers – An Undertaking Form is distributed to all USLS students as part of the enrollment process beginning School Year 2006-2007. The Undertaking Form must be signed both by the students and his or her parent/guardian. One of the provisions in the form stipulates that the student, in conformity with the parent/ guardian, recognizes that for the duration of his or her entire stay in the University, he or she shall voluntarily subject him/herself to random drug testing. The Office for Student Affairs will be responsible in ascertaining that all USLS students have duly accomplished and signed these Undertaking Forms one week after enrollment.

D. Drug Testing Procedure – The procedure for drug testing shall be as follows:

a. On the date of the drug test, fifty (50) matched subjects, twenty-five (25) from 7:30 am and another twenty five (25) from 12:30 p.m. will be summoned by their respective Deans through call slips given to the faculty concerned of the sampled students. Sampled students will be asked to go to the Guidance Office for briefing. No outward sign of the conduct of the drug test shall be made by the person notifying the subjects of the drug test. Ten (10) students shall be added as reserve in case a sampled student on the list is absent.

b. The testing will be conducted at the College Clinic or any other suitable testing site where he or she will be required to produce his or her urine sample to be tested for drug use.

c. The urine sample will be divided into two parts, the first of which shall go to the University of St. La Salle and the other to the Department of Health (DOH) for safekeeping. The first part will be tested by a DOH-accredited drug-testing center, to determine whether the same is positive, the same being considered as initial test.

d. Safeguards should be put in place to guarantee the integrity of the drug test.

E. Kind of Drug Test – The drug test shall be a test for methamphetamine and/or any other narcotic or stimulants as may be determined by school authorities.

F. Final Positive Test – In order for the test to be considered positive drug test, both the initial and the confirmatory test should be positive, except as provided for under paragraph G hereof.

G. Challenge – Any person subject of a drug test may challenge an initial positive drug test result by filing a written petition to the Committee on Random Drug Testing.

Said petition must be verified. Failure to file the petition within a period of fifteen (15) days from the date of notice of the initial positive drug test result shall be deemed waiver of the right to challenge said drug test. Once the positive result is challenged, a confirmatory drug test will be conducted, and if it is verified, the result will be considered conclusive.

No challenge shall be allowed from a negative drug test result, unless on proof of false or fraudulent drug test. Said challenge shall be verified and in writing which may be brought by any person. If a drug test is challenged in this manner, the DOH shall conduct a drug test on the sample it is holding for safekeeping and should this be positive, this will constitute a final positive drug test result.

H. False or Fraudulent Drug Test Result – Submission of false or fraudulent drug test result shall be considered a positive drug test result. Any other person conspiring with any person or aiding him or her in producing such false or fraudulent drug test result will be penalized in accordance with the law.

I. Refusal to Take the Drug Test – Any unjustifiable refusal to take the drug test will be considered as equivalent to a positive drug test result.

J. Confidentiality – In the conduct of the random drug testing, all parties are required to observe confidentiality.

K. Students' Rights – The rights of students as enshrined in the Magna Carta for Students and as established in the Student Handbook shall be fully protected in the conduct of the random drug testing. Any violation of students' rights shall be dealt with accordingly.

L. Post-test Consequences of Positive Drug Test – Any person found to be positive for a drug test in accordance with paragraph F hereof shall be required to submit to the post-test procedure, as follows:

1st Offense: Counseling – he or she shall be required to undergo counseling with the proper school authority. A conference with the student and parent concerned shall be conducted as part of the process.

Rehabilitation – If it is determined from counseling and other tests that the level of addiction is such that it should warrant further action, the person found positive for a drug test shall be required to undergo rehabilitation in accordance with the law. The cost for rehabilitation shall be borne by the parents.

2nd Offense: If for a 2nd drug test, the student is still found positive, he/she shall be suspended from attending classes for a period not exceeding twenty (20%) of the prescribed class days for the school year or term.

3rd Offense: If for a 3rd drug test, the student is still found positive, he/she shall be dismissed from the University.

The provisions above will be considered superseding all rules and regulations concerning Student Discipline as found in Section VII – Offenses Subject to Disciplinary Sanctions found in the Student Handbook.

M. Criminal or Civil Case – The school reserves the right to file criminal and/or civil case against any person found to have been positive for a drug test or any person who refuses to submit to a drug test or submits a false or fraudulent drug test result and any other conspiring with him or her or aiding him or her in any manner.

N. Committee on Random Drug Testing – A committee to oversee and

supervise the random drug testing shall be constituted by the University with the members as follows:

Over-all Chair: Vice Chancellor for Administration

Chair for College Unit: Dean of Student Affairs

Chair for Integrated School: Integrated School Principal

Members:

College Unit USG Representative

Faculty Representative

PTC Representative

CCO Representative

Guidance Representative

Central Admin Administration Representative

Office Personnel Representative

Integrated School Guidance Representative

Faculty Representative

INSPA Representative

IS Student Representative

These implementing rules and regulations were endorsed by the Academic Affairs Committee of the University of St. La Salle on August 9, 2006 and approved by the Executive Committee on August 15, 2006.

CHED MEMORANDUM ORDER (CMO)

No. 18

Series of 2018

SUBJECT: THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS (HEIs)

In accordance with Section 8(n) and (o) of RA 7722, the Higher Education Act of 1994 as amended, in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this "IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION (HEIs)."

RULE I

RATIONALE AND BACKGROUND

Section 1. The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the complimentary roles of public and private higher education institutions (HEIs) and shall exercise

reasonable supervision and regulation thereof. Thus, all HEIs are enjoined to include in their student's handbook the conduct of mandatory random drug testing of students, with notice to the parents. Aside from random drug testing, a Higher Education Institution may, within the parameters of its institutional academic freedom, also include in its Student's Handbook a policy for the conduct of mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements.

RULE II STATEMENT OF POLICIES

Section 2. The State recognizes the primary responsibility of the family and the complimentary role of the educational institutions and parents for the education and awareness of its members on the ill-effects of dangerous drugs;

2.1. It is a government policy to foster a spirit of shared purposes and cooperation among the members and elements of the educational community and between the community and other sectors of society at all times. Only in such atmosphere can the true goals and objectives of education be fulfilled.

2.2. The Commission on Higher Education (CHED), as part of its mandate, has the duty to continuously monitor the effectiveness of the dangerous drug abuse prevention program through their respective regional/field offices and may enlist the assistance of any government agency or instrumentality to carry out the objectives of the program.

2.3. The HEIs shall have mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities and no smoking and alcoholic drinking environment inside and outside the school campus as mandated in CHED Memorandum Order (CMO) No. 09, s. 2013.

2.4. The CHED recognizes the academic freedom of all HEIs, particularly in implementing a policy on mandatory random drug testing of their students or as part of the schools' admission and retention requirements.

In keeping with the dangerous drug abuse prevention program of the government, the Local Government Units (LGUs), the Philippine National Police (PNP), or any authorized law enforcement agency may carry out any legitimate drug-related operation within the school premises, provided that the same shall be coordinated to the concerned HEIs prior to the conduct thereof.

2.5. The conduct of random drug testing of students in tertiary schools is mandatory pursuant to Section 36(c) of RA 9165.

2.6. The random drug testing under Dangerous Drug Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes

and shall guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

RULE III OBJECTIVES

Section 3. These implementing guidelines specifically aim to:

3.1 promote a “drug-free” campus and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth;

3.2 instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment;

3.3 strengthen the collaborative efforts of concerned agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) against the use of illegal drugs and in the treatment of dangerous drug users and dependents;

3.4 establish a stronger partnership between the government and the HEIs in providing programs and activities intended to facilitate the holistic and well-rounded student development; and

3.5 ensure that the drug testing policies of HEIs are reasonable and not violative of the fundamental rights of the students.

RULE IV SCOPE AND COVERAGE

Section 4. These implementing guidelines for the conduct of drug testing of students in all HEIs shall follow the parameters laid down by Republic Act No. 9165, the Comprehensive Dangerous Drugs Act of 2002 and its Implementing Rules and Regulations (IRR), as well as the Dangerous Drugs Board (DDB) Regulation No. 6, Series of 2003, as amended by Dangerous Drugs Board (DDB) Regulation No. 3, Series of 2009”.

RULE V DEFINITION OF TERMS

Section 5. For purposes of these guidelines, the following terms are defined as follows:

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

5.2 Confirmatory drug test - refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm

the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.

5.3 Current students - refer to existing and currently enrolled students in an authorized higher education institution.

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

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

5.6 Drug abuser - refers to a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medical approval. He belongs to any of the three categories: The Experimenter - one who, out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;

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

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

5.7 Drug dependency - refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.

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

5.9 Drug dependent - refers to a person who regularly consumes or administers or allows others to administer to him dangerous

drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

5.10 “Drug-free” campus - refers to the HEIs with intensive and unrelenting campaign against drug trafficking and use of dangerous drugs through an integrated system of planning, implementation and enforcement of anti-drug policies, programs and projects, as shown by the following:

- Non-availability of drug supply;
- Absence of drug user/dependent;
- Absence of drug pusher, and
- Existence of drug awareness, preventive education and information, and other related programs

5.11 Drug testing - the process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.

5.12 Drug Testing Coordinator - refers to the point person, duly appointed by the head of the HEI tasked with handling drug testing program.

5.13 Higher Education Institutions - refer to an institution of higher learning primarily offering bachelor and advanced degree programs.

5.13 Higher Education Institutions - refer to an institution of higher learning primarily offering bachelor and advanced degree programs.

5.14 Interventions - are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four(4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community based interventions.

5.15 Laboratory - refers to a private or government facility capable of performing a test on a specimen to determine the presence or absence of dangerous drugs therein.

5.16 Mandatory drug testing - refers to the compulsory submission of a student for drug testing in all HEIs as required in the school’s student handbook and with notice to the parents

5.17 Mandatory Random Drug Testing - refers to the compulsory conduct of random drug testing of students in all HEIs with each student having equal chance of being selected for testing.

5.18 Prevention - is the promotion of drug-free lifestyle through

strategies such as advocacy, information, dissemination, and training for capability building

5.19 Random drug testing - refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.

5.20 Random selection - refers to the unbiased process of selecting students who are to undergo drug testing.

5.21 Screening drug test - refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.

5.22 Student-Applicants - refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).

5.23 Tertiary Education - refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

RULE VI

DRUG TESTING OF STUDENTS IN ALL HEIS

Section 8. Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIs shall incorporate in the Student’s Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with the DDB Regulation No.3,s.2009,the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

Section 9. Institutional Policy. The conduct of mandatory random drug testing of students in all HEIs must have prior approval of the school’s governing boards and passed through the necessary consultation process.

Section 10. Consultation. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

Section 12. The HEIs shall present at the consultation the policy requiring mandatory random drug testing of students.

Section 13. Consultation Period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.

Section 14. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

Section 15. Drug Testing as a requirement for admission and retention. Aside from mandatory random drug testing, a Higher Education Institution may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

Section 16. Conditions for Drug Testing as a requirement for admission and retention. All HEIs may implement a mandatory drug testing as part of the school's admission and retention policy, provided that:

16.1. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;

16.2. In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned:

16.3. The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations; and

16.4. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with the schools' Student Handbook and other applicable laws, rules and regulations.

RULE VII

CONFIDENTIALITY CLAUSE

Section 17. All HEIs shall guarantee the strict confidentiality and integrity of the drug test results

17.1 All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.

17.2 In relation to Rule VIII hereof, the pertinent provisions of RA

No. 10173 otherwise known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the “Processing of Personal Information” to protect vital important interests of the data subject, including his life and health.

RULE VIII SANCTIONS

Section 18. In order to ensure compliance with this CMO, the Commission en banc may, upon the recommendation of CHED Legal and Legislative Services (LLS), impose appropriate sanctions depending on the nature and seriousness of the violations thereof, in accordance with applicable laws, rules and regulations.

Section 19. Any member of the faculty, administrator, or employee of the HEI who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and other applicable laws.

Section 20. The refusal of the student to undergo drug testing under this CMO shall be subject to appropriate actions in accordance with the schools’ Student Handbook, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

RULE IX MONITORING AND REPORTING

The implementation of this CMO shall be periodically monitored by the concerned CHED Regional Offices (CHEDROs) which shall thereafter submit a corresponding report to CHED Central Office (CHED-CO) to ensure that the goal for a “drug-free” environment in the campus is met.

Section 21. Higher Education Institutions (HEIs)

21.1 For regulatory purposes, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), all HEIs shall submit to CHEDROs a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing, including among others the names of the drug testing laboratories that conducted the test, as well as the summary of the drug test results.

21.2 All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate their internal drug testing rules, which shall provide among others, the drug education/awareness, prevention and control initiatives.

21.3 The HEIs through the Drug-Free Committee (DFC) shall monitor their students to protect them from engaging in dangerous

drug-related activities, as well as those undergoing interventions, treatment or rehabilitation.

21.4 The HEI shall designate the head of the DFC and the drug testing coordinator (DTC) who shall implement the drug testing program in the campus. The names and composition of the DFC shall be submitted to CHEDROs.

21.4.1 The DFC shall have the following responsibilities:

1. Compose the Selection board for the conduct of the drug testing in the campus, with representation from the students, faculty and parents as members.
2. Closely coordinate with the concerned agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing, and to establish appropriate institution-level interventions if needed.
3. Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information for submission to the CHEDROs
4. Recommend to the school's governing board the appropriate interventions, depending on the results of the drug testing.
5. The DFC and the Guidance Counselors of HEIs shall be trained for the purpose of enhancing their skills in handling the problems on dangerous drug abuse.

RULE X

THE IMPLEMENTATION AND REPORTORIAL REQUIREMENTS UNDER THESE GUIDELINES

Section 22. All heads of public and private HEIs, in collaboration with the concerned CHEDROs, shall ensure and oversee the implementation of Mandatory Random Drug Testing in accordance with these Guidelines.

Section 23. The CHEDROs shall prepare and submit reports annually, or at anytime if needed, to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of this CMO.

Section 24. The CHEDROs are mandated to disseminate these implementing guidelines to the HEIs, conduct school visits, and monitor the conduct of actual drug testing.

RULE XI

FEE REQUIREMENT

Section 25. In relation to this CMO, all fees shall be in accordance with pertinent DOH and DDB rules and regulations.

Section 26. The fee for drug testing prior to admission will be borne by the student applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the authorized facility of the HEI if any.

Section 27. In cases of drug testing in DOH-accredited HEI Clinic, the HEI may determine the permissible rate for the drug testing fee, in accordance with the DDB Regulation No. 01, s. 2004 entitled “Prescribed Drug Test Fee for Government-Owned and Private Drug Testing Laboratories Accredited by the Department of Health” and DDB Regulation No. 09, s. 2007 “Amending Board Regulation No. 01, s. 2004.

RULE XII EFFECTIVITY

Section 30. This CMO shall take effect beginning Academic Year (AY) 2019-2020, after fifteen(15) days of its publication in the Official Gazette or in newspaper of general circulation. The required copies of this CMO shall be filed with the Office of the National Administrative Register (ONAR) of the U.P. Law Center. This CMO shall remain in force and effect until revoked or amended.

RULE XIII TRANSITORY PROVISION

Section 31. All existing Higher Education Institutions (HEIs) shall be required to fully comply with the provisions of this CMO beginning Academic Year (AY) 2019-2020. A Higher Education Institution(HEI) operating after the start of AY 2019-2020 shall comply with the provisions of this CMO, within one (1) year after the start of the school year of its operation.

Issued this October 26, 2018, Quezon City, Philippines

L. GENDER AND DEVELOPMENT

Gender and Development (GAD) Focal Point System and GAD Focal Committee

Pursuant to the Magna Carta for Women (MCW) and its IRR as mandated by the CMO No. 1 Series of 2015, the University established a Gender and Development Focal Point System GAD-FPS. This is composed of the following members:

- The President and Chancellor as Head thereof;
- The Operations Council;
- GAD Focal Committee, chaired by the U-GAD Center Coordinator as appointed by the University President and Chancellor; and
- Secretariat composed of identified support staff from the various colleges/offices.

The GFPS through the GAD Focal Committee shall be responsible for the development of the GAD programs and coordinate implementation thereof within the University. They shall also submit reports of such initiatives.

The GFPS through the GAD Focal Committee shall maintain records of their GAD plans, activities and programs, establish a database of information and report on the status of implementation annually or as often as may be required.

The GAD Focal Committee is composed of Deans of the Undergraduate Colleges, Professional Schools, and Student Affairs, the Basic Education Principal, the Directors of the HRDS, CELAM, GEC, BALAYAN, and ASAO or their representative, and the representative of the Faculty Directorates, the University Student Government, the Non-Teaching Personnel, the Alumni Association, and the Parent-Teachers' Council.

Working in close coordination with the GFPS and the GAD Focal Committee is the University Committee on Decorum and Investigation (U-CODI).

University Committee on Decorum and Investigation (U-CODI)

Pursuant to Section 8 (n) in relation to Section 2 of Republic Act No. 7722 the Higher Education Act of 1994", and in accordance with Sections 25 and 33 of Republic Act No. 11313, otherwise known as the "Safe Spaces Act," its Implementing Rules and Regulations, as well as the Commission en Banc Resolution No. 061-2022 dated February 2022, the U-CODI serves as an independent internal grievance mechanism and acts as the main body in the investigation and resolution of cases of all forms of sexual harassment and discrimination as those involving violations of the Anti-sexual harassment Act of 1995, the RA 11313 or the Safe Spaces Act and any of the prohibited acts defined in the implementing policies and guidelines on Gender-Based Sexual Harassment (GBSH) in the University.

The U-CODI shall be composed of at least one representative from each of the following Sector/Unit/Office:

1. GAD Focal Point System
2. School Administration (OC, Professional School, College, BEU)
3. Middle level Administration (Dean, DCs, VPs)
4. Faculty (Professors or Trainers / Coaches, as the case, may be, and
5. duly selected by the level concerned)
6. Student Government
7. Employee from the Supervisory Rank
8. Non-teaching personnel/ Rank-and-File Employee
9. Gender diverse population
10. Human Resource Development Service

How Gender-Based Sexual Harassment is Committed

Gender-based sexual harassment in the University may be committed as follows:

1. As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
2. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration to the complainant;
3. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
4. As instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.

The different forms of GBSH include but are not limited to:

1. catcalling and/or wolf-whistling;
2. unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs;
3. persistent uninvited comments or gestures on a person's appearance, statements, comments, and suggestions with sexual innuendoes;
4. persistent telling of sexual jokes; use of sexual names;
5. public masturbation or flashing of private parts groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces; or stalking

In the digital world, online gender-based sexual harassment includes but not limited to:

1. acts of a sexual nature that use the information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
2. unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and private messages;
3. invasion of victim's privacy through cyberstalking and/or incessant messaging;
4. uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
5. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;
6. impersonating identities of victims online or posting lies about victims to harm their reputation; or
7. filing false abuse reports to online platforms to silence victims.

Places Where Gender-Based Sexual Harassment is Committed

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

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

Persons Liable for Gender-Based Sexual Harassment

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

1. Persons of the same or opposite sex who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer;
2. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
3. Students/student interns, faculty, administrators, or employees of the University committing acts that constitute sexual harassment

- against faculty members, administrators, employees, third-party service providers, or visitors of its institution;
4. Third-party service providers engaged by University such as sanitation, security, and maintenance personnel;
 5. Personnel of other partner institutions which the University has contracted to undertake school-related activities; or
 6. Visitors or third parties who are within the premises, or around the vicinity of the institution.

Procedures

A. The U-CODI shall, at all times observe due process and investigate and decide on written complaints within ten (10) working days.

B. It shall also ensure an appeal process for respondents.

C. All sexual harassment and discrimination complaints must be filed with CODI Chair, GAD Focal Point Person, Discipline and Formation Officer (DFO), Guidance Services Center Director.

D. Any form of sexual harassment or gender-based discrimination committed may be reported verbally or in writing in English, Filipino or Hiligaynon by the complainant, or by any person on behalf of the alleged victim. Formal reports must be signed and notarized by the aggrieved party and accomplished in three (3) copies.

It must contain the following:

1. FULL NAME and CONTACT DETAILS of the Complainant. However, the filing of an anonymous complaint is not prohibited.
2. FULL NAME, CONTACT DETAILS and/or POSITION of the Respondent, if known to the Complainant.
3. STATEMENT OF RELEVANT FACTS.
4. EVIDENCE TO SUPPORT THE ALLEGATION, provided that non submission of evidence will not cause the dismissal of the complaint; and
5. CERTIFICATION OR STATEMENT OF NON-FORUM SHOPPING.

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

F. All informal reports done verbally or any other informal means shall be reduced in writing by the GAD Focal Point Person using the prescribed complaint form signed by the aggrieved party or representative of the aggrieved party; provided, that all supporting documents submitted shall be attached thereto.

1. In case of incidents reported anonymously, or incidents that have come to the knowledge of the Chair of the U-GAD Focal Point System without a formal complaint, the GAD Focal Point Person will write an Incident report.
2. The GAD Focal Point Person will recommend to the U-CODI to gather information about the incident.
3. The U-CODI will convene to take action on the incident.

G. Upon receipt of the Complaint, the GAD Focal Point Person will notify the immediate Supervisor for employees, and the Dean for students.

H. The GAD Focal Point Person shall determine the particulars of the incident to be attested to by the aggrieved party for the purpose of verifying the complaint and providing adequate support and assistance to the victim.

I. Within five (5) working days from the receipt of the complaint, GAD Focal Point Person shall serve a notice of complaint upon the person who complained with copies of all pertinent documents.

J. If the student involved in the case, whether complainant or respondent, is below 18, his/her parent or guardian shall be served with a notice of complaint with copies of all pertinent documents.

K. Upon receipt of the notice of complaint, the respondent is required to submit to the U-CODI copy furnished the U-GAD Point Person three (3) copies of the Counter Affidavit/Answer, signed and notarized, within three (3) working days from receipt of the notice, furnishing a copy to the complainant, otherwise, the Counter Affidavit/Answer shall be considered as not filed. The answer, which must be written, signed and notarized, shall be specific and shall contain material facts and applicable laws, if any, including whether he/she elects a formal investigation. The answer must be filed within three (3) days from receipt thereof.

L. Prima Facie Determination of Sexual Harassment and all gender-related offenses shall be done by the U-CODI. The prima facie determination is not appealable.

M. Issuance of Formal Charge. After the evaluation of the case by U-CODI, and once prima facie has been established, the complaint shall be given clearance to proceed. A formal charge will be made against any or all of the respondents within (10) working days from the receipt of the GAD Focal Point Person's report and recommendation/s.

N. The U-CODI, in coordination with GAD Focal Point Person, shall convene and recommend who will constitute the committee to hear the case.

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

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

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

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

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

Offences and Penalties

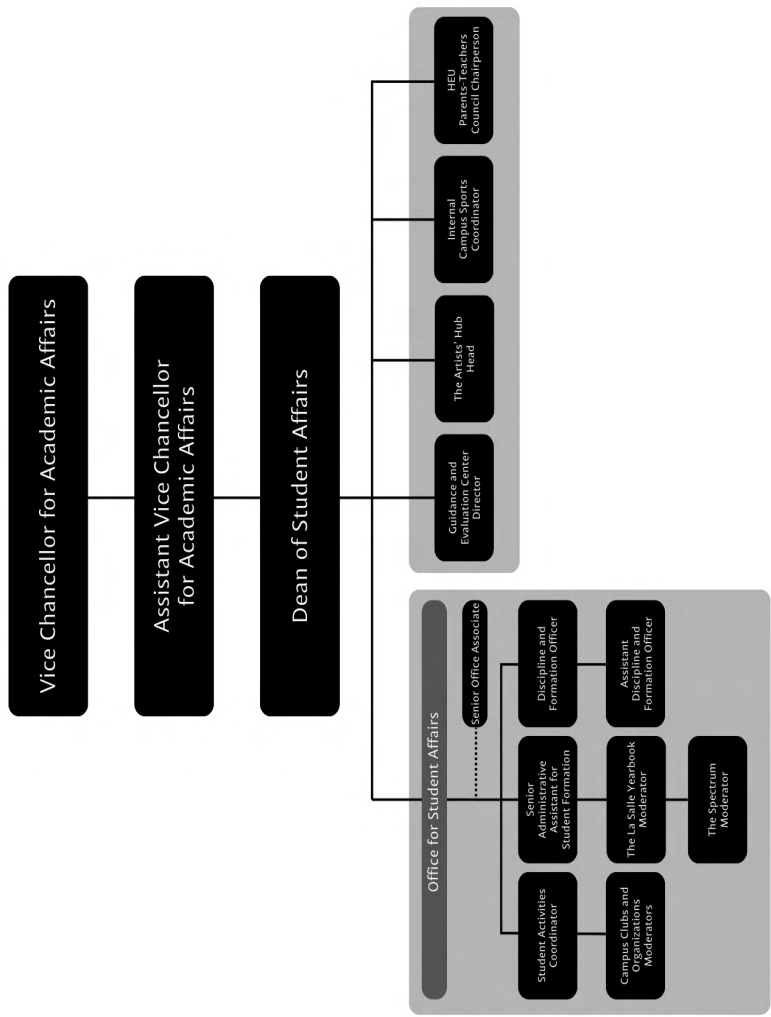
The following matrix of offenses and the corresponding penalties shall be adopted by University in relation to GBSH.

GRAVE OFFENSES	
A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work	
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee	
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees	
• unwanted touching of private parts of the body (genitalia, buttocks and breast) • rape or sexual assault • malicious touching • requests for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing or higher grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance • public masturbation or flashing of private parts • groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces • uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content • any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online • impersonating identities of victims online or posting lies of a sexual nature about the victims to harm their reputation • filing false abuse reports to online platforms to silence victims of sexual harassment • stalking • other analogous cases	Dismissal from service; For students, expulsion
D. Third-party service providers such as personnel sanitation and maintenance	
E. Personnel of Partner Institutions where are conducted school-related activities	
Same as above	Permanent ban in the University; Termination of contract *For international partners, permanent ban from entering into contract with the University.
F. Guests/Visitors	
Same as above	Permanent ban in the University

LESS GRAVE OFFENSES		
A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work		
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee		
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees		
• unwanted touching or brushing against a victim's body • pinching not falling under major offenses • derogatory or degrading remarks or innuendos directed toward the members of one sex, or one's sexual orientation or used to describe a person • verbal abuse with sexual overtones • unwanted invitations with sexual undertone • misogynistic, transphobic, homophobic and sexist slurs • persistent uninvited comments or gestures on a person's appearance • relentless requests for personal details • incessant messaging • making statements, comments and suggestions with sexual innuendos • the use of information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats with sexual overtones • other analogous cases	1st Offense: Suspension of one month and one day to six months	2nd Offense: Dismissal from service; For students, exclusion or dismissal
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee		
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees		
Same as above	1st Offense: Suspension of one month and one day to three months; Probation for the entire semester	2nd Offense: Dismissal from service; For students, exclusion or dismissal
D. Third-party service providers such as sanitation and maintenance personnel		
E. Personnel of Partner Institutions where school-related activities are conducted		
	1st Offense: Serious reprimand by the University	2nd Offense: Permanent ban in the University *For international partners, permanent ban from entering into a contract with the University
F. Guests/Visitors		
	1st Offense: Serious reprimand	2nd Offense: Permanent ban in the University

LIGHT OFFENSES			
A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work			
• surreptitiously looking or staring at a person's private part or worn undergarments • making sexist statements and smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar • malicious leering or ogling • the display of sexually offensive pictures, materials or graffiti • unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's sexual relations). • unwelcome sexual flirtation, advances, propositions • making offensive hand or body gestures at the person • persistent unwanted attention with sexual overtones • unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver • catcalling and/or wolf-whistling • unwanted sexual misogynistic, transphobic and homophobic remarks and comments online, whether publicly or through direct and private messages • invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones • other analogues cases	1st Offense: Reprimand	2nd Offense: Suspension of one day to thirty days	3rd Offense: Dismissal from service; For students exclusion or dismissal
B. Person in a peer relationship with the offended party, e.g., student vs. employee vs. employee			
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees			
Same as above	1st Offense: Written warning	2nd Offense: Written reprimand and community service	3rd Offense: Suspension
D. Third-party service providers such as sanitation and maintenance personnel			
E. Personnel of Partner Institutions where school-related activities are conducted			
Same as above	1st Offense: Reprimand by the University	2nd Offense: Severe reprimand by the University	3rd Offense: Permanent ban in the University *For the international partner's permanent ban from entering into contract with the University
F. Guests/Visitors			
Same as above	1st Offense: Reprimand by the University	2nd Offense: Severe reprimand by the University	3rd Offense: Permanent ban in the University

M. OFFICE FOR STUDENT AFFAIRS ORGANIZATIONAL FRAMEWORK



N. CAMPUS MAP

LOCATOR:

- Alfredo Montelibano Sr. Library 51
Balay Kalinunga Phase 2 57
Balay Kalinungan Parking Area 60
Balay Kalinungan Phase 1 58
BALAYAN 21
Beach Volleyball Court 61
Benilde Hall 44
BK Hermitage 59
BK Maison Parmenie 65
Bus Garage 64
Business Office 10
CAS Faculty Room 37
CELAM 19
CET Faculty Room 55
Cody Hall/College of Education 36
Coliseum 17
College Covered Court 48
College of Arts and Sciences 50
College of Engineering and Technology 54
College of Medicine/Graduate School Office 28
College of Nursing 40
College Plaza 35
Computer Science Laboratory 56
Dizon Hall 18
E-Café 16
Football Field 62
Grandstand 47
Guidance and Evaluation Center 43
Handumanan Park 11
Institute for Culinary Arts 31
Instructional Media Center 30
Integrated School Administrative Building 9
Integrated School Parking Area 5

- Job Placement Office 41
LASBEMPCO Cooperative Store 13
Law Library/Graduate School Library 26
Marian Gazebo Park 42
Mater Dei Amphitheatre 53
Miguel Hall 27
Museo de La Salle 25
Mutien Marie Hall/Admission and Scholarships Administration Office 49
NSTP Office 22
Office for Student Affairs 23
Pool 46
President and Chancellor's Office 6
Procurement Services Office 8
Registrar's Office 38
Room 10 24
Santuario de La Salle 66
Security Office/General Services Office 1
Solomon Hall 29
Tennis Court 45
The Artists' Hub 4
The Forum 39
The La Salle Yearbook Office 2
The Spectrum Office 3
Track 63
University Main Chapel 12
USLS Bookstore 14
VCA Office 7
VCAA Office 52
VCMD Office 15
Vocations Office 20
Wester Hall 34
YAL CBA Faculty Room 32
YAL College of Business and Accountancy 33



O. PRESCRIBED SCHOOL UNIFORM

All students are required to wear their complete school uniform during uniform days whether they will attend classes or not, and whether or not they have scheduled classes/exams.

GENTLEMEN

Prescribed polo barong with USLS embroidery (properly buttoned)

Plain white undershirt (tucked-in)

Black slacks

Black leather shoes with black/navy blue socks

LADIES

Blouse in prescribed color and cut

Skirt in prescribed color green, 2 inches above the knee, or pants in prescribed color green and cut

Black closed leather shoes



All students are required to wear their IDs at all times while on campus.

P. DIRECTORY

	ICM	
PRESIDENT	100	
Sr. Admin Assistant	222	434-1063
Sr. Office Associates	101	434-1063
Center for Advancement	122	
Data Privacy Officer	397	
Quality Assurance Management Officer	397	
Strategic Planning Officer	397	
Compliance Officer	198	
Risk Compliance and Audit (RCA)	198	
CHANCELLOR	102	
Sr. Admin Assistant	222	434-1063
VICE CHANCELLOR FOR FINANCE	163	432-1190
Sr. Admin Assistant	363	499-9916
Controller	309	
Budget	310	
Cash Management	160	
Cashier / Student Accounts	109	
Disbursement	477	
Disbursing	110	432-1190
General Accounting	453	
ASST. VC FOR INFORMATION TECHNOLOGY (IT)	391	
Network and Communications Services	191	
Software Services	161	
Technical Support	161	
Technical Room	349	
VICE CHANCELLOR FOR ADMINISTRATION	103	433-8024
Sr. Admin Assistant	104	432-1188
Ancillary / Facilities Mgt Services	221	435-2767
Director	159	708-1510
Bayal Kalingan		434-6416
Bookstore	175	432-1191
Coliseum	153	435-0053
Director	199	435-0053
Eco Park		9202411241
University Press	169	
Campus Development	211	432-1187
Eng'g Services Director	411	
General Services Director	116	432-1187
Custodial / Janitorial	115	432-1187
Intercom Repair Assistance	183	
Powerhouse	232	
Campus Internal Security and Safety Office	139	432-1187
Security - Gate 2	216	434-4248
		213-1112
Transportation / Garage	229	432-1187
Warehouse / Property Custodian	315	432-1187
Health Services	107	434-6219
College Satellite Clinic	150	432-1186
Professional School Satellite Clinic	203	
Human Resource and Dev Services	118	432-1190
Human Resource and Development Services	318	433-6504
HRDS Director	205	
Evaluation	405	
Payroll	308	
Procurement Services	108	434-0674
	455	435-2767
Director	347	

VICE CHANCELLOR FOR MISSION AND DEVT.	393	
Sr. Admin Assistant	193	
Bahay Pagasa Youth Center (BPYC)		453-9545
BALAYAN Social Development Center	133	435-3857
Director	113	
Center of Alumni Relations	179	433-0307
Center for Lasallian Ministries (CELAM)	152	432-1184
Director	351	
Center for Linkages and International Affairs	458	435-2594
Center for Marketing and Comm	146	435-2594
Institutional Varsity Sports Office	112	432-1185
Director	142	434-6929
Museo De La Salle - Lasallian Archives	227	
Museo De La Salle	196	
USLS Alumni Association Bicolod, Inc.	184	434-1189
Vocation Ministry	162	
BASIC EDUCATION UNITS (Kinder to Grade 12)		
Sr. Admin Assistant	346	432-1181
Basic Education Principal Main Office	143	433-8006
Vice Principal for Academics Office	158	433-5143
VP for Academics	321	
Vice Principal for Student Affairs Office	147	433-5143
Vice Principal for Support Services Office	194	433-5143
VP for Support Services	214	
Community Services		434-8161
Guidance Services	145	
Intel Office		432-3769
Library and AVRC	196	
Registrar's and Admissions	178	
Research Office		432-3769
Science Laboratory	225	
Student Activities Center	223	
LICEO Vice Principal for Academics Office	311	433-5143
LICEO VP for Academics	144	
LICEO Faculty Room	435	

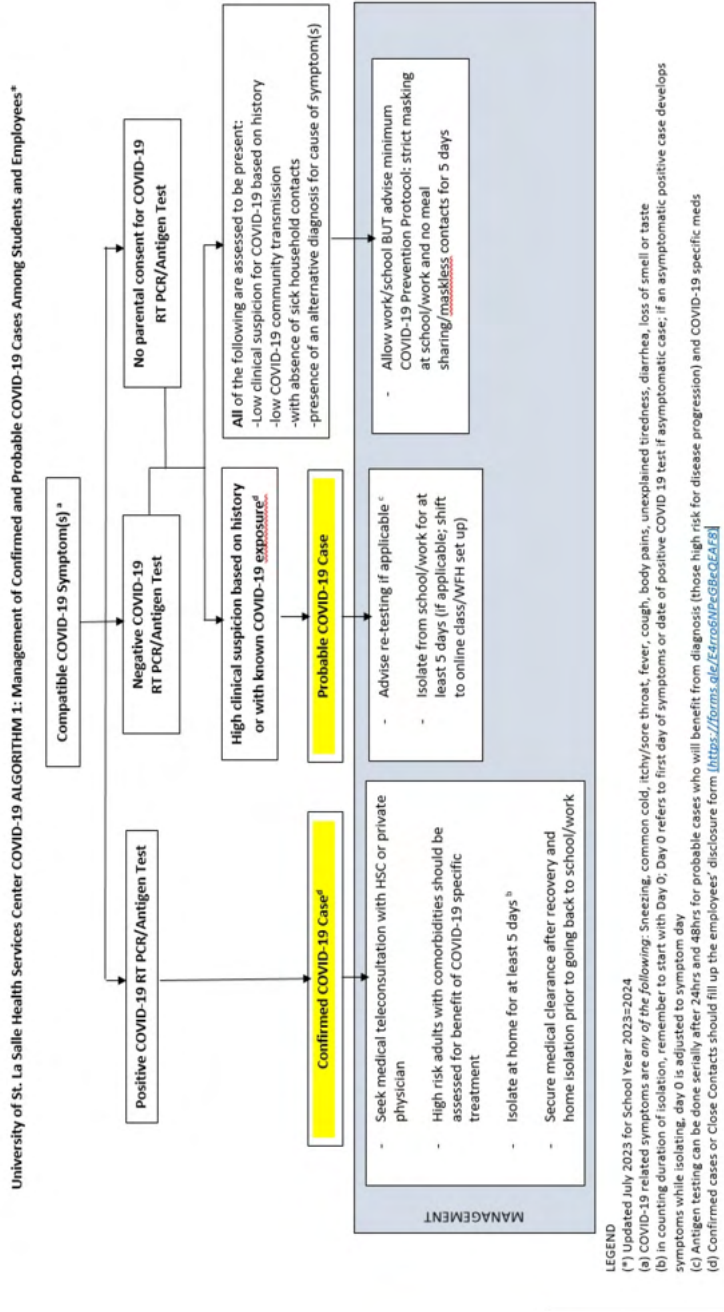
HIGHER EDUCATION UNITS		ICM
Vice Chancellor for Academic Affairs		106 434-0415
Sr. Admin Asst. / Sr. Office Associate		106 433-0078
Asst. Vice Chancellor for Academic Affairs		210
Asst. Vice Chancellor for Research & Engagement		337
Admission and Scholarship		124 433-7019
		324
Artist Hub		149 434-5998
Career Development Center (Internship/Job Placement)		213
Center for Research & Engagement (CRE)		137 435-2595
Inf'l Research & Engagement Office (IREO)		137
Publication Office (PO)		137
Research Ethics Review Office (RERO)		137
College of Arts & Sciences (CAS)		130 432-1183
	CAS Dean	331 434-6409
College of Business & Accountancy (CBA) - Dean		127 434-6410
	DC's	176 432-1182
College of Education		123 432-1186
	CED Dean	171 432-1186
	DC's	323
College of Engineering & Technology (CET)		132 434-6941
	CET Dean	209
	DC's	208
College of Law (COL)		157 432-1189
College of Medicine (COM)		138 433-3151
College of Nursing (CON)	Dean	185 434-4010
	CON Dean	389
Faculty Room - CAS		170
Faculty Room - CAS C11		206
Faculty Room - CAS C12		406
Faculty Room - Computer Science		200
Faculty Room - CET		166
Faculty Room - Nursing		188
Faculty Room 2 - Nursing		442
Graduate School of Management		120 432-1189
		433-1278
	GSM Dean	434-0853
Guidance and Evaluation		173 432-1182
GEC Wellness Space		114 433-2175
	GEC Director	450
HM Chairs		196
HM Salon de La Salle		201
Institute for Culinary Arts (ICA) Admin Office		401
	ICA Director	402
	Kitchen Lab	202
Instructional Media Center (IMC)		129 432-1186
Laboratory - Biology		187
Laboratory - Chem Engineering		207
Laboratory - Computer Center		161
Laboratory - ECE		168
Laboratory - HM		174
Laboratory - ICA		202
Laboratory - Mass Media		117
Laboratory - Nursing Arts 3		189
Laboratory - Simulation Ward		190
Laboratory - Simulation Control Room		360
Laboratory - Science		164 434-1730

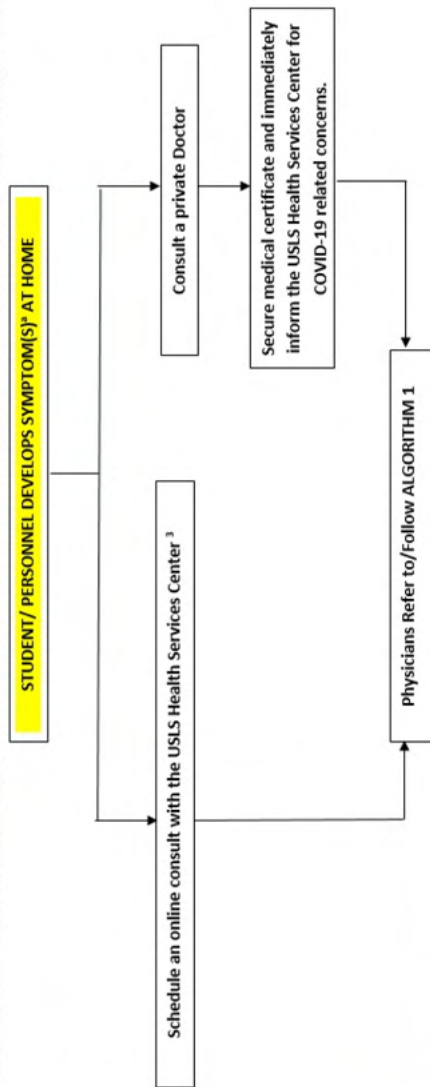
Laboratory - Speech	167	
Language Learning Program	219	
Library - Periodical	354	433-3526
Library - Filippina Section	390	
Library - Graduate School	119	
Library - Health & Science	177	
Library - Thesis Section/Reader's Services	226	
Library - Law	151	432-1189
Library - Office	156	
Library - Server Room	215	
Life Skills	231	
NSTP	141	
Office for Student Affairs (OSA)	134	432-1184
OSA Dean	334	433-6085
Discipline Officer	192	
Parent Teachers Council (PTC)	333	
PESAR	128	432-1183
Pope John Paul II Institute	128	434-5998
Registrar Office	128	432-1182
		433-6899
Spectrum Office	172	
University Student Government (USG)	135	
Yearbook Office	125	433-8730
OTHERS		
Laborempo Grocery		435-5110
St Joseph School - La Salle		433-8373
Chamber Volunteer Fire Brigade		435-5555
Bac-Up Vilamonte		433-5041
		708-3771
EcoPark Granada		9202411241
		9451594754

Q. GENERAL ASSEMBLY MAP



R. UPDATED USLS COVID 19 ALGORITHM (AS OF AUGUST 1, 2023)





Reminders:

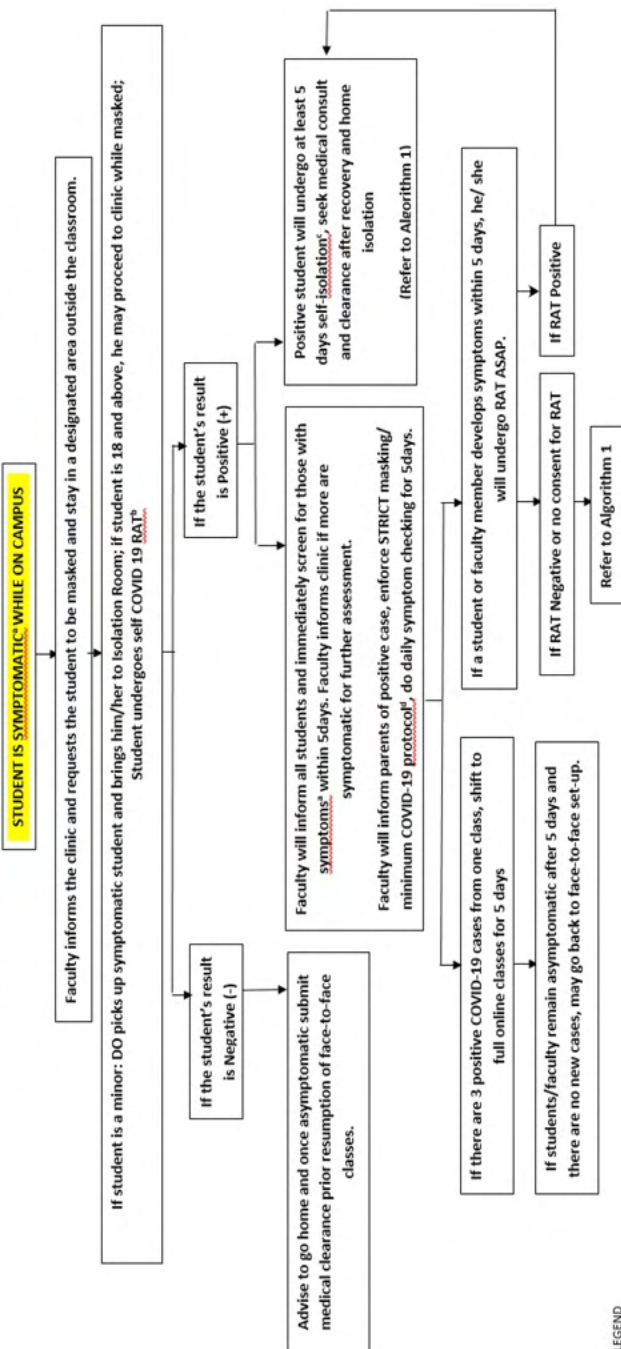
1. Please fill up the employees' disclosure form (<https://forms.gle/E4rrro6NPeGBeQeAF8>) if you are:
 - A. Close Contact
 - B. COVID-19 positive
2. Do not report to work if you have symptoms^a, even if mild unless with medical clearance:
3. All symptomatic adult patients and minors with parental consent must undergo Rapid Antigen Test.

LEGEND

(*) Updated July 2023 for School Year 2023=2024

(a) COVID-19 related symptoms are *any of the following*: Sneezing, common cold, itchy/sore throat, fever, cough, body pains, unexplained tiredness, diarrhea, loss of smell or taste

University of St. La Salle Health Services Center COVID-19 ALGORITHM 3: For Students Who Are Sick in School*



LEGEND

(*) Updated July 2023 for School Year 2023-2024

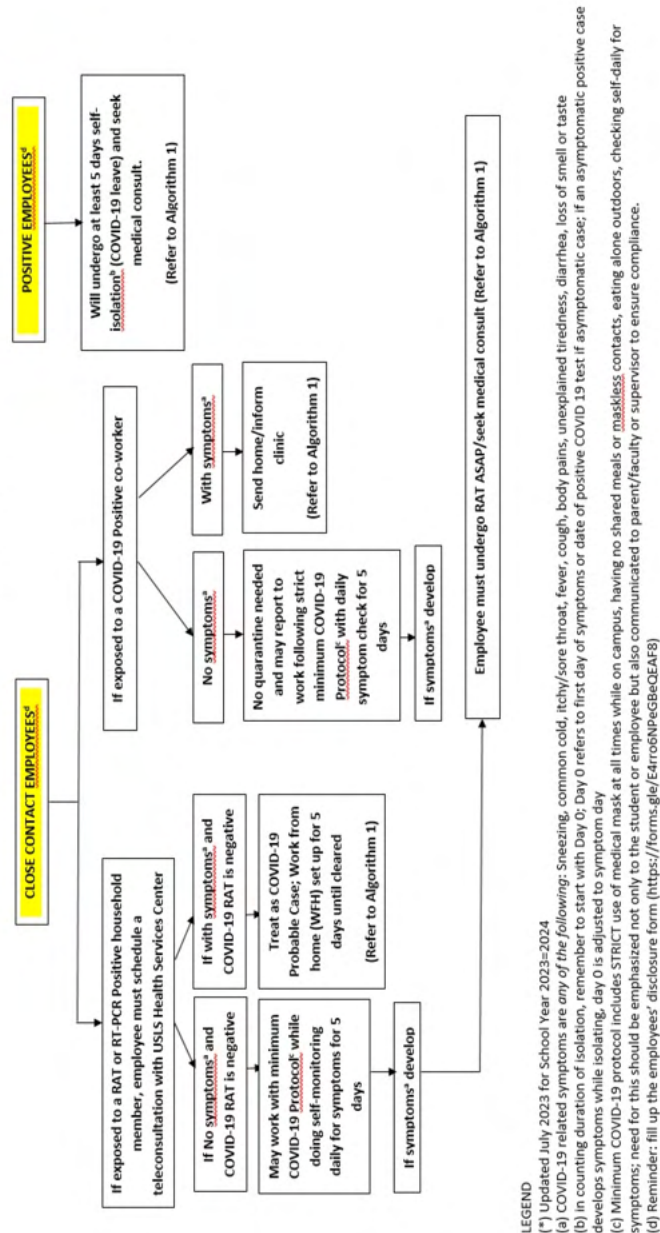
(a) COVID-19 related symptoms are any of the following: Sneezing, common cold, itchy/sore throat, fever, cough, body pains, unexplained tiredness, diarrhea, loss of smell or taste

(b) Minors will only be tested with self COVID-19 Ag once with parental consent

(c) In counting duration of isolation, remember to start with Day 0. Day 0 refers to first day of symptoms or date of positive COVID 19 test if asymptomatic case; If an asymptomatic positive case develops symptoms while isolating, day 0 is adjusted to symptom day

(d) Minimum COVID-19 protocol includes STRICT use of medical mask at all times while on campus, having no shared meals or maskless contacts, eating alone outdoors, checking self-daily for symptoms; need for this should be emphasized not only to the student or employee but also communicated to parent/faculty or supervisor to ensure compliance.

University of St. La Salle Health Services Center COVID-19 ALGORITHM 4: For Employees*



*Teleconsultation was a adjunct function of the clinic during the pandemic. Currently (post pandemic), the HSC will be offering it only to potentially infectious (with Covid and Covid-like symptoms) employees and students who do not have private physicians.

*RAT is free of charge at the clinic depending on availability.

S. RISK ASSESSMENT FORM



Request for Activity Risk Assessment Form
AY 2021-2022

REQUEST FOR ACTIVITY RISK ASSESSMENT	
Date Filed:	
Requesting Office / Organization: Green Ranchers Club	Unit:
Contact/Point Persons: Email Address:	
Immediate Superior: Email Address:	
Person in charge of activity risk management/safety protocols:	
Activity Name:	Activity Date/Period:
Nature of Activity: () Co-curricular () Extracurricular	Venue:
Number of Participants (including the organizers):	
Groups/organizations that are part of this activity (Internal and External):	
Description of Activity (explain the flow of the activity):	
RISK ASSESSMENT AND RECOMMENDATIONS (TO BE FILLED OUT BY RMO):	
HEALTH, SAFETY & SECURITY ASSESSMENT AND RECOMMENDATIONS (TO BE FILLED OUT BY HEALTH SERVICES AND SAFETY OFFICE):	

T. HEALTH DECLARATION AND LIABILITY FORM

University of St. La Salle HEALTH DECLARATION FORM

☐ *Participant is 18 years old and above*
I, _____, ("Participant"), in consideration of my participation in the Click or tap here to enter text. ("Event") to be held on Click or tap here to enter text. and to be hosted by the University of St. La Salle ("USLS") Click or tap here to enter text., have agreed to execute this Medical and Liability Waiver for myself and acknowledge and agree to the following:

☐ *Participant is below 18 years old*
I, _____, the parent/legal guardian of _____ ("Participant"), am agreeing on behalf of my child/ward in consideration of his/her participation in the Click or tap here to enter text. ("Event") to be held on Click or tap here to enter text. and to be hosted by the University of St. La Salle ("USLS") Click or tap here to enter text.. I have agreed to execute this Medical and Liability Waiver for my child/ward and acknowledge and agree to the following:

- As a prerequisite to participating in the Event, I agree to provide the following personal and health information to USLS, including its affiliates, officers, employees, agents, successors, and assigns (collectively "Representatives") to ensure the safety and well-being of the Participant and to help USLS and its Representatives be aware of any pre-existing medical conditions or allergies and ensure timely assistance when needed. I hereby authorize USLS and its Representatives to collect and process my personal information for the purposes stated in this form.

Full Name of Participant:	
Birth Date (mm/dd/yyyy):	
Emergency Contact Details	
Name of Emergency Contact:	
Relationship to Participant:	
Contact Number (Mobile / Landline):	
Address:	
Health Information (Write NONE if not applicable)	
Any Pre-Existing Medical Conditions (e.g. asthma, diabetes, epilepsy)	
List of Allergies, including food, medications, or environmental allergies	
Current Medications being taken, including dosage and instructions	
Doctor's name and contact information	

- I understand that there is a certain level of risk associated with any physical activity that the Participant will engage in and the body's response to these various activities cannot be predicted. I understand that all these activities carry with it the potential for minor or serious injury, death, or property loss/damage. I hereby acknowledge and assume the risks of participation. I agree that I am responsible for any resulting personal injury and damage to or loss of property arising out of my participation in the Event.
- I agree to consult with my physician and obtain medical clearance if necessary prior to the participation in the Event. If physician consultation is not required, I declare to be in adequate physical and psychological shape to participate in the Event. Unless declared otherwise in this Medical and Liability Waiver, I am not aware of any medical condition or symptoms that would prevent me from participating.
- I agree that USLS and its Representatives may, but do not have the duty to, provide me, through medical personnel of their choice, customary medical assistance, transportation, and emergency medical services. In the event that USLS and its Representatives deem that an emergency exists in relation to my participation in the Event, I hereby grant permission to USLS and its Representatives to assist in the care related to such emergency and I agree that I will be solely responsible for any medical costs and expenses arising therefrom.
- I assume the risk of physical injury, illness, or death and agree that my participation in the Event shall at all times be at my own risk. I, on behalf of myself or my child/ward, hereby knowingly and voluntarily agree to waive, release, discharge and not to sue USLS and its Representatives from any liability, loss, cost, damage, expense, claim or suit whatsoever for any and all injury, loss, illness, death, harm, cost, expense, or damage related to my participation in the Event.
- I confirm that I have read and understood the information, representations, releases and waivers stated above, and voluntarily give my permission to be bound by this Waiver.
- I certify that all information provided in this Waiver are true and correct to the best of my knowledge. I understand that providing false or inaccurate information can be dangerous to my health and well-being and I will not hold USLS and its Representatives liable for relying on the information provided in this Waiver.

Participant Name & Signature: _____ Date Signed: _____

If Participant is below 18 years old:

Parent / Legal Guardian

Name & Signature: _____ Date Signed: _____

U. INTERNATIONAL EDUCATIONAL TRIP CHECKLIST



UNIVERSITY OF ST. LA SALLE
LOCAL OFF-CAMPUS ACTIVITIES

CHECKLIST (International Educational Trip)

NAME OF ORGANIZATION/CLASS/GROUP: _____

PROGRAM NAME	COURSE	DESTINATIONS/S AND VENUE	INCLUSIVE DATES	NO OF STUDENTS	LIST OF PERSONNEL-IN CHARGE

Requirements	Complied		REMARKS	Person-in-charge
	Yes	No		
BEFORE THE TRIP				DEANS/DCs/Moderators
1. Curriculum or Syllabus indicating the trip as an integrated activity.				
2. Conduct a Survey among Parents.				DEANS
3. Clear Guidelines in the ff.: Student Handbook, Bulletin Boards, Orientations and Risk Assessment Procedures				CTT
4. Name and Designation of Faculty-in-charge Name and Designation of Chaperone/s				DEANS
5. Signed Faculty/Chaperone Conformance Form				CTT
6. Notice and Minutes of Consultative Meeting/s with students and Faculty regarding the Trip				DEANS/DCs/Moderators
7. Letter to Dean and/or DSA for approval of the trip including the ff.: 8. Purpose, Date, Destination including Proposed Institutions, Estimated number of Students				DC/Student-in-charge
9. Mobility of student Owned by HEI Third Party of Subcontracting (Franchise/Travel Agency/Tour Operator)				CTT Travel Agency
10. Active Field Depository				DC/Student-in-charge
11. Medical Certificates (to be issued by the University/Family Physician)				DEANS/DCs/Moderators
12. Parent/Guardian Consent Curricular (<i>Notarized</i>) Non-Curricular (<i>Standard</i>)				DEANS/DCs/Moderators
13. Notarized Certificate of Compliance Report of Compliance (Optional)				CTT Chair
DURING THE TRIP				DEANS/DCs/Moderators
14. Constant updates between Faculty Chaperones and School				
15. Observe and Implement all School Policies				DEANS/DCs/Moderators
AFTER THE TRIP				DEANS/DCs/Moderators
16. Process Learning				DEANS/DCs/Moderators
17. Submit terminal report and other requirements to the HEI				DEANS/DCs/Moderators

V. SOLID WASTE MANAGEMENT PROGRAM

As part of the University's Environment Advocacy, a Solid Waste Management Program is adopted by the different units to ensure proper segregation and disposal.

Definition of Terms

Recyclable Wastes - wastes that are factory returnable or can be reused such as office papers, newspapers and cartons, bottles, aluminum cans, plastics and scrap metals

Residual Wastes - wastes that go to the landfill and cannot be reused such as soiled paper, used tissue, food wrappers, broken ceramics, aluminum foil and the like

Recyclable Paper - used papers that can be recycled such as office paper with print on both sides, tickets, receipts, newspapers, magazines, craft paper, brochures, folders, envelopes

Reusable Paper - with print on 1 side, to be used for trial copy, draft reports and internal correspondence

All employees are required to observe proper guidelines in the implementation of the Solid Waste Management Program.

A reward system, funded from the proceeds of the sale of recyclable paper, will be observed.

Procedures

Sorting of all solid waste must be done at source. Properly labelled receptacles will be provided in strategic areas to ensure proper segregation of waste.

Photocopying Areas - each photocopying area must have 2 big corrugated boxes to segregate:

- Reusable paper
- Recyclable paper for collection

Eating Areas - Food Court / Cafeteria must have big receptacles to sort wastes into:

- food waste
- recyclable materials
- residual wastes

Hallways - each hallway will be provided with at least 2 bins with 3 compartments to sort wastes into:

- paper
- recyclable plastics/cans/bottles
- residual waste

Waste paper should be handled as follows:

- should not be crumpled, folded or torn into pieces laid flat on the designated boxes to save space and preserve its value
- shredding should be minimized and limited to confidential documents
- both sides should be used before disposal

Consolidation/Disposal should be implemented as follows:

- recyclable paper will be collected by the janitors and delivered to the Materials Recovery Facility
- other recyclable materials will be consolidated by the janitors MRF for sale to junkshops.

Monitoring and Recording

- each office / faculty room appoints a person to monitor
- staff/faculty compliance of the waste segregation
- the VCA will designate persons to monitor student compliance
- the volume of segregated wastes will be recorded daily and submitted to the VCA in a consolidated monthly report

Enforcement Guidelines

Implementation of the segregation policy in offices is the responsibility of the Head of Office.

Enforcement of segregation in faculty rooms will be spearheaded by the Faculty Club President.

To ensure waste segregation compliance in classrooms and hallways, the “adopt a building” scheme will be observed.

- College of Engineering Science and Engineering Building
- Computer Science Building
- Yu An Log College of Business andamp; Accountancy Wester Hall/VCA
- College of Arts andamp; Sciences Solomon Hall
- College of Education Cody Hall
- College of Nursing Benilde and Miguel Halls

College Deans, DC’s and faculty will work with the College Student Councils and campus clubs in their respective colleges.

Enforcement in other areas will be done by the following:

- Discipline and Formation Officer /Assistant DFOs/
- Food court Supervisor Food Court/Coliseum
- IS Principal/Vice Principal Integrated School

- Organization of Office Personnel Administration Building
- Varsity Sports Office Covered Court /Sports facilities
- Physical Facilities Office Gardens and Grounds
- Registrar Mutien Marie
- Librarian College Library

Monitoring of employees' compliance will be done randomly through spot checking of garbage bins at least twice a month.

Merits/Awards - units that support the waste segregation will be recognized through a reward/merit system, which the University will draft.

Effectivity

Pilot September 13, 2004

College Unit November 2004

University January 2005

USLS is Plastic Neutral

The University of St. La Salle continues to critically reflect on our role as a Lasallian educational institution and the transformative actions we must take to help bring forth genuine social development -- a society where everyone is liberated and work towards the fullness of life.

Inspired by St. John Baptist de La Salle, in the spirit of faith, zeal for service and communion in mission, we want to be in solidarity with progressive elements of the larger community to bring forth a Lasallian campus that is committed to preserve God's creation and to help build a just and humane society.

Aligned and supplementary to our Institutional Solid Waste Management Program, we commit to make the USLS campus A Plastic Neutral community. We enjoin all sectors to reduce our plastic usage including, but not limited to, straws, cups, plates, utensils, food packs and bags.

These are the activities that we can do to live out this commitment:

- Bring Your Own Bottles (BYOB)
- Bring Your Own Food Container (BYOFC)
- Carry your own Metal or Wooden Straws
- Bring your own utensils
- Use Ecological bags such as canvass, "katsa", woven and others
- Don't mix plastics with other garbage
- Food Concessionaires and other providers will give out alternatives to single use plastics

W. PROJECT CARBON NEUTRAL

De La Salle Philippines has announced Project Carbon Neutral (PCN), a program spearheaded by the Lasallian Institute for the Environment that will help improve our schools to be greener than ever.

Carbon Neutrality refers to achieving a net zero carbon footprints by balancing the amount of carbon emissions with projects that will offset them. This year, Project Carbon Neutral will assess the carbon footprint of Lasallian Institutions in the Philippines. At the end of this school year, we will have a clearer picture on how much carbon dioxide we produce in our daily activities. This in turn will help us, Lasallians, determine how best to go about offsetting and reducing our carbon footprint.

As good stewards of God's creation, it is a great concerted effort to help preserve the environment. It is a meaningful step to survival for all of us and future generations. It would truly be a significant centennial endeavor to be carbon neutral or better for ONE LA SALLE. (www.life.net.ph)

X. MANAGING MENTAL HEALTH EMERGENCIES IN THE CLASSROOM

1. Immediate Assessment - Faculty should promptly notify the Guidance and Evaluation Center (GEC) and the Health Services Clinic (HSC) to accompany the student for an immediate assessment by a healthcare professional. The assigned counselor should remain at the clinic until a parent or guardian arrives.
2. Notification of Parents/Guardians - The HSC or the attending personnel will immediately inform the student's parents/guardians about the incident.
3. Student Pickup - The clinic will only release the student to a parent or designated guardian.
4. Incident Report - Faculty, staff, or any school authority must promptly submit an incident report via email to the college and cc the GEC (gec@usls.edu.ph) for proper documentation.
5. Case Conference - The GEC will convene a case conference to discuss the situation. Attendees will include the College Dean, the concerned Program Chair, a representative from the Discipline and Formation Office, the HSC, and the student's parent or guardian.
6. Medical Clearance - Parents or guardians must obtain a "Fit to Go Back to School" medical certificate from the attending psychiatrist before the student can return to class.
7. Submission of Documentation - The medical certificate (from the attending psychiatrist) and the required Medical-Psychological waiver (to be secured from the college) must be submitted to the College Dean and the AVCAA for approval of the student's return to the classroom. Copies of these accomplished documents should also be provided to the Program Chair, GEC, and relevant course faculty.
8. Follow-Up Support - The student should engage in regular medical consultations and seek follow-up support, such as counseling from the GEC. The assigned counselor will provide a bimonthly report or assessment of the student's condition.
9. Communication of Existing Conditions - The Program Chair will inform faculty members about students with existing psychological and mental health conditions that may impact their academic performance or classroom behavior. This ensures that faculty are aware and can offer appropriate support and accommodations.
10. Confidentiality - All communications with parents and guardians must respect the student's