

**PAMANTASAN NG LUNGSOD NG MAYNILA:**  
**AN OVERVIEW**

**University Profile**

Pamantasan ng Lungsod ng Maynila (PLM) is a pioneer, a leader, and a model institution of higher learning.

PLM is located within the historic walls of Intramuros in the great City of Manila. The country's very first college was established at the grounds of *the Pamantasan*, the Collegio de Manila, which was founded in 1590 by the Jesuits. On a more dramatic note, PLM stands upon hallowed grounds: The 3 hectares where the university is situated was the military headquarters of the United States' 31<sup>st</sup> infantry. During the Japanese occupation, brave Filipino and American soldiers were slain here. Our own national hero, Dr. Jose Rizal, was placed on trial for sedition within the grounds of *the Pamantasan*.

It is the first University in the country to have its official name in Filipino and also the first to offer tuition-free tertiary education in the Philippines and in Asia. It is the first university funded solely by a city government.

PLM was established on June 19, 1965 by virtue of Republic Act 4196, signed by then President Diosdado Macapagal. Its conception started with the Honorable Mayor Arsenio Lacson who approved Municipal Ordinance No. 4202 on January 13, 1960. The Chairman of the Committee on Appropriations of the Municipal Board that allocated P1 million for the construction of the University was then Councilor Ernesto M. Maceda.

Mayor Antonio Villegas worked for the realization of the program of his predecessor who passed away before the fulfillment of his dream university. He issued EO No. 7 on February 13, 1963 creating the committee that formulated the plans for *the Pamantasan's* establishment. Representative Justo Alberto of the 4<sup>th</sup> congressional district of Manila sponsored House Bill No. 8349 which was passed by the House of Representatives in 1964.

PLM formally opened on July 17, 1967 and held classes to 556 enrollees under its first college named by the University College. On February 5, 1970, then Executive Secretary Ernesto M. Maceda, by authority of former President

Ferdinand Marcos, conveyed unto the City of Manila two (2) parcels of land owned by the republic of the Philippines. Said real properties consist the area where PLM stands today.

To date, PLM's total enrollment has grown to about 10,000. PLM has fourteen (14) colleges and four (4) graduate schools that offer undergraduate courses and graduate programs leading to degrees in accountancy, economics, architecture, business administration, computer studies, education, engineering, law, mass communication, mathematics, medicine, nursing, physical education, physical therapy, psychology, sciences, social work, tourism, management and public governance.

PLM has been cited by the Professional Regulatory Commission for its impressive performance and passing rate in various licensure examinations.

PLM is among the top ten universities in the country today with affiliations and recognitions of its excellence from various national and international organizations.

As a testament to its excellence, the CHED has publicly commended *the Pamantasan* for its unprecedented track record in scaling great heights yet unmeasured in the country. Fittingly, *the Pamantasan* serves as a model university for all locally-funded institutions of higher learning to emulate.

**Vision, Mission and Objectives**

**Vision** – A caring people's university.

**Mission** – Guided by the vision, we commit ourselves to provide quality education to the less privileged but deserving students and develop competent, productive, morally upright professionals, effective transformational leaders and socially responsible citizens.

**Objectives** – Anchored upon our vision and mission, we seek to:  
Equip the stakeholders with the scientific and technological knowledge, skills, attitude, and values for effective and efficient delivery of quality education services;

Conduct relevant and innovative researches for the enrichment of scholarships, advancement of the industry, and development of community both locally and internationally;

Promote extension services for community development and establish mutually beneficial linkages with industries and institutions at the local, national, and international levels;

Adhere to the values of excellence, integrity, nationalism, social responsibility and trustworthiness; creativity and analytical thinking levels;

Enhance the good will and support of the stakeholders and benefactors for a sustainable caring people's University towards the transformation of the City of Manila and the nation.

### **The PLM Seal**

The Pamantasan colors are golden yellow, flaming red and light blue.

The seal of the University is a circular shield framed with fourteen triangles, with embossed inscription: "Pamantasan ng Lungsod ng Maynila 1965" The upper sinister side has a flaming torch on the tip of a bamboo handle superimposed over the symbol of the atomic orbits with electrons in red, placed on a white field.

On the upper dexter side, the sunburst in white and gold rays is placed on a red field.

In the lower center point is a book superimposed with a bamboo scroll with ancient Tagala script balanced by a branch of the Nilad shrub in light green, all placed between the lower white and blue fields.

From the lower dexter side to the lower sinister side are inscribed: "**Karunungan, Kaunlaran, Kadakilaan**"

### **The Emblems**

The sunburst signifies the oriental symbol of "life, energy and power." The flaming torch signifies "light and truth." The green-bound book signifies modern

knowledge. The bamboo scroll signifies the ancient Tagala culture. The atomic orbits signify modern science. The nilad branch signifies the origin of the name of the ancient town of Maynilad. The fourteen pointed triangles framing the circular shield signify the fourteen districts of Manila. The inscription on the seal is the guiding principle of the Pamantasan: Knowledge, Progress, Greatness.

### **The Colors**

Gold signifies nobility, wealth, and power. White signifies light, truth and faith. Light blue signifies brotherly-love and peace. Red signifies patriotism, bravery and sacrifice. Green signifies hope.

## **THE STUDENT SERVICES OFFERED BY PLM**

### **The Office of Student Development and Services (OSDS)**

The Office of Student Development and Services supervises the co- and extra-curricular activities of the students. It is also responsible for implementing student rules and regulations. The OSDS, likewise, handles other tasks such as management of scholarship programs, counseling, training and job placement.

### **The University Guidance Center (UGC)**

The University Guidance Center complements the Office of the Student Development and Services in delivering services to the students. The center specifically provides advice, support and counseling to all students as well as faculty members and other employees.

### **The University Library**

The University Library is intended to support the academic programs of the Pamantasan and to provide materials for research activities. Its basic function is to acquire, collect, disseminate and preserve library materials accessible to students, faculty members, employees and to other library patrons.

### **The University Internet Services**

The University Internet Services, which is housed at the University Library, provides the students as well as faculty members and administrative personnel with free access to information through internet services.

### **The University Clinic**

Medical and dental benefits for students, faculty members and non-academic personnel are being maintained by the University Clinic. It is being manned by experienced physicians, dentists and nurses and is open the whole day from Monday to Saturday.

### **The Physical Therapy Clinic**

The PLM Physical Therapy Clinic provides rehabilitation and free physical therapy services for the members of the PLM community and to all Manilenos as well. Consultation with competent Psychiatrists and Physical Therapists are at par with the best in the field and provide assessment and treatment with high standard and competitive methods of the rehabilitation.

### **The University Fitness Center**

The University Fitness Center located at the annex of the Rajah Sulayman Gymnasium houses equipments that may be used for exercises and fitness purposes. Fitness instructors are also at hand to provide tips for workout regimens.

### **The Engineering Laboratory Services**

The Engineering Laboratory Services serve as venue for laboratory classes of the College of the Engineering and Technology students. It accommodates a wide array of equipment, apparatuses and gadgets that are available for use, so as to complement the theories being taught in the classroom lectures.

### **The Science Laboratory Services**

Fully equipped science laboratories serve as venue for laboratory needs of students taking up Science courses. It houses a wide collection of laboratory equipments and supplies that are beneficial to students who are conducting so as to apply their acquired knowledge in the classroom.

### **The Campus Ministry**

To enliven and sustain the students' faith in life, the Campus Ministry regularly conducts reflective readings and sharings on the gospels, facilitates liturgical services, retreats and recollections. It also sponsors Archdiocesan Marian Week activities, vocation promotion and aligns itself with other activities in the archdiocese. The Shrine of Jesus The Divine Teacher (University Chapel) serves as the landmark of the presence of Campus Ministry in PLM where afternoon masses are being held. Adjacent to it is the ministry's office with a Multi-Purpose Hall where students conduct bible studies, household meetings, and counseling among other activities.

### **The University Café**

The University Café serves as a revenue generating project to support the College of Tourism, Hotel and Travel Industry Management internship program and as a laboratory for students taking up Hotel and Travel Industry studies.

### **The University Canteen**

The PLM Canteen, supervised by the PLM Cooperative, offers a wide variety of food and other needs from Monday to Saturday on a self-service basis.

## **THE OFFICE OF THE STUDENT DEVELOPMENT AND SERVICES**

### **The Role of the Office of the Student Development and Services**

The Office of Student Development and Services (OSDS) is the central student service agency which administers and coordinates student services and represents student interests to various campus groups, the faculty the staff and the administration. It assumes administrative responsibility over all student organizations, student co-curricular, extra-curricular and cultural activities in the university and the facilities and follows through student needs, growth and development in the context of students' social, cultural, intellectual and moral spheres.

It is the goal of the OSDS to provide coordinative service to units and offices of the university in the relation to its functions not directly falling within the realm of academic instruction or research.

### **Specific Duties and Responsibilities**

As the central student services agency in the Pamantasan ng Lungsod ng Maynila, the OSDS shall perform the following specific duties and responsibilities:

1. Coordinate with the different units in the university for efficient planning and implementation of student programs and projects;
2. Coordinate with the different offices in programming schemes that would redound to the welfare of the students;
3. Recommend policies and exercise supervision regarding student organizations and student co-curricular and extra-curricular activities;
4. Mount co-curricular and extra-curricular and projects that are geared towards the development of the students;
5. Communicate with the different organizations for wholesome and meaningful campus interaction and the enrichment of student activities;
6. Communicate with different organizations for wholesome and meaningful campus interaction and the enrichment of student activities;
7. Undertake studies on student growth and problems;

8. Intercommunicate with the parents of students who have disciplinary and/or counseling cases and those who have done meritorious deeds inside and outside of the university.

### **Student Advancement through Leadership Training (SALT)**

The OSDS spearheads the annual Student Advancement through Leadership Training (SALT) every semestral break of the school year. Since 1996, this three day affair has honed and produced numerous student leaders equipped with maturity and moral integrity in campus governance and in their relationship with the whole PLM Community and the society in general.

Prior to the conduct of the SALT, the OSDS also holds a pre-SALT activity every summer. This activity caters the officers of the different student councils in order to prepare them for the actual SALT activity. The focus of the pre-SALT activity is to conceptualize the plan for the successful conduct of the entire SALT activity.

The SALT and pre-SALT activities have been proven effective medium of furthering the leadership traits and capabilities of the participants. In 20011, a group of SALT Alumni formed the Association of SALT Alumni (ASA). It has served as a conduit for creative ideas and pursuits of former SALT participate who are no professionals in their respective fields.

### **Civic Welfare Training Service (CWTS)**

The Civic Welfare Training Service (CWTS) is a component of the National Service Training Program (NSTP) which refers to the programs and activities that contribute to the general welfare and betterment of life of the members of the community or the betterment of life of the members of the community or the enhancement of its facilities especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry. At the center of the implementation among the CWTS in PLM is the OSDS, whose primary interest is to promote civic consciousness among the students. Through its lead person and interest is to promote civic consciousness among the students. Through its lead person and faculty advisers, the OSDS administers its programs such as the PLM Big Brother Initiative.

## SCHOLARSHIP OPPORTUNITIES

The OSDS coordinates several scholarship programs to provide the poor but deserving students of the university with monetary allowances that would augment their financial needs in the school. The following are the scholarship programs made available to Pamantasan ng Lungsod ng Maynila through the OSDS:

1. **Buddhist Compassion Relief Tzu Chi Foundation Philippines**
2. **Charity First Foundation Incorporation**
3. **DOST-SEI Scholarship Grant**
4. **Luis Co Chi Kiat Foundation**
5. **SM Foundation Incorporation**
6. **Megaworld Foundation**
7. **Citizens' Battle Against Corruption (CIBAC) Scholarship**
8. **Chinese- Filipino Business Club, Inc. (CFCBI) Foundation**
9. **Sen. Antonio "Sonny" Trillanes IV Scholarship**
10. **AMY Foundation**
11. **INA "Iskolar ng Alumni" Scholarship Program by PLM Alumni Association, Inc.**
12. **Simplicio Gamboa, Sr. Foundation, Inc.**

## STUDENT ACTIVITIES DIRECTIVES

### **Rule I. Coverage**

The directives stated herein cover only the accredited student organizations in the Pamantasan ng Lungsod ng Maynila and the activities participated and/or organized by their officers and members. Activities that are part of the course requirements (plant visits, seminars, theater plays, etc.) shall be endorsed directly to the Vice President for Academic Affairs by the Dean of the College concerned, and shall be governed by the University policies and other pertinent laws and rules.

### **Rule II. Definition of Terms**

**Section 1.** "Student Activity" refers to any co-curricular and extra-curricular activity participated and/or organized by student organizations. This includes any activity, program, project and initiative concerning the students of PLM.

**Section 2.** "Student Organization" refers to an officially established student group in PLM, assigned to undertake activities different from the more typical classroom instructional activities to afford its members and other students the opportunity to broaden their experience and enrich their student life.

**Section 3.** "University Student Organization" refers to an organization whose members may belong to two or more colleges of PLM.

**Section 4.** "College Student Organizations" refers to an organization composed of students belonging exclusively to one college.

**Section 5.** "Student Council" refers to an organization whose officers are elected by the students annually to organize projects/programs that redound the co- and extra-curricular benefit of the student body.

**Section 6.** "Academic Student Organization" refers to an organization which manages projects that are academic in nature, or that redounds to the academic benefit of its members.

**Section 7.** “Non-Academic Student Organization” refers to an organization which manages projects that are non-academic in nature (i.e. Socio-cultural, sports, etc.) or that redounds to the extra-curricular development of its members.

**Section 8.** “Religious Student Organization” refers to an organization which manages projects that are religious in nature or that fulfill the religious needs of its members.

### **Rule III. Establishment of Student Organizations**

**Section 1.** The Vice President for Academic Affairs by the authority of the University President, through the Dean of the Office Student Development and Services, shall have the authority to regulate the establishment and operation of student organizations.

**Section 2.** A student organization in PLM shall be separate from, and shall not necessarily be an extension or affiliate of, an association which bears its name or from which its philosophy and objectives are patterned or adopted, provided, however, that this provision shall not apply to organizations duly recognized by the government.

**Section 3.** All student organizations shall be established in accordance with existing University rules and regulations. Student Organizations in PLM may fall under the following Divisions:

- 3.1 University Student Organization
- 3.2 College Student Organization

**Section 4.** Student Organizations in any case of the above-named Divisions may further be classified under the following Categories:

- 4.1 Student Council
- 4.2 Academic Student Organization
- 4.3 Non-Academic Student Organization
- 4.4 Religious Student Organization

**Section 5.** Fraternities, sororities and other Greek letter organizations, or such other similar organizations which require any form of hazing, are not allowed.

### **Rule IV. Recognition and Accreditation**

**Section 1.** Application for Recognition – Any group of at least twenty (20) students may apply with the Office of Student Development and Services for a permit to organize and operate a Student Organization.

**Section 2.** Certificate of Accreditation – Recognition or accreditation of the Student Organization and the Authority to operate are preconditions before the student group can actually operate. Upon full satisfactory compliance with all requirements, the certificate of recognition/accreditation shall be issued; provided, however, that such certificate shall be effective only for one school year, renewable annually, upon the discretion of the Vice President for Academic Affairs, and provided further, that the certificate may be revoked or cancelled by the Vice President for Academic Affairs, and provided further, that the certificate may be revoked or cancelled by the Vice President for Academic Affairs, upon the recommendation of the Dean of the OSDS, for violation of laws, PLM rules and regulations, or of these guidelines.

**Section 3.** Requisites for Recognition/Accreditation – No recognition/accreditation shall be granted unless the following requisites are fully complied with on or before **fifteen (15) days**, excluding weekend and holidays, after the start of the First Semester of the school year:

- 3.1 Request for Accreditation, justifying the grounds for recognition, addressed to the Vice President for Academic Affairs through the Dean, Office of Student Development and Services, signed by the President of the Organization. For College Student Council and Academic Organizations, the Dean’s recommendation is needed; and for Religious Organizations, recommendation from the PLM Campus Ministers shall be secured;
- 3.2 Constitution and By-Laws of the Organization signed by the initial set of officers and members;
- 3.3 list of at least 20 members; and list of officers with contact information, position and signature;
- 3.4 Calendar of projects or general plan of activities for the year, with the corresponding budget proposal;
- 3.5 Proof of acceptance of at least three (3) Faculty Adviser Nominees, with the recommending approval from the faculty member’s College Dean;

- 3.6 Certification of Grades from the Office of the University Registrar; Request letter for Certification of Grades including the names and contact numbers of the officers shall be submitted to OSDS, for endorsement to the office of the University Registrar, provided that all of the officers were cleared and with no record of any violations.
- 3.7 Photocopy of the Student Enrollment Record, of all the officers.

**Rule V. Faculty Adviser**

**Section 1.** The Student Organization shall nominate, at least, three faculty advisers and shall submit the names of the nominees to the Dean of the OSDS. From among the nominees, the Dean of OSDS shall recommend to the Vice President for Academic Affairs the faculty member who shall act as the faculty adviser of the Student Organization for one school year.

**Section 2.** Qualifications of the Faculty Adviser – The Selection of a faculty Adviser of a Student Organization shall be based on the following qualifications:

- 2.1 He or she shall be a full-time permanent faculty member of the University. Exceptions may be allowed on a case to case basis.
- 2.2 Has served as an adviser of the organization with good performance;
- 2.3 For academic organizations, he or she should be in the discipline related to the organization;
- 2.4 For non-academic organizations, the adviser should be knowledgeable, in the particular field in which the organization is involved (attach list of relevant credentials); and
- 2.5 His or her acceptance as a nominee adviser should be done in writing by signing the letter of acceptance. The letter will be submitted to the OSDS.

**Section 3.** Duties of the Faculty Adviser – The Faculty Adviser of a Student Organization shall exercise and assume the following duties and functions:

- 3.1 To give guidance and inspiration to the officers and the members of the organization;
- 3.2 To help in coordinating the activities and projects with the Office of Student Development and Services;
- 3.3 To approve agenda of all meetings;

- 3.4 To attend all the undertakings of the Student Organization being advised;
- 3.5 To settle questions affecting the conduct and operations of the Organization;
- 3.6 To approve all financial matters of the Student organization being advised.

**Rule VI. Officers and Members of the Organization**

**Section 1.** Officers – Officers of Student Organizations shall be elected or appointed by the members, in accordance with its Constitution and By-Laws, provided that they passed the following requirements:

- 1.1 A *bona fide* student of the Pamantasan ng Lungsod ng Maynila, and with continuous residence of two (2) semesters prior to assumption of office;
- 1.2 With a general weighted average of at least 2.50, with no failing or incomplete grade, and has not dropped any course in the semester immediately preceding;
- 1.3 No officer who has been duly elected to a position in one organization shall be a candidate for another position in another organization; and
- 1.4 Officers shall not have been subjected to any disciplinary action.

**Rule VII. Organization Funds**

**Section 1.** Membership Dues – As may be provided for in its Constitution and By-Laws, a Student Organization may collect annual dues from its members.

**Section 2.** Disbursement – Disbursement of funds of any Student Organization may be effected only after approval of its governing body through a resolution and upon concurrence of the faculty adviser, provided that the actual withdrawal of such amount, as may be necessary, shall be made by the President of the Organization or his representative through a written authorization.

**Section 3.** Book of Accounts – Each Student Organization shall maintain a Book of Accounts which shall indicate all its collections and disbursements.

**Section 4.** Audit and Report – Student Organizations shall submit a financial report to the Dean of OSDS on or before the last Friday of February of

each school year. The financial report shall be prepared by the Organization Treasurer and approved by the Organization President, noted by the Faculty Adviser. The Vice President for Academic Affairs may cause the annual auditing of the financial status of each Student Organization by any competent person authorized by him. Should there be a finding of misappropriation or defalcation of funds of the organization, the Vice President for the Academic Affairs may take such action as may be appropriate under the law or University rules and regulations.

### **Rule VIII. Renewal of Authority and Dissolution**

**Section 1. Re-accreditation.** The requisites for re-accreditation – the list of new set of officers with contact number and signature, updated list of members, Activity and Budget Plan for the school year, amendments to Constitution and By-Laws, if any, officers’ Certification of Grades, photocopy of the officers’ Student Enrollment Record and the nomination papers for faculty advisers – may follow within fifteen (15) days, excluding weekend and holidays, after the start of the first semester of the school year. Upon full and satisfactory compliance with all requirements stated in Rule IV, the certificate of re-accreditation shall be issued. Full authority to operate is deemed granted

**Section 2. Student Council Renewal Privilege.** The Supreme Student Council and the College Student Councils are given renewal privilege by virtue of their election. Thus, they are exempt from the usual accreditation/renewal process. However, they are still required to submit their faculty nominee(s) and Activity and Budget Plan for the school year not later than fifteen (15) days from the start of the first semester.

**Section 3. Probationary Renewal.** A student organization that has been deemed delinquent in meeting the standards set forth in this directive during the previous school year may be put under probation and given Probationary Renewal under the following conditions:

- 3.1 The organization must submit all the necessary accreditation requirements;
- 3.2 The organization must join/attend all activities, meetings or assemblies requiring the participation of student organizations;
- 3.3 The organization must adhere to all of the conditions set for the approval of their activities;

- 3.4 The organization must follow all the duly promulgated rules governing student organizations;
- 3.5 The officers and/or members must not violate existing rules and regulations of PLM.

Failure to comply with the above conditions shall automatically revoke the Probationary Renewal on first offense. Should the organization be delinquent again in the future, they will no longer be afforded any consideration and shall not be renewed for the next school year.

**Section 4. Revocation of Authority.** An Organization’s authority to operate may be revoked on any one of the following grounds:

- 4.1 Non-compliance with the required minimum number of members; (not applicable to Student Councils)
- 4.2 Failure to submit audited financial statement and accomplishment report for the previous school year; (not applicable to Student Councils)
- 4.3 Failure to join/attend activities requiring the participation of accredited organizations.
- 4.4 Found an illegal organization.
- 4.5 Violation of Numbers 14, 15, 30, 36 of the Disciplinary Directives.

### **Rule IX. Turn-Over and Requisites for Clearance**

**Section 1.** Accomplishment Report – All Student Organizations are required to submit an Accomplishment Report that lists the projects carried out during the term.

**Section 2. Audited Financial Statement** – All Student Organizations are required to submit a Financial Report that accounts for all the collections and disbursements made during the term, duly signed by the organization’s officials as stated in Section 4, Rule VII, and duly notarized.

**Section 3. Deadline of Submission** – All Student Organizations are required to submit their Accomplishment and Financial Report on or before the last Friday of February.

**Section 4. Turn-Over** – All Student Organizations are required to turn-over all pertinent records, property and residual funds to the new set of officers (or the OSDS, if none has been elected/appointed yet).

### **Rule X. Conduct and Discipline**

**Section 1. Removal from Office** – Any officer may be removed from office by 75% vote of the official members of the organization conducted through secret ballot in a meeting conducted for that purpose. The process shall be initiated upon filing of a petition signed by a majority of the official members of the organization to the OSDS.

Any student-officer who has been penalized with at least 10 days of suspension, in a single administrative case, shall automatically be removed from his office/position.

**Section 2. Sanctions for Non-Submission of Requisites for Clearance** – Failure to observe proper turn-over and submit the requisites for clearance shall make the officers of the organization barred from holding any position in any student organization in the future. In case of graduating student officers, their clearance shall be put on hold by the OSDS until the requisites for clearance have been submitted and a proper turn-over has been facilitated.

### **Rule XI. Request to Conduct Student Activities**

**Section 1. Procedures on How to Conduct Student Activities** – any accredited Student Organization who may want to initiate any co- and extra-curricular activities inside or outside PLM shall comply with the rules on the conduct of student activities promulgated by the OSDS.

**Section 2. Attachments and Requirements** – all requests shall not be processed without completing the following attachments and requirements:

#### **2.1 Activity inside the university**

- a. Letter addressed to the VPAA, through the Dean, OSDS, requesting the approval of the activity and the use of venue. The date, time and venue shall be specified. Other requests related to the activity such as request to wear civilian, entry of sponsors, equipments, etc., shall also be included in the letter.
- b. Program of Activities should last until 9:00pm only.

- c. Budget Proposal which includes the source of fund and expenses.
- d. Requested venue must be reserved at the Office of the Vice President for Administration.
- e. Guest speaker's name, position, company, and resume, if necessary.
- f. List of sponsors indicating what they will provide and what they need in return, if any.

#### **2.2 Activity outside the university (outreach, field trip, competition etc.)**

- a. Letter addressed to the Executive Vice President, through the Dean, OSDS, requesting for the approval of the activity. The date, time and venue shall be specified.
- b. Justification to conduct the activity outside PLM.
- c. Approved request of the venue.
- d. Budget proposal which includes the source of fund and expenses.
- e. Parental Consent with photocopy of Parent's ID with signature
- f. List of participants
- g. Name and Location of the nearest hospital.

#### **2.3 Request for posting ONLY.**

- a. Write a request letter addressed to the Dean, OSDS.
- b. Attach a sample lay-out and dimension of the poster, tarpaulin, and the like.

#### **2.4 Request to Re-schedule activities**

- a. Write a request letter addressed to the VPAA, through the Dean, OSDS, stating the reason for re-scheduling the activity. New schedule and venue of the activity shall be specified.
- b. Attach the previous approval of the activity.
- c. Request letter shall be submitted at least three (3) days before the new date of the activity.

#### **2.5 For Outreach Program/Activity**

- a. Aside from the above-mentioned requirements, the request to conduct an outreach program/activity shall have an endorsement from the Center for University Extension Services (CUES).

**Section 3. Signatories** – all requests shall have the following signatories:

- a. Requesting party

- b. Noted by the faculty adviser
- c. Recommending approval by the College Dean, for Academic organizations and College Student Councils.
- d. Recommending approval by the Campus Ministers, for Religious Organizations

**Section 4.** All requests to conduct/hold the activity together with the complete attachments shall be submitted to the OSDS at least ten (10) days before the conduct of the activity. All documents must be submitted in triplicate copies. Incomplete documents will not be processed.

**Section 5.** If the request for the conduct of an activity inside PLM is approved by the VPAA, OSDS shall inform the party concerned and the latter fills out the “*Activity and Facilities Form*” from the Office of the Vice President for Administration. The form should be signed by the organizer, co-signed by the faculty adviser, and forwarded to the OSDS for signature/recommending approval.

**Section 6.** The request form will then be signed by the VPA, in behalf of the University President. The said form must be immediately submitted to the VPA Office.

**Section 7.** The VPA issues the permit on the use of the facilities with the terms and conditions set therein. The following offices are furnished a copy of the approved request:

- a. Office of Student Development and Services
- b. Physical Development and Special Project Office
- c. Security Force
- d. Vice President for Administration
- e. Requesting Party/Organization

**Section 8.** Upon the VPA’s approval, the unit, college, or accredited student organization who requested the use of such facilities must strictly follow/adhere to the terms and conditions set therein. Non-compliance thereto shall be dealt with accordingly.

**Section 9.** The requesting unit, college, or accredited student organizations’ officers, members and faculty adviser shall be jointly and similarly liable for any damage to the university facilities arising from its use.

**Rule XII. Guidelines on the Installation of Advertisement Materials on Campus**

**Section 1.** Permit to post any announcement within the PLM premises may be granted subject to the following condition/guidelines:

- 1.1 All announcements must bear the signature of the Dean of OSDS before they are posted. Exceptions are those that concern only one college and posted on its own bulletin board.
- 1.2 Announcements shall be posted on bulletin boards only or on such places designated or approved by the Office of Student Development and Services.
- 1.3 All posters should not be violative of contemporary ethical and/or moral standards of the society as to the message, pictures or photographs accompanying them.
- 1.4 All posters should be neat and clean, clear and concise.
- 1.5 All posters should be free from excessive and unnecessary aesthetics.
- 1.6 All posters should indicate the name of the individual, group or organization responsible for making the announcement. The individual, group, or organization making the announcement shall be responsible for their removal after the posters shall have served its purpose, and shall be held liable for any damage on the posting place.
- 1.7 The Dean of OSDS reserves the right to decide the kind of announcement that shall be granted approval for posting.

**Section 2.** Permit to install any banner/tarpaulin within the University premises shall be granted only when the following guidelines are complied with:

- 2.1 Request for the installation of streamer(s) to announce activities or disseminate information shall be subject to the discretion of the Dean, OSDS;
- 2.2 Prior to installation, said streamer(s) should be stamped at the OSDS;
- 2.3 Stamped streamer has to be submitted to the PDSPO for designation of area of installation;
- 2.4 PDSPO personnel shall install the streamer(s) that are properly framed and only on designated areas; and

- 2.5 Streamer(s) installed without passing through this process shall be confiscated and summarily removed, without prejudice to the filing of complaint.

### **Rule XIII. Guidelines on Fund Raising Projects**

The following guidelines shall be observed in fund-raising activities undertaken by student organization:

1. Over-all planning of fund-raising and related student activities should be coordinated with the OSDS, for the final approval of the Vice-President for Academic Affairs.
2. Fund-raising activities and collection of contributions to defray expenses of students' co-curricular and extra-curricular activities may be allowed for a legitimate, necessary and reasonable cause.
3. Fund-raising through solicitation letters must first be approved by the VPAA. Solicitation letters must be duly numbered and total number of solicitation letters must be stated.
4. Fund-raising through sponsorship should be coordinated with the OSDS, for the final approval of the VPA. The participation of private enterprise shall be limited to food sponsorship and advertisement. Sponsors that shall make use of electricity should arrange payment of consumption thereof, with the PDSPO and the University Cashier's Office.

### **Rule XIV. Guideline on the use of PLM logo**

**Section 1.** Any student or accredited student organizations who may wish to use, attempt to imitate the PLM logo, or the use of a strikingly similar seal in any of their documents shall secure a permit from the VPAA, if this will be used for internal communications and other collaterals.

**Section 2.** Any student or accredited student organizations who may wish to use, attempt to imitate the PLM logo, or the use of a strikingly similar seal in any of their documents shall secure a permit from the Executive Vice President, if this will be used for external communications and other collaterals.

### **Rule XV. Activity Ban**

To ensure that all students give priority to academic undertakings particularly in formal examinations, seven (7) calendar days, inclusive of Saturdays, Sundays and holidays, before the start of the mid-term and final

examinations, as well as the duration period of these exams, will be considered a ban on all student activities. Any exception to the ban, particularly relating to *academic activities*, shall seek approval from the Vice President for Academic Affairs.

## **ACADEMIC DIRECTIVES**

### **CURRICULAR OFFERINGS**

The different colleges of *the Pamantasan* offer academic programs based on the curricula proposed by the faculty in consultation with the business or industry in the particular field of study. Usually, the programs require the teaching of the courses of study by leaders in the business or industry and the conduct of field trips in the fields of operation. The participative involvement of practitioners in the formation of the courses of study in the different college is reflected in the skills-oriented, community-directed and value-driven curricular programs of the University.

- **College of Accountancy and Economics (CAE)**
  - ✓ BS in Accountancy (BSA)
  - ✓ BS in Business Economics (BSBE)
- **College of Architecture and Urban Planning (CAUP)**
  - ✓ BS in Architecture (BSArch)
- **College of Engineering and Technology (CET)**
  - ✓ BS in Chemical Engineering (BS ChE)
  - ✓ BS in Civil Engineering (BS CE)
  - ✓ BS in Computer Engineering (BS CpE)
  - ✓ BS in Electrical Engineering (BS EE)
  - ✓ BS in Electronics Engineering
  - ✓ BS in Manufacturing Engineering (BS MfgE)
  - ✓ BS in Mechanical Engineering (BS ME)
  - ✓ BS in Computer Studies
    - Major in Computer Science (BS CS-CS)
    - Major in Information Technology (BS CS-IT)

- **College of Human Development (CHD)**
  - ✓ Bachelor of Secondary Education
    - Major in English (BSE-Eng)
    - Major in Filipino (BSE-Fil)
    - Major in Biological Sciences (BSE- BS)
    - Major in Mathematics (BSE-Math)
    - Major in Social Studies (BSE- SS)
  - ✓ BS in Social Work (BS SW)
  - ✓ BS in Psychology (BS Psy)
  - ✓ Professional Education Course
    - BSEE major in Pre-School Education
    - BSEE major in Arabic Language and Islamic Studies
  
- **College of Law (CL)**
  - ✓ Bachelor of Laws
  - ✓ Juris Doctor
  
- **College of Liberal Arts (CLA)**
  - ✓ General Education Subjects
  
- **College of Management and Entrepreneurship (CME)**
  - ✓ Bachelor of Public Administration (BPA)
  - ✓ BS in Business Administration (BS BA)
    - Bachelor of Science in Entrepreneurship (BS Entre)
    - Major in Finance and Treasury Management (BSBA-FTM)
    - Human Resource and Operations Management (BSBA-HROM)
    - Major in Marketing Management (BSBA-Mktg)
  - ✓ Bachelor of Business and Public Administration (BBPA)
  
- **College of Mass Communication (CMC)**
  - ✓ Bachelor of Mass Communication (BMC)
  - ✓ Bachelor of Mass Communication Major in Public Relations
  
- **College of Medicine (CM)**
  - ✓ Doctor of Medicine
  
- **College of Nursing (CN)**
  - ✓ BS in Nursing (BSN)
  
- **College of Physical Therapy (CPT)**
  - ✓ Bachelor of Science in Physical Therapy (BSPT)
  
- **College of Physical Education, Recreation and Sports (COPERS)**
  - ✓ Bachelor of Physical Education (BPE)
  
- **College of Tourism, Hotel and Travel Industry (CTHTIM)**
  - ✓ BS in Hotel and Hospitality Management (BSHHM)
  - ✓ BS in Tourism and Travel Management (BSTTM)
  
- **College of Science (CS)**
  - ✓ BS in Biology (BS Bio)
  - ✓ BS in Chemistry (BS Chem)
  - ✓ BS in Mathematics (BS Math)
  
- **Graduate School of Arts, Science and Education (GSASE)**
  - ✓ Doctor of Education in Educational Administration
  - ✓ MA in Communication Management
  - ✓ MA in Education
    - Major in Biological Sciences
    - Major in Educational Administration
    - Major in Physical Sciences
    - Major in Social Studies
  - ✓ MA in Family Science
  - ✓ MA in Psychology
    - Major in Clinical Psychology
    - Major in Industrial Psychology
  - ✓ MA in School Principalship
  - ✓ MS in Mathematics Education
  
- **Graduate School of Engineering (GSE)**
  - ✓ Master of Engineering
    - Specialization in Computer Engineering
    - Specialization in Structural Engineering
  - ✓ Master of Engineering Management

- Specialization in Construction Management
  - Specialization in Manufacturing Management
  - Specialization in Systems Management
  - ✓ Master of Science in Information and Communications Technology
  - ✓ Diploma in Information and Communication Technology
  - ✓ Diploma in Construction Management
  - ✓ Diploma in Manufacturing Management
  - ✓ Diploma in Structural Management
  - ✓ Diploma in Computer in Engineering
- **Graduate School of Health and Science (GSHS)**
    - ✓ Master of Arts in Nursing
- **Graduate School of Law (GSL)**
    - ✓ Master of Laws
- **Graduate School of Management (GSM)**
    - ✓ Doctor in Business Administration
    - ✓ Doctor in Public Management
    - ✓ Master in Business Administration (Regular Program)
    - ✓ Master in Business Administration (Top Executive Program)
    - ✓ Master in Government Management (Executive Special Program)
    - ✓ Bachelor of Business Management (BBM-MBA)

## ADMISSION POLICIES

### NEW STUDENTS

No student shall be denied admission to *the Pamantasan* by reason of age, sex, religious belief, or political affiliation, except for lack of good moral character. However, all students seeking admission are subject to regulations for admission prescribed by the Board of Regents (Article 293, PLM Code of 1996).

Every applicant for admission should have passed the PLM entrance examinations. He or she shall also undergo a thorough health examination. An applicant found by the University Health Services to be suffering from

a dangerous communicable, contagious or infectious disease, or who is physically unfit to take a course in any college of *Pamantasan* shall not be admitted.

### **PLM Admission Test (PLMAT)**

PLM receives thousands of applications from all over the Philippines every year. Graduates or senior students of the Division of City Schools-Manila and private high schools recognized by the Department of Education, provided they are bonafide residents of Manila, may be admitted as freshmen in PLM based on the following:

- General Weighted Average (GWA) obtained in Fourth Year level in high school of 85% or its equivalent
- Performance in PLM Admission Test (PLMAT)

### **Qualifying Criteria**

When PLM opened its door in 1967, it exclusively admitted the top 10% of the graduating class of then-29 public high schools under the Division of City Schools-Manila (DCS-Manila).

Many years after, applicants for admission came from any high school in Manila (public and private) who could either be a Manila resident or Manila-born, or both. Qualification was extended to high school students from other cities and provinces belonging to the upper 4% of the graduating class.

In 2005, only high school graduates who were Manila residents had been allowed to take the PLMAT. Honor graduates, Valedictorian, Salutatorian, First to Third Honorable Mention of Manila's public high schools automatically qualified for admission.

**At present, Manila residents** who are graduates of DCS-Manila, and other high schools (public or private) in and outside Manila and recognized by the Department of Education (DepEd) may be accepted as applicants for PLMAT. Additionally, PLM has permitted non-Manila-resident honor graduates (valedictorians and salutatorians), to take the PLMAT.

### Who are qualified to take the PLM Admission Test?

1. Manila residents who are graduates of public high schools of the Division of City Schools-Manila (DCS-Manila)
2. Manila residents who are graduates of private high schools in Manila
3. Manila residents who are graduates of public and private high schools outside Manila
4. Prospective Valedictorians and Salutatorians from all over the country's private and public high schools may take the examinations at a scheduled date upon presentation of proofs, like documents certifying honors received by their duly constituted school authorities

### Admission Privileges

1. Manila residents who are honor graduates of public high schools of the Division of City Schools-Manila (Valedictorians, Salutatorians, 1<sup>st</sup> to 3<sup>rd</sup> Honorable Mentions) shall automatically qualify for admission upon presentation of a certification issued by a duly authorized school official indicating the honor received.
2. Graduates of other high schools recognized by the Department of Education (DepEd) who are either Valedictorians or Salutatorians may qualify for admission upon passing the PLMAT.
3. Children/direct descendants of PLM employees may qualify for admission upon passing the PLMAT.

### Qualifying Requirements

Bring the original copy of the following:

- Fourth-year high school report card with a general weighted average (GWA) of at least 85% or better for the 2<sup>nd</sup> grading period
- Parent's latest voter's registration with voting record, and/or SK voter's ID of the applicant (as primary proof of Manila residency)
- Parent's recent/latest Income Tax Return/Real Property Tax receipt (2010) (as primary proof of Manila residency)
- NSO-certified birth certificate (to establish the applicant's relation with the parent)

- Barangay Certification of residency, or the parent's company ID (as secondary proofs in support of the primary proofs above)
- An applicant should bring a verifiable identification (ex. HS ID) as support/proof of all submitted documents so as to establish proof of ownership of the documents.

### Application Requirements

Upon satisfaction of the qualifying criteria, submit the following requirements:

- Correctly and completely accomplished PLMAT Form No.1 (Applicant Form)
- Two (2) 1.5"x1.5" identical photographs taken within the last six months
- Official receipt bearing the payment of application fee of Php 500.00.

### The Exam

The PLMAT is a 2-hour examination consisting of sub-tests on language proficiency, reading comprehension, mathematics, science and reasoning, written in English and Filipino. It is usually administered in November or December of every year. Applicants' scores upon taking the PLMAT are weighted against a standardized PLMAT score. If their score satisfies the suggested cut-off score, they will qualify for enrollment. The range of cut-off scores approximates the applicant's expected performance in the University. PLM reserves the right to accept or reject applicants on the basis of their performance scores in the admission test and other factors as deemed appropriate by PLM.

### Important Reminders:

1. Students who took the PEPT, the Non-Formal Education (NFE) test and the Alternative Learning System are also eligible to apply.
2. As a matter of policy dictated by good norms, fine bearing and deportment expected of a PLM scholar, no applicant with body tattoo shall be admitted to the University.
3. Required credentials filed in support of the application become the property of the PLM and will not be returned to the applicant.

4. Previous applicants who did not qualify for admission need not apply again.
5. If a PLMAT passer, for any valid reason, will not be able to enroll in the current school year, he/she shall submit a *letter of deferment* to the University Registrar for approval. Approved request is valid only for one school year. Failure to enroll in the succeeding school year would mean the cancellation of the admission privilege.

Upon passing the PLMAT, graduates of DCS-Manila and graduates of any school in and outside of Manila **who are residents of Manila** shall be admitted as *full (non-paying) scholars*. All other PLMAT passers shall be admitted as *highly-subsidized (minimal-paying) scholars*.

#### **PLM scholars are categorized as follows:**

##### ***Category I (Non-Paying status – full scholar)***

Bonafide residents of Manila who have satisfactorily complied with all the requirements.

##### ***Category II (Partial-Paying status)***

A non-paying student who has not able to maintain the required General Weighted Average (GWA) of 2.25 or better.

##### ***Category III (Full-Paying status)***

Non-Manilans (Valedictorians, Salutatorians who have satisfactorily complied with all the requirements.

### **POST GRADUATES STUDIES**

#### ❖ **College of Law**

##### **Requirement for Admission**

- A General Weighted Average (GWA) of at least 2.00 or (84%) in the bachelor's degree.
- Applicants must have earned 18 units of English, 6 units of Mathematics, 18 units of Social Science subjects. Applicants lacking units must satisfy these requirements during summer before they are allowed admission.

- Certification of Barangay Chairman that the applicant is a bonafide resident of Manila and voter of Manila (for Manila Scholars only). Non-residents of Manila may apply as full paying students.
- Official transcript of records (TOR) from a recognized university or college.
- Applicant's residence certificate.
- Income tax return of applicant or applicant's parent from the year prior to the date of application.
- Two (2) recent passport size, identical colored photos.
- A letter of recommendation from the Dean or Head of former school.

#### **Acceptance**

Acceptance to the college will be based on the satisfaction of the following:

- Compliance with admission requirements
- Submission of required documents
- Passing of the College of Law Admission Test (CLAT)
- Personal interview and evaluation by the Committee on Admission.

#### ❖ **College of Medicine**

The College of Medicine of the Pamantasan ng Lungsod ng Maynila accepts applicants for incoming first year medical students during the first semester of each school year. Lateral entrees from other medical schools will not be entertained. Previous applicants need not apply.

#### **Criteria for Admission**

- Must be a natural Filipino citizen
- Must have complied with all academic preparations
- General weighted average of 2.50 or its equivalent or better.
- Must have an NMAT of 45 and above

- Must not have failed in more than one (1) subject in the Natural Science or Mathematics
- Must not have failed in more than two (2) subjects other than the Natural Science or Mathematics
- Must not have failed twice in any subject
- Must have no record of having been dropped from any medical school
- Must have no record of having been denied admission in PLM-CM
- Must have no record of conviction of a crime involving moral turpitude
- Must pass the MCAT
- Must have passed a panel of interview
- Willing to sign a memorandum of agreement to serve in the community designated by the College.

**Academic Preparations**

1. He/She must be a holder of Bachelor’s Degree conferred upon by a duly recognized education institution.
2. He/She must have earned credits in the following areas, and must satisfied the required minimum numbers of units in the subject specifically enumerated herein:
  - a. Sciences.....35 units
    - Chemistry..... 10 units
    - Inorganic Chemistry.....5 units
    - Organic Chemistry/Biochemistry.....5 units
    - Natural Sciences.....15 units  
(5 units should at least be Comparative Vertebrate Anatomy or Human Anatomy and Physiology)
    - Physics.....5 units
    - Microbiology or Elem. Genetics.....5 units
  - b. Mathematics.....6 units
    - Algebra.....3 units
    - Elementary Statistics/Biostatistics.....3 units
  - c. Language and Communication.....9 units
  - d. Social Sciences.....9 units

- Political Science, Psychology, Sociology, History, Anthropology
- e. Humanities.....3 units  
Art Appreciation, Logic, Philosophy

*The Dean reserves the right to invalidate the result of the MCAT if the applicant has not satisfactorily met the admission criteria and has not complied with all the above requirements, in which case the applicant shall be denied admission the College of Medicine.*

❖ **Graduate School of Arts, Sciences and Education**

**Admission Requirements**

1. Passing the Qualifying Exam
2. Submission of Required Credentials
  - Transcript (original and photocopy)
  - Two letters of recommendation (one from present employer and one from former professor)
  - Study permit (for PLM employees and Division of City Schools of Manila Teachers)
  - Two copies of 2x2 picture.

❖ **Graduate School of Engineering**

**Admission Requirements**

1. Bachelor of Science in Engineering
2. Required Experience
  - For Master of Engineering Management (MEM)
    - At least two years after graduation
  - For Master of Engineering (MEng)
    - At least one year after graduation
3. Acceptable grades in the undergraduate work supported by the Original Transcript of Records
4. Satisfactory completion of the PLM-GPE application form
5. Satisfactory result of interview.

*The GSE reserves the right to accept or reject applicants to the program.*

❖ **Graduate School of Management**

**Admission Requirements**

1. Transcript of Record
2. Recommendation from Supervisor (indicating nature of job, length of service, personality/character)
3. Must passed the admission test and interview

❖ **Graduate School of Law**

**Admission Requirements**

1. Bachelor's Degree in Law
2. Membership in the Philippine Bar with good standing as a lawyer
3. Transcript of Records
4. Referral from a current Dean of a College of Law in the Philippines and from a law professor with at least ten years of experience as such.

❖ **Graduate School of Health Sciences**

**Admission Requirements**

1. Transcript of Records and BSN Diploma
2. Board rating and Licensure Examination Results
3. Employment Experience
4. Character references from the University attended and present employer

**ADMISSION OF TRANSFEREES**

As a general policy, no transferee shall be allowed for admission. (PAO No. 12, s 2007)

**DEFERMENT OF ENROLLMENT**

A qualified freshman applicant who cannot enroll during the semester originally applied for due to failing health, financial or meritorious reasons, may apply for deferment of enrollment to the next academic year with the consent of the parent or guardian by writing to the Registrar. Such applicant must not have taken any academic college subject prior to enrollment.

**ATTENDANCE**

When the number of hours lost by the absence of a student reaches 20% of recitation, lectures, laboratory or any other scheduled work in one subject, he or she shall be dropped from the subject. If the majority of the absences are unexcused, the student shall be given a grade of "5.0". Time lost by late enrollment shall be considered as absences.

**ACADEMIC LOAD**

1. One university unit of credit is at least fifteen (15) full hours of instruction (PAO 27, s 2006) in the form of lecture, discussion, seminar or recitation, or any combination of those forms within a semester.

Undergraduate students shall be allowed to take only the normal semester load as prescribed in their respective curricula. An over-load may be given only upon the discretion of the Dean of the College concerned.

For undergraduate students, the minimum regular load is 15 units and the maximum load is 21 units. For graduate students, the maximum load is 12 units. For graduating students, the minimum load requirement is not applicable.

Application for waiver of maximum load criteria for graduating students shall be submitted to the Dean (if 21 units or less), the Vice

President for Academic Affairs (if 22 to 24 units), or the Executive Vice President (if more than 24 units).

## Grading System

1. Students shall be graded at the end of each term or semester in accordance with the following system:

1.00-1.25	Excellent
1.50-1.75	Very Good
2.00-2.25	Good
2.50-2.75	Satisfactory
3.00	Passed
5.00	Failed
DU (5.0)	Dropped Unofficially
Inc.	Incomplete
DO	Dropped Officially

2. The grade of “Incomplete” is given if a student whose class standing throughout the term is PASSING, but fails to take the final examination, or fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.00 is given. Removal of “Inc.” must be done within the prescribed time by passing an examination, or meeting all the requirements for the course, after which the student shall be given a final grade based on his over-all performance.
3. The regular period for removing the grade of “Incomplete” shall not be later than 7 days or one week after the last day of the final examinations for the semestral term and not later than one week for the summer term. (BOR Resolution No. 1207, Sept. 29, 1986).
4. A student who has received a passing grade in a given course is not allowed to take a re-examination for the purpose of improving his grades.

5. Final grades once reported and filed with the college or school and the Office of the University Registrar, cannot be changed. In exceptional cases, as when an error has been committed, the College concerned should refer the matter to the Committee on Change of Grades.

## DROPPING OF SUBJECTS

A student may, with the consent of the instructor, the faculty adviser, and Dean or Director, drop a subject by filling out the prescribed form. If the dropping takes place after three-fourths (3/4) of the hours prescribed for the course has elapsed, the faculty members concerned shall be requested to state on the form mentioned above whether or not the student shall be given a grade of “5.00” for the subject, on the basis of the student’s class standing for the particular subject.

Any student who drops a subject without the approval of his/her Dean or Director shall have his/her registration privileges curtailed or entirely withdrawn.

### *Procedure for Dropping*

1. The students write a letter to the Dean thru his/her Faculty Adviser requesting approval, stating the reason/s for the dropping of the subject.
2. He/she then presents the approval letter to the Office of his/her college and secures a form for the dropping of subjects/cancellation of registration (Appendix G).
3. The students should fill out the form for submission to the Instructor, the faculty adviser and the Dean for signature.

Note:

- a. If the dropping takes place after the registration period, the corresponding fee is paid at the Cashier’s Office.
- b. In case a student is advised to drop a subject for valid reasons, like, for instance, a class is dissolved; the student will not pay the fee for dropping the course.

4. The student submits the signed form, the classcard and the official receipt to the Office of the University Registrar- Student Information System (OUR-SIS)

*Note: If the student wants to drop one subject after the add/drop period, the "Drop one Drop all" policy applies.*

## **SHIFTING OF COURSES**

A student may shift from one major field of concentration to another or from one college to another during the Second Semester (PAO No. 27, s.2006), provided the following requirements are met:

1. He/she satisfies the specific retention criteria for the degree program he/she intends to pursue and shall be able to finish the program within the prescribed time frame.
2. The student writes a letter to the Dean of the College where he/she belongs, seeking permission to transfer from one major field of concentration to another, or from one college to another.
3. The student writes a letter to the Dean of the College where he/she wants to transfer to, as long as he meets the college requirements.
4. The student secures the shifting form (Appendix H) from his/her college.
5. The Vice-President for the Academic Affairs and Executive Vice-President gives the final approval.
6. The student may then follow the regular procedure for registration.

*Note: The time frame of maximum residency period refers to the number of years required to finish the degree program plus one (1) year grace period. The computation of residency period shall be reckoned from the time that a freshman student is admitted to the University less the number of semester/years that a student is on official approved leave of absence.*

## **CHANGE OF GRADES**

No faculty member shall change any grade after the report of grades and failures has been filed with the College, or with Office of the University

Registrar. In exceptional cases, or when an error has been committed, the instructor/professor concerned may request authority from the head of his college to make necessary change.

## **Procedure (PAO No. 22, s. 2004 and 25 s. 2007)**

1. The student writes a letter to his/her instructor/professor regarding the error in his/her grades. In the absence of the faculty member concerned, the student addresses his/her letter to the Dean thru his/her Department Chairman.
2. All requests for change of grades shall be filed by the faculty concerned in writing. The letter shall include the basis or justification for the change of grade and the Amendment Form (Appendix I). The documentary basis for the change of grade such as record book, exams/answer sheets, computational formula and similar documents shall be attached.
3. The Department Chair, College Secretary and College Dean shall review and validate the change of grades.
4. Upon determination that the change of grade has sufficient basis, the College Dean shall endorse the request for change of grade to the *Committee on Change of Grades* for appropriate action.
5. The decision of the Committee shall be final and executor, except for extraordinary cases which require approval and and/or confirmation of the University Council. In such cases, the Committee shall endorse the request together with its recommendation to the University President for his appropriate endorsement to the University Council.
6. Upon approval and/or confirmation of the Committee on change of grades or the University Council (for the case stated in no. 5), the documents shall be forwarded to the University Registrar for posting in the student's record.

Note: The request for change of grade that will change the academic or scholastic status (e.g. good standing, probation, disqualification or dismissal) of the student shall require the confirmation of the University Council.

## **CORRECTION/ CHANGE OF NAME**

The student writes a letter of request for correction or change of name to the Office of the University Registrar (OUR), through the Dean of Office of Student Development Services. Attached to the letter are the original copy and photocopy of the birth certificate or court decision on the matter and the affidavit of discrepancy.

## **RULES ON SCHOLASTIC STANDING**

- **Honorable Dismissal**

A student in good standing who desires to sever his connection with University shall present a written petition to this effect, signed by his parent or guardian, University Guidance Center for the exit interview, Then to the Dean/Director who endorses it to the Registrar. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be given.

A student who leaves the University for reason of suspension, dropping or expulsion due to disciplinary action shall not be entitled to honorable dismissal. He should be permitted to receive his transcript of records and a certification that shall contain a statement of the disciplinary action rendered against him.

- **Leave of Absence (Non-Paying and Paying) (PAO no. 12, s2007)**

A student may seek a leave of absence by a written petition to the Department Chair for evaluation. This written permission together with the Leave of Absence Form (Appendix J) must be duly endorsed by the Dean to the Vice President for Academic Affairs for approval. A student who leaves the college without said approved leave of absence shall be denied re-admission unless for highly meritorious reason as determined by the Executive Vice President and shall be re-admitted as a paying or non-paying student, on a case-to-case basis. A student is entitled to a leave of absence for a period not to exceed a total of one year.

- **Re-admission (Non-Paying and Paying)**

The student should submit his/her letter of intention to continue his/her study after LOA to their respective department chairperson for evaluation. The Dean, based on the findings of the Department Chair shall make a recommendation together with the Readmission Form (Appendix K) to the University Executive Vice President. (PAO No. 12, s.2007)

- **Maximum Residency (Tenure) (PAO No. 12, s2007)**

- ✓ The maximum residency rule (MRR), the length of time within which a student should finish his/her course, shall be equivalent to regular time needed plus one (1) year (e.g., the MRR for a 5-year course shall be 6 years)
- ✓ Duly approved LOA shall not be counted towards the residency of a student
- ✓ Absence without leave (AWOL) shall be considered in the computation of residency
- ✓ In case where the student has shifted courses, the residency shall be reckoned from the date of admission to the University.
- ✓ For graduate students, the MRR for a master's degree is 5 years and for a doctor's degree, 7 years.

Non-paying students who have not completed their degree programs even after the allowable grace period shall forfeit their scholarship privileges. Therefore, they shall be made to pay their matriculation and other fees if they choose to finish their degree programs at PLM (BOR Resolution No. 1698, November 26, 1993)

- **Selective Retention Policy (PAO No. 27, s.2006)**

- **Coverage**  
Except for the students in the college of Medicine, Colleges of Law, and the graduate schools, these guidelines apply to all students of the University.
- **Scholastic Classification**
  - a. **Good Standing**

- ✓ A freshman student has to maintain GWA of 2.25 or better on a semestral basis to be considered in GOOD STANDING
  - ✓ A higher year (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year) student has to maintain a GWA of 2.50 or better on a semestral basis to be considered in GOOD STANDING.
- b. Probation**
- ✓ A freshman student who failed the criteria for GOOD STANDING, but has a GWA of 2.50 or better is considered under PROBATION.
  - ✓ A higher year (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> year) student who failed the criteria for GOOD STANDING but has a GWA of 2.75 or better is considered under PROBATION.
- c. Disqualified from the Degree Program**
- ✓ Any student who is not categorized as in GOOD STANDING or under PRBATION is deemed disqualified or dismissed for the degree program.
- d. Academic Status Adjustment (ASA)**
- ✓ Any student who is re-admitted to his/her degree program and/or shifted to another degree program due to academic difficulties, academic delinquency and/or disqualification from the degree program (reconsidered) shall be enrolled under academic status adjustment classification and paying status.
  - ✓ A student with scholarship (non-paying status) who is under this category must maintain minimum two (2) consecutive semesters of GOOD STANDING before regaining the scholarship (non-paying) status.
- e. Dismissed from the University**
- ✓ A student who fails in all academic units enrolled is deemed dismissed from the University.
  - ✓ A student who has been disqualified or dismissed from two (2) or more degree programs is deemed dismissed from the University.

○ **Rules on Scholastic Standing**

**a. Academic Load**

- ✓ A student under PROBATION status must carry a full load in the succeeding semester. In case the student cannot carry full load due to lack of prerequisite subject/s, the minimum load in order to regain GOOD STANDING status is at least fifteen (15) units.

**b. Scholarship Status**

- ✓ A student in GOOD STANDING who shifts or transfers to another college or degree program shall keep his/her scholarship (non-paying) status.
- ✓ A student with scholarship (non-paying status) who is under PROBATION shall automatically lose the privileges until such time he/she regains a GOOD STANDING status.

○ **Retention Criteria**

- ✓ The retention criteria shall be formulated by the respective colleges in accordance with the prescribed policies and/or procedures

**COLLEGE OF NURSING**

**RETENTION POLICY FOR INCOMING THIRD YEAR NURSING STUDENTS**

**Rationale:**

The PLM College of Nursing has been recognized as one of the top schools of nursing in the country up to the present. With the increase of the number of the students who would want to pursue a nursing course due to the increasing demand of the nurses here and abroad it is imperative that the College has to come up with innovations to maintain the quality of the nursing graduates the PLM College of Nursing produces. It is in this regard that the College developed guidelines for the retention of the students in the BSN program before

they reach Level III. This is pursuant to Board of Regents Resolution 2604 ( dated 30 July, 2003) and PAO 19, series of 2004.

This will include an evaluation of their cumulative General Weighted Average (GWA) in their first and second year, a battery examination to be given to incoming Level III students and a panel interview after the battery examination. Students should get a cumulative score of 75 points before they qualify to become BSN III students.

This will be implemented beginning with the BSN students who entered the College of Nursing in school year 2004-2005 will be covered by the retention guidelines.

A committee on Retention shall be created by the College of Nursing and will be endorsed to the University President through the Vice-President for Academic Affairs for approval. Generally the Committee shall oversee all student applications, approved or disapproved the same, prepare and administer the qualifying/battery examinations to the qualified students, evaluate and assess the result of the battery examination, panel interview, and the computation of the GWA, and post the final result of the process not later than two weeks before the start of enrollment upon approval of the Office of the University President. The decision of the Committee can be appealed to the University President only (Presidential Memorandum dated 28 March 2005 and PAO 18, series of 2005).

#### Points Distribution of the Retention Policy

CRITERIA	EQUIVALENT SCORE
a. GWA from 1 <sup>st</sup> Semester, First year up to 2 <sup>nd</sup> semester, Second Year	50 Points
b. Battery Examination	40 Points
c. Panel Interview	10 Points
Total:	100 Points

#### **CRITERION A.** **CUMULATIVE GENERAL WEIGHTED AVERAGE (GWA)** **(From 1<sup>st</sup> year, 1<sup>st</sup> semester up to 2<sup>nd</sup> year, 2<sup>nd</sup> semester)**

GENERAL WEIGHTED AVERAGE	POINTS
1.0 - 1.25	50
1.26 - 1.50	47
1.51 - 1.75	44
1.76 - 2.00	41
2.01 - 2.25	37
2.26 - 2.50	34
2.51 - 2.75	31
2.76 - 3.00	28
Below 3.0	20

#### **CRITERION B.      BATTERY EXAMINATION**

PERCENTAGE	POINTS
96 % - 100 %	40
91 % - 95 %	37
86 % - 90 %	34
81 % - 85 %	31
76 % - 80 %	28
75 %	25
74 % and below	20

The PLM – College of Nursing shall prepare and administer the battery examinations (PAO 18, series of 2005).

The content of the questions for the battery examinations are divided into the following subject areas:

SUBJECT AREAS	PERCENTAGE	NUMBER OF QUESTIONS
Mathematics	5 %	10 questions
English	15 %	30 questions
Nursing subjects	80 %	160 questions
Total	<u>100 %</u>	<u>200 questions</u>

The questions for the nursing subjects are subdivided with the corresponding percentage and specific number of questions. They are as follows:

SUBJECTS	PERCENTAGE	QUESTIONS
1. Basic Concepts in Nursing, Theoretical Foundations of Nursing, and Values and Professional Ethics	30 %	48 questions
2. Community Health Nursing with Microbiology	20 %	32 questions
3. Anatomy & Physiology and Pathophysiology	20 %	32 questions
4. Maternal & Child Nursing	15 %	24 questions
5. Nutrition and Pharmacology	<u>15 %</u>	<u>24 questions</u>
Total	100 %	160 questions

#### CRITERION C. PANEL INTERVIEW

The purpose of the panel interview is to evaluate the student's self expression and comprehension. The interview proper will be carried out by three faculty members at one student at a time.

The interview consists of two parts. The first part is the Written Interview wherein a student is given a 40-item list of qualities relating to *professional ethics, personal values, emotional maturity, decision making skills, and good grooming and hygiene*.

The second part is the Oral Interview to evaluate student's communication skills. The score for both parts will be added up and will become the student's final grade for the interview which constitutes 10 percent from the total score of the qualifying examination.

## COLLEGE OF ACCOUNTANCY AND ECONOMICS

### ADMISSION REQUIREMENTS/POLICY

The College of Accountancy and Economics admits the best qualified from among the freshmen applicants for its Bachelor of Science in Accountancy (BSA) program.

Applicants must meet the following admission requirements set by the University and the College:

The following among others are to be considered in determining those who are best qualified for the BSA program.

- Performance in the PLM Admission Test (PLMAT) based on the but-off score set by the College.
- Other requirements as determined by the University and the College.

- The College Admission Committee conducts interview(s) to the applicants to determine who are best qualified to pursue the BSA program of the College.
- The College admits applicants with a General Weighted Average (GWA) of at least 85% and no grade lower than 85% in English and Mathematics as certified by the University Admissions Offices (UAO).

### RETENTION POLICY

In line with the thrust of the College towards academic excellence, the Retention Policy for the BSA Program is as follows:

All 1<sup>st</sup> year BSBA students must comply with all these requirements.

- For incoming Second (2<sup>nd</sup>) Year BSA students:
  - Cumulative GWA of 2.0 or better for the last two (2) semesters.
  - No grades lower than 2.0 in any accounting subjects.
  - No Failing Grade in any academic subjects.
  - No case of violations of University rules and regulations.

Any BSA student who fails to comply with items 1a and/or 1b above may be retained in the program provided that he/she passed the Comprehensive Examination to be administered by the Department of Accountancy.

All Second Year BSA students must comply with all the requirements below:

2. For incoming Third (3<sup>rd</sup>) Year BSA student:
  - a. Cumulative GWA of 2.0 or better in all academic subjects from 1<sup>st</sup> year to 2<sup>nd</sup> year.
  - b. No grades lower than 2.0 in FINACC 1 & 2.
  - c. No cumulative GWA below 2.75.
  - d. No Failing Grade in any academic subjects.
  - e. Must have finished all NSTP/CWTS/ROTC and PE subjects before 3<sup>rd</sup> year except for valid reason.
  - f. No case of violations of University rules and regulations.

Any BSA student who fails to comply with items 2a and/or 2b above may be retained in the program provided that he/she passed the Comprehensive Examination to be administered by the Department of Accountancy.

## COLLEGE OF PHYSICAL THERAPY

### **PROMOTION POLICIES**

#### *Year II*

The College of Physical Therapy admits Year I students to Year II if they have passed all required subjects and completed all the requirements of Year I.

#### *Year III (PT Proper)*

The College of Physical Therapy admits to Year III the students who meet the following requirements:

1. Passed all subjects and completed all requirements of Year I and II within the prescribed time for promotion to Year III, as recommended by the Lead Person for General Education, without any failing grade in any subject.
2. Met the cut-off General Average of 2.75 or better.
3. Completed all NSTP/CWTS/ROTC and PE units.

#### *Year IV*

The College of Physical Therapy admits to Year IV the students who passed all subjects and completed all the requirements of Year III.

#### *Year V (Internship)*

The College of Physical Therapy admits to Year V the students who passed all subjects and completed all the requirements of Year IV.

### **RETENTION POLICIES**

#### Years I and II

A grade of 75% (3.00) or better is required to pass any subject. A first year student must obtain a GWA of 2.50 or better. A second year student must obtain a GWA of 2.75 or better.

#### Years III to V

1. A grade of 75% (point grade) or better is required to pass any subject.
2. A GWA of 2.75 or better is required in order to be retained in the BSPT Program.
3. Selective enrollment of subjects offered in a given semester is not allowed. A student should take all the subjects required for the term, as recommended by the Lead Person for PT Proper.
4. A student who fails a subject will not be allowed to enroll in any subject for which the failed subject is a prerequisite.
5. The College does not give exemptions in taking an exam in any PT proper subject.
6. No failing grade (5.00) will be changed to a passing grade (3.00) in order to facilitate transfer to another University.
7. Year V students must abide by the internship program's policies and procedures particularly:
  - a. Must pass ALL clinical grades (10 months clinical rotation, minimum of 75% grade for each center)
  - b. Must pass Academic Rotation grade with a grade of at least 75%
  - c. Must pass Oral Revalida (OSCE – Objective Structured Clinical Evaluation) with a grade of at least 75%
  - d. Must pass Written Revalida (written comprehensive exam) with a grade of at least 75%
  - e. Must pass Teaching in PT with a grade of at least 75%
  - f. Must submit and defend a research paper
  - g. Must have kept make up days to a **maximum of 20 days**

- h. Must pay the affiliation fee directly to the center/hospital thru the Visiting Internship Coordinator from March to January
  - i. Must secure an accomplished center clearance at the end of the Clinical Rotation
8. The College reserves the right to refuse admission/readmission of any student for reason of academic or disciplinary delinquency.

### **COLLEGE OF MASS COMMUNICATION**

#### ADMISSION REQUIREMENTS/POLICY

1. There must be NO failing grade in any subject.
2. The general weighted average of the applicant must not be lower than 2.25.
3. Grades obtained in the following subjects should not be lower than specified:
  - a. English/Communication Arts – 1.75
  - b. Filipino – 2.00
4. Students with DISMISSED academic status will not be accepted. He/she must seek first approval of reconsideration from the Office of the Vice President for Academic Affairs thru the college of origin.
5. All applicants who initially qualify the above requirements shall submit photocopies of the following for evaluation:
  - a. Class cards
  - b. Letter of application to shift to CMC with contact numbers addressed to the College Dean.
6. As part of the screening process, applicants who initially qualify shall be interviewed by the College Dean and shall be required to write an essay and/or other forms of written examination as may be necessary on a date specified.
7. Applicants who qualify for shifting to CMC shall submit the following documents submission to the Office of the VPAA for processing/approval:
  - a. Release paper from the college of origin (where the student is shifting from)
  - b. Shifting form (to be provided by the college of origin)

### **COLLEGE OF TOURISM, HOTEL AND TRAVEL INDUSTRY MANAGEMENT**

#### ADMISSION CRITERIA

CTHTIM Admission Qualifications are based on PLM Admission Policies and certain qualities such as good communication skills, pleasing personality, and good moral character.

Upon admission, a student must maintain a general weighted average of at least 2.25 every semester in order to maintain his scholarship in the University. The scholarship entitles the student to free tuition fee and a minimum tuition fee for paying students until completion of a college degree. Minimal fees are charged for other services such as library facilities, student publication, student services, and physical facilities.

#### RETENTION POLICIES

1. The student should have at least GWA of 2.25.
2. He/She should have a grade of at least 2.00 in any English subjects or major subjects.
3. He/She should not have violated any University policy or rule.
4. He must be able to communicate well in English.

#### GRADUATION

##### *Graduation Requirements*

1. Students shall be recommended for graduation only if they have satisfied all academic and non-academic requirements.
2. Candidates for graduation who began their study under an old curriculum which had been subsequently revised shall be governed by the following rules:
  - Those who started with the old curriculum may be allowed to follow the same curriculum, or the subsequent revision of their program of studies.
  - Those who completed all academic requirements under an old curriculum, but did not apply for graduation, or for some reasons were not granted the corresponding degree or title will be allowed to graduate upon satisfaction of both academic and non-academic requirement.

- 3. No student shall be graduated from the University unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately, prior to graduation.

**Graduation with Honors (BOR No. 01-2005)**

**General Guidelines:**

- ✓ Students who complete their course curriculum with the following averages, computed on the basis of units, shall be graduated with honors:

*May Sukdulang Papuri* ..... 1.000 – 1.250  
(Summa Cum Laude)

Grade Limit: A candidate should not incur a grade lower than 1.75 in any academic subject.

*May Dakilang Papuri* ..... 1.251 – 1.500  
(Magna Cum Laude)

Grade Limit: A candidate should not incur a grade lower than 2.00 in any academic subject.

*May Papuri* ..... 1.501 – 1.750  
(Cum Laude)

Grade Limit: A candidate should not incur a grade lower than 2.00 in any academic subject.

- ✓ Graduating students applying for academic honors shall have no failing grade in any academic subject. They shall have completed and passed Physical Education (P.E.) and Reserve Officers Training Course (R.O.T.C.) or Civic Welfare Training Service (C.W.T.S.). However, these shall not be included in the computation of the Overall General Weighted Average (OGWA) but shall be reflected in the evaluation form.
- ✓ Shifters within and across Colleges may qualify for academic honors as long as they observe the minimum academic load of fifteen (15) units per semester or as prescribed by the curriculum of the course they pursue; provided they should not exceed the maximum residency requirement of the course they pursue.

- ✓ Students who had irregular load in any semester may still qualify for academic honors provided such irregular status was not due to their academic/scholastic deficiency.

- ✓ Students who have taken a Leave of Absence (LOA) not exceeding two (2) semesters as endorsed by the Dean and duly approved by the Executive Vice President (EVP) may qualify for academic honors.

- ✓ Transferees at any year level from other schools are not qualified to graduate with academic honors.

**Specific Guidelines:**

- ✓ Graduating students with academic honors must secure an evaluation form from their respective Colleges and submit the accomplished form (in duplicate copies) to the concerned College Secretary for verification and review.
- ✓ Candidates for May Papuri (Cum Laude) must not have incurred a grade lower than **2.25** in any academic subject; candidates for May Dakilang Papuri (Magna Cum Laude) must not have incurred any grade lower than **2.00** in any academic subject and lastly, candidates for May Sukdulang Papuri (Summa Cum Laude) must not have incurred any grade lower than **1.75** in any academic subject.

The OGWA must be computed up to four decimal places before rounding off the figure to two decimal places, as follows:

$$OGWA = \frac{Grand\ Total\ G\ x\ W}{Grand\ Total\ No.\ of\ Units}$$

Example:

$$OGWA = \frac{260}{152} = 1.7105$$

- ✓ The candidates should get the waiver-affidavit and Certification of Good Personal Character and Conduct from the Office of Student Development and

Services (OSDS). He/She should not have committed any major offense as stated on the University Rules and Regulations (Board Resolution No. 1802, dated February 24, 1995). Major offenses are violations that involved major disciplinary sanctions.

- ✓ Candidates for graduation who have committed two (2) minor offenses irrespective of the type of nature of an offense shall be disqualified for academic honor.
- ✓ The University Committee on Academic Honors will only consider the names that will appear on the List of Candidates submitted by the College Dean to the Office of the University Registrar (OUR) for validation, on or before the official deadline set by the Committee. Any additional names of candidates submitted after the official deadline will be disqualified.

- **Commencement Exercises**

All graduating students shall attend the commencement exercises scheduled for their class, unless the Dean of Student Development and Services recommends the graduation of a student in absentia, on grounds of sickness or other serious reasons which must be supported by strong evidence and presented at least 72 hours before the baccalaureate program to the Office of the University Registrar (OUR).

Graduating students, who absent themselves from the commencement exercises without being excused as provided for in the preceding paragraph, shall not be awarded their diploma or certificate, until such time that they attend regular commencement exercises. Provided, however that transcripts of records may be issued even before the next commencement exercises.

## DISCIPLINARY DIRECTIVES

### **Student Responsibilities and Rights**

**Section 1. Student's Responsibilities.** Students are invested with the following obligations and responsibilities:

- 1.1 To study conscientiously and achieve the best possible academic performance;
- 1.2 To uphold the basic principles and ideals of *the Pamantasan* and contribute to the attainment of its objectives;
- 1.3 To exercise their rights and perform their duty in a responsible manner with due regard to justice and good faith for the rights of others;
- 1.4 To preserve the academic atmosphere by observing disciplinary guidelines and by maintaining harmonious relationships with fellow students, faculty members and administrative personnel; and
- 1.5 To abide by this handbook and all school rules and regulations.

**Section 2. Students' Rights.** Subject to the limitations prescribed by the laws of the land, students shall enjoy the following rights:

- 2.1 The right to quality and relevant education through competent and continuing instruction;
- 2.2 The right to organize, join and participate in organizations and societies accredited by the school;
- 2.3 The right to guidance and counseling services;
- 2.4 The right to freedom of expression and assembly, subject to such constraints as will insure the proper exercise and enjoyment of the same freedom by all the members of the academic community and the uninterrupted pursuit of PLM's mission as an institution of higher learning;

- 2.5 The right of access, through authorized channels, to student records, grades, transfer credentials, and to the issuance of other certificates and transcripts of records subject to existing rules.
- 2.6 The right to protection from violation of chastity from the prevailing laws of sexual harassment and/or indecent/immoral acts from fellow student(s) and superiors (faculty, employees, administrators and the like) as embodied in the Sexual Harassment Law.

### Student Discipline

Upon admission into PLM, the student binds himself/herself to recognize, accept and comply with existing rules, guidelines, and policies of the *Pamantasan*. He/she likewise agrees that his or her admission, matriculation, attendance and consequent graduation are subject to the rules and policies of *the Pamantasan*.

### Objectives

- To establish and strengthen harmonious relationship among students, faculty members and administration as an academic community.
- To inculcate the value of standards of behavior, rules of conduct and discipline among the students.
- To assist them to recognize and perform their duties and responsibilities as students of the *Pamantasan*.

### General Code of Conduct

Discipline refers to action resulting from violation of the rules and regulations duly promulgated by the PLM and/or of the laws of the land. While discipline may impose sanctions, the *Pamantasan* seeks primarily the deterrence than the correction of aberrant behavior of students.

The code of conduct is designed to regulate behaviors that will lead to the attainment of order, peace and harmony between and among all segments, and generally the vision-mission-goals/objectives of the *Pamantasan*.

Violation/s of the following rules shall be subject to corresponding disciplinary action.

### UNIFORM

1. **University Dress Code.** Undergraduate students shall, at all times, attend their classes in their prescribed uniform, unless the student has a written permit from the OSDS, which must be shown upon demand by the University authorities. They must wear the prescribed uniform during weekdays should they wish to enter the University, regardless if it is their free day. PE, CWTS, or ROTC uniform is not to be used as substitute, unless it is the only class/subject they have for that given day. If their first class is PE, the shirt may be worn upon entry to the University but not the shorts and should immediately change with their proper uniform right after their PE class. Laboratory uniforms/attires are allowed to be worn during their laboratory classes only. For students who will have their thesis defense, presentations, On-the-Job Trainings or any activity which require them to wear corporate attire, skirt length should not exceed two (2) inches above the knee and the neck line of the blouse should not be plunging.
2. **PLM Identification Cards.** All students shall wear their official identification cards at all times, within University premises or during University sanctioned activities. No student shall use the ID or registration form of another, and/or lend his ID or registration form for somebody else's use. They must bring at all times their registration form and present it to the Guard on duty should they be required to do so.

### General Rules of Discipline

All students of the *Pamantasan* shall observe its standards of behavior and rules of discipline. Any violation or infraction thereof shall subject the student, after due process, to disciplinary action.

There are four (4) categories of disciplinary sanctions.

1. **Warning.** A reprimand cautioning the student from the performance of a similar act otherwise he/she shall be dealt with more severely. A warning is given to first time offenders where no major disciplinary sanctions are imposed by the rules. This shall be melted out in verbal and written form.
2. **Suspension.** A student offender is barred from attending classes and other school sanctioned activity within the respective period provided by the rules and the order. A request to re-schedule the date of suspension may be allowed based on meritorious ground falls during Midterms and Finals Examination days. Consultation with the Guidance Counselor may also be sought whenever the circumstances may warrant.
3. **Dismissal.** A dishonorable discharge from the school. Dismissal from *the Pamantasan* may be made at any time during the school year by the University President upon recommendation of the OSDS Dean. The transfer credentials of the dismissed student shall be immediately issued.
4. **Expulsion.** An administrative penalty which effects removal from the school with a corresponding penalty of barring enrollment in all public and private schools in the country. The penalty of expulsion shall be imposed upon approval/ratification of the Board of Regents.

### **Procedure on Disciplinary Imposition**

To establish and maintain harmonious relationship and decorum among students, faculty, administration and security group while inculcating discipline and the values of standards of behavior on our students, the following guidelines should be observed in apprehending an erring student:

### **General Procedure**

1. Upon apprehension the student should be informed of the nature and cause of the allegation against him/her.

2. In case of a violation, the student should present his/her ID and/or Registration Form to the security officer for documentation. The University official has the right to obtain his/her name, college and student number. Neither shall the ID card be confiscated nor the student be denied entry to the University in order to attend class or participate in any authorized school activity.

However, if another person's ID was used, said ID shall be confiscated and the person caught misrepresenting shall not be allowed entry unless his/her enrollment in the University is ascertained from the Student Information System (SIS) Office.

Similarly, if the student is under the influence of alcohol or prohibited substance, he/she shall be brought to the University Health Services (UHS) and his/her parents or legal guardians shall accompany him/her home.

3. Banned items that are enumerated in the University Code of Conduct shall be confiscated by security officer or University personnel and shall be turned over to the security office as evidence of the violation committed. These items are: objects, picture, or literatures that are pornographic or morally offensive; liquor; prohibited drugs; deadly weapons and/or explosives; and any form of gambling devices.
4. Students who wish to enter the University during their free day must wear the prescribed University uniform and ID card.
5. If a student lost/misplaced his/her ID card, he/she must present his/her Registration Form to the guard on duty, secure an Affidavit of Loss and have it notarized. The same shall be returned to the security officer the following day. Failure to comply shall constitute violation of the guideline on PLM ID Cards.

Ample time shall be given to a student so he/she can facilitate the replacement of a lost/dilapidated ID card. He/she shall be given a gate pass to gain entry subject to the rules promulgated by the OSDS into the University.

6. Students holding office, as officers of recognized student organizations of whatever level and/or type, shall be advised by security officers thirty minutes before the end of office hours and surrender the office keys to the security office.

Unless a written permit specifying the valid reason for staying beyond the prescribed time approved by the OSDS Dean or Director for Student Activities is presented, the student office shall be closed for the day. The name of any student officer who stays beyond office hours without authorization shall be reported to OSDS for appropriate action.

### **Procedural Due Process of Investigation**

#### **Ordinary Cases for Less Grave and Grave Penalties**

1. The Complainant shall file an INCIDENT REPORT (IR for brevity to the Office of the Student Development and Services (OSDS for brevity) not later than one (1) week from the occurrence of the incident  
The IR shall contain the following:
  - A. Name of the Complainant, Course / Office, ID Number;
  - B. Name of the Respondent, Course, ID Number;
  - C. Date, time, place and the specific acts complained of;
  - D. Provision of the Student Manual violated;
  - E. Evidence, if any.
2. The OSDS will determine if the IR is sufficient in form and substance to be given due course;
3. If OSDS finds the IR insufficient in form and substance and will not give due course to the IR, the same shall immediately be dismissed. Otherwise, the OSDS will refer the IR to the Dean of the College where the Respondent belongs for investigation. Either way, the Complainant shall be furnished with a copy of the Order.
4. Within three (3) days from receipt of the Order from OSDS, the Dean shall serve upon the Respondent the Order to file his Answer to the attached IR, and furnish the Complainant with a copy thereof. The said Order shall also inform

the Respondent of his for representation who will assist him in the proceedings;

5. If the Respondent fails to file his Answer within the period stated in the Order, the investigation shall be deemed submitted for resolution. Otherwise, the Complainant may file his Reply, within three (3) days from receipt of the Answer, if he deems it necessary, and furnish the Respondent with a copy thereof. Thereafter, the investigation shall be deemed submitted for resolution;
6. Within fifteen days (15) for light and less grave offenses and 30 days for grave offenses from the time the investigation was deemed submitted for resolution, the Dean shall submit its Recommendation on the IR, furnishing the Complainant and the Respondent with copies thereof, to the OSDS. The Recommendation shall contain the parties, allegation of facts, its finding of facts, evidentiary bases, mitigating circumstance and the penalty based on the Student Manual;
7. Upon receipt of the Recommendation of the Dean, the OSDS will submit the records to the Committee, which shall be composed of the following:
  - A. OSDS Dean as the Chairperson
  - B. Director of Student Discipline
  - C. Any SSC Officer or College Student Council President
  - D. Dean of the College of Liberal Arts
  - E. Head of the Property Office
  - F. Director for Student Activities

❖ May be invited if the case involved PLM property/ies or Student Organization
8. Within five (5) days from receipt of Recommendation, the Committee shall serve a Notice of Hearing to the Complainant and Respondent. The notice of Hearing shall contain the specific date, time and place of the hearing. The number of hearings, which shall be at least one (1) shall be discretionary on the Committee, as it may deem necessary. Thereafter, the case shall be deemed submitted for Resolution;
9. Within ten (10) days from the period the case has been submitted for Resolution, the Committee shall RESOLVE the same, which may adopt, modify or set aside the Recommendation of the Dean. The Resolution shall contain the parties, the allegations of the parties, the findings of the Dean, the

findings of the Committee, the evidentiary bases, mitigating circumstance and the decision containing the penalty, if any. The Complainant and the Respondent shall be furnished with copies of the Resolution.

10. Within five (5) days from receipt of the Resolution, the aggrieved party may file a Motion for Reconsideration which shall be based on error in the application of the provisions of the Student Manual, newly found evidence, or the Resolution is not supported by the evidence submitted.

### **Summary Cases for Light Offenses**

1. The Complainant shall file an INCIDENT REPORT (IR for brevity) to the Office of the Student Development and Services (OSDS for brevity). The IR shall contain the following:
  - A. Name of the Complainant, Course / Office, ID Number;
  - B. Name of the Respondent, Course, ID Number;
  - C. Date, time, place and the specific acts complained of;
  - D. Provision of the Student Manual violated;
  - E. Admission Slip, if any;
  - F. Evidence, if any.
2. The OSDS will determine if the IR is sufficient in form and substance and to give due course to the IR;
3. If OSDS find the IR insufficient in form and substance and will not give due course to the IR, the same shall immediately be dismissed. Otherwise, the OSDS will determine if there is an Admission Slip duly signed by the Respondent;
4. If there is an Admission Slip, the OSDS will summon the Respondent to confirm his admission, and countersign the said Admission Slip. The Respondent will be informed of the effects of his admission, both on the imposition of penalty and on the applicability of the mitigating circumstance. If he confirms his admission and countersigns the same, the case shall be deemed submitted for Resolution. Otherwise, the OSDS will refer the IR to the Dean of the College where the Respondent belongs for investigation. Either way, the Complainant shall be furnished with a copy of the Order;

5. Within three (3) days from receipt of the Order from OSDS, the Dean shall serve upon the Respondent the Order to file his Answer to the attached IR, and furnish the Complainant a copy thereof. The said Order shall also inform the Respondent of his right to representation who will assist him in the proceedings;
6. If the Respondent fails to file his Answer within the period stated in the Order, the investigation shall be deemed submitted for resolution. Otherwise, the Complainant may file his Reply, within three (3) days from receipt of the Answer, if he deems it necessary, and furnish the Respondent with a copy thereof. Thereafter, the investigation shall be deemed submitted for resolution;
7. Within fifteen days (15) for light and less grave offenses and 30 days for grave offenses from the time the investigation was deemed submitted for resolution, the Dean shall submit its Recommendation on the IR, furnishing the Complainant and the Respondent with copies thereof, to the OSDS. The Recommendation shall contain the parties, allegation of facts, its finding of facts, evidentiary bases, mitigating circumstance and the penalty based on the Student Manual;
8. Upon receipt of the Recommendation of the Dean, the OSDS will submit the records to the Committee, which shall be composed of the following:
  - A. OSDS Dean as the Chairperson
  - B. Director of Student Discipline
  - C. Any SSC Officer or College Student Council President
  - D. Dean of College of Liberal Arts
  - E. Head of the Property Office
  - F. Director for Student Activities
  - ❖ May be invited if the case involved PLM property/ies or Student Organization
9. Within ten (10) days from the period the case has been submitted for Resolution, the Committee shall RESOLVE the same, which may adopt, modify or set aside the Recommendation of the Dean, the findings of the Committee, the evidentiary bases, mitigating circumstance and the decision containing the penalty, if any. The Complainant and the Respondent shall be furnished with copies of the Resolution;

10. Within five (5) days from receipt of the Resolution, the aggrieved party may file a Motion for Reconsideration which shall be based on error in the application of the provisions of the Student Manual, newly found evidence, or the Resolution is not supported by the evidence submitted.
11. If the penalty imposed is suspension or higher, the Resolution, of the OSDS in case of admission, and of the Committee shall be appealable to the Office of the Vice-President for Academic Affairs (OVPAA for brevity). Otherwise, the Resolution shall be final and executory.

### **Elevation of the case to the OVPAA**

1. If the Penalty imposed is suspension, the case shall be appealable to the OVPAA upon filing of the Memorandum of Appeal by the aggrieved party within five (5) days from the receipt of the appealed Order / Resolution, and furnishing the other party with a copy thereof. The Memorandum of Appeal shall contain the parties, the allegations of the parties, the findings of the Dean, the findings of the Committee, the evidentiary bases, mitigating circumstance, the decision containing the penalty, if any, and the assignment of error in the appealed Order / Resolution.  
If the Penalty imposed is Dismissal or Expulsion, the records shall automatically be elevated to the OVPAA.
2. The OVPAA may, in his discretion, require the Appellee, to file his Memorandum of Appeal within five (5) days from receipt of the Order, and furnish the Appellant with a copy of the Memorandum of Appeal. Thereafter, or if the OVPAA deems the Memorandum of Appeal for Appellant unnecessary, the case shall be deemed submitted for Resolution;
3. Within ten (10) from the time the case has been deemed submitted for Resolution, the OVPAA shall RESOLVE the same, which may adopt, modify or set aside the Resolution of the Committee / OSDS. The Resolution shall contain the parties, the allegations of the parties, the findings of the Dean, the findings of the Committee, the evidentiary bases, mitigating circumstance and the decision containing the penalty, if any.

The Complainant and the Respondent shall be furnished with copies of the Resolution;

4. Within five (5) days from receipt of the Resolution, the aggrieved party may file a Motion for Reconsideration which shall be based on error in the application of the provisions of the Student Manual, newly found evidence, or the Resolution is not supported by the evidence submitted;
5. If the Penalty imposed by the OVPAA is suspension, the same shall be final and executory. Otherwise, the case shall be automatically elevated to the Office of the President for automatic review.

### **Automatic Review by the President if the Penalty imposed is Dismissal or Expulsion**

1. If the penalty imposed by the OVPAA is Dismissal or Expulsion, the case shall be automatically be elevated to the Office of the President for review;
2. The President shall RESOLVE whether to adopt, modify or set aside the Order of the OVPAA;
3. If the penalty imposed by the President is Expulsion, the same shall be final and executory only upon confirmation of the Board of Regents. Otherwise, the Resolution of the President shall be final and executory.

### **Table of Penalties for Student Misdemeanor**

The following descriptions of student misdemeanors are classified according to the gravity of the offense. The proposed penalties shall be imposed after an appropriate investigation conducted by the Office of the Student Development and Services.

## Light Offenses

1. Loitering and/or making noise within the University premises resulting in the disturbance of classes, programs, convocation, or other activities and functions.
  - 1<sup>st</sup> Offense – Warning – 1 day suspension
  - 2<sup>nd</sup> Offense – 2 days – 4 days suspension
  - 3<sup>rd</sup> Offense – 5 days – 7 days suspension
2. Non-wearing of ID card. All students shall wear their official Identification Cards at all times, within University premises or during University sanctioned activities.
  - 1<sup>st</sup> Offense – Warning – 1 day suspension
  - 2<sup>nd</sup> Offense – 2 days – 4 days suspension
  - 3<sup>rd</sup> Offense – 5 days – 7 days suspension
3. Non-wearing of proper uniform. Students shall, at all times, attend their classes in the prescribed uniform or dress code, unless the student has a written permit approved by the OSDS. College shirt, University shirt, and Organization shirt cannot be worn as substitute of the prescribed uniform. PE, CWTS, and ROTC uniforms should also not be used as substitute, unless it is the only class or subject they have for that given day. If their first subject is PE, the PE shirt may be worn upon entry but not the shorts. Laboratory uniforms/attires are only allowed to be worn as long as it falls within the laboratory hours.
  - 1<sup>st</sup> Offense – Warning – 1 day suspension
  - 2<sup>nd</sup> Offense – 2 days – 4 days suspension
  - 3<sup>rd</sup> Offense – 5 days – 7 days suspension
4. Intentional littering and unhygienic excretion within the University premises.
  - 1<sup>st</sup> Offense – Warning – 1 day suspension
  - 2<sup>nd</sup> Offense – 2 days – 4 days suspension
  - 3<sup>rd</sup> Offense – 5 days – 7 days suspension

## Less Grave Offenses

- Fourth (4<sup>th</sup>) and subsequent commission of the same light offense is subject to 8 days – 25 days suspension.
5. Cheating in any form of examinations and reports which may also include the following:
    - a. Possession of any material relevant to the examination used during the exam
    - b. Allowing somebody to copy during examination (both will be liable)
    - c. Without consent of copying one's work or looking into another's examination paper
    - d. Talking to another person during an examination without the proctor or teachers permission
    - e. Examination leakage
    - f. Asking somebody to take an examination or make/prepare an assignment or written report on his behalf
    - g. Any form of plagiarism
    - 1<sup>st</sup> Offense – 3 days – 5 days suspension
    - 2<sup>nd</sup> Offense – 6 days – 7 days suspension
    - 3<sup>rd</sup> Offense – 8 days – 15 days suspension
  6. Possession, carrying and bringing inside the University premises gambling cards and other gambling devices; and indulging in any form of betting or gambling.
    - 1<sup>st</sup> Offense – 3 days – 5 days suspension
    - 2<sup>nd</sup> Offense – 6 days – 7 days suspension
    - 3<sup>rd</sup> Offense – 8 days – 15 days suspension
  7. Smoking within the University premises.
    - 1<sup>st</sup> Offense – 5 days – 7 days suspension
    - 2<sup>nd</sup> Offense – 8 days – 15 days suspension
    - 3<sup>rd</sup> Offense – dismissal

- 8.** Unauthorized passage through prohibited areas within the University premises.  
1<sup>st</sup> Offense – 3 days – 5 days suspension  
2<sup>nd</sup> Offense – 6 days – 7 days suspension  
3<sup>rd</sup> Offense – 8 days – 15 days suspension
- 9.** Lending one's ID card, using another person's ID card, and other forms of misrepresentation of one's identity within the University premises. No students shall use the ID of another, and/or lend his ID for somebody else's use.  
1<sup>st</sup> Offense – 3 days – 5 days suspension  
2<sup>nd</sup> Offense – 6 days – 7 days suspension  
3<sup>rd</sup> Offense – 8 days – 15 days suspension
- 10.** Posting of any printed materials or posters without the approval of the Office of Student Development and Services. Removing, altering and erasure of official notices and posters from bulletin boards without authorization.  
1<sup>st</sup> Offense – 3 days – 5 days suspension  
2<sup>nd</sup> Offense – 6 days – 7 days suspension  
3<sup>rd</sup> Offense – 8 days – 15 days suspension
- 11.** Writing, drawing, sketching, etching, carving, engraving, printing, or painting any letters, words and figures on any property of the Pamantasan ng Lungsod ng Maynila. Intentional tearing off pages or defacing any reading materials, breaking or vandalizing any device, gadget, or equipment owned by the University.  
1<sup>st</sup> Offense – 3 days – 5 days suspension  
2<sup>nd</sup> Offense – 6 days – 7 days suspension  
3<sup>rd</sup> Offense – 8 days – 15 days suspension
- 12.** Damaging the personal property of other students within the University, faculty members and employees of the University within and outside the University.  
1<sup>st</sup> Offense – 3 days – 5 days suspension  
2<sup>nd</sup> Offense – 5 days – 7 days suspension  
3<sup>rd</sup> Offense – 8 days – 15 days suspension
- 13.** Possession, carrying and bringing inside the University premises, objects, pictures, or literature that are morally offensive in a contemporary community based on the standards of a reasonable prudent man; committing vulgar or indecent acts and other forms of improper conduct or behavior. Committing acts that may embarrass or bring dishonor to the University.  
1<sup>st</sup> Offense – 7 days – 10 days suspension  
2<sup>nd</sup> Offense – 11 days – 15 days suspension  
3<sup>rd</sup> Offense – dismissal
- 14.** Unauthorized use of PLM logo or seal, attempt to imitate, use of a strikingly similar symbol.  
1<sup>st</sup> Offense – 3 days – 5 days suspension  
2<sup>nd</sup> Offense – 5 days – 7 days suspension  
3<sup>rd</sup> Offense – 8 days – 15 days suspension
- 15.** Violation of conditions as set forth by approving authority.  
1<sup>st</sup> Offense – 7 days – 10 days suspension  
2<sup>nd</sup> Offense – 11 days – 15 days suspension  
3<sup>rd</sup> Offense – dismissal
- 16.** Any person who will instigate or take active part in a charivari or other disorderly meeting offensive to another or prejudicial to public tranquility.  
1<sup>st</sup> Offense – 14 to 25 days suspension  
2<sup>nd</sup> Offense – Dismissal

**17.** Any person who was been penalized for any provisions of this manual who shall evade service of his penalty.

1<sup>st</sup> Offense – 7 – 10 days suspension

2<sup>nd</sup> Offense – 11 – 15 days suspension

3<sup>rd</sup> Offense – Dismissal

### **Grave Offenses**

Fourth (4<sup>th</sup>) and subsequent commissions of the same less grave offense is subject to 15 days suspension to dismissal.

**18.** Unlawful taking of another's property. This will include unauthorized collection of fund or property by any untruthful or unauthorized pretense.

1<sup>st</sup> Offense – 14 days – 25 days suspension

2<sup>nd</sup> Offense – 26 days – dismissal

**19.** Possession, carrying and bringing inside the University premises any alcoholic drink and/or prohibited drugs or entering the university premises under the influence of either or both.

1<sup>st</sup> Offense – 14 days – 25 days suspension

2<sup>nd</sup> Offense – 26 days – dismissal

**20.** Using language and committing acts that are disorderly or disrespectful, oral written or published, which in any manner, may cause molestation of or cause dishonor to students, employees, faculty members or officials of PLM. Committing acts that may embarrass or bring dishonor within or outside the University premises.

1<sup>st</sup> Offense – 14 days – 25 days suspension

2<sup>nd</sup> Offense – 26 days – Dismissal

**21.** Submitting false or misleading statements in official documents filed with the University, publishing or disseminating oral or written false information about the University, its officials, faculty members, employees and students.

1<sup>st</sup> Offense – 14 days – 25 days suspension

2<sup>nd</sup> Offense – 26 days – Dismissal

**22.** Participating in any mob, riot or tumultuous affray within the University premises.

1<sup>st</sup> Offense – Dismissal

**23.** Preventing or threatening students, faculty, members or school authorities, in any manner, from attending classes, school activities or entering the University premises, or from discharging their duties.

1<sup>st</sup> Offense – Dismissal

**24.** Manipulation of data affecting the integrity of research-related project.

1<sup>st</sup> Offense – Dismissal

**25.** Unauthorized bringing in of deadly weapons within University premises.

1<sup>st</sup> Offense – Dismissal

**26.** Forging of signature, or any similar acts, tampering, securing or using materials with forged signature, school records or credentials.

1<sup>st</sup> Offense – Dismissal

**27.** Intentionally inflicting physical injuries to other persons.

1<sup>st</sup> Offense – Dismissal or Expulsion

**28.** Attack, employ force, intimidate or resist faculty or employee while engaging in the performance of official duties or occasion of such duties.

1<sup>st</sup> Offense – Dismissal or Expulsion

- 29.** Discharge of firearm, rocket, firecracker or other explosive calculated to cause alarm or danger in the University premises.  
1<sup>st</sup> Offense – Dismissal
- 30.** Any officer of an official student organization who is accountable for funds or property of the organization, shall appropriate or misappropriate, shall permit any other person to take the funds or property.  
1<sup>st</sup> Offense – 7 to 10 days suspension  
2<sup>nd</sup> Offense – 11 to 15 days suspension  
3<sup>rd</sup> Offense – Dismissal
- 31.** Any act of lasciviousness upon another person done intentionally.  
1<sup>st</sup> Offense – Dismissal
- 32.** Engaging in, challenging or inciting to, bout or duel, with or without the use of weapons.  
1<sup>st</sup> Offense – 7 to 10 days suspension  
2<sup>nd</sup> Offense – 11 to 15 days suspension  
3<sup>rd</sup> Offense – Dismissal
- 33.** Preventing entry to or exit from or restricting the freedom of movement of another within the premises of the University.  
1<sup>st</sup> Offense – Dismissal
- 34.** Any student who knowingly and falsely represent himself to be a student organization officer, University employee or perform any act pertaining to a student organization official, University employee or government official or employee without lawfully entitled to do so.  
1<sup>st</sup> Offense – Dismissal
- 35.** The unauthorized burning of own or another's personal property within the University premises, and the attempt or actual burning of University property.  
1<sup>st</sup> Offense – Dismissal

- 36.** Illegal association, founding, maintaining official position or membership of associations involved in activities unlawful or otherwise penalized under this manual.  
1<sup>st</sup> Offense – 14 to 25 days suspension  
2<sup>nd</sup> Offense – 26 days suspension – Dismissal
- 37.** Forging or simulating any handwriting, signature or rubric, stating false statements, changing actual dates, revising or inserting a statement or word to modify the meaning of a document or claim that such is original, suggesting participation in an event in complete absence of, and participating in an event simplifying to have been supported of legal documents even if in fact none.  
1<sup>st</sup> Offense – Dismissal
- 38.** An abusive treatment that may involve verbal harassment and intimidation, use of force or coercion which prevents another from doing something or force him to do something against his will.  
1<sup>st</sup> Offense – Dismissal
- 39.** Interfering with or unjustified absence in any official activity. Instigating other people to be absent from any official activity.  
1<sup>st</sup> Offense – Dismissal

#### **Analogous Acts**

Other acts not covered by this handbook, but which are similar or analogous to the foregoing classification of misdemeanors/offenses, shall be treated by the OSDS according to its gravity. For this purpose, the Incident Report/Complaint shall clearly state the facts constituting the alleged act/s. The OSDS shall then initially classify whether the act/s allegedly committed is considered as Light, Less Grave or Grave Offenses.

### **Mitigating Circumstances**

The attendance of the mitigating circumstances hereinafter set forth shall cause the imposition of the penalty to be reduced which shall not be lower than the minimum penalty prescribed.

1. Confession
2. Force majeure
3. Negligence
4. Illness
5. Compromise between student-complainant and student-respondent
6. Other acts analogous or similar to the foregoing.

The OSDS Dean is hereby authorized to witness the signing of a Compromise Agreement between student-complainant and student-respondent, which shall be binding between the parties signatory to the Compromise Agreement.

### **Conspiracy**

Two or more students can be impleaded as Respondent in a case if there is conspiracy between them to commit the offense. Expressed conspiracy exists when two or more students come to an agreement concerning the commission of an offense, decided to and commit the same. Implied conspiracy exists when two or more student acted in concert, each doing his part to fulfill their common design of committing the offense.

### **Joinder of Incident Reports**

When two or more Incident Reports are filed impleading the same Respondent, and the Incident Reports pertain only to the same commission of an offense, the Incident Report shall be joined as only one (1) case against the Respondent.

### **Referral to the Nearest Precinct**

If the University Security Group or OSDS finds it necessary or as the circumstances may warrant, the student may be brought to the nearest precinct for inquest proceeding without prejudice to the filing of the appropriate Incident Report (IR).

### **Student Offices/Headquarters**

All students, who are allowed by *the Pamantasan* to hold office, as officers of recognized student organizations of whatever level and/or type, are enjoined to observe office hours strictly as follows:

Monday – Friday	9:00am – 12:00nn 1:00pm – 6:00pm
Saturday	9:00am – 12:00nn

Student officers are not allowed to stay beyond the above schedule, unless a written permit specifying the valid reason for overstaying is secured from the Office of Student Development and Services.

## **UNIVERSITY DRESS CODE**

### **I. DRESS CODE FOR UNDERGRADUATE STUDENTS**

#### **THE SCHOOL UNIFORM**

*(School uniform should be worn during weekdays, except on Saturdays)*

### **Proper Uniform for Undergraduate Female Students**

1. **Blouse**
  - Plain white
  - Baby collar

- With 5 pin tucks (each side)
- Secret button hole
- Tuck-out with paja
- No tucks at the back

**2. Neck tie**

- 1 yard in length by 1 inch width
- No decorative accessories, University pin may be used
- Same fabric and color with the skirt

**3. Skirt**

- Knee-length, pencil cut
- Blue-gray in color
- Box-pleated at the back

**4. Shoes**

- Plain black
- Closed (toe and heels)

**5. No stockings, no socks or foot socks**

**6. No multiple earrings, no excessive accessories**

**Proper Uniform for Undergraduate Male Students**

**1. Pants**

- Charcoal-gray slacks
- Straight-cut

**2. Polo**

- Plain white
- Untucked
- Sports-collar
- White buttons, until solar plexus
- Half polo barong
- Side slit
- No shearing, no tucks (front or back)
- Straight-cut
- No pocket

**3. Shoes**

- Plain black
- Closed

**4. Plain black socks**

**5. Plain white undershirt**

Nursing, Physical Therapy, COPERS and Architecture (4<sup>th</sup> and 5<sup>th</sup> year) students should wear the uniform prescribed by their respective colleges.

**IMPROPER SCHOOL ATTIRE FOR UNDERGRADUATE STUDENTS**

*(During Weekends, Semestral Break, Summer, Christmas Break, Enrollment Period)*

**For both Gender**

- Sleeveless, spaghetti strap, tube type, plunging neckline, midriff (blouse/shirt), backless
- Pants: leggings, 3/4 pants, ripped or torn, all types of shorts
- Earrings (for male)
- Flip-flops or any open type shoes with or without heel strap
- Mini skirt, skirt with high slits
- Head gear (bull cap, bandanna, bonnet)

**II. DRESS CODE FOR POST-GRADUATE STUDENTS**

**A. MEDICINE STUDENTS**

Medicine students should wear the uniform prescribed by their college.

**B. MASTERL AND DOCTORAL STUDENTS**

Students of the Graduate School should also strictly adhere to the University's prescribed dress code. They are strongly encouraged to wear business or corporate attire.

## C. LAW STUDENTS

### For Female:

#### 1. Blouse

- Corporate
- Not sleeveless
- With collar or Sabrina cut neckline
- Not plunging

#### 2. Coat

- Corporate
- Buttoned
- Long sleeves
- Not cardigan

#### 3. Shoes

- Closed
- Heels: 2" max
- Stacking, socks and foot socks allowed

#### 4. Dress

- Corporate, worn with coat on top
- No plunging neckline
- 2" below the knee

#### 5. Skirt

- 2" below the knee
- No high slits

#### 6. Pants

- Slacks
- Long pants

### For Male:

#### 1. Polo

- Polo barong
- Polo (short or long sleeves) with necktie
- With or without coat
- White undershirt

#### 2. Pants

- Plain dark/light pants

#### 3. Shoes

- Formal, leather or synthetic leather

#### 4. Socks

- Dark color (black, navy blue, grey and brown)

### IMPROPER SCHOOL ATTIRE FOR LAW STUDENTS:

- Sleeveless T-shirts (male and female)
- T-shirt without collar (male and female)
- All kinds of shorts, ¾ pants (male and female)
- Spaghetti-strap blouses
- Sleeveless undershirt
- Plunging neckline (blouse/dress)
- Backless (blouses/dresses)
- Tube-type (blouses/dresses)
- Midriff (blouses)
- Mini-skirt
- Blue jeans or maong (male and female)
- Ripped or torn jeans (male and female)
- Leggings (female)
- Sandals, rubber shoes, flip-flops (male and female) or any open shoes
- Bull caps and earrings (male)

### III. HAIRSTYLE AND OTHER BODY ADORNMENTS

(Undergraduate and graduate students)

1. Haircut for boys should be 2" x 3" (hair should not touch the collar, the upper part of the ears, and the eyebrows)
2. Punk hairstyle are not allowed
3. Hair dye/color is not allowed
4. Wearing of any form of tattoo is not allowed
5. Body piercing is not allowed except for one (1) pair of ear piercing for female students only

#### IV. EXEMPTIONS FROM WEARING THE UNIFORM

1. **PE, CWTS, ROTC and Laboratory Attire** – PE, ROTC, and CWTS uniforms are not to be used as substitute, unless it is the only class/subject they have for that given day. Laboratory uniforms/attire is allowed to be worn as long as it falls within laboratory hours.
2. **Practicum** – A student undergoing Practicum may also be exempted from wearing the PLM uniform, provided they wear appropriate office/corporate attire or the prescribed OJT/Practicum uniform duly recognized by the Institution they are connected with. The Dean of the College concerned should directly endorse the names of their students to the OSDS. Proper University Dress Code must at all times be observed.
3. **Pregnant Students** – A student on the family way may be granted exemption from wearing the PLM uniform, provided she submits a medical certificate from the University Health Services proving her pregnancy to the Office of Student Development and Services.
4. Medical conditions that would render the student incapable of wearing the prescribed uniform may serve as an excuse, provided that they will submit a medical certificate proving their medical condition to the Office of the Student Development and Services.

#### ANNEX A

#### MEMORANDUM

TO: ALL ACCREDITED STUDENT ORGANIZATIONS

DATE: July 19, 2012

---

In order to ensure proper and continuous operation of all Student Organizations in the University, please be reminded of the following specific guidelines:

1. A student organization on Good Standing that committed the following violations during the previous school year may be put under probation and be given a Probationary Renewal:
  - a. Failure to join/attend 50% or more of the activities/meetings/assemblies conducted by the OSDS requiring the participation of accredited student organizations.
  - b. Late submission of Accomplishment Report and Financial Report.

Please be guided accordingly.

(Sgd.) **DR. NERI S. PESCADERA**

Officer-in-Charge

Office of the Vice President for Academic Affairs

## ANNEX B

### CLARIFICATORY GUIDELINES ON STUDENT ORGANIZATIONS

**WHEREAS**, pursuant to the Rule III, Section 1 of the newly-revised PLM Student Manual, the Vice President for Academic Affairs by the authority of the University President, through the Dean of the Office of Student Development and Services, shall have the authority to regulate the establishment and operation of student organizations;

**WHEREAS**, the Pamantasan ng Lungsod ng Maynila does not recognize and condemns fraternities, sororities and other organizations which require any form of hazing.

**WHEREAS**, Hazing, as defined in the Republic Act No. 8049 also known as the Anti-Hazing Law, is “*an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.*”;

**WHEREAS**, PLM recognizes and accredits legitimate student organizations but not fraternities, sororities and other Greek letter organizations, or any other organization which require any form of Hazing for membership;

**WHEREAS**, there is a need to clarify which organizations are considered illegal organizations under the PLM Student Manual;

**WHEREFORE**, for clarity, **Section 5, Rule III** of the Student Activities Directives shall be construed as:

*“All organizations, of whatever nature and name, which require and practice any form of initiation rites, Hazing or physical injuries, public*

*humiliation or psychological abuse are not allowed and are considered illegal associations.*

For guidance.

Signed and approved, this 30<sup>th</sup> day of August, 2012.

(Sgd.) **DR. NERI S. PESCADERA**

Officer-in-Charge

Office of the Vice President for Academic Affairs

## **GUIDELINES ON STUDENT ACTIVITIES**

**WHEREAS**, the Student Activities Directives of the PLM Student Manual provide that Student Activities that are part of the course requirements shall be coursed directly to the Vice President for Academic Affairs for approval;

**WHEREAS**, the approval of any proposed student activities, both academic and non-academic, requires the submission of all pertinent documents and studies for review prior to approval;

**WHEREAS**, the Office of the Vice President for Academic Affairs sees the need for the conduct of a thorough review of all proposals to determine the viability and validity of the intended student activity;

**WHEREAS**, the Office of the Vice President for Academic Affairs deemed it proper that a prior review of the documentary requirements shall be conducted by the office which is tasked to promulgate rules regarding Student Activities;

**WHEREAS**, the Office of Student Development and Services is empowered to promulgate rules on the conduct of student activities;

**WHEREFORE**, it is hereby directed that all proposals for activities involving the students shall be submitted to and reviewed by the Office of Student Development and Services, prior to the approval or disapproval of the Vice President for Academic Affairs if inside the University, and the Executive Vice President if outside the university.

For guidance and strict implementation.

Signed and approved, this 30<sup>th</sup> day of August, 2012.

(Sgd.) **DR. NERI S. PESCADERA**

Officer-in-Charge

Office of the Vice President for Academic Affairs

## **PAMANTASANG MAHAL**

**Pamantasan, Pamantasang Mahal  
Nagpupugay kami't nag-aalay  
Ng pag-ibig, taos na paggalang  
Sa patnubay ng aming isipan**

**Karunungan tungo'y kaunlaran  
Hinuhubog kaming kabataan  
Maging Pilipinong me'rong dangal  
Puso'y tigib ng Kadakilaan**

**Pamantasang Lungsod ng Maynila  
Kaming lahat dito'y iyong punla  
Tutuparin pangarap mo't nasa  
Pamantasan kami'y nanunumpa**

**Pamantasan kami'y nanunumpa**