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## INTRODUCTION

### VISION

The Ateneo de Zamboanga University, steering forward like Mindanao's agile vinta, is determined to chart courses of transformative education, hope, and peace. Finding God in every wave and wind, we navigate with discerning leadership as a learning community. In our journey, the Spirit of Magis inspires us to sail with Christ toward a reconciled world.

### MISSION

Guided by the compass of our Filipino, Catholic, and Jesuit values and heritage, Ateneo de Zamboanga University commits to seeking and upholding truth through a deeper engagement with God, one another, and creation:

- In faith, we are **Advancing Ignatian Spirituality**. We infuse Western Mindanao's education with transformative values that form persons and communities for and with others.
- In service, we are **Dedicated to Holistic Growth and Human Flourishing**. We form compassionate and discerning leaders who care for our environment, and walk with, serve, and uplift others, especially the excluded, in a mission of reconciliation and justice.
- In excellence, we are **Zealous in Charting Global Paths**. We ensure our instruction, research, and innovations resonate beyond our shores, responding to the evolving realities of society and building a sustainable future for all.
- In companionship, we are **United in Purpose and Action**. We collaborate, adapt, and strive for institutional excellence and meaningful community engagements, always laboring for the greater glory of God.

*Pro Deo et Patria, in the service of God and Country*



## GOALS

### A. **A**DVANCING IGNATIAN SPIRITUALITY

AdZU aims to strengthen the catholic identity and Ignatian Spirituality across the University through: (a) Spiritual Formation; (b) Curriculum Integration; (c) Non-Catholic Formation; and (d) Interreligious & Intrareligious Dialogue.

### B. **D**EDICATED TO HOLISTIC GROWTH AND HUMAN FLOURISHING

AdZU intends to enhance the student experience and learning through academic excellence and support by elevating: (a) academic standards; (b) quality assurance; (c) student support services; and (d) safe spaces for learning and expression. In support it also commits to develop and support outstanding educators, staff, and lay leaders by investing in: (a) faculty and staff development for human resource security and self-actualization; (b) sustainable leadership and management program; (c) safe and supportive work environment; and (d) comprehensive and just compensation.

### C. **Z**EALOUS IN CHARTING GLOBAL PATHS

AdZU will foster a culture of research, innovation, and internationalization by promoting: (a) research and publication; (b) innovation and development; (c) industry partnerships; and (d) global partnerships.

### D. **U**NITED IN PURPOSE AND ACTION

AdZU will refine its internal processes for financial sustainability and operational efficiency. It shall pursue: (a) operational efficiency; (b) financial sustainability; (c) and advancement initiatives. AdZU shall also forge stronger collaboration with communities by focusing on: (a) mission-driven community engagements; and (b) the Mindanao consortium of Ateneos.



## UNIVERSITY SEAL



The Ateneo de Zamboanga University seal embodies the school's mission. The crown ribbon bears the School motto in Latin: *Pro Deo et Patria*—For God and Country. The school's mission is to produce men and women for others, men and women in the service of God and country. At the bottom, surrounding the seal, is the name of the school, the *ATENEIO DE ZAMBOANGA*, founded in 1912.

Above the shield is a glorious sunburst that signifies Jesus' gifts and grace for all. A cross surmounts the monogram of the Society of Jesus (*JHS*), and below it, three nails symbolize Jesus Christ's Holy Passion. The "*JHS*" is the first three letters of the name of Jesus in Greek—Iota, Sigma, and *JES*. Emanating from the name of Jesus are the blue and white rays that signify his gifts and grace from all peoples.

In the circular field is the shield. The red and yellow stripes are derived from the coat of arms of the family of Oñaz, the maternal line of St. Ignatius. In the center are two wolves and a food pot. These are the medallions of the Loyola family, the paternal line of St. Ignatius. This medallion stands for the generosity and strength in the war for which the house of Loyola was well-known. The cross on the upper right portion of the shield symbolizes the Christian character of Ateneo. At the same time, the *vinta* represents the diverse cultural communities of the Southwestern Philippines, where the school is located. At the bottom left are the book and torch, traditional symbols of education.



## CHAPTER 1

### SCHOOLS AND COLLEGES

#### SCHOOL OF LIBERAL ARTS (SLA)

The School of Liberal Arts services all the other tertiary academic units aside from its major areas of concentration. It comprises six departments: Communication, Languages, Philosophy, Psychology, Religious Studies, and Social Sciences. It aims to:

- Train students to think critically and creatively and to communicate their ideas effectively and efficiently.
- Develop students' appreciation for truth, beauty, and refinement through contact with classical and modern ideas and personalities in literature and the arts.
- Enhance students' understanding of the human person by raising awareness of the social, cultural, and political forces that shape society's affairs.
- Develop students' ability to reflect on the meaning of significant human experience.

#### SCHOOL OF EDUCATION (SED)

The School of Education is responsible for the pre-service and in-service education of both secondary and elementary school teachers. It seeks to produce functional and multi-literate graduates who are creative designers of learning environments, reflective facilitators of meaningful experiences, models of Ignatian Spirituality, collaborators, and leaders in educational research and projects focused on the environment, peace, and development in Mindanao. The objectives of the School of Education are:

- To help students acquire an education rich with Filipino values, Catholic human virtues, and a well-rounded cultural and moral background characteristic of a Jesuit education.



- To develop students' critical and strategic thinking skills, communication, life-long learning, and other higher-level literacies needed for teaching in the 21st century.
- To form professionals with global competence in content and pedagogy, particularly in their fields of specialization, grounded in a principled theoretical, methodological, ethical, and experiential knowledge of the teaching profession.
- To cultivate collaborative leadership and a deep sense of social responsibility in students by engaging them in activities designed to improve conditions and promote peace in the community.
- To equip students with the necessary competencies to engage in research and other scholarly activities that will contribute to developing quality education in Mindanao.

## **SCHOOL OF MANAGEMENT AND ACCOUNTANCY (SMA)**

The School of Management and Accountancy is committed to forming competent, ethical, and socially responsible business leaders and professionals. Guided by the Ignatian values of excellence, service, and integrity, SMA offers dynamic programs in business, accountancy, and management that integrate academic rigor with real-world application, equipping students to lead and innovate in a constantly evolving global landscape.

The School of Management and Accountancy comprises two departments: Accountancy and Management. It aims to:

- Equip students with the knowledge and skills needed to be effective practitioners in the field of business and management.
- Develop in the students an entrepreneurial spirit that will significantly contribute to the development of the city, the region, and the community at large.
- Provide students with academic and professional training that is grounded in faith in God and the Jesuit ideals.
- Develop in the students a sense of ethical business practice, care, and environmental concern.



## **COLLEGE OF SCIENCE, INFORMATION TECHNOLOGY, AND ENGINEERING (CSITE)**

The College of Science, Information Technology, and Engineering offers degree programs in Science, Technology, Engineering, and Mathematics (STEM). The college aims to:

- Produce graduates who are highly qualified in the fields of Science, Information Technology, Engineering, and Mathematics needed for the development of the region and the nation.
- Offer general education courses to other colleges and schools in the higher education unit.
- Provide students with opportunities to master particular skills and train them to be highly adaptable in today's volatile, uncertain, complex, and ambiguous (VUCA) world.
- Provide students with opportunities to analyze data, apply their knowledge, collaborate, create, experiment, innovate, solve real problems, and persevere.
- Advocate for the holistic formation of its students as discerning individuals, dedicated professionals, and responsible citizens.
- Contribute to the region's Science, Information Technology, and Engineering growth through education, community engagement, and collaboration with business, industry, and other organizations.
- Nurture future leaders, innovators, and advocates of Science, Technology, Engineering, and Mathematics in view of improving lives and communities here or abroad.
- Provide students with a competitive advantage both locally, nationally, and internationally.

## **COLLEGE OF NURSING (CON)**

**Vision:** To persevere and be the leading College of Nursing, inspired by the Vinta's spirit of exploration and resilience, dedicated to advancing Ignatian spirituality, fostering holistic growth and human flourishing, zealously charting global paths in healthcare, and united in purpose and action towards the holistic area of health and wellness of all communities.



**Mission Statement:** “Guided by the enduring symbol of the Vinta, the College of Nursing is committed to:

1. **Advancing Ignatian Spirituality:** Embedding Ignatian values of reflection, discernment, magis, cura personalis, animo, companionship, and compassionate, conscientious, competent care in our educational and professional practices to nurture nurses who are ethically grounded and spiritually enriched.
2. **Dedicated to Holistic Growth and Human Flourishing:** Promoting an environment that supports the physical, mental, biosocial, and spiritual well-being of our students, faculty, administrators, and the communities we serve, ensuring comprehensive personal, spiritual, and professional development.
3. **Zealous in Charting Global Paths:** Equipping our students, staff, and faculty members with the skills, knowledge, and cultural competencies necessary to navigate and lead in diverse global healthcare settings, fostering innovation, legal jurisprudence, leadership, ethical and moral ascendancy, research culture, and excellence in nursing practice.
4. **United in Purpose and Action:** Collaborating as a cohesive and dedicated community, committed to the shared goal of advancing health and wellness, and addressing the evolving needs of society with empathy, expertise, and unity.”

This vision and mission encapsulate the essence of Vinta’s journey, symbolizing the College of Nursing’s commitment to spiritual depth, holistic development, global leadership, embedded research culture, and collective purpose in the realm of health, with disturbances and rehabilitation of all ages and in all settings in the service of God, humanity, country, and world.

### **Objectives of the College of Nursing**

The college aims to form students into nurses who are active in Advancing Ignatian Spirituality, serving humanity as professionals dedicated to Holistic Growth and Human Flourishing, continually striving for excellence, and Zealous in Charting Global Paths while remaining United in Purpose and Action as valuable members of the university community.





**Specifically, at the end of four years, the student nurse will embody:**

1. **Integration of Ignatian Spirituality:** Nursing students will demonstrate an understanding of Ignatian values, integrating these principles into their personal and professional lives, emphasizing compassionate care and social justice.
2. **Holistic Development:** Nursing students will develop into conscientious, committed, and compassionate leaders who serve and uplift others, addressing health issues within the community.
3. **Global Competence and Leadership:** Nursing students will demonstrate global healthcare competencies by effectively caring for culturally diverse clients and receiving positive feedback in alignment with research, innovation, and nursing practice.
4. **Community Collaboration and Wellness, United in Purpose and Action:** Nursing students will engage in community health initiatives, providing care and education to underserved populations, always striving for the greater glory of God.

The College of Nursing comprises four levels, each headed by a level chair. The college forms students to become caring, compassionate, competent, and committed nurses. The College of Nursing aims to:

- Provide students with the necessary skills, knowledge, and attitudes to promote and restore health, prevent illness, and alleviate suffering.
- Develop the students' deep awareness and understanding of the profession's legal, social, and moral responsibilities.
- Develop critical and creative thinking and research capabilities by using the nursing process in the key areas of responsibility.



## CHAPTER 2

### ACADEMIC REGULATIONS

#### A. GENERAL GUIDELINES

1. The student's registration (enrollment) in the University is understood as an expression of willingness to abide by all the rules and regulations prevailing in the University. It is the student's responsibility to know the contents of the handbook. Non-compliance due to a lack of awareness of the provisions in the handbook is not deemed excusable.
2. As Ateneans, students are expected to apply themselves fully in their respective academic endeavors and engage actively in co- and extra-curricular activities that complement their academic formation. They are encouraged to participate in one or more co-curricular activities to the extent that their studies permit. These are intended to provide a balance in their formation and development. The University, through its academic units, however, reserves the right to advise against participation in activities that disrupt academic learning or hinder personal growth. Thus, aside from attending classes regularly, students are expected to:
  - a. Optimize the student services programs for spiritual formation, psycho-emotional, and social development offered by the Campus Ministry Office, Guidance and Counseling Office, and the Social Awareness and Community Service Involvement Office, respectively.
  - b. Attend institutional functions, such as the Mass of the Holy Spirit (Red Mass), St. Ignatius Mass, and other special activities of the University.
  - c. Participate in the relevant program and activities organized by the Office of Student Affairs, such as the Orientation Seminar for freshmen, Reorientation Seminar for Graduating Seniors, Tuition Fee Increase Consultation, Individual and Organization Awards Recognition (Magis Awards), AtFest Week, and those initiated by their academic units.



3. Students must inform or update their parents or guardians of their academic standing, attendance status, and the consequences of their failures and absences.
4. Students are expected to use communication and information technology responsibly, particularly when engaging in actions that may impact the privacy, dignity, and/or rights of institutions, groups, or individuals.
5. Communication and information technology equipment may not be used in the classroom without the teacher's explicit permission.
6. Students are required to keep their contact information at the Registrar's Office up to date.
7. Students are responsible for the behavior of persons or outsiders who come onto the campus on their behalf. A student is charged with an offense when any provision stated in the handbook is violated.
8. Students who bring vehicles onto the campus should observe all campus traffic and parking regulations. This guideline includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.
9. Eating and drinking are not allowed in classrooms, laboratories, audio-visual rooms, and the JTB Libraries.
10. All students share the responsibility of maintaining a "drug-free" and "smoke-free" campus.

## **B. ACADEMIC CALENDAR**

Classes in the university are on a semester basis. The school year is divided into two semesters: the first semester, from August to December, and the second semester, from January to May. A semester consists of 18 weeks and 54 class hours for a 3-unit subject. The third term begins in June and ends in July. This term lasts six weeks and consists of 45 class hours for each 3-unit subject.

## **C. ADMISSION**

1. Admission into the University is open to qualified young men and women. It does not discriminate based on race, ethnic



background, religion, color, national ancestry, sex, age, disability, or employment status except as stipulated in an applicable CHED Memorandum Order (CMO).

2. Admission for all courses is determined principally by the results of the College Entrance Test (CET). The minimum percentile rank for admission to the University is 30% or higher.
3. Admission requirements are not the same for all degree programs. A student who qualifies for admission into one program may not be admitted into another if he/she does not meet the other program's requirements. In particular, board programs or those with licensure examinations require higher minimum CET percentile rankings after graduation. Also, nursing applicants must be physically and mentally fit.
4. International or foreign students must meet not only the university's requirements but also government regulations that apply to them.
5. The University accepts cross-enrollees from other schools, auditors, and special students, subject to conditions stipulated by the University.
6. An Ateneo student who transfers to another school and desires to return to the University may not be automatically readmitted. The student must apply for re-admission as a transfer student, subject to admission requirements for transfer students.
7. The University reserves the right to refuse admission to any student at any time for reasons of unsatisfactory grades and/or undesirable conduct.

#### **D. ENROLLMENT**

Registration is the process of enrolling in courses before the start of each academic term. A course is a subject offered by a higher education institution, identified by a catalog number and course title, with its content detailed in a course description. A course is a component of a degree program.

1. Students must complete the registration process to be officially enrolled. This process includes:



- a. Online academic consultation with the home department for advisement of courses through the MyAdZU Portal
    - i. Students select subjects based on their program prospectus.
    - ii. Students consult the Home Department regarding their chosen subjects.
    - iii. Department Chair or designated faculty for consultation verifies subjects on student status (regular/irregular), then approves the consulted subjects.
  - b. Assessment of tuition and fees by the College Registrar. Before assessing, the Registrar's Office checks for completion of clearance. All offices must be indicated as cleared before students move to the assessment. Students can view their clearance status through the portal.
  - c. Payment of tuition and fees at the Finance Office. Students must pay at least the minimum down payment for the current term to be validated. Students can check the portal to verify their validated status.
2. Only officially enrolled students are considered validated and eligible to:
- a. Participate in class activities,
  - b. Submit assignments,
  - c. Take exams, and
  - d. Receive final grades for the semester or term.
3. Students are given a maximum of 6 weeks after the start of classes to complete the validation process. If not validated after 6 weeks, the student will be removed from the class list and considered not enrolled in the selected classes.

## E. ACADEMIC CONSULTATIONS

Academic consultations before enrollment are essential sessions where students receive guidance on course selection, academic requirements,



and program expectations. These sessions are conducted a week before the enrollment period to help students make informed decisions about their academic journey, ensuring alignment with their goals and institutional policies. Students are required to see the department chair/dean or the teacher assigned to assess academic progress and deficiencies following the student's plan of study. Faculty advisors offer valuable insights into prerequisites, workload management, and available resources, facilitating a smooth transition into the semester. Students may use this opportunity to discuss or raise issues, challenges, and difficulties they may have concerning certain subjects or their program in general.

## F. ADDING/DROPPING A SUBJECT

“Adding/Dropping a subject” during enrollment refers to the process where students modify their course load by either enrolling in a new subject (adding) or withdrawing from an already registered subject (dropping) within a specified period. This procedure enables students to adjust their schedules according to their academic needs, interests, or availability.

1. Dropping or adding a subject is considered official after completing a special ADDING/DROPPING FORM approved by the College Registrar. This procedure is done during the designated period, which is the **first two weeks of the regular semester** and the **first week of the third term**.
2. Dropping a subject without permission from the University Registrar is recorded as WF.
3. A student may drop a subject and/or change it to another subject (or section) only if:
  - a. The subject has been dissolved.
  - b. The schedule conflicts with another subject.
  - c. The subject conflicts with the student's work schedule (certification from the employer must be presented to the Registrar).
  - d. Dropping is made during the designated schedule.



## G. SHIFTING TO ANOTHER PROGRAM

Students are allowed to shift to other programs provided they meet the requirements set by the Department.

1. Students are eligible to shift to a different degree program only after completing their first year of studies at Ateneo de Zamboanga.
2. Students must complete the **Program Change Form** to change their degree program or major. The form may be secured through the MyAdZU portal.
3. The completed **Program Change Form** must be signed by the relevant offices and submitted by the student to the receiving department.

## H. TRANSFER STUDENTS

A small number of transfer students are accepted into the University each semester. Admission is determined by the CET and GPA scores from previous semesters at another school.

- a. To obtain an Ateneo diploma, a transfer student must have resided in Ateneo for at least three (3) years or have taken at least 75% of the total courses.
- b. As a general policy, transfer students seeking admission into the senior year are not accepted.
- c. Admission requirements for transferees for board programs will be applied accordingly.
- d. To transfer credit for a course, the student must have earned a grade of at least a C or 3.00, or one full grade higher than the passing grade in the previous institution's grading system. The relevant department will determine any additional requirements for validation, such as a validation exam, if necessary.



AdZU Letter Grade	AdZU Numerical Grade	SUC Numerical Grade	Descriptor
A	4.00	1.00	Excellent
A-	3.50	1.50	Superior
B	3.00	2.00	Above Average
B-	2.50	2.50	High Average
C	2.00	3.00	Average
D	1.00	4.00	Passing
F	0.00	0.00	Failure

- e. Credits earned for PATHFIT (equivalent to Physical Education) and the National Service Training Program (NSTP) may also be validated using the same procedures as for academic courses. However, transfer students should check whether their degree program has specific requirements related to particular PATHFIT or NSTP courses.
- f. To be eligible for validation, courses must have been taken within four years before the student's transfer to Ateneo de Zamboanga University.

## I. TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Transfer of Credit is the process of validating and granting credit for courses completed at another institution. Validation involves the recognition of courses from another institution as equivalent to, or substitutes for, courses required in a student's degree program.

1. Credit for courses completed at another institution may be granted if Ateneo de Zamboanga offers an equivalent course based on the prospectus of the degree program. Free electives do not require an equivalent course at Ateneo de Zamboanga University.
2. Philosophy and Religious Studies courses should generally be taken at Ateneo de Zamboanga University. Credits may be granted if equivalent courses are taken from other Ateneos.





3. Thesis and capstone courses must be undertaken and completed in residence at Ateneo de Zamboanga.
4. Grades earned from transferred credits are not included in the computation of a student's Grade Point Average (GPA).
5. The grade reflected on the student's transcript of records for a transferred course will be the original grade assigned by the institution where the course was completed.

## J. CROSS-ENROLLMENT TO OTHER SCHOOLS

Cross-enrollment refers to the process by which a student enrolls in a course at another college or university while actively enrolled in a degree program at Ateneo de Zamboanga.

1. **Conditions for Cross-Enrollment.** A student may cross-enroll in a course at another college or university, provided the following conditions are met:
  - a. The student is a graduating senior.
  - b. The course to be taken at the other institution is not a course in Religious Studies, Philosophy, or one of the AdZU core courses.
  - c. The course is not offered at Ateneo de Zamboanga during the specific semester.
  - d. The combined total units of courses enrolled at Ateneo de Zamboanga and those cross-enrolled in another institution must not exceed the maximum load prescribed for the student's degree program for that semester.
  - e. Approval must be obtained from both the Home Department Chairperson and the Department Chairperson responsible for validating the course to be cross-enrolled.
  - f. The cross-enrolled course must have an equivalent course in Ateneo de Zamboanga, with a corresponding course code assigned in the specific program prospectus.
  - g. The student must cross-enroll only in an accredited university.



2. **Course Validation and Approval.** Endorsement for cross-enrollment at another institution does not guarantee that the course will be validated as equivalent at Ateneo de Zamboanga. The validating department may require specific conditions to be met—such as achieving a minimum final grade or passing a validation exam—before recognizing the course as equivalent to an AdZU course. Students are strongly encouraged to clarify and confirm these validation requirements with the relevant department before proceeding with cross-enrollment.

## K. CROSS-ENROLLMENT FROM OTHER INSTITUTIONS TO AdZU

To cross-enroll at AdZU, students must complete the following steps:

1. **Submit a cross-enrollment permit** along with any required documents to the Admissions & Aid Office.
2. **Ensure course equivalency:** The selected course must have a similar title, description, and number of credit units to the original course.
3. **Registration of Course:** The course must be registered in the College Registrar's Office for proper processing and assessment.
4. **Payment:** Assessed tuition and all applicable fees must be paid at the Finance Office to be validated for the current term.

## L. STUDENTS' ATTENDANCE

1. Students are expected to attend classes promptly and regularly.
2. A class beadle assists the teacher in monitoring attendance.
3. A student is tardy (or late) when he/she comes to class after the opening prayer.
4. Two occasions of tardiness are counted as one absence. Tardiness, however, should bar any student from attending class.
5. There is a limit to the number of absences without academic sanction. A student is allowed the following number of hours of absence for subjects with the corresponding units:



- a. Five (5) hours for a 2-unit subject
  - b. Seven (7) hours for a 3-unit subject
  - c. Twelve (12) hours for a 5-unit subject
  - d. Fourteen (14) hours for a 6-unit subject
6. Unless explicitly excused, a student who makes more than the allowed number of hours of absence is dropped from the class roll. A student who is dropped due to excessive absences in a particular subject is given a grade of WF (With Failure).
  7. Absence may be excused due to hospitalization or illness as confirmed by a medical certificate or because of the demise of an immediate family member (parent or brother/sister, spouse, or children). A student who is absent from class is responsible for all the work assigned by the instructor during the date of his/her absence.
  8. The subject teacher has the discretion to approve excusable absences. Students may appeal to the teachers concerned for consideration.
  9. The faculty submits the official list of students “Dropped” due to excessive absences from the Office of Student Affairs, and a summary is posted on the College Bulletin Board.
  10. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may refer a student to the OSA for misbehavior and to ensure proper disciplinary action.
  11. The Office of Student Affairs (OSA) maintains and keeps records of student-related documents.

## **M. BELL SYSTEM**

1. Classes begin and end with the ringing of the bell.
2. A ten-minute interval is observed between class periods.
3. During emergencies, one long siren will be sounded. In such instances, students should immediately cease all activities, vacate the building calmly, and quickly assemble at the designated evacuation areas.



## **N. OPENING AND CLOSING PRAYER**

As a tradition in a Catholic Jesuit institution, classes should commence and end with a prayer. Students may lead the prayer voluntarily. Alternatively, the teacher may assign or request a student to lead the prayer.

## **O. EXAMINATION SLIPS DURING THE MIDTERM AND FINAL EXAMINATIONS**

Students are required to present their examination slips to the proctors as proof of financial settlement before being allowed to take the Midterm and Final examinations. Failure to present a valid examination slip will result in ineligibility to participate in the exams.

To ensure a smooth examination process, students must settle all outstanding tuition and fees at the University Finance Office before the examination period. It is the student's responsibility to ensure that payments are completed promptly to avoid any disruptions to their academic assessments.

The University strongly encourages students and parents to complete all financial obligations as early as possible to prevent any inconvenience or additional stress during examinations.

## **P. MIDTERM AND FINAL EXAMINATIONS**

1. The schedule of Midterm and Final Examinations is posted on the Registrar's bulletin board and online at the university's website (MyAdZU Portal).
2. Students can only take these examinations when they present their "Admit-to-Exam" slips, secured from the Finance Office.
3. Students who take the midterm and final examinations must display their Identification Cards properly and adhere to the university's dress code. Likewise, all electronic devices must be turned off.
4. Students who missed the midterm or final examinations should inform their respective teachers of the situation so that proper assessment and action can be taken.



5. A special delayed examination may be given due to illness, family bereavement, or emergency circumstances. Pertinent documents, such as hospital records, medical certificates, and the like, must support such reasons.
6. Delayed examinations must be taken within two (2) weeks immediately after the last day of midterm or final exams.
7. Students may request to see their corrected examination papers and the computation of their final grade. If errors in the corrections or determination of marks and other discrepancies are discovered, a student may appeal for a grade change within the prescribed period.
8. To help our students focus on their academic requirements and preparations, all student activities will be suspended one week before and during the midterm and final examinations.

## **Q. LEAVE OF ABSENCE (LOA)**

A Leave of Absence (LOA) is a period during which a student temporarily discontinues studies for non-academic and non-disciplinary reasons. Approval of an LOA request requires endorsement from the relevant offices.

1. Students who do not plan to enroll in a specific semester or entire school year for non-academic or non-disciplinary reasons must apply for an LOA.
2. An LOA may not be granted to students on academic probation or with unresolved disciplinary cases. However, the VPHE may approve exceptions for academic matters or by the Director of the Office of Student Affairs for disciplinary concerns.
3. Students on an LOA are not permitted to study or enroll in another educational institution during the leave period.
4. The duration of an LOA may not exceed one academic year and is only allowed once during the student's entire tenure at Ateneo de Zamboanga. The VPHE may grant exceptions to this rule.



## **R. OVERLOAD**

Students are generally expected to enroll in the maximum course load specified in their official curriculum or program prospectus. However, under certain conditions, students may be permitted to enroll beyond this maximum. The following cases may be granted permission for an overload with prior approval from the Vice President for Higher Education:

1. *Seniors and students in their final year* may take up to six (6) additional units beyond their maximum load for the entire school year (regular load plus overload).
2. Any exceptions to the above policies require the approval of the Vice President for Higher Education.

## **S. WITHDRAWAL WITH PERMISSION (WP)**

1. Withdrawal with Permission (WP) is given to all subjects when enrollment is withdrawn within the first 6 weeks of the semester.
2. WP is likewise given to all subjects when enrollment is withdrawn anytime during the semester due to valid reasons, e.g., medical conditions, accidents, transfer of residence, etc. Proper documents must be submitted as evidence.
3. WP is given to all subjects when the student withdraws from school.
4. The University Refund Policy will apply to cases of Withdrawal with Permission.
5. WP is not given selectively to individual subjects, but rather to all subjects in a semester due to withdrawal from enrollment.
6. The student must apply for Leave of Absence (LOA), duly approved by the College Registrar, if intending to resume schooling in the future.

## **T. MAKE-UP CLASSES**

1. Make-up classes should have the expressed approval of the Dean or Vice President for Higher Education.
2. Students must be informed at least two (2) days before the scheduled special class.



3. A special class schedule must be posted on the OSA Bulletin Board.
4. Make-up classes are allowed if at least 2/3 of the students agree to the proposed make-up class.
5. Students must affix their signature on the sign-up sheet indicating that they agree or approve of the proposed make-up class. The sign-up sheet provided by the teacher must include the date, time, and venue of the make-up class. The sign-up sheet must be attached to the request form or letter for the proposed make-up class.
6. Any cancellation of the special class shall also be posted at the OSA Bulletin Board at least one day before the scheduled make-up class.

## U. COLLEGE GRADING SYSTEM

Ateneo de Zamboanga employs a standardized method to assess and evaluate student performance across various courses, reflecting academic achievement, progress, and areas for improvement. Grades are assigned based on a combination of exams, assignments, and participation to ensure fairness and consistency in measuring students' knowledge and skills.

GRADE	DESCRIPTOR	PERCENT CORRECT
4.00	Excellent	95 – 100
3.50	Superior	89 – 94
3.00	Above Average	83 – 88
2.50	High Average	77 – 82
2.00	Average	71 – 76
1.50	Low Average	65 – 70
1.00	Passed	60 – 64
F	Failed	Below 60



OTHER MARKS	DESCRIPTOR
WP	Withdrawn with Permission
WF	Withdrawn with Failure
P	Passed for FFP/NSTP
F	Failed for FFP/NSTP

## V. GRADES

1. The midterm and final grades are reported in the MyAdZU Portal in the form of grade points as outlined above. Students may access their MyAdZU Portal to view their grades. Grades become available for access 10 working days after the last day of midterm and final examinations.
2. A grade mark of INC or Incomplete for the final semester grade is not allowed (Manual of Regulations for Private Schools, 2008, Sec. 83.a). Failure to submit a course requirement on the date set by the teacher results in a sanction of a grade of 0.00 for the requirement. The mark is incorporated into the grade for the quarter.
3. Grade for NO FINAL EXAM:
  - a. Failure to take the delayed examination for reasons not considered valid merits a percent correct of 0.0.
  - b. A student who is unable to take the final examination for valid reasons may be given a final grade by computing the average of the first and second quarters of the semester.
4. If the teacher concerned is unable to do so, the department chair or the dean of the college may decide on the status of the student's final grade.
5. Students are entitled to see their graded quizzes and other requirements. They also have the right to be informed by their teachers of their class standing, the midterm and final grades, and the computations of such.





## **W. COMPUTATION OF GRADE POINT AVERAGE (GPA)**

1. The Grade Point Average is computed as follows:
  - a. Multiply the grade of a given subject by the number of units for that subject. This computation should be done for all the subjects except Bpract (Typing), Outreach, FFP, and NSTP/ROTC, for which the marks given are “Passed” or “Failed” with no numerical equivalents.
  - b. Find the sum of all the products obtained in a.
  - c. Find the sum of all units in a.
  - d. Divide the number obtained in b by the number obtained in c. The resulting quotient is the GPA. Rounding off is allowed up to two (2) decimal places only.
2. The grade for PathFit must be included in the computation of the GPA.
3. All academic subjects taken by the student for credit, whether required by the program or not, are included in the computation of the GPA.
4. Subjects with “Failed” marks must be retaken to comply with the requirements for graduation.
5. A subject reported as WP (Withdrawn with Permission) or Passed/Failed is not included in the computation of the GPA.
6. A subject reported as WF (Withdrawn with Failure) is assigned a grade of 0.0 in the computation of the GPA.

## **X. APPEAL FOR CHANGE OF GRADE**

A grade submitted to the Registrar can be changed only at the instructor’s request and then only with the approval of the Vice President for Higher Education. The form may be downloaded from the MyAdZU portal. The instructor fills out the form and complies with the procedure for change of grade. Permission may be granted only in the following cases and not in cases of re-evaluation of the student’s work:



1. Typographical Error in Submitting Online
2. Error in Computation
3. Late Submission of Course Requirements

Changes in grades are allowed until the end of the next semester. Hence, it is the student's responsibility to determine promptly the correctness of all grades received.

## **Y. EXEMPTIONS FROM FINAL EXAMINATIONS**

1. Exemption from taking the final examination is a privilege that may be granted to high-performing students. However, the following conditions and standards must be met:
  - a. The department that offers or oversees the course or subject allows the granting of exemption.
  - b. When there is no contradictory policy, the faculty member handling the course has the prerogative to grant an exemption.
  - c. In the second quarter, the student must have obtained a midterm grade of 4.00 and a class standing grade of 4.00.
2. No exemptions are given for board courses.

## **Z. ATENEO DIPLOMA**

To be eligible for an Ateneo de Zamboanga University diploma, a candidate for graduation should complete a minimum weighted Grade Point Average (GPA) of 1.00 in the required subjects of the degree program. This means a residency in the University for at least three (3) years or six (6) semesters plus required third-term sessions. Equivalently, the student must have taken at least 75% of the total required number of units in the University.

## **AA.. ACADEMIC HONORS**

Ateneo de Zamboanga University has the prerogative of granting academic honors to deserving students. The University reserves the right to set the criteria for granting honors and awards and to withhold their granting for cause as determined by the Higher Education Council.



1. **Dean's List.** Academic honors are granted to students who have met the following grade and grade point average (GPA) requirements every semester:
  - a. **First Honors** – GPA of at least 3.60 and lowest grade of 2.00
  - b. **Second Honors** – GPA of at least 3.30 and lowest grade of 2.00
  - c. Conditions
    - i. Students must have a minimum academic load of 18 units or must have taken the full semester study load prescribed by the program.
    - ii. Students must not have incurred administrative disciplinary sanctions during the semester.
2. **Graduation Honors.** Latin Honors and Honorable Mention are granted to students who have met the following grade point average (GPA) during their entire stay in the college:
  - a. **Summa Cum Laude** – GPA of at least 3.80 and lowest grade of 2.00
  - b. **Magna Cum Laude** – GPA of at least 3.60 and lowest grade of 2.00
  - c. **Cum Laude** – GPA of at least 3.40 and lowest grade of 2.00
  - d. **Honorable Mention** – GPA of at least 3.30 and lowest grade of 2.00
  - e. Conditions
    - i. Students must have completed the program within 4 years, as the curriculum prescribes.
    - ii. Students must be enrolled in all semesters and all applicable third terms. Leave of Absence (LOA) with official permission will not be counted for residency for a maximum of one (1) academic year.
    - iii. Must not have incurred any administrative disciplinary sanction given by the Board of Discipline (BOD) during the entire stay at AdZU.
    - iv. Transferees who performed well are treated as special cases and may be granted **Honorable Mention** at the discretion of the HE Council.



## **BB. GRADUATION AWARDS**

### **1. OUTSTANDING GRADUATE STUDENT**

The distinction of Outstanding Graduate Student is given to the top student of each college who exemplifies academic excellence and superior leadership qualities in the Jesuit educational tradition of forming men and women for others. Each college forms a special committee to conduct the vetting process to select its Outstanding Graduate Student. The selection process involves carefully evaluating the student's academic performance, extracurricular activities, and personal qualities through interviews. The special committee of each college prepares a shortlist of students as candidates for the Outstanding Graduate award. The shortlisted students must submit the application requirements to be considered in the selection process. In the end, a total of five (5) Outstanding Graduate Students will be carefully chosen from the graduating batch, representing each of the five (5) colleges. These five (5) top students automatically become the candidates for the Valedictorian Award.

#### **a. QUALIFICATIONS**

- ii. The candidate must possess good moral character.
- iii. The candidate has not received any disciplinary sanctions from the Board of Discipline (BOD) at any time during their stay at Ateneo.
- iv. The candidate must be outstanding in co- and extracurricular activities.
- v. The candidate must be actively involved in community service.
- vi. The candidate must graduate with at least a Cum Laude academic honor.
- vii. The candidate has fulfilled all his unit requirements for the degree at Ateneo de Zamboanga University, except where official permission has been granted to take certain subjects at another school, as these are not offered at Ateneo for a particular summer or semester.
- viii. The candidate must have enrolled in all required semesters and 3rd terms as prescribed by the curriculum, except during an officially approved Leave of Absence (LOA).



## **b. SELECTION CRITERIA**

- ix. **Superior Academic Performance (40%):** The basis for the student's academic performance is the weighted General Point Average (GPA), which is computed from all the final marks in all the subjects the degree requires.
- x. **Co- and Extra-Curricular Engagements (30%):** Student engagements in various activities include community service, involvement in clubs and organizations, participation in programs and activities as a leader or as a member within or outside the University, partaking in competitions, and honors/awards received.
- xi. **Character and Personality (30%):** The candidates' personal qualities are assessed based on the recommendations of persons familiar with the candidates and through the conduct of panel interviews by the members of the college vetting committee.

## **2. CLASS VALEDICTORIAN**

The Class Valedictorian is the most distinguished award given by the Higher Education Unit of Ateneo de Zamboanga to an outstanding student who approximates the characteristics of an ideal Ateneo graduate. The Class Valedictorian possesses excellence in academics, leadership, community service, values, and personal character. The Valedictorian is chosen from among the five (5) Outstanding Graduate Students.

The Vice President for Higher Education convenes an Awards Committee to conduct the panel interview of the candidates for Valedictorian. The composition of this committee includes the directors of various offices within the Higher Education Unit, as well as the University Chaplain representing the Jesuit presence and a representative from the Ateneo College Parents Council (ACPC).



Criteria:

Intelligence/Verbal Ability (30%)  (From panel interviews)	Ability to grasp things easily Quality of responses to questions Logic and clarity of ideas Attentiveness, interest, and decision-making ability Exemplification of university ideals (spirituality, generosity, <i>magis, cura personalis</i> , etc.)
Values and Attitudes (70%)  (from panel interview and recommendations)	Level of maturity Sense of responsibility Ability to handle conflicts and pressure Ability to work well with others Exemplification of University ideals (spirituality, generosity, <i>magis, cura personalis</i> , etc.)

The Office of the Vice President for Higher Education performs the final tallying of results from various assessment sources, including those conducted by colleges and the awards committee. The distribution of weights is as follows:

a. Superior Academic Performance	40%
b. Co- and Extra-Curricular Engagements	30%
c. Character and Personality (from Awards Committee)	30%
Total	100%

The candidate who garners the highest accumulated points from all three criteria will be declared the Class Valedictorian of the graduating batch. In case of a tie, the Awards Committee that conducted the panel interviews will reconvene to decide on the matter.



## CC. STUDENT CLEARANCE

The clearance process ensures that all students have fulfilled their academic, financial, and administrative obligations before progressing to the next academic level or graduating. This process upholds Ateneo de Zamboanga's integrity and standards.

### 1. Clearance Requirement for Moving Up

- a. **Eligibility:** Students must complete all requirements for the current academic year or term, including but not limited to:
  - i. Submission of all academic assignments and projects
  - ii. Completion of required examinations and assessments
  - iii. Fulfillment of attendance requirements as outlined in AdZU's attendance policy.
- b. **Financial Obligations:** All tuition fees, miscellaneous fees, and penalties (if applicable) must be settled in full.
- c. **Library and Laboratory Accounts:** Students are required to return all borrowed books, materials, and equipment in good condition. Outstanding fines or charges must be settled.
- d. **Administrative Compliance:** Students must ensure compliance with institutional policies, including evaluating faculty through the MyAdZU Portal and submitting required documents such as Form 137, Birth Certificate, Certificate of Good Morals, updated personal information forms, or parental consent forms (if applicable).

### 2. Clearance Requirement for Graduation

- a. **Academic Completion:** Students must satisfy ALL academic requirements of their respective programs, including internships, theses, or capstone projects.
- b. **Financial Obligations:** Graduating students must have no outstanding balances with the institution, including tuition, fines, or other charges.
- c. **Library and Laboratory Accounts:** All borrowed materials or equipment must be returned, and any outstanding fines must be paid.



- d. **Graduation Application and Exit Interview:** Students must submit a completed graduation application form at the beginning of their final semester. As part of the institutional feedback process, they are required to participate in an exit interview or survey.

### 3. Clearance Process

- a. **Access.** Clearance is accessible (view-only) to students through the MyAdZU Portal.
- b. **Verification and Approval:** Offices can see and update the status of clearance through the AdZU College Clearance System (aps.AdZU.edu.ph).
- c. **Deadlines:** Graduating students are required to complete their clearances immediately after their final exams. Other students are highly encouraged to fulfill clearance requirements from the various offices a week before enrollment, so that by the time of enrollment, they are already cleared upon assessment. Late submissions may result in delays in advancing to the next level or graduating.

### 4. Consequences of Non-Compliance

- a. Students who fail to complete the clearance process will:
  - i. Be ineligible to enroll in the next academic level.
  - ii. Be barred from participating in graduation ceremonies
  - iii. Be unable to obtain official documents such as diplomas, transcripts, or certificates of graduation.
- b. Additional penalties may be imposed following AdZU policies.

## DD. RETENTION/CONTINUANCE IN THE UNIVERSITY

All students must meet the minimum grade requirement and the weighted grade average (GPA) required in their respective academic programs to graduate with a bachelor's degree. All students are expected to maintain





the Grade Point Average (GPA) requirement of at least 1.0 every semester to remain in good academic standing. The student is responsible for monitoring his/her final grades, GPA, and whether he/she has met the minimum requirement every semester. The final grades and GPA are available in the student's MyAdZU Portal.

For Board programs or programs whose graduates are to take the licensure exams after graduation, the retention policies are specific to the program itself. The department concerned provides a comprehensive orientation to new first-year students, and the latter are required to sign a consent letter indicating that they understand and will abide by the program's policies.

## EE. ACADEMIC PROBATION

1. **Definition.** A student who fails to maintain the required GPA will be placed on academic probation. A student placed on academic probation who fails to achieve the required GPA will be given a warning status and subsequently dismissed from the University with a conditionally discharged status. The probation policy should be implemented without prejudice to the admission and retention policy of the programs.

- a. **Academic Probationary Period.** If a student is placed on Academic Probation, he/she is allowed to enroll in a maximum of 18 units only. At the end of the semester, students are required to obtain a GPA of at least 1.0. If the student meets this expectation, he/she will be reinstated to regular academic status. Failure to fulfill this expectation will result in a Warning Status for the student.
- b. **Warning Status.** A student with a Warning Status is allowed to enroll in a maximum of 15 units only. At the end of the semester, the student is required to obtain a GPA of at least 1.0. Achievement of this expectation will result in the student being reinstated to Probation Status. Failure to fulfill this expectation will result in the student being conditionally discharged.
- c. **Conditionally Discharged Status.** A student with the Conditionally Discharged Status is enrolled in another school for at least 15 units in a semester. When a student performs well in another school with a GPA of at least 2.5 or equivalent, they can enroll in the university with a Probationary Status.



2. **Enrollment Procedures.** If the student does not meet the GPA requirement for the semester, the student is referred to the department chair.

a. **Procedure for Students on Probation Status**

- i. **Department Evaluation.** The student goes to the department for evaluation. The department chair tags the student as evaluated in the Probation Monitoring System and prints two (2) copies of the probation form to be given to the student for the parent/guardian's signature.
- ii. **Guidance and Counseling Scheduling.** The student visits the College Guidance and Counseling Office (CGCO) to schedule a counseling session. The guidance counselor sets up the Probation Monitoring System for the student, who is already scheduled for co-counseling.
- iii. **Department Consultation.** The student proceeds to the department with two copies of the signed probation form with his/her parents/guardian for the subject consultation. The department chair explains to the student and the parents/guardians the implications of the Probation Status. Then, the department chair determines the subjects to be taken by the student (a maximum of 18 units) through the Ateneo Consultation and Evaluation System (ACES). Finally, the department chair collects one of the signed probation forms for the record.
- iv. **Outcome.** At the end of the semester, if the student has achieved the required GPA of 1.0, they follow the general enrollment procedure the following semester. If not, the student is placed on Warning Status.

b. **Procedure for Students on Warning Status.** If the student on Probation Status failed to meet the required GPA of 1.0 in the previous semester, the following steps are implemented:

- i. **Department Evaluation.** The student goes to the department for evaluation. The department chair tags the student as evaluated in the Probation Monitoring System and prints two (2) copies of the probation form to be given to the student for the parent/guardian's signature.



- ii. **Guidance and Counseling Scheduling.** The student visits the College Guidance and Counseling Office (CGCO) to be scheduled for a counseling session. The guidance counselor sets up the Probation Monitoring System for the student.
  - iii. **College Consultation.** The student, accompanied by his/her parent/guardian, proceeds to the college's Dean for consultation. The Dean explains to the student and the parents/guardians the implications of having the Warning Status.
  - iv. **Department Consultation.** The student goes to the department with two copies of a signed probation form with his/her parents/ guardian for the subject consultation. Then, the department chair determines the subjects to be taken by the student (a maximum of 15 units) through the Ateneo Consultation and Evaluation System (ACES). Finally, the department chair collects one of the signed probation forms for the record.
  - v. **Outcome.** At the end of the semester, if the student achieves the required GPA of 1.0, they follow the enrollment procedure for Students on Probation Status. If not, the student is placed on Conditionally Discharged Status and can no longer enroll at AdZU in the following semester.
- c. **Procedure for Students on Conditionally Discharged Status**  
If the student obtained a GPA of at least 2.5 or its equivalent in his/her latest semester with a minimum of 15 units at another school and decides to enroll back in the university, they follow the enrollment procedure for returnees and proceed to the department, following the enrollment procedure for Students on Probation Status.

### 3. Academic Standards Committee

- a. **Responsibility & Composition.** The Academic Standards Committee is tasked with hearing and making recommendations on students' appeals on conditionally discharged status made through the VP for Higher Education for continuance of study in the University. The recommendations of the Academic Standards



Committee will be sent to the Vice President for Higher Education for approval by the President. The committee is composed of the following:

- Assistant to the VPHE, acting as presiding officer
  - College Dean
  - Department Chair
  - Faculty who had the student in one of his/her classes
  - Guidance Counselor in charge of academic probation cases
  - Student Representative (El Consejo)
- b. **Procedure for making an Appeal.** The student writes a formal letter of appeal to the Assistant to the Vice President for Higher Education two (2) weeks before the start of the regular enrollment period. The letter must be countersigned by the parent or legal guardian and submitted along with pertinent supporting documents, such as a medical certificate and a copy of the marriage contract.

## FF. SPIRITUAL FORMATION

Ateneo de Zamboanga University is committed to the holistic formation of every individual. In line with this, the University provides various opportunities and activities that foster not only academic and physical development but also spiritual growth. As an essential component of its formation program, the University offers the following:

1. A scheduled one-day recollection during the student's freshman, sophomore, and junior years.
2. A three-day retreat during the student's senior (or final) year.
3. Muslim students and those of other religious affiliations are provided with a separate schedule and a spiritual program tailored to their respective faith traditions.
4. Students, including irregular students, who attend their scheduled retreat or recollection are officially excused from classes, Related Learning Experiences (RLE), examinations, and other academic requirements during the specified day(s).
5. Completing all assigned recollections and the senior retreat is required for graduation.



## CHAPTER 3

### STUDENT DISCIPLINE

#### A. PURPOSE

The proper functioning of any social system requires regulations to govern the behavior of its members. This principle is no less true of Universities. For a university to function properly, students' conduct must conform to conditions conducive to order and learning.

The University adheres to the modern concept of discipline, which is based on a rational approach. The students are made to understand why certain modes of behavior are to be observed. At the same time, it recognizes the inherent dignity and rights of every individual.

The University expects all students to obey its regulations. Erring students shall be sanctioned accordingly after due process, to preserve peace and order on campus.

#### B. PENALTIES

The University prescribes three categories of administrative disciplinary penalties that may be imposed upon erring students. These penalties are commensurate with the nature and gravity of the offense.

**Suspension.** A student who has committed a **major offense** may be suspended for a period not exceeding 20% of the prescribed number of School days without the approval of CHED or as deemed appropriate by the College Board of Discipline.

**Dismissal.** A student who has committed a **major offense** may be dismissed or dropped from the university's rolls.

**Expulsion.** Expulsion is considered an extreme form of penalty. The offender is barred from enrolling in all public and private schools. To be valid and effective, expulsion requires prior approval of CHED.



## C. CLASSIFICATIONS OF VIOLATIONS

Misconduct or policy violations are classified as either minor or major offenses. This section specifies the processes and corresponding sanctions.

### C.1 MINOR VIOLATIONS

Minor violations are handled by the Office of Student Affairs and recorded in the student's name. In general, infractions deemed as minor are those that (a) are uncontested by the respondent; (b) do not involve physical injury or emotional harm; (c) have no evidence that they were committed with malice or premeditation; and, (d) have little or no negative implications for the University or its members. Accumulating four (4) minor offenses within the school year shall be considered a major offense. Examples of minor offenses include, but are not limited to, the following:

- C.1.1 No ID or improper display of ID
- C.1.2 Disruption of classes or any academic activity or school function
- C.1.3 Bringing of vape inside the campus
- C.1.4 Smoking or vaping inside the school premises
- C.1.5 Intoxication or being under the influence of liquor or prohibited substances
- C.1.6 Possession of (i.e., bringing) alcoholic beverages and e-cigarettes (i.e., vape) on campus
- C.1.7 Misuse of University Facilities
- C.1.8 Use of obscene or vulgar language in person, online, or in any form of communication
- C.1.9 Littering (Plus P100 fine)
- C.1.10 Bringing in Styrofoam (Plus P500 fine)
- C.1.11 Tampering with electrical switches and other University fixtures or gadgets
- C.1.12 Public display of intimacy and other such acts that offend the sensibilities of the other members of the community
- C.1.13 Use of classroom and other school facilities for any purpose without reservation or permission from the proper authority
- C.1.14 Eating in the Laboratories



## C.2 SANCTIONS FOR MINOR VIOLATIONS

C.2.1 **1st Offense** - Oral Reprimand

C.2.2 **2nd Offense** - Written Reprimand and Response  
- 3 hours of community service

C.2.3 **3rd offense** - 2 days suspension

## C.3 MAJOR VIOLATIONS

The following lists the infractions, classified as major violations, and their corresponding sanctions:

### ***VIOLATIONS which carry a sanction of at least TWO WEEKS SUSPENSION***

- C.3.1 Any form of cheating (or any other form of academic dishonesty) on an examination, which may include talking, whispering, using cheating materials, looking at the papers of others, making unnecessary noise, or any other suspicious behavior, or any combination of these actions during an examination.
- C.3.2 Fraud or attempted use of fabricated or altered data in assessment items and possession or distribution of “leaked” examination papers and questions.
- C.3.3 False representation, i.e., in an examination for another person or completing or substantially completing an assessment item for another person.
- C.3.4 Erasing, removing, tampering with, or destroying official notices and posters
- C.3.5 Disrespect to a teacher, other university personnel, or fellow student
- C.3.6 Any form of vandalism which includes (among others) writing or drawing on walls, furniture, books, or any other resources or materials owned by the University



C.3.7 Any form of gambling on campus or at off-campus university functions

C.3.8 IT misuse, which includes but is not limited to the following:

- a. Using the University's computers and associated networks without written authorization.
- b. Disclosing passwords or similar information that allows access to the University's computers, workstations, hubs, switches, and other associated peripherals and networks without written authorization.
- c. Altering information, such as changing the password of someone else's account, etc.
- d. Damaging or destroying information (deleting someone else's file, etc.)
- e. Using someone else's account and/or sending offensive emails.
- f. Preventing and interfering with the authorized use of information
- g. Installing software on university computers without written authorization from the computer center.
- h. Changing the configuration of installed software, operating system, and/or hardware without proper authorization

C.3.9 Commission of a fourth minor violation.

C. 3.10 Disrespect to a teacher or other university personnel (e.g., in person, online, or in any form of communication).

C.3.11 Coming onto the campus under the influence of alcohol.

***VIOLATIONS which carry a sanction of DISMISSAL from the University***

C.3.12 Bribery or attempted bribery or offering of inducements by students with the purpose of influencing the outcome of an assessment process or the grade awarded for a subject.

C.3.13 Intentionally making a false statement or conducting a fraudulent act or deception in connection with anything related to the University.





- C.3.14 Unauthorized solicitation, collection, or extraction of money, checks, or other instruments
- C.3.15 Misuse of university/student funds
- C.3.16 Borrowing, lending, or using another person's ID, i/e, Tampering, manufacture/ use of fake ID cards.
- C.3.17 Forging or tampering with official university records or transfer forms, or knowingly presenting and using such altered forms, or securing, using transfer credentials under pretenses.
- C.3.18 Plagiarism or using or attempting to use another person's work without acknowledgment. The phrase " using another person's work" includes, but not limited to: paraphrasing the work of another person; directly copying any part of another person's work; summarizing the work of another person; using or developing an idea or theme derived from another person's work; using experimental results obtained from another person's work; representing falsely the individual contributions of the collaborating students where individual contributions are to be identified (as in the case of collaborative projects); and colluding with or allowing others to use one's work and pass it off as his/her own.
- C.3.19 Instigating, leading, or participating in an unlawful activity leading to the stoppage or disruption of classes.
- C.3.20 Criminal act which was proven in court
- C.3.21 Possession or use of firecrackers and other dangerous compounds on campus
- C.3.22 Participation or involvement in scandalous or immoral acts in or off campus that cause ill-repute to self, others, and the University
- C.3.23 Possession or distribution of pornography and related materials, i.e., accessing, producing, and/or transmitting pornographic materials and images through any means.
- C.3.24 Prostitution or involvement in sexual activity for payment
- C.3.25 Misrepresentation or unauthorized use of the name of Ateneo de Zamboanga University
- C.3.26 Theft, Pilferage, and/or robbery of any form.
- C.3.27 Data privacy violation, which may include, but is not limited to, stealing or attempting to steal another person's data.



- C.3.28 Physical assault/verbal assault/provocation
- C.3.29 Fighting or any form of violence on campus or at university functions off-campus
- C.3.30 Assault on or threats to the teacher and other university personnel
- C.3.31 Bullying, i.e., using any means to intimidate a student or any member of the University Community.
- C.3.32 Participating in any action that would degrade the performance of the University's IT
- C.3.33 Membership organizations that are deemed subversive, who espouse violence, or whose values are inconsistent with the University's vision and mission
- C.3.34 Membership in Greek-lettered organizations or other societies of the same nature, knowingly or covertly. This violation includes recruiting others or holding initiation rites, meetings, and other activities on campus.
- C.3.35 Sexual Harassment (refer to AdZU policy on Sexual Harassment)
- C.3.36 Extortion
- C.3.37 Cyberbullying
- C.3.38 Coming onto the campus under the influence of prohibited substances.

***VIOLATIONS which carry a sanction of EXPULSION***

- C.3.39 Involvement in terrorism or radical extremism
- C.3.40 Possession or use of deadly weapons and explosives
- C.3.41 Hazing or any act which constitutes part of initiation rites that injures, degrades, or harms any fellow student or an outsider.
- C.3.42 Threatening someone with infliction upon their person, honor, property, or any act amounting to a crime.
- C.3.43 Misuse and/or abuse of Information Technology (IT) resources, accessing a university computer server, workstation, associated peripheral, and/or network without proper authorization.
- C.3.44 Engaging in scandalous or immoral acts on or off-campus that bring or cause dishonor or disrepute to self, to others, and to the name of the university, including the misuse



and abuse of communication, technology, i.e., accessing, producing, and/or transmitting pornographic materials and images; conviction in court of a criminal offense.

- C.3.45 Engaging in subversive acts as defined by national laws.
- C.3.46 Possessing, distributing, or using “leaked” examination papers and questions.
- C.3.47 Engaging in hooliganism.
- C.3.48 Threatening/assaulting a teacher and other university personnel.
- C.3.49 Instigating, leading, or participating in an unlawful activity leading to the stoppage of Classes.
- C.3.50 Unlawfully preventing or threatening faculty members, other university personnel, or students from attending classes or entering university premises.
- C.3.51 Forging or tampering with official university records or transfer forms, or knowingly presenting and using such altered forms, or securing, using transfer credentials under pretenses.
- C.3.52 Fraud or attempted use of fabricated or altered data in assessment items.
- C.3.53 Bribery or attempted bribery or offering of inducements by students to influence the outcome of an assessment process or the grade awarded for a subject.
- C.3.54 Possession, use, or distribution of prohibited or dangerous drugs.

## **D. BOARD OF DISCIPLINE AND DUE PROCESS**

The College Board of Discipline is convened to ensure due process for major violations. It conducts proceedings related to disciplinary cases. The Director of Student Affairs facilitates these proceedings, and the Vice President for Higher Education has oversight functions.

The Board comprises the five college deans, five student representatives (duly elected governors), the Director of Student Affairs, and one Guidance Counselor. Only the deans and the student representatives have voting



rights. The OSA and the guidance counselor sit as observers of the process. A presiding officer (chosen from those with voting rights) may vote in case of a deadlock.

## **E. PROCEDURE IN HANDLING A COMPLAINT**

The Office of Student Affairs (OSA) addresses complaints of violations by informing the student/respondent in writing within five (5) days of receiving the complaint. The subject of the complaint is asked to respond in writing within 5 days of the notification.

### **Resolution/Amicable Settlement**

The DSA shall conduct an initial investigation on the merits of the complaint filed with the OSA. If an informal settlement is reached in the initial meeting and both the complainant and respondent accept it, the case is immediately resolved. If no settlement has been arrived at during the initial meeting or if the actions or behavior reported are considered a grave offense, the OSA forwards the case to the BOARD OF DISCIPLINE (BOD) for due process.

## **F. PROCEDURE FOR HANDLING MAJOR OFFENSES**

- F.1 The OSA investigates the reported case and immediately summons the offending party's parents.
- F.2 The Disciplinary Board sets a specific day to try the case, and the concerned student(s) are notified of the hearing, either verbally or in writing.
- F.3 The Board renders a decision.
- F.4 The VP for Higher Education informs the parent of the party concerned, in writing, of the Board's decision in the case.
- F.5 Written copies of the decision are filed with the Office of the President, the Director of Student Affairs, the College Registrar, the Finance Office (if the sanction is dismissal), the Director of Admissions, and the Guidance Office.
- F.6 Appeals should be forwarded to the VP for Higher Ed for proper action.



## G. PROCEDURE FOR THE HEARING OF A CASE

- G.1 The Director of Student Affairs calls the roll by presenting the offending party, the witness, and others to the Board members. Technical rules of evidence as approved by the court in law or equity proceedings shall not be strictly observed. However, the principles of due process shall be mandatory in application.
- G.2 The Director of Student Affairs presents the entire case as per the investigation to the board.
- G.3 The board members begin the questioning session, after which the defendant has the floor for comments or counterarguments.

*N.B. Disciplinary hearings cannot be postponed except for highly justifiable reasons ruled by the Board alone. The Board continues the hearings even in the complainant's absence, but the presence of the offending party shall be indispensable unless such right has been waived. Such waiver, however, shall be presumed when the respondent fails to appear despite the notice served.*



## CHAPTER 4

### NON-ACADEMIC REGULATIONS

A. **UNIFORM DAYS.** Each student represents the university and is expected to wear proper attire when attending classes, visiting the University premises, or participating in sanctioned activities elsewhere.

**PRESCRIBED UNIFORMS** must be worn on **MONDAY, TUESDAY, THURSDAY, AND FRIDAY.**

1. For Male Students
  - a. White short-sleeved polo. The AdZU seal is on the left chest area of the polo.
  - b. White undershirt
  - c. Black slacks (*NOT DENIM OR MAONG*)
  - d. Black shoes (*NOT SNEAKERS OR RUBBER SHOES*) worn with socks
2. For Female Students
  - a. White blouse with broken line stitches along the short sleeves, collar, and button area. The AdZU seal is on the left chest area of the blouse, and the use of dark blue buttons
  - b. Dark blue slacks or an A-shaped skirt long enough to cover the knee with an overlapping slit at the back (*4 inches above the knee*)
  - c. Black shoes (*not sandals or other open-toed footwear*)
3. For Female Muslim Students

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<sup>1</sup> Gender affirmation is the personal process trans- or gender-diverse persons undertake to live as their true gender and gain societal recognition. This can include social, medical, and/or legal steps to affirm their gender identity.

<sup>2</sup> SOGIESC stands for Sexual Orientation, Gender Identity, gender Expression and Sex Characteristics.

<sup>3</sup> This regulation is referenced from and cited in the Ateneo de Naga University Handbook 2023.



- a. Plain, dark blue (a color that matches the slacks) hijab or headscarf with no prints or embellishments.
- b. White blouse (long enough to cover the backside) with long sleeves (up to the wrist); broken line stitches along the edge of the sleeves, collar, and button area; the Ateneo logo at the left side pocket; and the use of dark blue buttons.
- c. Dark blue loose-fitting appropriate slacks
- d. Black shoes

*Note: The following set of clothing is required of all female Muslim students who wish to wear a hijab with their uniform.*

- e. Use of HIJAB (with other attire)  
Female Muslim students who wear a hijab should come to school following the conventions of the Islamic faith.
- f. Use of NIQAB  
For security reasons and proper identification, wearing a Niqab or garment/headaddress that covers the entire face is not permitted.

## **B. NON-UNIFORM DAYS.**

WEDNESDAY AND SATURDAY are designated as wash days for all. However, as a general guide, students are expected to wear gender-affirming apparel that is subject to other stipulations regarding gender-affirming clothes based on their SOGIESC for classes and other University activities on or off campus.

## **C. PROHIBITED ATTIRE DURING NON-UNIFORM DAYS .**

No student shall be allowed entry into any of the campus premises or sanctioned activities held elsewhere if they wear attire or clothing that is unappealing to the sensibilities of the other members of the University community. The following are guidelines for reference:

1. Clothing that is see-through and semi-transparent.
2. Garments or accessories (bags, mobile phone cases, etc.) with inappropriate, obscene, or vulgar designs.



3. Sleeveless shirts with wide and loose arm holes or sandos, bicycle or athletic shorts (except when playing any sport in the MPCC, gym, or backfield)
4. Flip-flop Slippers
5. Uniform, shirt, or clothing with symbols or designs of Greek-lettered fraternities or other organizations that espouse values counter to Filipino and Ignatian traditions.
6. Hats and caps are worn inside classrooms and offices
7. Halter tops, spaghetti straps, and tube tops worn without a cover-up (e.g., bolero, blazer, coat)
8. Low-rider pants (i.e., showing the buttocks)
9. Pants made of Lycra spandex or other stretch fabric without covered-up (e.g., shorts, skirts)
10. Any attire that is considered too revealing (e.g., deep V-lines, short shorts, and micro skirts)

#### **D. DRESSING ACCORDING TO ONE'S IDENTIFIED GENDER.**

For **NON-UNIFORM DAYS**, permission to dress according to one's identified gender may be permitted based on the following grounds:

1. Sex or Gender Transition
2. Gender identity and expression, including personal sense of identity and manner of clothing

To receive permission, students must submit the requirements to the Office of Student Affairs. The consent shall be effective from the date of the approval until the duration of their college stay at the university.

Students with permission must still follow the College Uniform and Dress Code, including policies for non-uniform days.

Procedures and Requirements:

1. Submit an application to OSA with the following:
  - a. Accomplished Student's Declaration & Conforme Form
  - b. A letter of intent outlining the pertinent reasons for the request, signed by the student.





- c. Photocopy of Matriculation Form and School ID
  - d. Additional documents as required by OSA (e.g., proof of independence from parents or guardians)
2. The Director of Student Affairs shall verify the completeness and authenticity of the submitted requirements and initially assess the validity of the reason/s provided by the applicant. If needed, the Director of Student Affairs may request additional documents or meet with the concerned student or parent.
  3. The final decision on the application will be made after the submitted documents have been verified.
  4. Upon approval, the Office of Student Affairs will inform the professors through their AdZU mail of the student's certification for proper dissemination.

#### **E. EXEMPTION from WEARING UNIFORM.**

As a consideration, the following shall be exempted from wearing the prescribed uniform:

1. Married students who are pregnant
2. Working students who are required to wear office uniforms
3. Any other reason may be determined by the OSA (i.e., students in mourning, medical reasons, physical disability, and because of force majeure (fire, flood, etc.) provided they obtain exemption slips from the OSA and attend classes in decent attire.

#### **F. PATHFIT AND PRACTICUM UNIFORMS.**

PATHFIT uniforms should be worn ONLY in PATHFIT classes or other PATHFIT-related activities. However, exemptions may be granted if the next class is scheduled shortly afterward, allowing limited time to change clothes. Students on RLE, internship, or practicum are permitted to wear their proper uniforms as required by their respective department or college.



## **G. VIOLATION SLIP PROCEDURE**

1. The Information Desk-assigned guard from Gate 2 and assigned guards from Gate 6 are authorized to issue violation slips and assess non-compliance and committed violations (e.g., dress code, ID issues) to students.
2. Students must fill out the violation slip, and the guard assigned to the information desk will record the violation slip after the assessment.
3. Two copies of the violation slip will be made: one for the Office of Student Affairs (OSA) and one for the student.
4. The student must visit the OSA to present their violation slip. The OSA will review and check the student's records for any violations to determine the number of violations and the appropriate sanctions.
5. If the student fails to visit the OSA, a violation slip copy from the Information Desk will still be submitted to the OSA, which will maintain a record of violators for monitoring and compliance purposes.

## **H. HAIRCUT.**

All students must maintain a decent haircut.

## **I. IDENTIFICATION CARD**

1. The Office of Student Affairs issues identification cards to all students for identification, protection, and security purposes.
2. A student must wear/present his/her ID to the security guard on duty at the gate before entering the campus.
3. No student will be allowed to enter the campus for any purpose, at any time, on any day, including Sundays and holidays, unless the student presents an authorization approved by the VP for Administration.
4. Students must visibly display their ID at all times, both on and off campus.



5. This ID card should be properly pinned in the chest area of the uniform or shirt, or hung with an ID lace.
6. Borrowing, lending, and using somebody's ID are strictly prohibited. Tampering with the data in the ID or altering the photo renders the ID card invalid. The manufacture or use of fake ID cards is likewise prohibited.
7. The loss or theft of an ID must be reported immediately to the Office of Student Affairs. Upon presentation of an affidavit of loss duly notarized for the student's protection, and official receipt of payment for a new ID card.
8. A student must report to the OSA and the Registrar's Office, in writing, any change in pertinent personal information, such as a change in residence or civil status. This procedure should be completed as early as possible to update registration forms, ensure proper correspondence, and handle other important documents. Letters sent to students whose addresses are recorded in the OSA are considered officially received.

## J. REPEATED VIOLATIONS.

The sanction for repeated violation of any of the provisions above is suspension.

SITUATION	ACTION
1ST Offense	Oral Reprimand
2nd Offense	Written Reprimand and Response
	3-hour Community Service
3rd Offense	2-day Suspension



## CHAPTER 5

### STUDENT SERVICES

#### A. OFFICE OF ADMISSIONS AND AID (OAA)

**VISION.** The Office of Admissions & Aid is a service-oriented office where the atmosphere is one in which all can live and work together in understanding and love, with respect for all men and women as children of God (The Characteristics of Jesuit Education no 33). Personal care to students, parents, faculty, staff, and visitors is demonstrated through friendly, prompt, and courteous service, which embodies a lifestyle that exemplifies a work ethic defined by excellence, following the Ignatian tradition of magis. The office also envisions itself as providing more educational opportunities to poor yet deserving students in Zamboanga and the nearby provinces, and forming them in the Ignatian values of service to others.

#### **MISSION.**

To uphold the dignity of the human person by offering quality service to all persons regardless of race, ethnic background, religion, color, national ancestry, sex, age, disability, and employment status.

To foster the Ignatian values of Magis and cura personalis in the life of the Office of Admissions and Aid and the Ateneo community.

To assist the University in providing more educational opportunities to those who need them and to form scholars who will become future leaders of the country.

#### **OBJECTIVES**

- a. To plan and carry out an effective Recruitment Campaign for new students and inform them of the scholarship opportunities available at the university.
- b. To cooperate and work with the colleges by implementing admissions policies, marketing strategies, and fundraising opportunities to generate more funds for scholarships.



- c. To carry out registration procedures for first-year students and new students.
- d. To provide pertinent information to all inquiries (telephone and personal).

**Services/Programs offered and functions of the office:**

- a. College Freshmen Enrollment
- b. Shifters' evaluation of grades and College Entrance Test results
- c. Transferees Enrollment
- d. Recruitment campaign
- e. College Entrance Test Administration
- f. Processing of Scholarship application requirements, interviews & home visits
- g. Ateneo Senior Summer Program

The Admissions program and policy are in place. There is an annual recruitment program conducted in various schools throughout the city and its surrounding provinces.

Admission to Ateneo de Zamboanga University is determined by high school grades, an interview for select programs, and a score on the College Entrance Test (CET). A standardized test constructed specifically for use at Ateneo de Zamboanga University. Different schools and colleges have their own admission and retention policies, particularly for programs that require licensure examinations.

**B. COLLEGE REGISTRAR'S OFFICE (CRO)**

The College Registrar's Office is a vital component of academic support within the higher education unit. Its responsibilities include overseeing course registration, maintaining student records, managing graduation procedures, and providing related services. As one of the primary service units of the college, it plays a crucial role in addressing curricular and academic matters.



## **Admission**

1. Work with the admission office and colleges to manage admission requirements, transfer credits, and student retention.
2. Evaluate and check student requirements: Form 137, birth certificate, and student information sheet.

## **Registration**

1. Collaborate with finance and colleges to manage enrollment in the following areas: consultation, assessment, and validation.
2. Prepare reports related to enrollment: summary enrollment reports for the VP for Higher Education (VPHE) office; enrollment data (projected vs. actual) for the Board of Trustees; freshmen and transferee students reports for the Admission Office; foreign students report for the Commission on Higher Education (CHED).

## **Records management**

1. Oversee operations of student record management, graduation, and associated services, ensuring student information is updated and accurate.
2. Implement procedures to maintain the integrity, safety, and confidentiality of files and records.
3. Work with the VPHE office and colleges to update the enrollment system with newly created or revised prospectuses.
4. Ensure compliance with academic regulations, including the timely submission of grades, monitoring incomplete grades, and preparing the Dean's List.
5. Uphold graduation requirements, compile, verify, and organize the roster of eligible candidates for graduation.
6. Update CHED on annual data collection through the Higher Education Management Information System (HEMIS).
7. Direct reconstruction of lost or missing records.

## **Clerical Task Management**

1. Prepare the course schedules for three semesters – 1st, 2nd, and 3rd terms- and the exam schedules for midterms and finals for the 1st and 2nd semesters of each academic year.



2. Prepare the school calendar for each academic year.
3. Submit a list of graduates at the undergraduate level to CHED IX, and a list of graduates who are qualified to take the board exam to the Professional Regulation Commission (PRC)
4. Receive, process, and dispatch records or transcripts of records for both active and inactive students.
5. Issue certificates, grades, records, release transfer credentials, and diplomas.
6. Attend to transactions with government offices or agencies related to matters within the office's functions.
7. Assume responsibility for all documents signed or certified by the college registrar.
8. Resolve questions regarding academic policies and regulations related to students' records.
9. Provide statistical data on enrollment and related reports requested by the government and other external agencies.
10. Maintain linkages with other registrars in other institutions regarding student records and concerns that registrars may have.

### C. CAMPUS MINISTRY OFFICE (CMO)

**Spiritual Formation.** Ateneo de Zamboanga University believes in the holistic formation of individuals. It provides activities and opportunities not only for academic and physical development but also for Spiritual Growth. Thus, an integral part of the University's Program includes the following:

**Liturgy.** This program oversees the school's Eucharistic and paraliturgical celebrations, as well as the music for these events.

**General Objectives:** To facilitate students to be led to the appreciation of the Sacraments (especially the Holy Eucharist and the Sacrament of Reconciliation) and the Words of Scripture in one's life to deepen one's relationship with Jesus Christ.

#### Schedule of Masses:

Monday – Friday	–	12:00 noon
Every Sunday	–	11:00 am



**Recollection.** Recollections are provided to all students to facilitate reflection on oneself, one's relationship with others, and especially on one's relationship with God. A requirement of the university for all students, the recollection is a one-day off-campus, non-academic activity. Each student is required to attend one recollection in their 2nd and 3rd years of college. The recollection brings together aspects and moments of personal, family, and student life, facilitating students to view their experiences through the perspective of their religious faith. There are separate recollections for Catholics, non-Catholic Christians, and Muslims.

**Retreat.** The retreat is a three-day, out-of-campus gathering required for all graduating students. It aims to help students reflect on and process their past experiences, plans, and other feelings for the future in the context of their spirituality and religious faith. There are separate retreats for Catholics, non-Catholic Christians, and Muslims. A student cannot graduate without completing his/her recollections and retreat.

#### **D. COLLEGE GUIDANCE AND COUNSELING OFFICE (CGCO)**

The CGCO aims to work collaboratively with students, academic units, faculty members, student services, and other relevant departments to enhance students' academic, personal-social, and career success. Counseling services are available to all enrolled students. Upon enrollment, all students are required to fill out the Student Information Form (SIF), also known as the Guidance Form. This form becomes the basis for the student's record with the CGCO. The CGCO is supported by the Guidance Fee that students pay each semester as part of the university's miscellaneous fees. A testing fee for the psychological test is also collected for all first-year students upon enrollment during the first semester. Test Administration is scheduled during the FFP classes. Test results are interpreted individually by a guidance counselor. The student schedules an appointment for the interpretation of the test results.

Alumni, faculty, and staff of the Ateneo de Zamboanga University may consult with CGCO counselors. Alumni, faculty, and staff may receive ongoing counseling services, subject to special arrangements made between the client and the CGCO. However, priority is given to AdZU





students in terms of services. Services will depend on the availability of resources and CGCO staff. Additionally, the attending counselor will collect a professional fee from alumni and External Clients. Counseling sessions are scheduled after office hours, usually on Saturdays, from 1:00 to 5:00 pm.

## Programs and Services

1. **Counseling.** As defined by the American Counseling Association, counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. Counseling is only possible if the student or client is willing and cooperative. The counselor strictly maintains confidentiality.
2. **Entry Interview.** This individual interview is offered to all first-year students and transferees. It aims to help the counselor build rapport with the student and identify any concerns regarding adjustment and transition that the student may have. This activity aims to demystify the counseling experience for the student, which also opens the way for future counseling and follow-up sessions.
3. **Individual Counseling.** This session is conducted when a student seeks help from a counselor through one-on-one sessions where the counselor journeys with the student toward finding the right solutions and answers to their doubts and challenges.
4. **Group Counseling.** This session is conducted when the counselor meets two or more students with similar concern/s.
5. **Psychological First Aid.** This procedure is conducted when immediate intervention is needed for clients who experience post-traumatic stress. It is available for both internal and external clients. For external clients, it serves as an outreach of the office, especially during crisis situations.
6. **Student Group Guidance.** This program, called Adjustment 101, is specifically designed for first-year students to help them achieve a smooth transition from Senior High School to College. It is closely coordinated with the Unit Director for Formation and the FFP Formators to ensure proper scheduling and organized attendance.



7. **Other Workshops** are available by request for college students.

Assertiveness Training  
Emotion Regulation  
Interpersonal Relationships  
Motivation Building  
Personality Development  
Stress Management  
Time Management  
Others

8. **Career Development.** This program aims to develop in students the competencies necessary to make informed career choices and the skills to navigate life's realities after college. It will provide instructions and related activities on adjustment, job hunting, and life-role readiness. Linkages are sustained with various local, regional, and national organizations for job information, opportunities, and postings. This program is designed for students in their first to fourth year levels.
- a. **Freshmen Formation Program.** The Freshman career session is integrated into the Freshman Formation Program (FFP) module, which is facilitated by the FFP formators.
  - b. **Know Now Career Awareness Lecture-Workshop.** This session enhances the Sophomores' competencies in directing their educational and career path and, ultimately, their future.
  - c. **Career Builder Lecture-Workshop.** Juniors attend this session in preparation for their internship and on-the-job training. Topics include Resume Writing, Cover Letters, how to breeze through Job Interviews (Tips and pointers), Job Hunting Strategies, and Power Dressing.
  - d. **Career Builder Lecture-Workshop.** The Refresher Series. This session is a rehash of the session they were given back in their third year, which will validate or enhance their internship and/or on-the-job training experiences, allowing them to be more prepared as they navigate their last year in college as Seniors.
  - e. **Career Fair.** After completing the 4-year career development preparations, seniors undergo a 2-day culminating activity that provides them with a real-world experience of power dressing, preparing cover letters and resumes, and participating in the



application and job interview processes offered by participating organizations and companies. Some companies hire on the spot. Alumni are also invited to this 2-day Career Fair.

- f. **Company Career Talks.** These are offered by request and/or invitation and are closely coordinated with the college or school from which the company needs graduates.
9. **Academic Resiliency Program.** This program assists students whose WPA fails to meet the requirements stipulated in the College/School and/or University's retention policy. Students who are in this program are followed through individually or by group to help them develop skills and positive attitudes needed to cope with their academic loads through:
  - a. Individual Consultation and/or Individual Counseling
  - b. Workshops for special groups on study skills, motivation, and other relevant themes and/or topics
10. **Peers' Circle.** This formation program is designed for students who have a spirit of service through the various programs offered by the office. The peers engage in volunteer work, outreach, referrals, and peer support. Peers take on new members at the beginning of each school year and have activities all year round as follows:
  - a. General Assemblies. These will help the Peers' Circle officers and members to discuss important matters regarding the group.
  - b. Tutorial Services. This service enables peers to support students with academic challenges.
  - c. Round Table Discussions. These are scheduled monthly sessions on a particular student-related wellness topic, during which the peers and the moderator discuss it informally.
  - d. Inspirational Bowl. Every Wednesday, inspirational and motivational quotes are placed in a bowl, which is then displayed at the Paseo de Maria catwalk for students, faculty, and staff to pick up a quote and be inspired.
  - e. *Kumustahan* Sessions. This activity is usually done every Friday of the last month of the quarter to help strengthen the bonds among peers.



- f. Consultation. This session provides an opportunity for peers to consult with a counselor on personal matters that require clarification, direction, and guidance.
11. **Students Testing.** All First-Year students are required to take the College Adjustment Scales (CAS) so that the counselors can see how the batch is transitioning from Senior High School to College. This exam will also enable students to find healthy ways to transition and adjust well through the CAS results, with one-on-one interpretation by the counselor.
12. **Student Inventory.** The CGCO holds one of the most comprehensive records of students. Student files are updated annually, kept confidential, and used to provide counselors with information for making shifting and transfer recommendations, conducting case conferences, and making employment recommendations. Files are kept in the archive section until five years after a student graduates, and then disposed of responsibly after that period.
13. **Other Services Provided to Faculty and Staff**
- a. Consultation. The office provides consultation services to the entire AdZU community. The CGCO Team is happy to address any questions that community members may have about its programs and services, as well as personal and professional concerns, and referral options.
  - b. Individual counseling may be recommended if the counselor determines that a faculty or staff member requires it. Confidentiality regarding the visit is strictly maintained.
14. **Special Services**
- a. Facilitation in the Research data identification and/or suggestions
  - b. Psychological First Aid
  - c. Counseling and Psychology Internship Program
  - d. Information Service
  - e. Referral Resources
  - f. Counselor Training and Sessions



## E. FR JOSE T BACATAN SJ LIBRARY

### 1. Location

The Fr Jose T Bacatan, SJ Library is housed at the three-story Fr Ernesto Carretero (formerly LRC) building. It has a floor area of 1,695.64 sq m. with a seating capacity of 506 persons.

First Floor Acquisitions Section Carlos Dominguez Conference Hall Library Director's Office Technical Services Section Conference Room	Third Floor Audio-Visual Center Circulation and Reserve Sections Fiction Section Filipiniana Section Mindanao Collections OPAC Stations
Second Floor American Corner Control Section Faculty Section Multimedia Section OPAC Stations Periodical Section Reference Section	

### 2. Hours of Service

#### *Fr Jose T Bacatan, SJ Library (University Library)*

Regular Semester

8:00 am-7:00 pm Monday-Friday

8:00 am-5:00 pm Saturday

3rd Term

8:00am-6:00 pm Monday-Friday

8:00 am-5:00 pm Saturday

Nursing Library

Regular Semester

8:00 am-6:00 pm Monday-Friday

8:00 am-5:00 pm Saturday

3rd Term

8:00 am-6:00 pm Monday-Friday

8:00 am-5:00 pm Saturday

Schedule changes are posted in advance on the bulletin board of the Main Library and Nursing Libraries.



### 3. Authorized Users

- Bonafide students of AdZU
- Faculty members and staff of AdZU
- Administrators, members of the Jesuit Community
- Alumni of AdZU
- Users of the American Corner (AC)
- Members of the Silsilah Consortium
- Other visiting users are required to present proof of library fee payment before they are allowed to use library materials. (P20.00 only)

### 4. Collection Resources

- Books
- Periodicals (Journals, Magazines, Newspapers)
- Theses and Dissertations
- Electronic resources (DVD, VCD, CD-ROM, Audio CD, VHS, Transparencies)
- Special Collections (Rare Book Collections, Zamboanga City History)
- Maps and Globes
- Facilities and Equipment (Computers, Kindle, Viewing Room, TV sets, Headsets, Panel Board, Laptop, LCD Projector, Projector Screen, Videophone, Digital Camera, Computer Tablet, DVD Player, Computer Printers, Videophone, Digital Camera, Microphone )
- Vertical File
- Online Databases:
  1. EBSCOHOST
  2. Science Direct
  3. Philippine e-Journal
  4. eLibrary USA

### 5. Services

- Audio-visual services (Pre-viewing, Film Viewing, Photo/ Video Coverage)



- Automated Loaning
- Book Display
- Compiling Bibliographies
- Document Delivery (for Academic and Administrative Heads)
- Instructional Services, such as Information Literacy Program, Library Orientation, Hands-on Demonstration, Guided Tours, Information Assistance, and Individual Library Instruction upon request
- Inter-Library Use with Silsilah Library
- Library Exhibits
- Online Book Reservation/Request
- Online Databases
- Online Selection, Ordering, and Cataloging
- Photocopying
- Referral Service
- Reference and Information Service
- Searching, Reserving, and Stack Service
- Selective Dissemination of Information

## 6. General Library Regulations

- a. Observing silence is an important practice in any library. Idle conversations, loud laughter, and other unnecessary noise disturb the clientele. Conversations should be conducted in a subdued tone.
- b. To avoid disrupting the activities of other library patrons, eating, smoking, and sleeping are not allowed in the library.
- c. Books in the reading areas should NOT be returned to their shelves but left on the tables (to avoid misplacing them). Exception: Individual volumes belonging to a set, such as encyclopedias, should be returned to their proper places.
- d. The clientele should always keep things in order. Every user is expected to push their chair back against the table before leaving the library.
- e. Students have unrestricted access to thousands of volumes at the Reference, Filipiniana, American Corner, and General Collection shelves. However, the Graduate/Faculty Section may be used only by faculty members, students in the Special



Program in Nursing, and graduate students (including those pursuing master's and doctoral degrees). Undergraduate students may ask permission from the librarian to use graduate books.

## **7. Non-Loaning Materials**

The following types of materials are read-only in the library. They are not circulated for home use:

- General References, such as encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc.
- Art books
- Special Collections
- Theses/Dissertations
- Periodicals
- Non-print materials
- Electronic materials

## **8. Control Section Procedure**

The Fr Jose T Bacatan, SJ Library does not have a theft detection system. Instead, guards monitor the Control Section and inspect all items that library clients bring out of the library. Here are the library Control Section Procedures:

- Library users must wear their IDs at all times when inside the library.
- Upon leaving the library, every user will be required to:
  - o Open and show the contents of bags, laptop bags, big envelopes, folders, etc.
  - o Show the due date slip for every library material that is taken out.





## 9. Loaning Procedures and Policies

### Requirements for New Library Users

- Present the validated enrollment form.
- Fill out the library registration form.
- Submit recent ID pictures for first-year college students
- Activate library records every semester, including summer, to borrow books (for Old Students).

### Procedure for Borrowing Books

- Search the book/s on the OPAC and locate them on the shelves.
- Present school ID at the Circulation Desk and the book/s to be borrowed.
- Allow the Circulation Librarian to verify eligibility to borrow a book. If eligible, the librarian checks out the books.
- Have the Circulation Librarian stamp the due date on the back of the book/s
- Wait for the transaction receipt.
- Sign the transaction receipt, which the librarian will keep on file.
- Receive the book/s for home use.
- Present borrowed library materials at the Control Section for inspection upon leaving the library.

Patron Type	Loan Limit	
	No. of Books	Duration
College Students	5	7 days
Medical Students	3	7 days
Graduate Students	5	2 weeks
Staff	5	2 Weeks
PT Faculty	5-7	1 semester
FT Faculty	10-15	1 semester



### **Procedure for Returning Books**

- a. Return books to the Circulation Desk, where a librarian will check if the book is overdue.
- b. Pay the overdue fine and present the receipt to the librarian to clear the overdue account.
- c. Sign the transaction receipt and return it to the librarian for filing.

### **Procedure for Renewing Books**

- a. Bring the borrowed books to the Circulation Desk to renew them.
- b. Books may be renewed twice if they are not in high demand.
- c. Renewal over the telephone is not accepted.

### **Guidelines for Reserving Books**

- a. The Ateneo de Zamboanga University faculty members may reserve books needed for course assignments at the Circulation Section. These books can be their materials or books owned by the library. Most of the reserved books may be read only within the library premises unless the professor has requested a limited circulation period.
- b. Students may borrow reserve books from the Circulation Section. All reserved books are available on an hourly basis and may be renewed for another hour if no other students have requested them.
- c. Books for overnight use are available for borrowing from 4:00 p.m. to 11:00 a.m., Monday through Friday. Books borrowed on a Saturday must be returned at 8:00 a.m. the next service day.

### **Holds**

Registered users of the Fr Jose T Bacatan, SJ Library may place a hold on an item that is currently checked out to another person. A notification will be sent when the item is returned.



## **Borrower Confidentiality**

In compliance with legal requirements, the Fr Jose T Bacatan, SJ Library is committed to protecting the confidentiality of each client. Circulation records will not be disclosed by the Circulation Librarian or any other library staff, including details about which materials are checked out and by whom. In cases where a book is urgently needed, staff will make efforts to contact the current borrower to request the timely return of the item.

## **Fines and Penalties**

Materials borrowed from the Fr Jose T Bacatan, SJ Library are subject to the following overdue fines:

- a. General collection, American Corner collection, Filipiniana, and Fiction books - Php 5.00 pesos a day.
- b. Reserved books - Php 1.00 for the first hour and succeeding hours; equivalent to Php 5.00 for each full day, including Saturday, if this is a service day.

Overdue fines of Php 10.00 or less are to be paid at the Circulation Desk. Fines above Php 10.00 are paid at the Finance Office. Clients are required to present the receipt of payment or the official receipt to the Circulation Librarian before their accounts are cleared.

Delinquent borrowers are reminded of their overdue accounts. Their names are posted at the Circulation Section bulletin board twice a month. Students are not allowed to borrow books unless their library accounts have been settled and all borrowed books have been returned.

## **Lost Books**

- a. Lost books must be reported to the Library immediately. Overdue fines will continue to accumulate until notification is received.



- b. Lost books must be replaced, along with payment of the accumulated fines and a processing fee of Php 100.00. Faculty members are required to replace lost book/s without paying overdue fines.
- c. Lost book/s must be replaced with the same title, edition, and author. If the first condition is not possible, a book on the same subject or a closely related subject may serve as a replacement, provided that it is the most recent edition and is priced at the same level or higher than the missing book.
- d. If the book is no longer available, the library director decides whether to accept a replacement book.
- e. If the patron finds the book after it has been declared or reported lost and returns it, and if the book is in an acceptable condition, the patron will be required to pay only the accumulated overdue fines.

#### 10. Mutilation and Stealing of Library Materials

These actions are serious offenses punishable by a fine equivalent to the cost of replacing or restoring the mutilated material. Depending on the severity of the case, an additional penalty may include expulsion or suspension from the school.

## F. UNIVERSITY INFIRMARY

### **Vision**

The University Infirmary envisions itself as the catalyst for healthcare and services, advancing the well-being of the Ateneo de Zamboanga University community and beyond.

### **Mission**

Progressing the health of the Ateneo de Zamboanga University community without compromise through SERVICE and the provision of a healthful environment towards the promotion of health and prevention of diseases through early detection and follow-up.

1. Compassion - To treat clients (students, faculty, staff, and Jesuit community) with kindness and empathy. Connect with clients



individually and personally, engaging them as partners in their care and decision-making.

2. Respect - To honor clients' rights to privacy and confidentiality, and to value differences among individuals and groups.
3. Accountability - Be individually and collectively responsible for our work and every client's outcomes and experience every day.
4. Excellence - To strive to be the best and work continuously to improve performance and exceed expectations.
5. Integrity - To do the right things at the right time and place, focusing on the interest of every student, faculty, staff, and the Jesuit community.

### **Services:**

1. Annual Medical-Dental Clearance
2. Free Medical-Dental Consultation/Teleconsulting
3. Free over-the-counter medicines
4. Medical Certificate for out-of-campus activities
5. Stress Test
6. Blood Pressure Monitoring
7. Hemoglucotest (Sugar)
8. Electrocardiogram
9. Medical First Aid treatment
10. Health Counseling
11. Assistance in facilitating Insurance claims
12. Additional Dental Services with minimal fees
  - a. Dental Prophylaxis
  - b. Tooth Filling
  - c. Tooth Extraction

### **Programs**

#### **1. Mental Health and Wellness Programs**

To support AdZU's thrust of ensuring that its learners experience holistic formation while promoting a campus environment where students can hone their academic abilities, embody Ignatian values, and be mentally and physically enriched, the **AdZU Infirmary** has established several Mental Health and Wellness



Programs for students. These programs provide students with an outlet to manage stress and offer the opportunity to adopt a healthier mindset and a more active lifestyle and routine. Students must undergo a **medical clearance process** to qualify for any of these programs.

The programs also maximize the use of the school's sports and fitness facilities, such as the Sauras Fitness Center located on the top floor of the Sauras Building. The facility offers standardized apparatuses and exercise equipment for students to use throughout their chosen programs. Other facilities, such as the Multi-Purpose Covered Courts 1 and 2, the AdZU Backfield, and the Lantaka Pool, cater to students' specific fitness needs.

The Mental Health and Wellness Programs are as follows:

- a. **Weight Reduction/Training Program** - Maintaining a proper weight and a sound physique reduces one's chances of acquiring diseases. Through the Weight Reduction/Training Program, students can enjoy regimens that help them achieve their target weight and are provided with easy-to-learn exercise setups to shed those unwanted pounds further.
- b. **Dance Fitness Program** - Free the body and express oneself through the power of dance. Students can utilize dance performances as part of the Dance Fitness Program to complement their fitness needs. This program is a fun and healthy way to relieve stress and get one's body moving.
- c. **Yoga** - Clear the mind, relax, and be one with the spirit. With AdZU Infirmary's expert trainers, students can go through a calming and soothing routine through the art of Yoga. This routine is ideal for individuals who prefer a gentler approach to exercise and physical activity.
- d. **Muay Thai** - Kick and punch the way to a healthier lifestyle. The Muay Thai program invites students to tap into their inner strength and unleash their spirit through the teachings of this ancient martial art. With expert trainers guiding applicants, you can be sure to have an exhilarating and motivating experience.



- e. **Swimming** - Enjoy a full-body workout with the Swimming Program. Engaging in laps around the pool significantly enhances core fitness, respiratory endurance, and stamina. Perfect this vital life skill on the ocean-side at the Lantaka Campus.

## 2. Health Awareness and Prevention Programs

The AdZU Infirmary also offers Health Awareness and Prevention Programs that aim to inform students about prevalent illnesses usually affecting their age bracket and lifestyle. Through these programs, students can gain valuable tips and vital action points that will help them in facing these illnesses. This program supports the Commission on Higher Education (CHED)'s mandate to make these programs available for students.

The Health Awareness and Prevention Programs are as follows:

- a. **HIV-AIDS Prevention** - With today's youth exploring their identities and participating in more high-risk health activities, information on HIV-AIDS Prevention is needed now more than ever. Arming students with the right knowledge of this dangerous disease can truly help save lives.
- b. **Substance Abuse Prevention (Alcohol and Tobacco/Smoking)** - Stress in school can lead to students latching on to destructive vices. Through the Substance Abuse Prevention Program, students are better guided in controlling smoking and drinking alcohol, or in curbing addictions.
- c. **Hepatitis B** - Hepatitis B is a widespread disease in the Philippines, with 12% to 16% of the population infected by it. A lack of proper education and awareness about this disease can increase those numbers. As such, AdZU Infirmary's Hepatitis B Program ensures that our students are fully informed about the dangers of this disease and given proper guidance on its prevention.
- d. **Pulmonary Tuberculosis** - The Department of Health (DOH) has cited Tuberculosis (TB) to be another of the country's most deadly diseases. Even though it is curable with the right drugs and early detection, many still succumb to it. As



with Hepatitis B, the AdZU Infirmary also strives to instill in students not only awareness but also proper protection against the disease.

### **3. Health-Help Desk**

For students who need further evaluation and management, the University Infirmary can facilitate referrals through their Health-Help Desk. Students will always require extra guidance and special care to cater to their unique needs. With the AdZU Infirmary's extensive network of experts and specialists, students have access to the best health services and programs tailored to their respective needs.

## **G. OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs (OSA) is committed to Ateneo de Zamboanga University's vision of fostering the holistic growth and human flourishing of its students. Its goal is to form compassionate and discerning leaders. The office is also responsible for coordinating leadership development programs and supervising all academic and non-academic activities of students, both on and off campus.

Specifically, it aims to achieve the following goals:

- a. To help students adjust to life in the AdZU community.
- b. To encourage the development of responsible and ethical conduct among students.
- c. To provide opportunities for leadership and organizational development.

### **Student Discipline**

The Office of Student Affairs is responsible for coordinating, developing, and supervising all non-academic student activities. It focuses on the office's disciplinary function, implementing and disseminating school policies, and assisting and addressing student concerns.





## Student Leadership and Organization Development

The Student Leadership program of OSA supports all academic and non-academic organizations at AdZU in developing students holistically to become leaders who embody Ignatian values and principles.

The Student Leadership includes several programs:

- a. **AMDG Awards** - The AMDG Awards mark the culmination of every club member's journey with the organization. This event also recognizes the achievements and outstanding leadership of individual students and organizations.
- b. **Conversación** - Conversación is an advocacy-based program where students engage in meaningful discussions with different individuals or groups that help them and their organizations develop further.
- c. **Dialogo** - Dialogo is a platform that enables students to engage in dialogue with various school officials and administrators to discuss university matters that impact student life.
- d. **Ignatian Leadership Camp** - The Ignatian Leadership Camp is an annual three-day leadership camp for all organization presidents or representatives. This camp aims to bring student leaders back to their roots and deepen their understanding of Ignatian Leadership. A representative from each club or organization attends the leadership camp.
- e. **Org Kumustahan** - The Org Kumustahan is a gathering of organizations to address concerns, plans, and recommendations to improve programs for the students. Kumustahan is scheduled during the first month of each semester.
- f. **Organization Accreditation** - The Organization Accreditation is a mandatory process for clubs or organizations' application for accreditation under the Higher Education unit.
- g. **Organization Enhancement Program (OEP)** - The OEP is an organizational development program comprising a series of skill-based sessions designed for various officers within organizations. The sessions are held in April and May to ensure that officers are equipped at the start of the school year. Additionally, leadership development activities are conducted in coordination with various student clubs and organizations, including El Consejo Atenista (Student Government), SACSI, and the Alliance of Religious Organizations.



- h. Orientation Seminar (OrSem) - This event, held before the start of the school year, is conducted for first-year students to facilitate their integration into the AdZU Community.
- i. Recruitment Week - This activity enables recognized clubs or organizations to recruit new members. All students are eligible to apply for and join non-academic organizations based on their passions, aspirations, and desire for a new experience.
- j. Re-Orientation on AdZU Philosophy and Core Values - This activity is designed for fourth- and fifth-year students to re-orient them on AdZU Philosophy and Core Values as they prepare for the culmination of their college journey.

## **H. Center for Digital and Blended Learning (CDBL)**

The Ateneo de Zamboanga University Center for Digital and Blended Learning (CDBL) enhances teaching and learning by strategically integrating digital and blended methodologies. It collaborates with academic units to implement technology-driven instructional strategies, promotes ethical AI use in education, and supports faculty and students in adapting to an evolving digital landscape. By designing innovative learning environments, CDBL enhances student engagement and academic experiences, positioning the university at the forefront of transformative, future-ready education.

### **Services:**

- Assistance in accessing digital learning tools and platforms for coursework
- Blended learning support, combining in-person and online instruction
- Training on the responsible and effective use of AI in education
- Online academic support and interactive learning modules
- Digital skills development for future career readiness



## **I. Center for Information and Technology (CITS)**

The Center for Information and Technology Services (CITS) is responsible for the University's Information and Technology (IT) resources and infrastructure. The office is responsible for building and enhancing the IT components of Ateneo de Zamboanga University's academic programs and administrative requirements.

In coordination with the university's academic units, it plans for the hardware and software structures necessary for instruction and research development. It seeks to expand the use of Information Technology to streamline operations, speed up transactions, and increase productivity through a computerization program and a network environment, utilizing available financial and technical resources.

### **Objectives:**

To plan and implement strategic IT initiatives to help maintain AdZU's competitive edge as a premier University by:

- a. fulfilling IT requirements of the academic units for instructional innovation; and
- b. providing IT solutions for the efficient operations of the different offices of the University.

### **Responsibilities:**

**Closed-Circuit Television (CCTV) Technical Assistance.** The CITS installs and maintains CCTV-related equipment, provides technical assistance to the University Security Office, and enhances security protocols.

**Computer Laboratories Management.** The CITS manages the two computer laboratories in the college units. These laboratories are used for various purposes, including design simulations, software and app development, and digital design.

**Database Management.** As the development and deployment of school systems and apps continue, the university's database continues to grow



ever larger. To protect the integrity of the University's digital assets, the CITS implements measures and conducts backup and recovery routines.

**IT Equipment Acquisition Support.** While the acquisition of IT equipment is semi-centralized, the CITS is responsible for processing these acquisitions. The center ensures that the specifications, suppliers, and prices are double-checked before purchasing.

**IT Support for Teaching and Learning.** The CITS judiciously managed the University IT resources, including equipment, personnel, expertise, and infrastructure, to facilitate and enhance the educational activities of teachers and students.

**Networks and WIFI Management.** The network and WIFI enable users to connect locally, access the internet, and share resources. The CITS is responsible for maintaining, upgrading, and updating these facilities.

**Process Automation and Digitization.** Process automation and digitization are crucial in simplifying human activities and reducing operational costs, which are achieved through developing systems and apps. The CITS has a dedicated team of system developers responsible for planning, developing, deploying, and maintaining school systems and applications.

**Servers and Firewalls Administration.** The servers are the heart of the IT infrastructure as they host various school systems, apps, and other IT services. Firewalls, whether software or hardware, are configured to protect the IT infrastructure from external intrusions. Regular patches and updates must be applied as soon as they become available, and the CITS ensures timely updates and upgrades.

**Technical Support.** The CITS offers technical support to address IT equipment breakdowns, computer virus infections, WIFI and Internet outages, software and application malfunctions, and other difficulties and challenges related to users' IT use.

**Telephone System and PBX Management.** Although traditional communication systems, such as the telephone and PBX, may seem outdated, they remain vital to the day-to-day operations of organizations



like AdZU. The CITS manages the University's phone and PBX systems, including installing new connections, troubleshooting problems, and upgrading equipment.

### **Program:**

**CITS-Active Learning Program.** The CITS-Active Learning Program (CAL Program) aims to accelerate the research and innovation efforts of the Center of Information Technology Services (CITS) by engaging students from the College of Science and Information Technology Engineering (CSITE) at Ateneo de Zamboanga University to participate in CITS' systems development and process automation activities.

While in the program, student-learners can develop and deploy real-life systems under the supervision of CITS systems developers. Students participating in this program may earn credits for relevant courses in their curriculum if they meet all the requirements of the Active Learning Program. Such credits may be equivalent to having completed the final thesis requirements of the students' academic program.

## **J. GLOBAL PATHS – INTERNATIONALIZATION (GPI) OFFICE**

**The Global Paths—Internationalization (GPI) Office of Ateneo de Zamboanga University (AdZU) is the university's gateway to global engagement.** It fosters international collaborations while upholding its Filipino, Catholic, and Jesuit values. Established in alignment with AdZU's vision and mission, the GPI Office ensures that education, research, and service extend beyond borders, responding to global challenges and shaping a sustainable future.

The office is committed to **policy harmonization**, ensuring that internationalization efforts align with national and institutional priorities. It leads **strategic planning** to integrate global perspectives into higher and basic education, supporting international exchange and service-learning programs. The GPI also actively builds and nurtures partnerships, particularly within the **Association of Jesuit Colleges and Universities (Asia Pacific)** and **Educate Magis**, to expand the university's reach.



Beyond partnerships, it **coordinates internationalization efforts** across departments, **addresses the unique needs of academic and administrative units, and works** with the **University Communications Office** to strengthen AdZU's global presence. With a dedicated team led by the **GPI Director**, it strives to provide students, faculty, and staff with meaningful international opportunities that enhance learning and cultural exchange.

At its core, the GPI Office is more than an administrative unit—it is a bridge connecting AdZU's community to the world, equipping students with the knowledge, values, and skills to thrive in a global society.

### **Programs and Services:**

The Global Paths – Internationalization (GPI) Office of Ateneo de Zamboanga University is committed to providing students with enriching global opportunities that enhance academic learning, foster cultural understanding, and promote professional development. Our office serves as a bridge to international education, ensuring students gain valuable experiences that prepare them for success in an interconnected world.

#### **1. International Exchange Programs**

- Facilitation of student exchange programs with partner universities abroad.
- Guidance on application processes, visa requirements, and academic credit transfer.
- Cultural orientation and preparation for outbound students.

#### **2. Study Abroad and Scholarship Opportunities**

- Assistance in identifying and applying for international scholarships and grants.
- Collaboration with global institutions to provide study-abroad opportunities.
- Support in securing financial aid for qualified students.



### 3. Global Service-Learning & Immersion Programs

- Coordination of international service-learning projects that promote cross-cultural engagement.
- Opportunities to participate in social development and sustainability initiatives abroad.
- Hands-on experiences that integrate community service with academic learning.

### 4. International Internships and Career Development

- Placement assistance for international internships with global organizations and companies.
- Career counseling for students aspiring to work or study abroad.
- Training sessions on global competencies, cross-cultural communication, and professional skills.

### 5. Cross-Cultural Exchange and Global Networking

- Facilitation of international student conferences, leadership summits, and academic forums.
- Hosting of cultural exchange programs to promote diversity and inclusion on campus.
- Opportunities for students to connect with peers from Jesuit institutions worldwide.

### 6. International Research and Academic Collaboration

- Opportunities for students to engage in international research projects.
- Support for student participation in global academic conferences and competitions.
- Promotion of cross-border research initiatives with partner institutions.



## CHAPTER 6

### CAMPUS CLUBS AND STUDENT ORGANIZATIONS

**A. Authority to Operate:** The Director of Student Affairs (DSA) regulates the operation of student organizations. The DSA may recommend to the Vice President for Higher Education the cancellation of the authority to operate due to a cause.

**B. Supervision of Activities:** The DSA supervises, coordinates, and regulates the establishment, operation, and activities of all duly recognized campus clubs and organizations. The Director coordinates with the moderators to maximize resource utilization and direct efforts toward achieving approved objectives.

**C. Approval of Club Activities.** The Vice President for Higher Education approves all campus club activities.

**D. Venue Reservations.** Reservations for the use of venues shall be approved by the offices in charge:

**Vice President for Administration** - Sauras Hall conference rooms

**Office of Student Affairs** - College Lobby and College Garden

**Physical Plant Office** - Multi-Purpose Covered Courts 1 & 2

**Library** - Audio-Visual Room, Carlos Dominguez Conference Hall,  
FEC Conference Room

**College Registrar's Office** - classrooms

**Graduate School** - Specific rooms for events held on Saturdays

**E. Application for Recognition:** Any group of at least fifteen (15) members may apply to the Office of Student Affairs (OSA) to organize a club or organization. Approval of the application depends on compliance with the following requirements:

1. A concept paper and letter of application filed at OSA, which states the club's objectives, bears the signatures of the fifteen (15) founding members, and outlines the club's tentative activities for the year.





2. Constitution and By-laws signed and approved by the officers and moderators
3. List of officers and members. In the club's history, there must be at least fifteen (15) members registered.
4. Plan and Calendar of Activities
5. Name of Moderator(s)

**F. Greek-lettered Organizations.** The University bans Greek-lettered organizations or other secret societies.

**G. Renewal of Recognition:** A yearly renewal of recognition for all campus clubs and organizations is required and announced by the OSA. A specific date is set for submitting requirements for new applications and registration renewals. Recognition and registration of a club and organization is a precondition for University operation and shall be in effect for one (1) school year. The DSA shall determine registration renewal requirements after consultation with the concerned club regarding their status. Clubs and Organizations that do not renew their registration or recognition are automatically considered inactive or defunct.

**H. Requirements for renewal of recognition/registration:**

1. Constitution and By-laws
2. List of Officers and Members
3. Plan of Activities for the current school year (which includes a Program on Environmental Care)
4. Name of Moderator(s)/Advisers
5. Report on Accomplished Activities (80% of the proposed activities) of the past school year
6. Attendance at OSA Leadership Camp
7. Attendance in all OSA and University-initiated activities
8. Accomplished mid-year and year-end evaluation given by OSA

**I. Dissolution:** The President and Moderator of a club or organization may apply for voluntary dissolution of the organization through formal notification addressed to the DSA. All financial and property claims and clearances must be secured before the OSA authorizes a clearance.



#### **J. Membership:**

1. Only bona fide students are eligible to join campus organizations.
2. Students must be on a full-time status with at least twelve (12) units, except when they are in the last semester of their program.
3. They must not have academic or disciplinary cases.
4. They must have a GPA of at least 1.5 and without failing marks.
5. The officers must have a GPA of at least 2.0
6. The University reserves the right to limit or suspend a student's participation in club activities if it is deemed detrimental to their academic progress.

**K. Major Positions:** No student shall be allowed to hold two (2) major positions in 2 or more clubs/organizations. This guideline includes positions such as president, chairman, vice president, and vice chairman (both internal and external).

#### **L. Club Reports and Other Requirements:**

1. Activity report of programs or projects implemented
2. Evaluation report
3. Semestral Financial Report (for Monitoring and clearance)
4. Year-end Financial Report (for Clearance)

*N.B. Failure to submit all the requirements will result in the clearance of all officers being placed in abeyance pending the submission of the above requirements. Additional Activity and Evaluation report forms are available at the OSA.*

**M. Annual Meeting:** All presidents of academic clubs and organizations are required to attend the annual meeting, convened by the DSA, either as a group or individually. In cases where the President is unable to participate in the meeting, the Vice President or a duly authorized representative must be appointed to represent the club or organization. A written authorization from the club President must be presented.

**N. Moderator/Adviser:** The Club or organization must submit the name of the moderator or adviser they consider desirable for their club.



The Vice President for Higher Education appoints the Moderator upon the recommendation of the organization's officers and members. The term is one (1) year. However, the recommendation and re-appointment may be renewed yearly upon the recommendation of the club or organization.

1. Moderators, Advisers, or leaders of extracurricular and co-curricular activities should coordinate with the OSA to ensure the proper and smooth implementation of their activities.
2. The Vice President for Higher Education appoints the moderator(s) for the Beacon Publications Office.
3. Duties of a Moderator/Adviser:
  - i. Regular consultation meetings
  - ii. Regular attendance at club meetings.
  - iii. Representation in all off-campus activities of the club.
  - iv. Periodic reporting and evaluation of the club's performance.
  - v. Moderators and Advisers Club Meeting

#### **O. Posting of Notices and Announcements:**

1. Any material to be posted (whether on or off campus) must receive prior clearance from the University Communications Office (UCO) regarding content, layout, size, and duration of posting, especially for materials to be displayed on the pinboards. Students are held responsible for compliance with posted notices.
2. For student organizations, announcements on campus should bear the approval stamp of the OSA. These include notices for meetings and other similar activities, provided they are not contrary to the law and University policies. To maximize board space and provide equal opportunities to other clubs to post notices, postings will be limited to one (1) week unless an extension is requested.
3. Upon clearance from UCO, the Office of the Vice President for Administration will approve printing of the notices and endorse them to PPO for installation, if needed.
4. Prohibited postings are advertisements from companies, political propaganda, and other notices as may be determined by OSA.
5. Postings should only be placed in the prescribed areas and on the assigned bulletin boards. Painted walls, doors, windows,



and trees should not be used for postings. Posters or notices not bearing the OSA stamp and posted in prohibited areas will be removed immediately, and the club concerned is banned from putting up postings until further notice.

6. Club and organization streamers, handbills, flyers, and posters should be cleared with OSA before being distributed or posted. Please take note of the following items to be considered;
  - a. Flyers and Handbills, known as newsprint or bond-paper-sized notices, will be limited to 10 per activity. Additional copies may be approved for distribution upon request.
  - b. Printed copy is highly recommended. No postings will be allowed in classrooms.
  - c. Club posters must be in a size that fits the club bulletin board (i.e., ½ cartolina size or ¼ Manila Paper size) to save on space. Unless otherwise requested, the number of posters will be limited to five (5) per activity.
  - d. Double-sided and packaging tapes are prohibited. Push pins are required for rubberized club bulletin boards. Anyone caught defacing, mutilating, or removing posters or notices shall be subject to disciplinary sanctions.

#### **P. Organizational Funds:**

1. A reasonable amount for membership and other fees, as provided in the club constitution and by-laws, may be collected from members of recognized student organizations and properly received and recorded.
2. Membership and income derived from other fees and projects must be reflected in the financial statement at the end of the semester/school year and noted by the Moderator. All financial statements and reports must be submitted to OSA at the end of each semester for monitoring purposes and at year-end for clearance purposes.
3. The Finance office of AdZU may be requested to act as the organization's official depository of funds, especially when dealing with large sums of money. A request for such an arrangement must be forwarded to the University treasurer for approval.



4. Academic organizations (i.e., SLAAO, SITEAO, NAO, EAO, AAO, and MAO) are advised to strictly follow their respective organizations' financial procedures for collection, remittance, disbursement, and withdrawal.
5. Failure to comply with the above requirements will result in the clearance of all club and organization officers being placed "on hold" pending compliance with these requirements. For fourth-year graduating students, clearance for the issuance of TOR and Diploma will be placed on hold pending compliance with the above requirements.

**Q. Fundraising Campaigns, Solicitations, Tie-ups:**

1. Major and minor fundraising campaigns and solicitations undertaken by recognized campus clubs and organizations must be noted by the Moderator and the DSA and approved by the Vice President for Higher Education and Vice President for Administration.
2. No formalization of negotiations or agreements with external clients should be made with any officer of the club or organization without the prior approval of the Moderator, Vice President for Higher Education, and Vice President for Administration.
3. Solicitation letters to support club activities are first approved by the Moderator and noted by the Vice President for Higher Education. The Vice President for Administration will give the final approval for the solicitation. Approved solicitation letters must be numbered, and a sample copy must be submitted to OSA for verification and record purposes.
4. All solicitation reply slips and collections must be remitted to the Treasurer within 24 hours of collection. Any loss of the solicitation letter must be immediately reported and supported by a duly notarized affidavit.
5. Before implementation, the Vice President for Administration first approves and regulates the sale and distribution of food products and other perishable items as part of the organization's fundraising activities on campus.



## R. Representing the University:

1. Students may participate in any activity, contest, play, band, orchestra, choir, conference, congress, association, society, or group as representatives of the school or any of its recognized student organizations, provided they have received verbal or written authorization from the Vice President for Higher Education.
2. Anyone transacting business using the school's name should have written authorization from the Vice President for Higher Education.
3. Press releases and public notices of school or student activities may only be published in various media channels after obtaining clearance from the University Communications Office and the Vice President for Higher Education.
4. Recognized campus clubs and organizations may express positions on national issues and advocacies with the approval of the Vice President for Higher Education. This collective view or position should be explicitly stated as that of the organization or club and not reflect that of the University.

## S. Extra and Co-Curricular Activities:

1. ***Co-curricular Activities:*** All approved co-curricular activities undertaken by a college, department, or class must be properly coordinated with the OSA to ensure smooth recording and implementation. Co-curricular activities, such as special lectures, symposia, seminars, exhibits, and other academic endeavors, can enhance academic development. It is highly recommended that all approved co-curricular activities be planned at the start of the semester and follow the rules and regulations governing on and off-campus activities, including field trips, academic-related practicum, company visits, and out-of-town travel.
2. ***Extra-curricular Activities:*** Students representing the college in extra-curricular activities (i.e., varsity teams, debating teams, etc.) must carry full-time loads (except seniors in their last semester), maintain a GPA of at least 2.0, and have no major disciplinary record. Two (2) failing marks make the student ineligible to participate in these activities the following semester.



3. All extra-curricular activities must follow the rules and regulations governing on and off-campus activities.
4. No activities must be undertaken a week before the Midterm and Final examinations.

#### **T. GUIDELINES FOR CLUB/ORGANIZATIONAL IN-CAMPUS ACTIVITIES:**

1. The moderator(s) of a recognized campus club or organization shall execute a written request to the Vice President for Higher Education regarding such activity, indicating the date, time, place, list of participants, and purpose.
2. If the affair entails an overnight or overtime stay (i.e., after 8:30 P.M.), the members must submit a duly signed parent's permission by completing the Parent's Consent and Waiver Form for in-campus activities, available at OSA, and submitting it.
3. The Vice President for Administration, through the University Security Chief, approves the in-campus stay of students following the usual security procedures that should be observed. A copy of the approved letter must be forwarded to the AdZU security personnel for information, security check, and reference. Approval for any in-campus activity must be secured at least three (3) days before the event.
4. In the event of an emergency, AdZU security personnel must be informed of the nature of the emergency to receive immediate assistance and take proper action.

#### **U. GUIDELINES FOR CLUB/ORGANIZATIONAL OFF-CAMPUS ACTIVITIES**

1. The moderator/s of recognized campus clubs and organizations shall submit a written request to the DSA regarding such activity, indicating the date, time, place, list of participants, and purpose.
2. They must submit a duly signed Parent's Consent and Waiver Form (PC Form 1-A), available at OSA. Officers and moderators must ensure that the parents and guardians are notified of the approximate time the activity will end, if applicable. After the affair, the participants/students must be turned over to their respective parents/guardians. The University Security Chief must approve the site or venue before implementing the activity.



3. The letter of information, list of participants, and the parents' consent must be submitted to OSA for processing and approval. The club moderator must accompany the participants throughout the entire duration of the activity.
4. Approval for any off-campus activities must be secured at least one (1) week before their scheduled implementation. The itinerary set for the activity must likewise be reviewed and strictly followed. The use of AdZU vehicles, if necessary, must be arranged with the PPO following the rules and guidelines governing their use.
5. The college student handbook will apply to any approved University functions off campus. In cases of emergency, the school authorities should be informed immediately. Emergency telephone and cellphone numbers must be kept on file as part of the records in case they are needed.
6. The University shall not be held liable for any injury resulting from accidents caused by human error, equipment failure, or force majeure during the transport of participants. Likewise, it shall not be held responsible for the health and safety of participants who decide to leave the venue where they are officially staying without the express permission of authorized University personnel.

#### **V. GUIDELINES FOR CLUB / ORGANIZATION OUT-OF-TOWN TRAVEL:**

1. The moderator/s of organized campus clubs and organizations shall execute a written request to the Vice President for Higher Education regarding such activity, indicating the date, time, place, list of participants, and purpose.
2. They must submit a duly signed Parent's Consent and Waiver Form (PC Form 1-B) available at OSA. Students without the completed form must not be allowed to join the activity.
3. The moderator must accompany the participants at all times.
4. The approved itinerary must be strictly followed. Deviations from any part should only be made for valid reasons beyond the moderator's control (e.g., inclement weather, road conditions). If necessary, for purposes of control and documentation, the approved itinerary must be signed by all participants and duly notarized. The University Security Head must clear the site/venue before implementing the activity or travel.





5. The OSA must receive a copy of the approved letter, the list of participants, the parents' consent, and the itinerary for filing and record purposes.
6. The college student handbook will apply to any approved University functions off campus. In cases of emergency, school authorities should be notified immediately.
7. Emergency telephone and cellphone numbers must be kept on file as part of the records in case they are needed.
8. The University shall not be held liable for any injury resulting from accidents caused by human error, equipment failure, or force majeure during the transport of participants. Likewise, it shall not be held responsible for the health and safety of participants who decide to leave the venue where they are officially staying without the express permission of authorized University personnel.
9. Precautionary Safety measures: In addition to off-campus and out-of-town travel activity requirements, the following precautionary measures must be observed and encouraged:
  - a. The club or organization's financial standing regarding the planned activity must be considered. The off-campus activity must be within city limits only (i.e., within a 7-kilometer radius) if possible.
  - b. The safety of the participants is of paramount importance. Therefore, the Moderator should ensure that the programmed activity does not endanger them. The buddy system and periodic checking of participants are highly encouraged.
  - c. Separate rooms or sleeping quarters for males and females must be provided.
  - d. First aid kits must be readily available, and the location of the nearest hospital, police station, and essential telephone and cellphone numbers must be known.
  - e. If any program demands a certain degree of strenuous activity, the Moderator may require medical clearances from participants.
  - f. The approved itinerary must be strictly followed.
  - g. The rules of the college student handbook shall apply to all approved University functions and off-campus activities.



## W. RESERVATION AND USE OF CAMPUS FACILITIES:

1. Officers and student representatives of recognized campus clubs, classes, or any group of students, in coordination with their respective moderators, may request authorization from the OSA and the concerned office to use campus facilities. Arrangements and reservations for using a facility are on a “first come, first served” basis. Official reservation forms are available and must be filed early to avoid scheduling conflicts.
2. Facilities on campus are available for the use of the academic community; therefore, priority for their use is given to the University’s students, faculty, and staff. It is important to note that student organizations that charge admission or registration fees for an activity must pay a certain percentage of the existing hourly rate for using the facility. Additionally, student organizations will be responsible for any additional costs associated with electricity use, particularly in the evenings, generators, overtime pay for maintenance, and security personnel.
3. All users of campus facilities and equipment are responsible for their use, upkeep, and cleanliness. Users should ensure that these are kept in good order immediately after use. Equipment and materials permanently assigned in any of the facilities should be used only within the designated facility. The group found to have misused campus facilities and equipment will be held liable and penalized accordingly.
4. Reservations for using classrooms and other school facilities may be made through the following offices during office hours. Special arrangements for facility reservations may be made during holidays and weekends.

Physical Plant Office (PPO) - MPCC 1 and MPCC 2, Backfield /  
Parade Grounds, University Vehicles

College Audio Visual Center (CAVC) - Carlos Dominguez  
Conference Hall, LRC Conference Room, College Audio  
Visual ROOM

Registrar/Graduate School - College Building Classrooms,  
Xavier Hall Classrooms, JR and LRC Classrooms



Office of Student Affairs (OSA)- College Garden and Lobby

School of Education (SED) - Probe Conference Room

Human Resource Administration and Development Office  
(HRADO) - HRADO Conference Room

*Reservation forms are available in all of the above offices.  
Proper information must be relayed to the concerned offices if  
the activity has been canceled or postponed.*

## **X. ACCREDITED CAMPUS CLUBS AND ORGANIZATIONS (SY 2024-2025)**

### **STUDENT GOVERNMENT**

El Consejo Atenista (ECA)

### **ACADEMIC CLUBS / ORGANIZATIONS**

Accountancy Academic Organization (AAO)

Education Academic Organization (EAO)

Liberal Arts Academic Organization (LAAO)

Management Academic Organization (MAO)

Nursing Academic Organization (NAO)

Science, Information Technology, & Engineering Academic  
Organization (SITEAO)

### **DEPARTMENTAL CLUBS / ORGANIZATIONS**

Ateneo Biological Society (ABS)

Ateneo Communicators (ATCOMM)

Ateneo Interdisciplinary Studies and Economics Association (AISEA)

Institute of Computer Engineers of the Philippines - AdZU

International Studies of Ateneo (ISOA)

Junior Institute of Electronics and Communication Engineering of the  
Philippines - AdZU

National Federation of Junior Philippine Institute of Accountants  
(NFJPIA-AdZU)

Samahang Pilosopiya ng Ateneo (SPA)

Psych iCare



Developer Student Club Blue Eagle  
Imaje Ateneo de Zamboanga University (Animators Guild)  
Interdisciplinary Studies Association of Ateneo  
El Fuente PH  
Union of the Students for the Advancement of Democracy-AdZU  
Alumbra- The English Language Society of Ateneo  
Ateneo Informatics and Computing Guild  
Engineering Society  
Ateneo Judo Club  
Gamer's Build

### **RELIGIOUS CLUBS / ORGANIZATIONS**

Ateneo Catechetical Instruction League (ACIL)  
Ateneo Lectors Society (ALECS)  
Ateneo Liturgical Society (ALS)  
Christian Life Community (CLC)  
Muslim Student Association (MSA-AdZU)  
Philippine Student Alliance Lay Movement (PSALM)  
Society of Knights of Ignatius (SKI)  
Youth Alliance for Human Rights Ateneo  
World Youth Alliance

### **SERVICE CLUBS / ORGANIZATIONS**

SALT Community (SALT)  
Ateneo Peers' Circle (Peers' Circle)

### **DEBATE CLUB / ORGANIZATIONS**

Ateneo Debate Union (ADU)

### **CIVIC CLUB / ORGANIZATIONS**

Junior Chamber International (JCI)  
SALAAM Organization (SALAAM)  
ECOWATCH  
Red Cross Youth – AdZU

### **CULTURE AND ARTS**

Ateneo Blue Vigors (Blue Vigors)  
Teatro Ateneo de Zamboanga



## **PUBLICATIONS**

The Beacon Publication (The Beacon)

The Beacon Yearbook

## **SCHOLARSHIPS**

Association of the Blue Eagle and Centennial Scholars (ABECS)

Ateneo Centennial Scholars (ACES)

Society of Ateneo Scholars (SAS)



## APPENDIX A

### PRESCRIBED COLLEGE UNIFORM





## PROHIBITED ATTIRE DURING NON-UNIFORM DAYS



Clothing that is see-through and semi-transparent.



Garments or accessories with inappropriate, obscene, or vulgar designs.



Sleeveless shirts with wide and loose arm holes or sandals, bicycle or athletic shorts (except when playing any sport in the MPCC, gym, or backfield)



Uniform, shirt, or clothing with symbols or designs of Greeklettered fraternities or other organizations that espouse values counter to Filipino and Ignatian traditions.



Hats and caps are worn inside classrooms and offices



Halter tops, spaghetti straps and tube tops without cover-up (e.g., bolero, blazer, coat)



Low-rider pants (i.e., showing the buttocks)



Pants made of lycra spandex or other stretch fabric without covered-up (e.g., shorts, skirts)



Flip-flop Slippers



Any attire that is considered too revealing (e.g., deep v-lines, short shorts, and micro skirts)





## APPENDIX B

### DATA PRIVACY NOTICE

#### CHAPTER I: INTRODUCTION

Buenas! Welcome to the Ateneo de Zamboanga University! As an educational institution, we are committed to ensuring that your data privacy is protected. This privacy notice tells you how we collect, use, disclose, and transfer data obtained from you. If you are the parent or guardian of an applicant or student who is a minor, please be informed that this policy refers to the personal data of the applicant or your child/ward.

In compliance with the Data Privacy Act of 2012 (DPA) and the implementing rules and regulations set by the National Privacy Commission (NPC), the University ensures that the data we collect is protected, while also maintaining a free flow of information necessary for our operations.

The data collected includes information classified as personal information, sensitive personal information, and privileged information, as stipulated in the DPA. These are information that identifies you, which are protected by law, and should be handled according to the policies stated herein.

#### CHAPTER II: WHEN AND HOW WE CREATE, COLLECT, ACQUIRE, OR GENERATE INFORMATION

We collect, acquire, or generate personal information in various forms, such as written or electronic records, photographic and video images, and biometric information, through the following:

- a. **Admission.** When you apply for admission, we collect information such as name, email address, telephone number, and other contact details. We also collect data about personal circumstances, such as family history, previous school attended, academic performance, disciplinary record, employment history, and medical records.



- b. **Enrollment and Period of Residency.** After enrollment, we collect information about (1) academic or curricular undertakings, such as classes enrolled in, scholastic performance, attendance record, etc.; (2) co-curricular activities engagements, such as service learning, outreach programs, internship or apprenticeship; (3) extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) disciplinary case/s involved in, including accompanying sanctions.
- c. **Other forms of data** that may be acquired in the course of your stay at the University include pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within the school premises.
- d. **Unsolicited Information.** There may be instances where information about you is received by us without your prior consent. If such information is not relevant to our educational purpose, it shall be discarded. If the information is pertinent to pursue our legitimate educational interests, then they will be treated with utmost protection, according to the DPA.

### CHAPTER III: HOW WE USE YOUR INFORMATION

We process the data collected to the extent permitted by law in order to pursue our legitimate educational interests. Thus, the data may be used for academic, administrative, research, historical, and statistical purposes, specifically, to do the following:

- a. Evaluate applications for admission to the University;
- b. Process enrollment of old, new, and transfer students;
- c. Record, generate, and maintain records of academic, co-curricular, and extracurricular progress of students;
- d. Record, store, and evaluate student work such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays, and presentations;
- e. Record, generate, and maintain records, whether manually, electronically, or by other means, of class attendance and



participation in curricular, co-curricular, and extracurricular activities;

- f. Establish and maintain student information systems;
- g. Share grades between and among faculty members, and others with official need for academic deliberations and evaluation of student performance;
- h. Process scholarship applications, grants, and other forms of financial assistance;
- i. Investigate incidents relating to student behavior for the implementation of appropriate disciplinary measures;
- j. Maintain directories and alumni records;
- k. Provide services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety, and security;
- l. Manage and control access to campus facilities and equipment;
- m. Communicate official school announcements;
- n. Share marketing and promotional materials regarding school-related functions, events, projects, and activities;
- o. Compile and generate reports for statistical and research purposes;
- p. Solicit participation in research and non-commercial surveys;
- q. Share information with persons or institutions as stated in chapter 4 of this policy.

The processing of personal data for the purposes mentioned above is necessary for our operations as an educational institution and for fulfilling our contractual obligations with you and other institutions. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to complying with them.

If we require your consent for any specific use of personal data not mentioned above, we will collect it at the appropriate time, and you may also withdraw your consent at any time, unless otherwise provided by law. We will not use your personal data without your prior consent to carry out any wholly automated decision-making process that affects you.



## CHAPTER IV: HOW WE SHARE, DISCLOSE, OR TRANSFER INFORMATION

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. Thus, we may share, disclose, or transfer your data, or specifically, do the following:

- a. Post acceptance to the University, financial aid awards, merit scholarship grants, class lists, and class schedules are available online, on school bulletin boards, and in other campus locations.
- b. Share personal data with parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the University, to promote the best interests of parties concerned, or to protect their health, safety, and security, or that of others;
- c. Disclose information with potential donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
- d. Publish scholar's graduation brochures for distribution to donors, funders, or benefactors;
- e. Distribute the list of graduates and awardees during commencement exercises.
- f. Report and/or disclose information to the NPC or other government agencies or bodies when required by law;
- g. Share information with entities or organizations for accreditation and university ranking purposes;
- h. Supply information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events.
- i. Comply with court orders, subpoenas, and/or other legal obligations;
- j. Conduct internal research or surveys for purposes of institutional development;
- k. Publicize academic, co-curricular, and extracurricular achievements and success in school bulletin boards, website, social media sites, and publications;



- l. Publish communications with journalistic content, such as news information in University publications, bulletin boards, website, and social media sites.
- m. Market or advertise to promote the school, including its activities and events, through photos, videos, brochures, website postings, newspaper advertisements, physical and electronic bulletin boards, and other media;
- n. Broadcast the University event through a live stream.

## **CHAPTER V: HOW WE STORE AND RETAIN YOUR INFORMATION**

The data we have collected is stored in a variety of paper and electronic formats, including databases that are shared between the University and its different units or offices. Access to the stored data is limited to authorized personnel who have a legitimate interest in it and are required to carry out their contractual duties. Please be assured that the University will use the collected data only for its legitimate purposes.

Unless otherwise required by law or specified in applicable University policies, we will retain your personal data indefinitely for historical or statistical purposes. Where a retention period is mandated by law and/or University policy, all affected records will be properly disposed of after the specified period.

## **CHAPTER VI: HOW YOU MAY EXERCISE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA**

You have rights as specified in the DPA, and if you decide to exercise any of these rights, we will respect your decision and handle it in accordance with the law.

Should you have any concerns or questions regarding your rights, this Privacy Notice, or any matter involving the University and Data Privacy, you may contact:

The Data Protection Officer

Address: BC 106, Bellarmine Campion Bldg. Salvador Campus,  
La Purisima Street 7000 Zamboanga City, Philippines

Landline: (62) 9910871 Local 1006/1018;

Email:



If you are dissatisfied with how your data is being handled or suspect a security breach involving your personal data, you may file a complaint or notify us at the addresses and contact number provided above.

We may, as needed, make changes to this Policy. On such occasions, we will notify you through our website, and when permissible, via other means of communication. Any modification is effective immediately upon posting on the website.

Other University policies, which are consistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.

Effective School Year 2018-2019.

## CONSENT

I have read the Data Privacy Notice set forth herein and agree to be bound by it. I understand that the notice refers to my personal data.

By signing below, I agree with the following:

- Republic Act No. 10173, also known as the Data Privacy Act of 2012, and other relevant Philippine laws govern the collection and processing of my personal data.
- I understand that by registering as a student of Ateneo de Zamboanga University (AdZU), I am allowing it to collect, use, and process my personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Notice and other like circumstances.
- By providing personal information to Ateneo de Zamboanga University, I am confirming that the data is true and accurate. I understand that AdZU reserves the right to revise any decision made based on the information I provide, should it be found to be untrue or incorrect.



- By entering into this Agreement, I am not relying upon any oral or written representation or statement made by AdZU other than what is outlined in this Agreement.
- My agreement to this Policy is a condition of my admission to AdZU.
- Any issue that may arise in connection with the processing of my personal information will be settled amicably with AdZU before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

Conforme: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature over printed name)



## APPENDIX C

### General Evacuation Procedure

All members of the Ateneo de Zamboanga University community should be familiar with the Emergency Evacuation procedure. All must know the location of the exits and the designated assembly areas. Evacuation is conducted following the building evacuation routes, as illustrated on posters located in strategic places throughout the campus.

In an emergency, strictly follow instructions:

1. Upon hearing the warning signal (siren), immediately cease all activities and secure personal valuables.

The AdZU Disaster Risk and Reduction Management Team (UDRRM) and University Security Office (USO) personnel will assess the situation to determine the nature of the emergency.

The Team then disseminates information on the situation to all key administrators (President, VPHE, Unit Heads, Deans, etc).

**Simultaneously, the USO, through the Security Guards on Duty, initiates a LOCKDOWN OF THE CAMPUS.**

**During Campus Lockdowns, all entry and exit points are blocked. Faculty, staff, and students are allowed to leave the campus only after the incident commander gives the all-clear signal.**

2. Move quickly but calmly from one location to the designated assembly areas. Bring all personal items. Follow the directions given by the Team Leaders strictly.
3. Office heads, staff, and faculty members ensure that everyone in the offices and classrooms has vacated their respective areas.
4. Before leaving the building, close the doors of the offices and classrooms. Take the nearest marked exit leading to the designated Assembly Area. Alert others to do the same.





5. Persons with disabilities (PWDs) and senior citizens should be assisted in exiting the building.
6. Take note of the following Assembly Areas:

**Note: Xavier Hall occupants must use the Xavier Hall stairwell and not cross over to the College building.**

7. At the assembly area, wait for instructions from a University official—the University Infirmary provides medical services and attends to emergencies.

*Faculty members instruct students to contact their parents or guardians immediately to inform them of the situation and ask to be picked up. Parents or guardians should bring a valid ID card to present to the guard.*

The University Communications Office will handle press releases and Media announcements.

**REMINDERS:**

Two (2) persons will make sure doors are open during the earthquake drill. They shall execute the duck, cover and hold posture by the door.

Main concern during an earthquake is to protect oneself:

Execute duck, cover and hold posture.

Take cover under a sturdy table or doorway.

Watch out for falling objects.

Keep calm.



## **GUIDELINES FOR SPECIFIC EMERGENCY/CRISIS SITUATIONS**

### **IN CASE OF EARTHQUAKE**

#### **PRE-EARTHQUAKE**

1. Identify Safe Spots in the classrooms and offices (tables, desks, etc.).
2. Identify the danger zones (windows with glass, bookshelves, machinery, cabinets, and furniture that may topple or slide, as well as hanging and heavy objects).

#### **PHASES OF AN EARTHQUAKE DRILL**

##### **Phase 1: ALARM**

A siren will sound off to signal an earthquake.

The siren is the signal for all occupants to execute the DUCK, COVER, and HOLD posture.

In an actual earthquake, the shaking itself is the signal to take the Duck, Cover, and Hold posture.

##### **Phase 2: RESPONSE**

While the siren is heard, everyone should move away from windows, glass, or light fixtures and assume the “duck, cover, and hold” posture under desks, tables, chairs, or other safe spots. Remain in this position until the shaking stops.

During an actual earthquake, OSA personnel will sound the siren after the initial shaking.

The Incident Commander, through the PA system, will inform the Community of the situation and give instructions to maintain calm and order.

##### **Phase 3: EVACUATION**

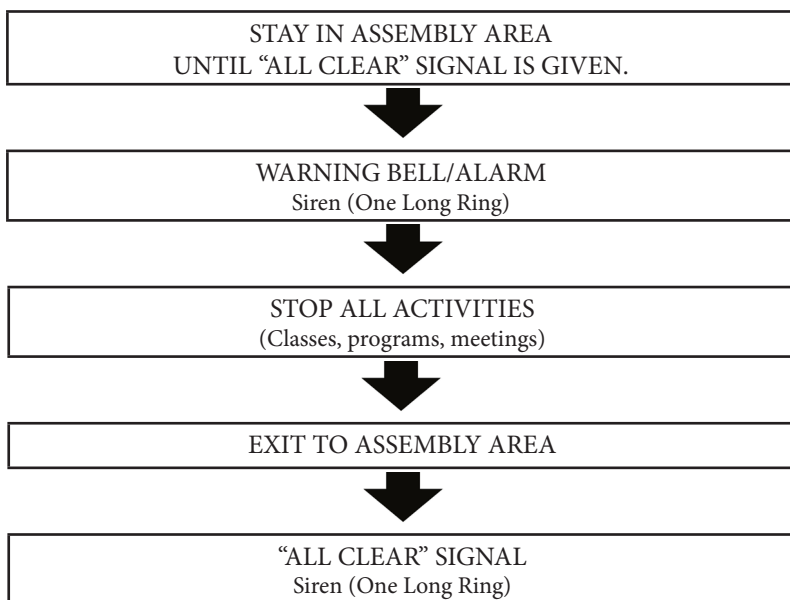


Once the “shaking” stops, everyone should evacuate the building and proceed to the evacuation areas through the predetermined routes/exits.

1. Proceed quickly and calmly to the nearest exit leading to the evacuation area. Emergency leaders will direct you to the closest exit. Do not panic.
2. Classrooms, laboratories, the library, and offices should always be left unlocked when leaving the building.
3. Ideally, students should leave the building in twos.

#### Phase 4: ASSEMBLY

##### EVACUATION PROCEDURE MAP



At the evacuation areas, students should stay with their classmates or other students from the same class. Likewise, staff and office personnel should remain in one group.



### Phase 5: HEAD COUNT

Teachers should do a head count and report to Team Leaders, who will then report to the Evacuation Area Facilitators.

Faculty members instruct students to contact their parents or guardians immediately, inform them of the situation, and ask to be picked up. Parents or guardians will be asked to bring a valid ID card to present to the guard. The University Communications Office will handle press releases and Media announcements.

### Phase 6: EVALUATION

An evaluation of the drill will be conducted to identify problems encountered during the drill and to propose solutions, preparing for future earthquake drills.

## IN CASE OF FIRE

### Procedure

1. A siren will sound to signal a halt to all work and classes.
2. As soon as the alarm sounds, all shall evacuate the building.
3. Students must exit the classroom in an orderly manner through the nearest stairway or exit. (Be familiar with the layout of the building. Exit routes are posted in areas accessible to everyone.)

EVACUATION AREA	ASSEMBLY POINTS	EVACUEES
BACKFIELD	A	JMR Building, Xavier Hall, C Building, FEC Building
	B	MPCC 1 & 2, Sauras Hall, Kostka Hall, JR Building, PPO
	C	BC Building, University Church, Auxiliary Office, PCO
	D	FWS Building



Team Leaders guide students to the nearest assembly areas.

If you are the last person to exit a classroom or office, close the door but do not lock.

If your clothes catch fire, stop, drop, and roll.

Teachers must make sure that all students have left the classroom.

Everyone must remain in the assembly area until the all-clear signal is sounded off (manual siren).

### **IN CASE OF INJURY**

1. Stay Calm.
2. Send somebody to inform the school nurse about the incident.
3. Send somebody to inform the OSA.
4. Do not move the victim unless it is extremely necessary to avoid further injury.
5. Keep the victim comfortable and calm until help arrives.

### **IN CASE OF BOMB THREAT/BLAST**

1. The University Security Office shall assess the situation and recommend the proper course of action to the VPHE and the President.
2. KEEP CALM AND DO NOT PANIC. Teachers must instruct the students to remain seated inside the classroom. No one will be allowed to stand up.
3. Check the immediate surroundings, such as trash cans, chairs, tables, and corridors, for any suspicious-looking packages or bags. If none is found, stay where you are.
4. If suspicious-looking packages or bags are found, DO NOT TOUCH THEM. Send the beadle/assistant. Beadle/student representative from your class to the OSA or security guard on duty to relay the information.
5. Instruct students to leave the classroom immediately in an orderly manner, following the evacuation procedure.
6. Proceed to the assembly points, and once in the evacuation or safe area, conduct a head count of all faculty, staff, and students.
7. Students, faculty, and staff must remain in the assembly area until the all-clear signal is given (via a manual siren).



## Hotline Numbers

### POLICE

Emergency Center	117
Central Police Office	166/991-2172
Tetuan Police	991-0678
Radio Frequency	50.50 VHF

### FIRE

Fire Department	160/991-2267
Fil-Chinese Volunteer	991-4422

### HOSPITAL

AdZU Infirmary	local 4800
Ciudad Medical	992-7330
ZCMC	991-0573
	991-2934
WMMC	991-2506
	991-2507
Brent	991-2990
Doctors	991-1929
Children	991-3870
ZamPen	955-4579

### AdZU

Trunkline	991-0871 to 75
Fax	991-0870
Operator	local 0 or 1515

### GATES/SECURITY

GATE 1	1110/1111
Direct Line	991-2922
GATE 2	1112
GATE 3	1113
GATE 4	1114



## APPENDIX D

### COMMITTEE ON DECORUM AND INVESTIGATION (CODI) PROTOCOLS ON THE PROTECTION OF MINORS AND STUDENTS

#### Section 1: Title

Protocols for the Protection of Minors and Students at Ateneo de Zamboanga University's Higher Education Unit

#### Section 2: Rationale

As an institution responsible for educating and nurturing young minds, Ateneo de Zamboanga University is dedicated to safeguarding the well-being of its students. To achieve this, our Higher Education Unit establishes protocols based on the following principles:

Ateneo de Zamboanga University's Higher Education Unit, as a Filipino institution, rigorously upholds the right to a safe learning and working environment for minors and students, as required by Philippine laws, Commission on Higher Education (CHED) memoranda and circulars, the university's administrative manual, and the unit's faculty and student handbook.

- As a Catholic University, the Ateneo de Zamboanga University Higher Education Unit faithfully upholds the Gospel values and advocates for the dignity of every human person and the dignity of work.
- As a Jesuit University, the Ateneo de Zamboanga University Higher Education Unit expects its members to joyfully live out the Ignatian Values – Magis, Cura Personalis, Companionship, Social Involvement, Discernment, and Animo – at all times.

This document provides a detailed outline of the protocols for protecting the rights of its students, for a safe learning and working environment for all minors and enrolled students in the Higher Education unit of the Ateneo



de Zamboanga University. These protocols are expected to be observed by all the stakeholders (administration, faculty, staff, students, parents/guardians, and partner institutions) of the Higher Education Unit.

### **Objectives:**

The Ateneo de Zamboanga University Higher Education Unit is committed to creating a secure learning and working environment for all minors and students, and to defining the roles and responsibilities of all parties involved in ensuring their safety and dignity.

Our institution places a high value on prevention, safety, and ongoing development of our stakeholders. Therefore, these protocols have the following objectives:

1. Implement systems to ensure a safe learning and working environment for students and minors in our care, both on and off campus, during classes, and in all activities.
2. Equip our personnel with the necessary knowledge and skills for the protection and welfare of minors and students through annual orientations, workshops, and the distribution of relevant protocols to all stakeholders.
3. Establish administrative processes and grievance procedures that allow for reporting and addressing violations while upholding due process under Philippine laws, Commission on Higher Education memoranda and circulars, the University's administrative manual, and the unit's faculty and student handbook.

### **Definition of Terms**

1. **Students** refer to all enrolled individuals of the Higher Education Unit of the current semester.
2. **University personnel** refer to administrators, faculty, academic and non-academic staff, physical plant personnel, and security guards assigned to the Higher Education unit, either on a project-based, contractual, part-time, or full-time basis.





3. **Parents** refer to biological parents, step-parents, adoptive parents, and the common-law spouses or partners of the parent.
4. **Guardians** refer to individuals who have legal guardianship, foster parents, and other persons, including relatives or non-relatives, who have physical custody of the child.
5. **University Visitors or Guests** refer to persons who visit the university for official business or any person who is not conducting official business but is present on the university premises (e.g., student teachers, service providers, suppliers, bidders, parents, and guardians of other children).
6. **Complainant** refers to an offended party who has informally or formally reported having experienced being subjected to any inappropriate actions as listed in Article 1, Section 4 of RA 11313, Safe Spaces Act.
7. **Abuse** refers to the misappropriation of authority, maltreatment, devaluation of the dignity of any person, and creation of an unsafe space online or within the university campus, particularly with the practice of cruelty and violence, either once or repeatedly. Abuse may be in the form of verbal, physical, emotional, psychological, sexual, neglect, cyber, and those listed in Article 1, Section 4 of RA 11313, Safe Spaces Act.
8. **Incident Report** refers to the written statement that is submitted by the complainant, either a student or University personnel, to the Office of Student Affairs. The incident report is copied to the VP for Higher Education and the Director for Formation.
9. **Due Process** refers to the procedures (i.e., time and space) accorded to both the complainant and the accused to clarify or explain each side of the story.
10. **Quorum** refers to the minimum number of members duly assembled to conduct the proceedings. The quorum will require fifty percent plus one of its total members.
11. **Written Appeal** refers to the right of the complainant to have recourse to the Committee on Decorum and Investigation (CODI) in view of having the decision of the Disciplinary Board reviewed within five (5) working days upon receipt of the decision.
12. The **Vice President for Higher Education (VPHE)** refers to the university official appointed by the Office of the President who has primary leadership responsibilities in planning, implementing, and coordinating academic programs and activities of the higher education units.



13. The **Office of Student Affairs (OSA)** is an office directly under the oversight of the Vice President for Higher Education. Headed by the Director of Student Affairs, the office is responsible for coordinating, developing, and supervising all non-academic activities of students. OSA ensures that all students on campus adhere to the rules of discipline.
14. The **Human Resource Administration and Development Office (HRADO)** was established within the Central Services Unit of the University to manage personnel transactions, records, compensation, benefits, training development, and other internal functions for university faculty and staff. It is headed by the Director of HRADO.
15. The **College Guidance and Counseling Office (CGCO)** is a serving component of the University community, envisioning itself as the center of excellence in students' counseling services and counselor training in the region. It collaborates with students, academic units, individual faculty members, student services, and other relevant departments of the institution to enhance students' academic, personal, and career success. The office also plans, organizes, and implements, in coordination with the college counselors, an integrated guidance and counseling program for the college unit. Lastly, the office initiates and conducts research for more relevant programs and services.
16. The **Committee on Decorum and Investigation (CODI)** is a committee established by the Vice President for Higher Education, whose composition and functions are outlined in Section 3.
17. The **Freshmen Formation Program (FFP)** is a formation program for first-year students that complements their intellectual growth with other areas of formation, including psycho-social, emotional, and spiritual development.
18. **Higher Education Units (HEUs)** refer to the units within the university that perform both academic and non-academic functions and are under the purview of the VPHE. It consists of the Professional Schools (i.e., School of Medicine and the Rosendo U Castillo Jr College of Law); the School of Education, School of Liberal Arts, and the School of Management and Accountancy; the College of Nursing, the College of Science, Information Technology, and Engineering, and the graduate programs under them.



### **Section 3: Committee on Decorum and Investigation (CODI)**

The Committee on Decorum and Investigation is an ad hoc committee created by the VPHE. Similarly, it is the VPHE that appoints the members of the Committee on Decorum and Investigation. As part of the due process, the VPHE may convene the committee for a comprehensive investigation of the case that has been brought to his/her attention.

Article IV Section 17 (C) of RA 11313 designates a woman as its head, and not less than half of its members should be women. Rule VIII Section 33 of the Implementing Rules and Regulations of RA 11313(B) states that for educational and training institutions, a CODI shall be composed of at least one (1) representative each from the school administration, the trainers, instructors, professors or coaches and students or trainees, students, and parents, as the case may be. Section 33(b) also emphasizes the equal representation of persons of diverse sexual orientation, gender identity, and/or expression, as far as practicable.

Composition of the Committee on Decorum and Investigation:

- a. Chair: Dean (woman)
- b. Formation Council Representative (woman)
- c. Faculty Club President
- d. Non-Academic Staff President
- e. Student Government President
- f. Guidance Counselor (non-voting power)
- g. Consultant: University Legal Counsel

### **COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

As mandated by Republic Act 11313, the Safe Spaces Act, the CODI for the Higher Education units of Ateneo de Zamboanga University is established to ensure the effectiveness and strict implementation of these protocols.

If a case is filed by a student against another student, or a student against a faculty or staff member, or a faculty or staff member against a student, the Director of Student Affairs will serve as the secretary of the committee.



All votes must be cast orally and accompanied by an explanation. Only in the event of a tie will the Chair cast a vote.

### **Functions of the Higher Education CODI:**

- a. To initiate information dissemination programs and organize activities for the protection of all minors, students, and university personnel from misappropriation of authority, maltreatment, devaluing the dignity of any person, creating an unsafe space online, within the university campus, or in any out-campus activities, and all other abuses stipulated in Article 1, Section 4 of RA 11313 Safe Spaces Act.
- b. To monitor and evaluate that all measures stipulated in the protocols are strictly observed and implemented.
- c. To conduct a comprehensive investigation of the case.
- d. To organize and preside over hearings, if necessary.
- e. To consult the school's legal counsel on the decision of the committee.
- f. To recommend to the VPHE possible sanctions if warranted/needed, as stipulated in the Student Handbook or Faculty Manual.

### **OFFENSES/SANCTIONS (Student vs Student)**

#### **OFFENSES that carry a sanction of at least a TWO-WEEK SUSPENSION:**

##### **A. Verbal**

- a. Cursing, wolf-whistling, catcalling, taunting.
- b. Misogynistic, transphobic, homophobic, and sexist slurs.
- c. Persistent unwanted comments on one's body, dress, appearance, or sexual activities.
- d. Relentless requests for one's details, such as name, contact number, social media details, or destination.
- e. Unwanted invitations, pestering a person for dates, whether in person or indirectly by mail, telephone, internet, SMS (text), or other telecommunication devices on or off-campus.



- f. The use of words, gestures, or actions that ridicule based on sex, gender, sexual orientation, identity, and/or expression, including sexist, homophobic, and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments, and demands.
- g. Intimidating or demeaning remarks or behaviors, which may not be sexually motivated but are based on stereotypes of gender.
- h. Any statement that invades personal space or threatens a person's sense of personal safety.

## **B. Visual**

- a. Unwelcome sexually suggestive gestures (or sounds), including but not limited to throwing kisses.
- b. Malicious leering or ogling.
- c. Persistent display of sexually suggestive objects, pictures, publications, audio, or video recordings unrelated to educational purposes, in the work or study area that may embarrass or offend individuals.

## **OFFENSES which carry a sanction of DISMISSAL:**

- a. Making offensive hand or body gestures at someone.
- b. Exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening, or intimidating the offended party, including flashing private parts, public masturbation, groping, and similar sexual actions.

## **OFFENSES which carry a sanction of EXPULSION:**

- a. Acts such as stalking (including cyberstalking), and any of the acts mentioned above, when accompanied by touching, pinching, or brushing against the body of the offended person.
- b. Any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks, or any part of the victim's body even when not accompanied by acts mentioned in a and b under offenses which carry a sanction of dismissal.



- c. Sexual assault.
- d. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment and/or academic life may be adversely affected by not submitting to sexual advances.

## **DUE PROCESS**

Upon receiving a report of any violation against the rights of a minor or student, the Higher Education unit must conduct a comprehensive investigation of the case under the mandate of the VPHE.

For/Among students, depending on the gravity of the initial investigation, the Higher Education CODI shall handle the investigation of the case.

For/Against university personnel, the Office of Student Affairs notifies the Vice President for Higher Education, the Director of the Human Resource Administration and Development Office, and the University President. The University CODI shall handle the investigation of the case.

## **HOW TO INITIATE COMPLAINTS:**

Any suspected, possible, or impending sexual harassment or other forms of misconduct or inappropriate behavior may be reported formally or informally.

A formal report is a written complaint submitted to the Office of Student Affairs by the person who experienced any form of suspected, possible, or impending sexual harassment or other forms of misconduct or inappropriate behavior. OSA will facilitate the complaint process.

An informal report is a communication (verbal or written) made by any person in authority within the school. The person in authority must report it to OSA for an initial investigation.

### **A. A Student against another Student**

1. When a student or group reports an incident involving students, OSA has the right to conduct an initial investigation.
2. Initial Investigation:



3. Incident reports must all be written. The incident report is submitted to the OSA by any university personnel, parent, or guardian of the student.
4. OSA shall observe due process and conduct an investigation. A decision is made within two (2) working days or less upon receipt of the complaints.
5. If OSA finds no probable cause, a report will be submitted to the VPHE, duly noted by the Assistant to the President for Formation, that the case will be closed. The College Guidance and Counseling Office will address the emotional and psychological well-being of students. The parents/guardians will be notified of the proceedings by the attending Guidance Counselors, duly noted by the VPHE.
6. If the case warrants a more comprehensive investigation, the OSA writes findings and recommendations, as stipulated in the Student Handbook, to the VPHE, duly noted by the Assistant to the President for Formation.

### **Investigation Proper:**

1. The VPHE convenes the CODI to conduct a comprehensive investigation of the case.
2. The CODI shall observe due process and conduct an investigation. A decision is made within ten (10) working days or less after the VPHE has convened the committee to conduct the comprehensive investigation.
3. The CODI writes its findings and recommendations to the VPHE.
4. The VPHE communicates the findings and recommendations to the parents/guardians within two (2) working days. A received copy of the correspondence, signed by the parents or guardians, will be kept in OSA.
5. The parents/guardians have the right to appeal within five (5) working days after receiving the correspondence. They may write their appeal to the VPHE.



### **Appeal:**

1. When an appeal has been made, the case will be brought to the attention of the VPHE.
2. The VPHE will have five (5) working days to review all the processes of the investigations. VPHE reserves the right to evaluate the proceedings and the recommendations of the CODI.
3. After the comprehensive evaluation, the VPHE communicates its findings and recommendations to the parents or guardians of the complainant. The same report will be transmitted to the University President.
4. If the parents or guardians are still not satisfied with the recommendations, they may have one last appeal to the University President.
5. The University President reserves the right to reopen the case at any time.
6. The decision of the University President is final and executory.

### **Remedies and Psychological Welfare:**

After the decision has been executed, the University Chaplain ensures that the conditions and psycho-emotional needs of the complainant and the accused are not neglected.

### **B. A Student against a Faculty/Staff or Faculty/Staff against a Student**

When a report has been made by a student or group of students against any university personnel to OSA or by university personnel against a student or group of students, OSA has the right to make an initial investigation.

### **Initial Investigation:**

1. Incident reports must all be written. The incident report is furnished to the VPHE and the Assistant to the President for Formation.





2. OSA shall observe due process and conduct an investigation. A decision is made within two (2) working days or less upon receipt of the complaints.
3. OSA reports its findings and recommendations, as stipulated in the Student Handbook or the Faculty Manual, to the VPHE, duly noted by the Assistant to the President for Formation. If the case merits CODI involvement, OSA will include it as part of the recommendation.
4. The VPHE sends correspondence to parents/guardians and university personnel regarding the reported case. A received copy of the correspondence, signed by the parents or guardians, will be kept in OSA. A received copy of the correspondence addressed to the faculty member or staff will be kept in the 201 file of the university personnel. The same correspondence will also be forwarded to the VPHE and the Director of HRADO for notification.

#### **Investigation Proper:**

1. The VPHE notifies the Director of HRADO to convene the CODI and conduct a comprehensive investigation of the case.
2. The CODI shall observe due process and conduct an investigation. A decision is made within ten (10) working days or less after the VPHE has convened the committee to conduct the comprehensive investigation.
3. The CODI writes its findings and recommendations to the VPHE.
4. The VPHE communicates the findings and recommendations to the parents/guardians and the university personnel within two (2) working days. A received copy of the correspondence, signed by the parents or guardians, will be kept in OSA. A received copy of the correspondence, signed by the faculty member or staff, will be kept in the 201 file of the university personnel. The same report will also be forwarded to the VPHE and the Director of HRADO.



5. Parents or guardians, as well as university personnel, have the right to appeal within five (5) working days of receiving the correspondence. They may write their appeal to the VPHE.

#### **Appeal:**

1. When an appeal has been made, the case will be brought to the attention of the VPHE.
2. The VP HE will have five (5) working days to review all the processes of the investigations. VP HE reserves the right to evaluate the proceedings and the recommendations of the CODI.
3. After the comprehensive evaluation, the VP HE communicates the findings and recommendations to the parents/guardians and university personnel.
4. If the parents or guardians are still not satisfied with the recommendations, they may have one last appeal to the University President.
5. The University President reserves the right to reopen the case at any time.
6. The decision of the University President is final and executory.

#### **Remedies and Psychological Welfare:**

After the decision has been executed, the University Chaplain ensures that the conditions and psycho-emotional needs of the complainant and the accused are not neglected.

#### **Preventive Measures**

Along with the administrative and faculty manual, these protocols should be thoroughly discussed with the community during the annual orientation program for faculty and staff in Higher Education. Through FFP, the Assistant to the President for Formation or the Vice President for Higher Education will also discuss these protocols specifically related to students for their awareness.



Similarly, resource speakers may also be invited to discuss various Philippine laws, memoranda, and circulars, as well as the Professional Code of Ethics for Teachers, the university's administrative manual, and the Higher Education Unit's faculty manual and student handbook during faculty and staff development sessions. The same resource speakers may also be invited to speak before the student body at the start of each semester.

In addition to these, modules may be prepared in coordination with the AP for Formation and HE units to be discussed with the students during the Freshmen Formation Program.

### **Orientation and Workshops**

Orientation programs and workshops shall be conducted by the Assistant to the President for Formation or the Vice President for Higher Education, in partnership with the Freshmen Formation Program (FFP), in collaboration with the relevant offices. All HE personnel shall be oriented annually on these protocols. Continuous programs and workshops shall be conducted for all the stakeholders.

### **Article 6: Sanctions**

The protocols implement the sanctions as stipulated in the Student Handbook, Administrative Manual, and Faculty Manual. If the violation is not listed in these manuals, a penalty that is commensurate with the violation is imposed.

For students, these sanctions may include, but are not limited to, verbal or written reprimands, community service, suspension, dismissal, expulsion, and other appropriate penalties.

For faculty and staff, the sanctions may include, but are not limited to, verbal or written reprimands, suspension, dismissal, and other appropriate penalties.



## Section 4: Reporting Mechanisms

**A. Procedures for Reporting.** Any person who believes that they have been subjected to any of the prohibited behaviors as defined in these protocols may file a complaint with the Office of Student Affairs. The complaint may be filed either formally in writing or informally.

**1. Formal Complaint.** A formal complaint should be submitted in writing to the Office of Student Affairs, signed by the complainant. It should contain the following information:

- a. Name of the complainant
- b. Date of the incident/s
- c. Description of the incident/s
- d. Name of the alleged offender/s
- e. Any supporting evidence or witnesses (if any)

**2. Informal Complaint.** An informal complaint may be made verbally or in writing to any person in authority in the school, including faculty members, staff, or administrators. The person in authority must report it to the OSA for an initial investigation.

**B. Confidentiality and Privacy.** All reports and complaints will be treated with the strictest confidentiality possible. Information will only be disclosed to individuals who need to know to facilitate the investigation and resolution process.

**C. Non-Retaliation.** Retaliation against any individual who reports a violation of these protocols in good faith or participates in an investigation is strictly prohibited. Any act of retaliation will be subject to disciplinary action.

**D. False Reports.** Knowingly making a false report or providing false information during an investigation is a violation of these protocols and may result in disciplinary action.



## Section 5: Support and Remedies

- A. Support for Complainants.** The university will provide support to complainants, including, but not limited to, referrals to counseling services, medical services, and academic support services as appropriate.
- B. Remedies for Complainants.** The university will take appropriate action to address and remedy any violations of these protocols, including, but not limited to, issuing no-contact orders, providing academic accommodations, and taking disciplinary action against the alleged offender.
- C. Support for Respondents.** The university will provide support to respondents, including, but not limited to, referrals to counseling services and legal services as appropriate.
- D. Remedies for Respondents.** If a complaint is found to be false or unsubstantiated, the university will take appropriate action to remedy any harm or damage caused to the respondent, including, but not limited to, expunging the complaint from the respondent's record and providing counseling services as appropriate.

## Section 6: Record Keeping and Reporting

- A. Record Keeping.** OSA will maintain records of all reports and complaints filed under these protocols. These records will be kept confidential to the extent permitted by law.
- B. Reporting.** OSA will provide an annual report to the VPHE and the CODI summarizing the number and types of reports and complaints filed under these protocols, the outcomes of investigations, and any actions taken to address violations of these protocols.

## Section 7: Training and Education

- A. Training.** The university will provide training on these protocols to all members of the university community, including administrators, faculty, staff, and students. Training will be provided on an ongoing basis and will include information on



the prevention of protocol violations, reporting mechanisms, and support and remedies available to both complainants and respondents.

**B. Education.** The university will provide education to all members of the university community on issues related to the prevention of violations of these protocols, including but not limited to sexual harassment, gender-based discrimination, and the importance of creating a safe and inclusive campus environment.

## **Section 8: Review and Revision**

These protocols will be reviewed and revised as necessary to ensure their effectiveness in preventing and addressing violations of the rights of minors and students. Any revisions to these protocols will be made in consultation with the CODI and other relevant stakeholders.

## **Section 9: Conclusion**

These protocols are intended to promote the safety and well-being of all minors and students at the Ateneo de Zamboanga University Higher Education Unit. They reflect our commitment to creating a campus environment that is free from discrimination, harassment, and other forms of misconduct. We encourage all members of our university community to familiarize themselves with these protocols and to report any violations promptly so that we can take appropriate action to address them.



## APPENDIX E



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



### CHED MEMORANDUM ORDER (CMO)

No. 18  
Series of 2018

**SUBJECT: THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS (HEIs)**

In accordance with Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended, in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this **"IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION (HEIs)."**

### **RULE VI DRUG TESTING OF STUDENTS IN ALL HEIs**

**Section 8.** Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIs shall incorporate in the Student's Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with the DDB Regulation No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

**Section 9.** Institutional Policy. The conduct of mandatory random drug testing of students in all HEIs must have prior approval of the school's governing boards and passed through the necessary consultation process.

**Section 10.** Consultation. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

**Section 12.** The HEIs shall present at the consultation the policy requiring mandatory random drug testing of students.

**Section 13.** Consultation Period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.



**Section 14.** Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

**Section 15.** Drug Testing as a requirement for admission and retention. Aside from mandatory random drug testing, a Higher Education Institution may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the

student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

**Section 16.** Conditions for Drug Testing as a requirement for admission and retention. All HEIs may implement a mandatory drug testing as part of the school's admission and retention policy, provided that:

- 16.1. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;
- 16.2. In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned;
- 16.3. The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations; and
- 16.4. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with the schools' Student Handbook and other applicable laws, rules and regulations.





## APPENDIX F

[ REPUBLIC ACT NO. 11053, June 29, 2018 ]

**AN ACT PROHIBITING HAZING AND REGULATING  
OTHER FORMS OF INITIATION RITES OF FRATERNITIES,  
SORORITIES, AND OTHER ORGANIZATIONS, AND  
PROVIDING PENALTIES FOR VIOLATIONS THEREOF,  
AMENDING FOR THE PURPOSE REPUBLIC ACT NO.  
8049, ENTITLED “AN ACT REGULATING HAZING AND  
OTHER FORMS OF INITIATION RITES IN FRATERNITIES,  
SORORITIES, AND ORGANIZATIONS AND PROVIDING  
PENALTIES THEREFORE”**

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

SECTION 1. A new section to be dominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

“SECTION 1. Short Title.- This Act shall be known as the “Anti-Hazing Act of 2018”.

SEC. 2. Section 1 of the same Act is hereby amended to read as follows:

“SEC. 2. Definition of terms.- As used in this Act:

“(a) Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit,



neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do mental, silly, or foolish tasks.

“(b) Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into fraternity, sorority, or organization as full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

“(c) Organization refers to an organized body of people which includes, but is not limited to. any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) Schools refer to colleges, universities, and all other educational institutions.”

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. Prohibition on Hazing.- All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations: Provided, That the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purpose of this Act: Provided, further, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provisions apply to any



customary athletic events or other similar contests or competitions or any activity or conduct that furthers as legal and legitimate objective, subject to prior submission of medical clearance or certificate.

"In no case shall hazing be made a requirement for employment in any business or corporation."

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:

"SEC. 4. Regulation of School-Based Initiation Rites.- Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

- "(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;
- "(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;
- "(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;
- "(d) The initiation rites shall not last more than three (3) days;
- "(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;
- "(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and
- "(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

"The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.



“Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

“School officials shall have the authority to impose, after due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.”

SEC. 5. Section 3 of the same Act is hereby amended to read as follows:

“SEC. 5. Monitoring of Initiation Rites.- The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of school representatives to see to it that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make



a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 6. A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows;

“SEC. 6. Registration of Fraternities, Sororities, and Other Organizations.- All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students or plans to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

“A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: Provided, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: Provided, further, That schools shall promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.



“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization.”

SEC. 7. A new section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

“SEC. 7. Faculty Adviser.- Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. Role of Educational Institutions.- The responsibility of schools to exercise reasonable supervision in loco parentis over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of



conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools as the start of every semester or trimester.

“Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations.- All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration.”

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations.- Only initiation rites or practices that do not constitute hazing shall be allowed; Provided, That:

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;



- “(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;
- “(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;
- “(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing under the definition of hazing as used in this Act;
- “(e) The initiation rites shall not last more than three (3) days;
- “(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person, or persons who will take charge in the conduct of the initiation rites;
- “(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and
- “(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SEC. 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

“SEC. 11. Monitoring of Initiation, Rites of Community-Based and all Similar Fraternities, Sororities, or Organizations.- The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor





regarding the conduct of the initiation. Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC.12. Nullity of Waiver and Consent.- Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

SEC. 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

SEC. 13. Administrative Sanctions.-The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction.”

SEC. 14. Section 4 of the same Act is hereby amended to read as follows:

“SEC. 14. Penalties.- The following penalties shall be imposed:

- “(a) The penalty of reclusion perpetua and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;
- “(b) The penalty of reclusion perpetua and a fine of Two million pesos (P2,000,000.00) shall be imposed upon;



- “(1) All persons who actually planned or participated in the conduct of the hazing;
- “(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;
- “(3) The adviser of a fraternity, sorority, or organization who is presently when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities is such adviser or advisers can do so without peril to their person or their family;
- “(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: Provided, That should the former officer, nonresident member or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, non resident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;
- “(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and



- “(6) Members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;
- “(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;
- “(d) The penalty of reclusion temporal and a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts prescribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but it is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board.”
- “(e) The penalty of prision correccional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and



repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization shall be prima facie evidence of vexation for purposes of this section; and

- “(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: Provided, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate *motu proprio* and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by fraternities, sororities and other organizations, if it can be shown that the school or barangay, municipal or city officials allowed or consented to the conduct of hazing or where there is actual knowledge of hazing, but such officials failed to take any action to prevent the same from



occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

“The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is *primo facie* evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

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

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

“A conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.

SEC. 15 A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. Implementation Rules and Regulations (IRR).-The Commission on Higher Education (CHED), together with the Department of Education (DepEd), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”



SEC. 16. Separability Clause.- If any provision or part of this Act is declared invalid or unconstitutional the other parts or provisions hereof shall remain valid and effective.

SEC. 17. Repealing Clause.- Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SEC. 18. Effectivity Clause.- This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) **PANTALEON D. ALVAREZ**  
*Speaker of the House  
of Representatives*

(SGD.) **AQUILINO "KOKO" PIMENTEL III**  
*President of the Senate*

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

(SGD.) **CESAR STRAIT PAREJA**  
*Secretary General  
House of Representatives*

(SGD.) **LUTGARDO B. BARBO**  
*Secretary of the Senate*

Approved: JUN 29 2018

(SGD.) **RODRIGO ROA DUTERTE**  
*President of the Philippines*



## APPENDIX G

**[ REPUBLIC ACT NO. 7079, July 05, 1991 ]**  
**AN ACT PROVIDING FOR THE DEVELOPMENT AND**  
**PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER**  
**PURPOSES**

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

SECTION 1. *Title.* - This Act shall be known and referred to as the “Campus Journalism Act of 1991.”

SEC. 2. *Declaration of Policy.* - It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

SEC. 3. *Definition of Terms.* -

- a. *School.* - An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;
- b. *Student Publication.* - The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- c. *Student Journalist.* - Any bona fide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- d. *Editorial Board.* - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels,



the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

- e. *Editorial Policies.* - A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

SEC. 4. *Student Publication.* - A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SEC. 5. *Funding of Student Publication.* - Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

SEC. 6. *Publication Adviser.* - The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.





SEC. 7. *Security of Tenure.* - A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

SEC. 8. *Press Conferences and Training Seminars.* - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/or cultural interest in the country.

SEC. 9. *Rules and Regulations.* - The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

SEC. 10. *Tax Exemption.* - Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

SEC. 11. *Appropriations.* - For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports.

Thereafter, such amount as may be necessary shall be included in The General Appropriations Act.

SEC. 12. *Effectivity.* - This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.



Approved,

**(Sgd.) JOVITO R. SALONGA**

*President of the Senate*

**(Sgd.) RAMON V. MITRA**

*Speaker of the House of Representatives*

This Act which is a consolidation of Senate Bill No. 1103 and House Bill No. 22658 was finally passed by the Senate and the House of Representatives on May 20, 1991 and May 23, 1991, respectively.

**(Sgd.) EDWIN P. ACOBA**

*Secretary of the Senate*

**(Sgd.) CAMILO L. SABIO**

*Secretary General  
House of Representatives*

Approved: July 5, 1991

**(Sgd.) CORAZON C. AQUINO**  
*President of the Philippines*