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You have enrolled at De La Salle-College of Saint Benilde. Congratulations, you have chosen well! Welcome to the Lasallian family!

The best days of your life starts now. De La Salle-College of Saint Benilde is unique in that it intends to make you succeed. Your education is anchored in the Lasallian mission of teaching hearts, touching lives, and transforming lives. We hope you are mentally and emotionally prepared for the challenges of the creative and innovative way of life this school has to offer.

As you begin your Benildean Lasallian journey, we enjoin you to be curious and open to new discovery, open-minded to appreciate our traditions, obedient and willing to live our Lasallian values, and imbued with a zeal for service to others and the nation.

To better appreciate your college life, we suggest you read this Student Handbook and adhere to the guidelines for student attitude and behavior, and school policies. These standards are put in place not to restrict your freedom of expression but enhance your student life.

I wish you success in your studies and life in general. Let the administrators, faculty, and personnel be your guides and companions in your journey.

Animo La Salle!

In Saint Benilde and in Saint La Salle,

Br. Dennis Magbanua FSC
President

Welcome to Benilde! You are now part of an extraordinary community of creatives, business and IT leaders, hospitality professionals, global thinkers, Deaf achievers, and lifelong learners.

As a student at Benilde you will acquire advanced knowledge, develop new ideas, and master special skills. You will learn from and with mentors who endeavor to make your education industry-responsive. But more than training you for the future, we aim to make your College life a transformative experience.

To get you started is the Student Handbook, a roadmap to your learning journey at Benilde. It is your reference to student rights, roles, and responsibilities. Regard the Student Handbook not as a manual of rules and regulations but a primer on the innumerable opportunities for development. Only then will you appreciate the new possibilities for innovation that will unfold.

May your days at Benilde be the beginning of a remarkable life ahead.

Robert L. Tang
Vice Chancellor for Academics
Isn't it exciting when you take a brand new gadget out of the box? Sometimes, however, in our eagerness to use the gadget we fail to read the user manual—a critical tool that helps us make the most of the gadget's features.

Here at Benilde we give you boxes and boxes of opportunities for new learning experiences. You have the freedom to explore, innovate, and collaborate. But you can live your Benildean life to the fullest only if you are well-informed.

This Student Handbook provides you vital information about student life in this school. It is a comprehensive guide to the offerings and services of the College, and your privileges and responsibilities as a student. Read it; know it by heart; and let it inspire you to explore, discover, and remain always excited.

Your formators will support you as you grow into true Benildeans—individuals who live by faith, are professionally competent, socially responsible, appreciative of others, creative, and nationalistic.

Carmelita J. Lazatin
Vice Chancellor for Lasallian Mission and Student Life

John Baptist De La Salle, founder of the congregation called the Brothers of the Christian Schools, was born rich but lived poor. Like an ordinary man, he lent his ears and heart to the people—mainly, the underprivileged—as he prayed for God’s grace.

His education began in a deeply religious home until he was nine, which was when he attended formal schooling. At 11, he received the tonsure and at 15, he became a canon at the Cathedral of Rheims. At 19, he entered the seminary where his teaching mission first took shape, and he taught religion in the parish that served the most crime-ridden section of Paris. At 20, after the death of his parents, De La Salle became head of his family, taking charge of his younger brothers and sisters and the estate. At 27, De La Salle was ordained as a priest.

Teaching the poor was to become De La Salle’s lifework and he started to open schools for the poor, mostly in association with Adrien Nyel, a layman who came to Rheims to establish a charity school for boys.

Amid objections from relatives and friends, De La Salle not only formed
a community of teachers to serve the poor but also gave away his wealth to live like the poor. The community was the nucleus of the congregation of the Brothers of the Christian Schools.

A practical innovator, De La Salle studied and found effective ways to educate the poor. He decided not to concentrate on individual tutoring and instead formed groups of pupils to be taught simultaneously. He also undertook the individual monitoring of students’ progress. Then he conducted classes in the native language of the pupils—in France, he taught in French instead of the traditional Latin.

For De La Salle, providing quality education for the poor also meant fighting crime, sin and destruction spawned by poverty, ignorance and oppression. In accomplishing his mission, De La Salle believed firmly, solely, that God was with him.

In a letter to a close friend, De La Salle explained a realization: “God, who directs all things with wisdom and moderation, and who does not force the will of men, wishing to have me completely occupied with the care of schools, involved me unexpectedly and in a short time, so that one commitment led to another without my being aware of it.”

De La Salle was not considered a brilliant man, but he was hardworking, practical, and armed with common sense, prudence, and good judgment.

The Lasallian Guiding Principles

1. Foundational Principles of Lasallian Formation

The Three Fundamental Values that constitute the formation of every Lasallian are always taken as a collective. Each is an integral characteristic of an authentic Lasallian who strives to do God’s work.

1.1 THE SPIRIT OF FAITH. Sees, judges, and acts from the perspective of Gospel values and convictions.

1.2 THE SPIRIT OF ZEAL FOR SERVICE. Participates wholeheartedly in activities oriented towards the integral salvation of persons, particularly the poor.

1.3 COMMUNION IN MISSION. Work together and by association for the common mission and core values of the institution.

Working Together and by Association

All members of a Lasallian community have commitment in various forms by which they stand as they uphold the Lasallian Mission.

I Individuals

a. Members of the Philippine Lasallian Family are those involved in the Lasallian institutions or ministry.

b. Lasallian partners are those with a long record of collaboration and a need to deepen their Lasallian connections.

c. Lasallian Associates are Partners who have truly imbibed the Lasallian way of life, spirituality, and mission.

II Groups

a. Lasallian groups comprise all that is connected to the Lasallian institutions or ministry.

b. Lasallian Partner Groups are ‘intentional’ groups practicing aspects of the Lasallian life.

c. Lasallian Associations are those with formal associations with the Lasallian Mission.

LASALLIAN PRAYERS

"Let us remember that we are in the holy presence of God."

"I will continue, O my God, to do all my actions for the love of You."

St. John Baptist de La Salle, pray for us.

St. Benilde Romançon, pray for us.

"Live Jesus in our hearts, forever!"
2. Principles of Lasallian Education in the Philippines

2.1 The Lasallian School

2.1.1 Participates in the Church’s mission and committed to easing the plight of the vulnerable and marginalized sectors of Philippine society.

2.1.2 Possesses a commitment to continued renewal and transformation, collaborating with others to accomplish a common mission. Stakeholders work together, imbued with a strong spirit of fraternal solidarity.

2.1.3 Constantly develops and deepens the Christian learner and is attentive to the diverse learning/developmental needs of students.

2.2 Lasallian Students

2.2.1 Express concern and compassion; and respond to the needs of the vulnerable and marginalized sectors of society.

2.2.2 Integrate Gospel perspectives and values in the conduct of their daily lives. Working together creatively, constructively, and enthusiastically, they strive to realize the common mission of our schools.

2.2.3 Are committed to excellence in the greater service of God and society. They take progressive responsibility for their own learning.

2.3 Lasallian Educators

2.3.1 Work creatively, constructively, and enthusiastically to realize the Lasallian Mission. They have a genuine commitment to the integral human and Christian development of all learners, accomplishing this by way of personal witness and service. They are resources for the renewal of the Church and integral in the development of society.

2.3.2 Are highly competent professionals dedicated to lifelong learning and professional improvement and service.

2.3.3 Are attentive to their students, seeking to build appropriate relationships that promote effective learning.

2.4 Lasallian Educational Experiences

2.4.1 Encourage synergy, collaboration, and dialogue in an environment that is warm, hospitable, and imbued with mutual respect.

2.4.2 Prepare learners for participation in the workforce, family, community, society at large, and the local Church. Experiences are enriched with established linkages to companies with which students could gain employment.

2.4.3 Bring to the fore Christian perspectives and values on human knowledge and culture, and impel learners to translate knowledge into practice, with the aim of bettering society.

3. Principles of Lasallian Social Development

3.1 Provides a clear understanding of the realities of human suffering, and develops a stewardship role in preserving the integrity of God’s creation and creating a humane and just society.

3.2 Acts to eliminate forms of human suffering that contradict God’s plan of fullness of life.

3.3 Works in solidarity with peoples and institutions that share the conviction in denouncing [all evil / injustice] towards the eliminating unfair practices and social structures that compound the suffering of the majority; promoting participation among the underrepresented; and implementing other life-giving interventions.
In recognizing the saintliness of Brother Benilde Romançon FSC, Pope Pius XI in 1928 said, “Sanctity does not consist in doing extraordinary things, but in doing ordinary things extraordinarily well.”

Brother Benilde, baptized as Pierre, was an ordinary man. He was born to a poor peasant family and raised on a farm with an elder brother who was the better farmer. The ordinary peasant boy had occasion to witness the oppression of his kinfolk by the invading forces that imposed martial law on his community in Auvergne.

Enrolled in the village school, Pierre would study harder than most pupils, studying beyond school hours in the fields. The peasant son would, at an early age, become a tutor of prayers to his fellow children. In the fields to tend the flock of sheep, the boy Pierre would find time to read and contemplate the glory of God.

Pierre had always wanted to serve God. At 12, he took his First Communion as was customary at the time. At 13, in 1818, he first saw the rosary praying Brothers of the Christian Schools in a market at Clermont-Ferrand. Instantly, he felt a strong desire to become a Brother, and so, at 14, the small, slightly hunchbacked, childlike boy entered the Brothers’ novitiate at Clermont after his mother won his father over to the idea of giving up a son for the glory of God.

A follower of John Baptist De La Salle, Brother Benilde loved teaching children to prepare them for their First Reconciliation and Communion. An exemplar of Lasallian spirituality, he lived well enough to enrich the quality of fraternal unity among the Brothers through prayer, song, and music. Brother Benilde was assigned to schools in Aurilloc, Moulins, Lingones, Himousin, Clermont-Ferrand, and Billon until his final appointment to Sauges in 1841.

Brother Benilde spent forty years in the classroom, leading a life of prayer and close union with Jesus. His deep faith and zeal encouraged many young men to the priesthood and religious life. He was canonized in 1967.
The Lasallian East Asia District (LEAD)

VISION

- A fraternal and cohesive District, with members who are willing collaborators in building truly human communities amidst the diversity of faith traditions, culture, educational and political-economic systems and that reflect the values of God’s Kingdom as expressed in the Gospel;
- Constantly searching for and effecting ways to better fulfill the Lasallian mission of providing a human and Christian/Spiritual education to the young, especially the poor and those at risk in the context of new forms of interdependence on international levels.

MISSION

To this end we commit to:

- Forge dynamic structures, effect creative programs and processes, and build communities that sustain the viability and vitality of the Lasallian mission in the District
- Revitalize and seek new forms of educational ministry that are in service of youth, especially the poor and those at risk
- Continually form Brothers and Partners towards a deeper understanding of our Lasallian vocation and a more profound commitment and association for mission
- Accompany our young men to consider the vocation of a Brother through the witness of our spiritual, fraternal and apostolic life, and to commit themselves to pursue the ministry and mission of St. John Baptist de La Salle
- Judiciously manage and mobilize resources to pursue our existing and prospective mission and apostolates

The Lasallian East Asia District is composed of Hong Kong, Japan, Malaysia, Myanmar, Philippines, Singapore and Thailand.

De La Salle Philippines

MISSION-VISION STATEMENT

De La Salle Philippines is a network of Lasallians in the Sector of the Philippines established to facilitate collaboration in the Lasallian Mission and the promotion of the spirit of faith, zeal for service and communion in mission that together are at the heart of the journey of our Founder, John Baptist de La Salle.

De La Salle Philippines is committed to building up educational communities that demonstrate commitment to young people, especially those who are poor, by providing them with access to a human and Christian education that enables them to participate in the transformation of society.

The Lasallian East Asia District is composed of Hong Kong, Japan, Malaysia, Myanmar, Philippines, Singapore and Thailand.
**Educational Philosophy**

De La Salle-College of Saint Benilde is guided by the Lasallian values of faith, zeal for service, and communion in mission. It envisions graduates who are imbued with the Benildean Core Values of being professionally competent, socially responsible, creative, deeply rooted in faith, Sense of Nationhood and appreciative of the uniqueness of each individual.

The learning environment is founded on the belief that each student is unique and endowed by God with talents and gifts that should be understood, appreciated and nurtured. In such an environment, students develop an appreciation and respect for their own talents and gifts as well as the talents and gifts of others. To nurture these talents and gifts, the College provides an educational environment that promotes innovations through learner-centered teaching methodologies grounded on Howard Gardner’s Theory of Multiple Intelligences. The College likewise encourages responsive student activities and services.

Believing further that technology is a medium through which knowledge is transmitted, the College supports the development of digital-aided instruction and equips teachers and students with the knowledge and skills necessary for the acquisition of knowledge through modern technologies.

DLS-CSB believes that awareness of environmental concerns, service to the community, and concern for the common good are integral parts of education. The College also believes that honesty, integrity, and meritocracy are components of personal strength that are necessary for success.

Education is a collaborative effort among teachers, administration, support staff, students, alumni, parents, and external publics. Therefore, all efforts are exerted to foster a learning community that is conducive to the cooperation and coordination of relevant activities.

Guided by this philosophy, DLS-CSB envisions students who shall achieve their full potential by developing and maintaining their love for continuing personal and professional development, and to become responsible and competent resources for Church and Nation, for the society and the global community.
Learner-centered Parameters

Lasallian education is geared towards the integral human and Christian development of diverse types of learners, preparing them for responsible participation in the workforce, family, community, society at large, and the local Church. It emphasizes the importance of synergy, collaboration, and dialogue; and encourages critical and creative thinking, self-knowledge and self-mastery. The learning environment is founded on the belief that each learner is uniquely endowed with God-given talents and gifts that need to be understood, appreciated, and nurtured. As a Lasallian school, the De La Salle-College of Saint Benilde espouses and promotes a culture at the core of which is the learners.

In a learner-centered school, education is both a shared mission and a collaborative effort among students, faculty, personnel, administrators, alumni, and parents. There is a deep-seated respect for every member of this learning community. College students are certainly learners. Faculty are learners, too, as they inquire into the content of their disciplines, and continually develop their instructional, technical, and research skills. Administrators are learners as they enhance their leadership abilities, spearhead curricular directions, and cultivate an environment conducive to learning. Personnel are learners as they seek ways to do their jobs more effectively and efficiently, and advance their knowledge through continuing education and training. Alumni are learners as they build on the foundation established in their college education and continually develop their expertise. Parents are learners as they engage with the College community in upholding the best interest of the students.

As a Lasallian learner-centered institution, we accompany students in their journeys of faith development and personal transformation, and share with them meaningful learning encounters that will enable them to become, among others, creative thinkers, competent professionals, and socially responsible citizens. We believe that this brand of educational experience leads to more sustained and empowered learning from which students can draw insights and lessons beyond classroom education.

We strongly believe that in order to optimize learning and effect positive learning outcomes, classes, services, and other relevant activities must reflect the goals of the College. To this end, we are committed to creating learning environments and experiences that allow students to discover and construct knowledge for themselves, with as many options for learning as possible; and providing quality teaching through a pool of faculty who are adequately trained in facilitating learner-centered instruction.

To guide us in our pursuit of this vision, DLS-CSB adheres to the following principles governing learners, the learning process, and the learning environment:

To be learner-centered means to learn continuously. A learner-centric individual believes that learning is a lifelong endeavor.

To be learner-centered means to evaluate learning experiences. Reflection and evaluation engender further learning.

To be learner-centered means to advance synergy and collaboration. A learner-centered individual knows that learning is a shared mission.

To be learner-centered means to respect diversity. In a learner-centered environment, members are treated equitably and each individual’s unique gifts are recognized.

To be learner-centered means to nurture relationships. Sound and positive relationships promote successful attainment of learning goals.
Benildean Core Values

**Faith**
Being life-giving and having an active prayer life, which is reflected in one's actions and dealings with other people.

**Appreciation of Individual Worth**
Appreciating oneself and others, recognizing the uniqueness of each individual, and respecting the diversity of individuals within the organization.

**Social Responsibility**
Being socially aware, and having critical and meaningful responses to social issues affecting our environment, community, and country.

**Sense of Nationhood**
Being an active citizen of the country as exemplified by expressing national pride, promoting Filipino ideals, and upholding the law.

**Professional Competence**
A multi-dimensional ability characterized by communication, personal knowledge, lifelong learning and skills building, and reflective practice—all for the benefit of the self and the community being served.

**Creativity**
The ability to produce something new through imaginative skill, whether a new solution to a problem, an original method or device, or an innovative artistic object or form.

*Derived from the BCV Workshops with Administrators, Faculty, Personnel and Students conducted in 2011*

Benildean Milestones

1980
De La Salle University (DLSU), under the administration of Br. Andrew Gonzalez FSC, establishes the Career Development Program (CDP), a night school for working professionals.

1985
On top of night classes, De La Salle University’s Community College starts offering pre-baccalaureate programs to equip students with competencies for collegiate studies.

1988
The Community College is renamed De La Salle University-College of Saint Benilde (DLSU-CSB) in honor of the Lasallian patron saint for vocations.

1989
DLSU-CSB moves from DLSU to its own campus at 2544 Taft Avenue, Manila. Its general education curriculum becomes part of the College’s Arts and Business Studies Area, later renamed the School of Multidisciplinary Studies.

1991
The College introduces Bookkeeping and Accounting vocational programs for the deaf. Ten years later the programs were re-established, becoming the School of Deaf Education and Applied Studies (SDEAS), one of only six institutions in the country offering post-secondary education to the Deaf.

1993
The College starts conducting its own admissions process.

1994
DLSU-CSB is declared autonomous.

1995
The School of Design and Arts (SDA) opens with a Bachelor of Science in Industrial Design as its first degree program.
1996
The School of Hotel, Restaurant and Institution Management (SHRIM) is launched.

1997
The College holds its first commencement exercises independent of DLSU-Manila.

1998
DLSU-CSB officially becomes a member of the National Collegiate Athletic Association (NCAA).

1999
DLSU-CSB inaugurates the Angelo King International Center (AKIC) along Arellano Avenue corner Estrada Street. The College’s second campus houses the CSB Hotel-International Conference Center.

2000
The School of Management and Information Technology (SMIT) is established with degree programs anchored on a Bachelor of Science in Business Administration (BSBA) background.

2004
The College drops the word “University”, becoming De La Salle-College of Saint Benilde (DLS-CSB). The name was changed in line with the establishment in 2006 of De La Salle Philippines, the governing body of Lasallian District Schools in the country.

2007
DLS-CSB inaugurates the School of Design and Arts (SDA) Campus, its third, along P. Ocampo Street.

2013
DLS-CSB celebrates 25 years of quality education.

SECTION 1
Policy Statement of Students’ Rights

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Section 1

1.1 Mutual Expectations Between DLS-CSB and its Students

DLS-CSB, being a learner-centered tertiary educational institution, is committed to the advancement of learning and the holistic development of students. The College acknowledges unique distinctions in achievement, experience, and aspirations. Students are expected to commit to learning; act as mature individuals; and behave justly, humanely and ethically.

1.2 Students’ Rights

The College recognizes that students have rights and privileges, and duties and obligations as stated in this Student Handbook. In the exercise of their rights, students should take care not to infringe on nor violate the rights of others in the Benildean community and in. Students must therefore exercise their rights responsibly, purposely promoting the common good.

1.2.1 Academic Rights

All students shall be accorded:

a) The right to gather opinions for academic development.

b) The right to conduct research in the pursuit of academic growth and personal development.

c) The right to pursue quality education through competent and effective instruction.

d) The right to express their opinion and give feedback on the curriculum to their respective School Deans or Program Chairs/Coordinators.

e) The right to consult with faculty members at the designated time and place within the school; and inquire about their academic requirements and standing, and co-curricular programs and extra-curricular activities.

f) The right to be informed, at the start of the trimester, of the process by which they will be evaluated in the courses they enrolled. They have the right to see—on grades consultation day—the computation of their final grades and all graded course requirements such as quizzes, midterm and final exams, term papers, and other projects.

g) The right to resort to procedures for redress of academic grievances.

h) The right to take periodic and/or final examinations regardless of unpaid balances in their accounts. The College, however, shall have the right to withhold the release or issuance of the students’ school records or documents, or deny them admission for the next trimester, until all dues are fully paid.

1.2.2 Right to Information and Access

Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare. They shall have access to their own academic records, the confidentiality of which the school shall maintain.

Deaf students have the right to access the services of a competent interpreter, ensuring that they benefit equally from the resources available to their hearing counterparts.

1.2.3 Right to Express Opinion

Students have the right to express their opinion and disseminate information regarding school, national, and global issues through written, oral, visual or electronic forms as long as these do not run counter to law, public morals, safety, and general welfare.

Students are enjoined to identify themselves when intending to circulate or publish comments and reactions on matters pertaining to fellow students, student activities, academic and administrative policies, or practices, so that the intended recipient/s of the said comment/reaction could direct explanations or justifications to the right person and source of the information.

Students have the right to publish and manage regular publications, provided they practice responsible journalism and adhere to the Vision-Mission of the College.
The Student Publications Office (SPO), through the Benildean Press Corps (BPC) and Benildean Yearbook Office (BYO), regularly publishes the College’s official student publications. In consultation with the Department of Student Life (DSL) Dean, and in accordance with Republic Act No. 7079 (Campus Journalism Act of 1991), the selection of the BPC and BYO editors shall be made through competitive examinations supervised by an independent screening committee.

The editorial board of the BPC and BYO, in consultation with their respective advisers and the SPO Head, shall determine the content of the publications. Control or censorship by advisers of the DSL shall be discouraged unless the publication content runs contrary to law or to the standards and values upheld by the College as stated in its Vision-Mission and/or rules, regulations, and guidelines.

Students likewise have the right to peaceful assembly and petition for redress of grievances.

1.2.4 Right to Participate in the Formulation and Review of College Policies

Students, through the Student Council, are represented in the following bodies for the formulation, review, and implementation of policies:

a) Concessionaires Committee
b) Benilde Week Committee
c) Enrollment Committee
d) Expanded/Joint College Discipline Board
e) Grievance Committee
f) Library Committee
g) Multi-Sectoral Tuition Fee Committee
h) Committee on Student Involvement
i) Wellness Committee
j) Student Handbook Revision Committee
k) Drug Testing Committee
l) Committee on Decorum and Investigation
m) One La Salle Scholarship Committee
n) Christmas Design Committee

1.2.5 Right to Organize

Students shall have the right to organize democratic and representative student organizations for the promotion of Lasallian ideals and Benildean values, and in adherence to the Vision-Mission of the College. The rules and regulations governing student organizations and student governments are stipulated in the Student Involvement Manual of the Department of Student Life-Student Involvement Office (DSL-SIO). Other offices, however, have their own guidelines and policies for managing student groups under their supervision.

Student organizations shall have their own leadership structure and set their own directions, goals, and objectives. They shall also responsibly manage their accounts. The DSL, through its SIO, formulates the guidelines and policies within which the organizations shall operate.

The Student Council, being the highest representative of the student body and the manifestation of student power in their respective jurisdictions, shall have the right to determine policies and programs on the conduct of their activities. These are subject to the duly ratified constitution, by-laws, and guidelines in the Student Involvement Manual and Student Handbook.

Officers shall be elected annually by the student body. The tenure of an elected officer shall be until the next set of officers is elected, unless he or she is removed from office due to disciplinary cases or impeachment.

1.2.6 Right to Due Process

Students subjected to disciplinary proceedings shall have the right to defend themselves, be heard, and present evidence before the College Discipline Board.

The expulsion, suspension or any other disciplinary sanction that may be taken against students shall not be valid unless the following have been observed and accorded the students:

1.2.6.1 The right to be informed in writing of the nature and cause of the accusation against them.
1.2.6.2 The right to confront witnesses against them, and gain full access to the evidence in the case.

1.2.6.3 The right to defend themselves and consult a counsel of their choice, and adequate time to prepare for their response.

1.2.6.4 The right to be heard before a designated authority or body.

1.2.6.5 The right to appeal to the President the decisions of the College Discipline Board.

Under Philippine law, the Commission on Higher Education (CHED) is mandated with the authority to accept appeals, contingent on the merits of any disciplinary case filed against students.

The decision in any disciplinary proceeding must be rendered on the basis of relevant and substantial evidence presented at the hearing, or at least stated in the record, and disclosed to the student involved. The deciding body must act on its own independent consideration of the facts of the case. In the event of controversial cases, the body should render a decision in which pertinent issues and reasons for such decisions are made clear to the student. The gravity of disciplinary sanctions must be proportionate to the violation.

1.2.7 Right Against Unreasonable Search and Seizure

No search or seizure of a student shall be deemed valid, except in the following instances:

1.2.7.1 Searches at the point of ingress and egress by authorized school personnel.

1.2.7.2 Seizure of illegal articles (see Section 7).

1.2.7.3 Searches that lead to the seizure of illegal articles inadvertently discovered by duly authorized personnel.

1.2.7.4 Searches made when the student is suspected of planning to commit, is committing, or has committed a crime or a serious infraction of the school’s rules and regulations.

1.2.7.5 Searches made with a valid warrant.

1.2.8 Right Against Militarization of the School Campus

The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachments shall be installed in the school campus.

Military elements and/or policemen and school security forces shall not interfere with student activities. School officials may, however, request their presence in cases where there is disruption of normal school operations due to national or local emergencies such as war, natural calamities, or any similar situation.

1.3 Students’ Responsibilities

1.3.1 Benildeans are expected to abide by the duties and responsibilities of students as stipulated in Section 15 of the Education Act of 1982.

In addition to those provided for under existing laws, it is also the students’ responsibility to:

1.3.1.1 Develop their potentials to the fullest, so that they may be of responsible service to their families and the society.

1.3.1.2 Strive for academic excellence, exercise moral integrity, and adhere to the rules and regulations governing academic and moral responsibilities.

1.3.1.3 Promote peaceful, harmonious relationships with all members of the academic community, and help maintain order and cleanliness in the campus.

1.3.1.4 Participate actively and responsibly in school activities and civic affairs in line with the development of the community and country.
1.3.1.5 Uphold, preserve, and maintain the good name of the College.

1.3.1.6 Exercise their rights responsibly, recognizing and accepting liability for any infringement or violation of the public welfare and rights of others.

1.3.2 Be mindful of responsibilities and compliant to duties specific to the College, or policies necessary for various academic processes and the documentation of grades and related materials. These responsibilities include:

1.3.2.1 Knowing who their Academic Adviser is.

1.3.2.2 Seeking and keeping appointments with their Academic Adviser.

1.3.2.3 Updating their academic flowcharts.

1.3.2.4 Providing their Academic Adviser with their transcript of records, certificate of grades and other documents relevant to the academic advising process whenever necessary.

1.3.2.5 Knowing the important dates in the College calendar and complying with relevant deadlines such as but not limited to the filing of letter of intent to graduate and CPO-related activities.

1.3.2.6 Obtaining their own copy of this Student Handbook, and abiding by the policies and procedures stated herein.

1.3.2.7 Securing all necessary clearance prior to encoding (of grades) for the following term.

1.3.2.8 Being aware of the enrollment schedules and abiding accordingly.

1.3.2.9 Settling on time their accounts with the Cashier at the Finance Department.

1.3.2.10 Keeping informed of College announcements and changes in procedures and processes.

1.3.2.11 Securing information and/or assistance from other offices or departments in the College, utilizing available facilities and student services.

Student transferes are responsible for:
- Submitting to the Office of the Registrar all supporting documents for courses applied for credit.

Students who are shifting majors are responsible for:
- a) Knowing and abiding by shifting policies and procedures.
- b) Providing their Academic Adviser with relevant information required in evaluating their academic records.

1.3.2.12. Actively participate in assessing the performance of their teachers/facilitators/thesis advisers, and administrative service-providers (e.g. canteen, security, engineering and maintenance) by objectively answering the assessment forms administered by the Center of Learning and Performance Assessment (CLPA), thus maintaining the high quality of education in the College.

Towards the end of their last term, students are also enjoined to respond honestly to the Student Satisfaction Survey (SSS) and the exit interview to be conducted by the Deans. The results of this survey will be used to improve the campus experience of incoming students and, ultimately, the school curriculum.

1.3.3 Compliance with DLS-CSB Policies and Philippine Laws

By admission to or attendance at DLS-CSB, a student accepts responsibility to know the contents of this Handbook and comply with the provisions stated herein. DLS-CSB students shall, at all times, abide by the laws of the land, and adhere to the norms and regulations prescribed by the College. Ignorance of these provisions does not excuse students from compliance and the sanctions stipulated herein.
1.3.4 Completion of All Curricular Requirements

DLS-CSB advocates a well-rounded education and as such, students must fulfill all academic requirements and complete all institutional/School programs. These requirements consist of but are not limited to Initial Interviews, Practicum Preparation Seminar Workshop (Career and Placement Office), Exit Interviews (Center for Counseling Services), Recollections & Retreats (Center for Lasallian Ministry), Community Service Program (Center for Social Action), and National Service Training Program (Academic Extension Program-NSTP Area)—all requisites for graduation. Related provisions are detailed in Section 6.1.3 (The Center for Counseling Services), Section 6.1.4 (The Center for Lasallian Ministry), Section 6.1.5 (The Center for Social Action Office), and Section 4.1 (Graduation Requirements).

1.3.5 Observance of Conduct Befitting a Benildean

Every member of the Benildean community is compelled to conduct oneself in a manner that respects the rights and freedom of others. Students are, as such, expected to accord due respect for persons, property, policies, practices, and authority. They shall, at all times, fulfill the following expectations:

1.3.5.1 Respect people without prejudice against their sex, creed, race, status, political affiliation, disability, age, and other attributes.

1.3.5.2 Respect Catholic religious practices observed in the College. Students must pause during the Angelus, and show reverence for class prayers and liturgical and para-liturgical activities (See also Section 7.6.1.28).

1.3.5.3 Participate actively in the learning process within and beyond the classroom. Students are expected to conform to agreed-upon classroom policies, and comply with the rules and regulations set by other offices within the College.

1.3.5.4 Observe honesty in the conduct of academic work, dealings with other members of the community, and proper utilization of College property and funds. Students are expected to turn over to the Office of Student Behavior (OSB) all lost objects that they may find (See also Appendix K).

1.3.5.5 Comply with instructions received from, but not limited to, teachers, counselors, student advisers, coaches/trainers, discipline officers, security personnel, and all other administrators imbued with authority—all having the best interest of the students in mind.

1.3.5.6 Secure all means of identification and proof of enrollment, including the student’s Identification Card (ID), Official Receipt (OR), Enrollment Assessment Form (EAF), Course Approval Form (CAF), flowcharts, course cards, clearance, and other pertinent documents.

For security reasons, enrolled students must present their validated DLS-CSB student ID when entering the campus (Procedures for the issuance of a Temporary Gate Pass and replacement of lost or damaged ID cards are found in Appendix A).

1.3.5.7 Recognize the sensibilities of others by dressing in accordance with the Campus Dress Code and adhering to conventions of good grooming. Students are expected to be in modest and decent attire, presenting oneself in a manner appropriate to a formal academic learning environment (See Appendix I).

Students are required to adhere to the prescribed dress code for their particular discipline, or for specific academic functions such as thesis defense, class presentations, reports, and other activities.

Students’ guests are likewise covered by the College’s dress code policy.

1.3.5.8 Recognize the hazards of smoking to people’s health. As such, smoking is prohibited in all DLS-CSB campus premises. Students are barred from smoking in all other College-owned or leased properties, including vehicles.
1.3.5.9 Handle campus facilities/equipment with reasonable care, using these only for the intended purpose. Students are allowed to use school facilities and equipment for business meetings, social, cultural, and recreational activities subject to regulations governing usage.

   a) Charging of cell phones and other electronic communications devices are prohibited except in designated areas.

   b) Cell phones and other electronic communications devices must be kept in silent mode inside classrooms, learning resource centers, and chapels. These must be muted during all official school functions.

   c) For the safety and security of all concerned, co- and extra-curricular activities in campus must end at 10:00 p.m. beyond which, prior approval of the School Dean or the DSL Dean is required. The presence of faculty and/or an administrator organizer is required for the entire duration of any activity extending beyond the 10:00 p.m. cut-off.

1.3.5.10 Treat all visitors with utmost courtesy. When inviting guests for course-related or extra-curricular activities, students should consult their academic chairpersons, the Dean, and/or Coordinators of the Department of Student Life, respectively.

   a) Students are expected to coordinate with pertinent offices regarding entry permits, parking arrangements, and related logistics.

   b) Students have the obligation to brief their visitors on campus decorum.

1.3.5.11 Inform and obtain from pertinent College authorities endorsement for off-campus invitational activities. Students may participate as official representatives or delegates of the College only upon approval of the School Dean or the Dean of Student Life.

Conduct that is contrary to the aforementioned norms is detailed in Section 7.6.1 (Major Offenses) and Section 7.6.2 (Minor Offenses).

Acts of misconduct shall be dealt with accordingly as stipulated in Section 1.2.6 (Right to Due Process), Section 7.7 (Disciplinary Sanctions).
### 2.1 Admission

Admittance of students into DLS-CSB is subject to the admissions policies and requirements of the College. These requirements and procedures are stipulated in the College Prospectus, which can be obtained from the Admissions Center.

#### 2.1.1 Students admitted to the College are classified by year level:

1. Freshman/Frosh
2. Sophomore
3. Junior
4. Senior/Graduating

#### 2.1.2 Students shall also be classified by their respective programs as follows:

**School of Design and Arts**
- Bachelor of Arts in Animation (ABANI)
- Bachelor of Arts in Arts Management (ABAM)
- Bachelor of Arts in Digital Filmmaking (ABDFILM)
- Bachelor of Arts major in Fashion Design and Merchandising (AB-FDM)
- Bachelor of Arts in Multimedia Arts (ABMMA)
- Bachelor of Arts in Music Production (ABMP)
- Bachelor of Arts in Photography (ABPHOTO)
- Bachelor of Arts in Production Design (ABPRD)
- Bachelor of Performing Arts in Dance (BPA-D) [in consortium with Ballet Philippines Dance School]

**School of Deaf Education and Applied Studies**
- Bachelor in Applied Deaf Studies (BAPDST)

**School of Hotel, Restaurant and Institution Management**
- Bachelor of Science in Hotel, Restaurant and Institution Management (BS-HRIM), with major courses in the following tracks: Culinary Arts, Hospitality Management, and Travel and Tourism Management
Section 2: Admissions and Enrollment

b) Bachelor of Science in International Hospitality Management (BS-IHM) and Manager en Hôtellerie Internationale (Bachelor’s Degree in International Hotel Management) [Transnational double degree in partnership with Vatel International Business School, Hotel & Tourism Management, France]

School of Management and Information Technology
a) Bachelor of Science in Business Administration major in Computer Applications (BSBA-CA)
b) Bachelor of Science in Business Administration major in Export Management (BSBA-EM)
c) Bachelor of Science in Business Administration major in Human Resource Management (BSBA-HRM)
d) Bachelor of Science in Information Systems (BS-IS)
e) Bachelor of Science in Information Technology with specialization in Game Design and Development (BS-IT)
f) Career Development Programs, including Bachelor of Science in Business Administration major in Business Management (BSBA-BM) and Bachelor of Science in Business Administration major in Marketing Management (BSBA-MM)

School of Multidisciplinary Studies
a) Bachelor of Arts major in Consular and Diplomatic Affairs (AB-CDA)

2.2 Bona fide DLS-CSB Student

A bona fide student of DLS-CSB is someone who has submitted all necessary documents required by the Admissions Center, qualified for enrollment based on the prevailing admissions policy, and enrolled for a particular term. Submitted application-related documents found to be spurious shall be grounds for nullification of the student’s admission to the College.

2.3 Identification Cards (IDs)

2.3.1 Issuance. The Office of the Registrar (RO) issues students’ identification card (ID) upon enrollment to the College. The ID is validated on a per-term basis.

2.3.2 Validation. The Finance Department validates the ID upon payment of enrollment fees for the term. For BS-IND students enrolled with the Philippine School of Interior Design (PSID), IDs shall be validated upon payment of the affiliation fee. A valid ID entitles the bearer access to the campus, and the rights and privileges of a bona fide student. Non-payment of enrollment fees renders the ID invalid (Refer to Appendix A for related provisions on ID replacement and the issuance of a temporary pass).

2.3.3 Surrender. Students must surrender their ID cards to the Office of the Registrar for any of the following reasons:

2.3.3.1 Application for new ID in case of damage or defacement of the previous ID.

2.3.3.3 Separation from the College in the case of suspension, dismissal, or expulsion.

2.3.4 No ID, No Entry Policy. Students must swipe their ID when entering the campus. Students entering the campus without an ID will incur a negative record (See related provisions in Section 7.6.2.11). In cases where a student’s ID is damaged or defaced, deemed invalid or lost, the following procedures shall apply:

a) When a student’s ID is damaged or defaced, the student shall be referred by the Center for Safety and Security to the Office of the Registrar for ID replacement.

b) Students with an ID deemed invalid due to unsettled accounts shall be referred by the Center for Safety and Security to the Finance Department for accounts updating.

c) In cases of lost ID, students are referred by the Center for Safety and Security to the Office of Student Behavior (OSB).

2.4 Enrollment

2.4.1 Trimestral enrollment of students to DLS-CSB is subject to the policies and requirements of the College. Enrollment is conducted online for all students, except for returning students
and late enrollees who must follow the enrollment procedure for late enrollment (See Section 2.5.2) as their DLS-CSB Infonet online accounts would be inactive.

Online enlistment for the succeeding term is generally scheduled on the eighth week of the current term.

2.4.2 Summer enrollment of students to DLS-CSB is likewise subject to the policies and requirements of the College. Summer classes may not be offered every school year (See Appendix J Frequently Asked Questions on Summer Term Enrollment).

2.5 Enrollment Procedures

2.5.1 Online Enrollment. Details of online enrollment procedures and schedules are posted on the bulletin boards of the Registrar’s Office and the College’s Website (http://benilde.edu.ph). The online enrollment system includes the following steps:

2.5.1.1 Activation of the DLS-CSB Infonet account. Infonet accounts of students whose tuition fees are paid on schedule are automatically activated. Late payees will need to activate their accounts at the Information Technology Department (ITD).

2.5.1.2 Enlistment of courses the students intend to take in the succeeding term. Enlisted courses are subject to the approval of the student’s Academic Adviser. The list of enlisted subjects and all official communication will be sent only to the Benilde account of the students.

2.5.1.3 Academic advising and approval of the enlisted courses by the Academic Adviser.

2.5.1.4 Claiming of Enrollment Assessment Form (EAF) from the students’ respective Records-in-Charge personnel.

2.5.1.5 Payment of fees at the Finance Department or any authorized collecting bank to confirm enrollment.

2.5.2 Late Enrollment. Late enrollment is generally scheduled the week after online enrollment to accommodate those missed the online enrollment schedules, including returnees. Said students should follow these procedures:

2.5.2.1 Payment of the late enrollment deterrent fee or returnee fee for Absence Without Leave (AWOL) students, and reactivation fee for Leave of Absence (LOA) students at the Finance Department.

2.5.2.2 Academic advising and approval by the Academic Adviser of the Late Enrollment Form (LEF).

2.5.2.3 Encoding of the duly approved LEF thru the Records-in-Charge at the Office of the Registrar.

2.5.2.4 Releasing of EAF.

2.5.2.5 Payment of fees at the Finance Department or any authorized collecting bank to confirm enrollment.

2.5.3 Only students whose names appear on the official class list are considered officially enrolled in any given class. Students shall not be allowed to attend a class session if their names are not on the official class list. Students who are officially enrolled for the term, but whose names are not on the official class list, must secure a clearance from the Office of the Registrar, and present this to the faculty members concerned for them to be admitted to the class.

2.5.4 Internal arrangements between teachers and students as regards changes in sections/schedules are not allowed. Any change in section/schedule must be processed and approved by the Office of the Registrar.

2.5.5 Drug testing by random sampling may be required anytime within the school year.
2.6 Advanced Enrollment

2.6.1 The Registrar grants advanced enrollment privileges to graduating students and honor students (in the term preceding the current term).

2.7 Course Load

2.7.1 Regular Course Load. The regular course load of students is stated in their flowcharts. Every student is required to maintain the course load prescribed in their flowcharts, so they can complete his or her degree within the prescribed period.

2.7.2 Overload. Unless otherwise specified by the program flowchart(s), only students who are expected to graduate at the end of the term may take on an overload given the following rules:

a) Full-time students may undertake an additional 3 units.
b) Students under the Career Development Program or working students may take on a maximum load of 18 units.
c) Approved Overload will be encoded during adjustment period only.

2.7.3 Underload. Students enrolled in units below their regular load, as stipulated in their flowcharts, are considered underloaded. Students enrolling online who find themselves underloaded due to the lack of course offerings shall consult with their Academic Advisers and, if possible, enroll in additional units during the adjustment period.

Transferees and shiftees who have completed their general education subjects may likewise be underloaded.

2.8 Dissolved Sections

Sections whose total number of enrollees falls below the minimum requirement shall be dissolved. The Office of the Registrar shall make the necessary announcements prior to and after the adjustment period, allowing students to drop the dissolved section and add/transfer to another course/section. The list of dissolved sections is posted on the bulletin board of the Office of the Registrar; announcements are likewise posted in the classrooms of dissolved sections. Students enrolled in dissolved sections must report to their respective Records-in-Charge immediately.

2.9 Adjustment

2.9.1 The approved course load, which are recorded online (for online enrollees) or stated on the Late Enrollment Form (for manual enrollees) during the pre-enrollment period, is deemed final. Students must, however, make the necessary adjustments by adding and/or dropping courses or sections during the adjustment period—scheduled shortly after course card distribution—for any of the following reasons:

a) Failing grade in a prerequisite course. Students who must re-take a pre-requisite course will have to make the necessary adjustments in courses in which they pre-enrolled. Failure to do so during the Adjustment Period means students must drop the courses for which they failed the pre-requisite (See Section 2.11 for guidelines in dropping of courses).
b) Dissolution of a section where the students were enrolled.
c) Approved request for overload and special class.

Students should have no pending clearance from any office at the time of issuance of adjustment forms.

2.9.2 Students who need to add/drop courses should proceed to the Office of the Registrar. Subject to the preceding provisions, they will be issued an Adjustment Form.

2.10 Special Classes

2.10.1 A special class may be requested only by students expecting to graduate at the end of the term, and only for the following reasons:

2.10.1.1 The course requirement necessary for graduation at the end of the term is not offered.
2.10.1.2 The course is a requirement in the old curriculum, but is no longer offered by their respective programs/departments and no course is being offered as a substitute.

2.10.1.3 Other meritorious cases as determined by the Registrar.

2.10.2 Students requesting for special classes should file their application with the Assistant Registrar-Operations. Special class requests should be filed no later than the first week of the term. With the exception of extremely meritorious reasons, as decided by the Registrar, no special class requests shall be granted beyond the first week of the term.

2.11 Dropping of Courses

Dropping of courses is discouraged to help ensure that students earn their degrees on schedule and closely follow their degree program curricula. Only students with meritorious reasons for dropping, as indicated in the Request for Course Dropping Form, will be allowed to do so.

2.11.1 Courses dropped anytime during the first two weeks of classes will not appear in the students’ Transcript of Records (TOR). Dropping fees apply to all enlisted or enrolled courses.

2.11.2 Students qualified to drop a course within the first two weeks of classes should accomplish and submit to the Office of the Registrar for evaluation and approval the Request for Course Dropping Form and Application for Refund/Credit Memo Form (if applicable). The following dropping fees shall apply:

2.11.2.1 25% of the course’s assessment if the course/s is/are dropped during the first week of class.

2.11.2.2 50% of the course’s assessment if the course/s is/are dropped during the second week of class.

2.11.3 No refund beyond the second week of classes.

2.11.4 Refunds/Credit Memo may be claimed from the Finance Department at a later date.

2.12 Course Withdrawal

2.12.1 Partial Course Withdrawal

a) Courses withdrawn within the third to fifth week of classes are subject to 100% retention of tuition fees. No refund shall be given for courses withdrawn from the third to fifth week of classes. Withdrawn courses shall appear in the students’ Transcript of Records (TOR) as “W.”

b) Excessive absence is not a valid reason for withdrawal. Students with excessive absences will get a grade of “R” and shall be required to re-enroll in the course.

c) Student grantees who withdraw during the aforementioned period may be required by the Student Grants Office to pay the tuition and fees for withdrawn courses.

2.12.2 Total Course Withdrawal

Students may opt to withdraw from all courses they have enlisted or enrolled in. Total course withdrawal is allowed from the third to fifth week of class but with no refund.

2.13 Leave of Absence

Students who will not enroll in the succeeding term must apply for a Leave of Absence (LOA) at the Office of the Registrar no later than the second week of classes. Students with pre-enrolled subjects must file a request for LOA before the start of classes to avoid 25% or 50% dropping fee during the first and second week of classes, respectively (See Section 2.11.2).

2.13.1 Students who do not file for LOA or total dropping of courses on or before the first two weeks of classes are considered
2.13.2 For health and safety reasons, pregnant students are urged to file for LOA in the school term/s that they are expected to give birth, and undertake the recovery period they require.

2.13.3 Re-admission of students who discontinued their studies in the College due to LOA, AWOL or forced leave is subject to review and approval by the Registrar, as stipulated in the provision on returning students.

2.13.4 New incoming students who have paid their fees but decided to withdraw from the College are not allowed to file for LOA. They must withdraw their enrollment.

2.14 Returning Students

Readmission as a returning student is dependent on one’s academic performance, record of conduct, and clearance from financial obligations from the College in the previous term. Applications for returnee status are subject to the approval of the Registrar. Students who have left DLS-CSB for three or more years and re-apply as returnees must abide by the current degree program flowchart. Returning students with 18 or less academic and non-academic units remaining will abide by the old flowchart, provided their program still exists. Returning students with more than 18 academic and non-academic units remaining will follow the new flowchart.

2.14.1 Approved Returnees

2.14.1.1 Students with approved LOA must accomplish an Application Form for Returnee (AFR) before they can enroll. Deadline for submission of approved application form is on the last day of online pre-enrollment.

2.14.1.2 Late enrollment schedules and procedures apply to the approved returning students.

2.14.2 AWOL Students

2.14.2.1 Students with an AWOL status may apply for readmission only in writing. Letters are to be addressed to the Registrar. Approval of the application for readmission is subject to the conditions of the College, which reserves the right to disapprove such appeals.

2.14.2.2 Students cleared for readmission will be allowed to re-enroll upon payment of:

a) Reactivation fee for students with approved LOA
b) Returnee fee and reactivation fee for students on AWOL status

2.14.3 The same procedures/schedules for LOA returnees apply to returning AWOL students.

2.15 Shifting

Students’ collegiate experiences may result in change of interests and scholastic progress. They are then allowed to shift to another program for which they feel more suited. When shifting, students are advised to determine the policies and procedures of the new program they have chosen.

2.15.1 Students may be allowed to shift to any program if:

2.15.1.1 They have earned residency of at least two terms in their current program.

2.15.1.2 They qualify for shifting, having passed the criteria set by the receiving School.
2.15.2 Application for shifting starts on:

2.15.2.1 The third week of the third trimester in the current degree program for freshmen; and

2.15.2.2 The third week of the term for upper class students.

2.15.3 CDP students shifting to a non-CDP degree program should have earned a Cumulative Grade Point Average (CGPA) of at least 2.00. Students intending to shift may refer to the Shifting Form for the complete policies and procedures.

2.15.4 International students are not eligible to shift to Career Development Program (CDP).

2.16 Cross-Enrollment

Cross-enrollment from DLS-CSB to other undergraduate colleges of De La Salle Philippines (DLSP) or other institutions is allowed, provided the course is not regularly offered by the College.

Students who need to cross-enroll should secure a cross-enrollment permit from the Registrar at least one week before pre-enrollment.

Cross-enrollment to DLS-CSB from other institutions of higher learning is subject to the rules on cross-enrollment of both the home and receiving schools. Cross-enrollees are expected to abide by the rules and regulations of both schools.

2.17 Separation from the College

Students' separation from the College may be decided by the students, their parents/legal guardian, or the College.

2.17.1 Students who decide to separate from DLS-CSB and continue with their studies in other schools may file a request for a Certificate of Transfer Credential.

2.17.1.1 The certificate may be requested from the College by the students themselves if they are of legal age or by their parents/legal guardian if they are minors. The certificate may be issued by the Registrar for reasonable cause, provided all requirements are fulfilled.

2.17.1.2 Records requested for transfer purposes will be released provided the students have no outstanding obligations with the College.

2.17.1.3 Students with pre-enrolled subjects who later decide to transfer to another school are subject to 25% retention fee during the first week of class and 50% during the second week.

2.17.1.4 Even if a Certificate of Transfer Credential has been issued, a student may still apply for readmission to DLS-CSB through the Admissions Center subject to the Policy on Readmission.

2.17.2 Students shall be separated from the College if:

2.17.2.1 They have reached the end of their maximum residency period (MRP).

2.17.2.2 They are dismissed or expelled from the College. Expulsion comes with a warning that other educational institutions may not accept students forcibly separated from the College.

2.18 Transferees

Students who apply for and are eligible to transfer to DLS-CSB shall abide by the College's policies and regulations on the admission of transfer students. Transferees may apply for equivalency credits for courses they have taken in their previous school, provided that no more than 20% of the total units will be granted towards the degree program as advanced credits.
2.18.1 Transferees from other De La Salle Philippines (DLSP) Schools

2.18.1.1 Students may apply to credit all General Education and Core courses.

2.18.1.2 There is no credit for major courses.

2.18.1.3 Students must have earned at least 80% of the total required academic units at DLS-CSB in order to qualify for honors.

2.18.1.4 There is no grade requirement for NSTP and PE courses for credit purposes.

2.18.1.5 Request for additional course credit may only be filed until the second term of residency.

2.18.2 Transferees from Other Schools

2.18.2.1 Students must have earned 1.5 (DLS-CSB equivalent) CGPA requirement to qualify for application for credit otherwise, the "no credit" rating shall apply.

2.18.2.2 Students may apply for credit only up to 20% of the total units towards the degree for all programs except for BS-InD, where the maximum credit is limited to 6 units.

2.18.2.3 Courses for credit should meet the grade requirements as follows:
   a) BSBA-BM & MM 85% or 2.5
   b) Other Programs 80% or 2.0

2.18.2.4 There is no credit for major courses and religion subjects.

2.18.2.5 Student must earn at least 80% of the total required academic units at DLS-CSB to qualify for honors.

2.18.2.6 There is no grade requirement for NSTP and PE courses for credit purposes.

2.18.2.7 Students who attended other DLSP Schools then enrolled in another non-DLS School before applying to DLS-CSB shall be placed under this category.

2.18.2.8 No credit shall be given for units earned in non-degree/vocational courses, except PE and NSTP.

2.18.2.9 Request for additional course credit may only be filed until the second term of residency.

2.18.3 Returning Former Benildeans

Students who wish to return despite having transferred to and subsequently enrolled in another school may apply for re-admission, subject to the re-admission policy and procedures. To qualify for re-admission, the student must:

2.18.3.1 Not have exceeded his or her MRP,

2.18.3.2 Not have been subject to disciplinary action, and

2.18.3.3 Re-take and pass the entrance examination.

2.19 Schedule of Fees and Manner of Payment

All financial business should be transacted through the Finance Department at the Students Accounts and Cashier Windows or in any authorized collecting bank. Enrollment is not official unless payment is acknowledged by the Finance Department through the issuance of an Official Receipt (OR).

Payment confirms enrollment. Students with outstanding accounts will not be allowed to enroll in the succeeding term, and their Transcript
of Records and other certifications will be withheld until the balance is settled. Information regarding tuition and other fees is posted on the bulletin boards of the Finance Department.

A breakdown of the tuition and other fees may be requested from the Office of the Registrar.

The following are general provisions on the schedule of fees and manner of payment:

2.19.1 Students may opt to pay at the Finance Department in cash, check, or credit cards, or directly to the bank through its various payment facilities, if applicable.

2.19.1.1 Payment by check is encouraged for security reasons. Postdated checks shall not be accepted. Checks shall be currently dated and not stale, meaning they are dated at least six (6) months prior to the actual date of payment.

2.19.1.2 Any marks of alteration on the check (e.g., misspelled words, wrong date, or the wrong amount over the correct one) should be countersigned by an authorized signatory.

2.19.1.3 At the back of the check, the following information shall be written: student’s name, ID number, degree program, address, and telephone number.

2.19.1.4 Payment through credit card requires the card holder to present a valid ID.

2.19.2 All students must comply with the following guidelines for the payment of tuition and other fees:

2.19.2.1 Full Payment

Full payment may be made up to the second week of classes. Freshmen and transferees shall pay their tuition and other fees in full every term for one (1) school year. Career Development Program students (BSBA MM and BSBA BM), however, may pay by installment. Upperclassmen may pay on installment or deferred basis.

2.19.2.2 Installment Payment

Installment payments are subject to the following:

a) Before the start of classes, 50% of the tuition and 100% of all other fees, plus an installment fee of Php 500 are due.

b) Before the midterm examination period, the remaining balance of 50% is due.

c) Students who fail to pay the balance on the due date will be allowed to complete the remainder of the term. They, however, will not be allowed to enlist for the next trimester. In addition, a surcharge will be imposed upon payment of the balance:

   a) During midterm examinations but before finals: Php 250.00
   b) During final examinations onwards: Php 500.00

2.19.2.3 Deferred Payment

Upperclassmen may opt to avail of the deferred payment plan on the following conditions:

a) Before the start of classes, 25% of the total tuition and 100% of other fees plus an installment fee of Php 500.00, are due.

b) Before the midterm examinations, 50% of the tuition is due.

c) Before the final examinations period, 25% of the tuition is due.

Students who fail to pay the balance on the due date will be allowed to complete the remainder of the term. They, however, will not be allowed to enlist for the next trimester. In addition, a surcharge will be imposed upon payment of the balance:

a) During the midterm examinations: Php250.00
b) After the midterm examinations: Php500.00

A surcharge of Php250.00 shall be imposed each time the student fails to pay the balance on the promised due date.
2.19.2.4 Late Payment

Tuition and fees must be paid before the start of classes. Late Registration Fee (LRF) is charged as follows:

a) Payment made within the first week of classes: Php500.00
b) Payment made within the second week of classes: Php1,000.00

No initial payment shall be accepted beyond the second week of classes. Consequently, the Registrar’s Office will not process enrollment beyond the second week of classes.

Students with grants/scholarships must submit to the Finance Department their financial assistance certification within the deadline imposed on regular students; otherwise, they will also incur late payment fees.

2.19.2.5 Graduating Students

Only graduating students without outstanding accounts will be given clearance to graduate. No credentials will be released if they have outstanding accounts.

2.19.3 Deterrent Fees

Deterrent fees are imposed to stress the importance of abiding by enrollment procedures, due dates, and policies on safeguarding documents related to admissions and enrollment. Collected fees are pooled to the Lasallian Scholarship Fund.

Students who are issued official forms, documents, and other records by the College, such as flowcharts and Enrollment Assessment Forms (EAF), under normal/usual procedures and subsequently seek replacement of such forms, documents, or records shall be charged deterrent fees.

2.20 Returned Checks

Students have the sole responsibility of ensuring the validity of the check issued to DLS-CSB. They should make sure that the bank honors their check; otherwise, they should settle their account immediately by paying in cash or Manager’s Check (MC). Failure to do so will automatically result in the deletion of the student’s name from the official enrollment list. Students who paid within the regular enrollment period but whose checks were subsequently dishonored will be charged a penalty of Php500.00. Students whose checks are not honored can no longer make subsequent payments to DLS-CSB using personal checks within a period of one (1) year; they can only pay in only cash and MC from then on.

2.21 Refunds

Refunds/credit memo due to students’ overpayment, total withdrawal, separation from the College, or their decision to discontinue schooling after having paid the tuition are made according to the following memorandum from the Commission on Higher Education:

“Tuition Charges: A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged twenty five percent of the total amount due for the term if s/he withdraws within the first week of classes, or fifty percent if within the second week of classes, regardless of whether or not s/he has actually attended classes. The student may be charged all the school fees in full if s/he withdraws any time after the second week of classes.

However, if the transfer or withdrawal is due to a justifiable reason the student shall be charged the pertinent fees only up to or including the last month of attendance.” [Sarmiento, Education Law and the Private Schools, Section 100, p. 446 (2009).]
2.21.1 In cases of total dropping/ cancellation of enrollment for
the term, students shall secure and submit to the Office of the
Registrar within the first two weeks of class an Application for
Refund/ Credit Memo Form (in duplicate). The Registrar shall verify
the validity of the refund.

2.21.1.1 For grantees receiving partial subsidy, the Student
Grants Office (SGO) shall compute the pertinent fund.

2.21.1.2 For grantees receiving 100% subsidy on tuition and
fees, no refund/credit memo will be made.

2.21.1.3 Students who file for an LOA will receive full or
partial refund/credit if they submit their LOA form within the
following dates:

   a) Before the start of class: 100% of total assessment
   b) First week of class: 75% of total assessment
   c) Second week of class: 50% of total assessment

2.21.1.4 Students should file for refund/ credit memo within
the first week of classes.

2.21.1.5 Tuition and fees refund are not applicable to
summer enrollment; no refunds are meted for summer class
payments.

2.21.1.6 Checks for approved claims may be collected from
the Finance Department beginning the eight week of class.
Refunds shall be paid through checks and will be addressed
to the parents or guardians of students, except for CDP
students who are of legal age.

2.21.1.7 Students may opt to credit excess payment or
refunds to the next term’s tuition and fees instead of
collecting them.

2.21.2 Insurance Claims. Students or their parents are entitled
to reimburse expenses covered by the insurance policy. The
procedures for claiming of student insurance are as follows:

   Submit to the Finance Department, within one year from the date
   of the incident the following:

   a) In case of injury, students or their relatives must submit:
      • Medical Certificate
      • Accident/Police Report
      • Original Copy of the Official Receipt of Medical Expenses

   b) In case of accidental death or murder, the relatives of the
      student should submit:
      • Original or Certified True Copy of the Death Certificate
      • Accident or Police Report
      • Official Receipt of Burial Expenses

2.22 Scholarship and Grants

The College, through the Student Grants Office, endeavors to make
education available and accessible to deserving and/ or less privileged
students by providing financial assistance or scholarship grants (See
also Section 6 on Student Services).
The following policies and procedures aim to help develop students achieve their full potentials in the pursuit of personal and professional excellence.

3.1 Guidelines on Academic Honesty

All work submitted—homework assignments, papers and examinations—are expected to be the student’s own work.

Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” includes not only published primary and secondary material, but also information and opinions gained directly from other people. A student is compelled to learn the proper forms of citation. Quotations must be properly placed within quotation marks and properly acknowledged. The sources must be indicated cited whenever ideas or facts are derived from a student’s reading and research. Reiterating or drawing on ideas or facts used in another paper that the student is writing or has written requires citing the original paper as a source.

A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving from a program substantially from the work of another.

Papers and other academic work are expected to be submitted to only one course. If the same or a similar work is to be submitted to any other course, prior written permission of the instructor must be obtained. If this is intended to take place in the same term, prior written permission from all instructors involved must be obtained.

3.2 Academic Advisement

As a learner-centered institution, the College recognizes that students are responsible individuals who, with appropriate support and guidance, are able to make important decisions concerning their academic goals. Academic advisement is the process whereby this
philosophy is manifested. At the beginning of their stay in the College, students are assigned an academic adviser from the School of their respective degree program.

The Academic Adviser guides the students through the degree program’s curriculum and course sequence. The Adviser’s approval of courses is required prior to students’ enrollment and adjustment in any term. Any changes in the enrollment or adjustment likewise require the approval of the Adviser.

Through proper academic advisement, students are expected to maximize their potentials in the degree program they have chosen, and to graduate on schedule. The nature of academic advising may vary for different degree programs and at different stages in the degree program.

* Adapted from the Harvard University Handbook, through the Internet.

3.3 Dean’s List

3.3.1 Students with outstanding academic performance during the current term shall receive a certificate of recognition at the end of the term and shall be recognized through the publication of the Dean’s List. Only grades earned in degree-related courses qualify for computation.

3.3.2 Students in the Dean’s List for three (3) consecutive terms, starting from the first term of the current school year, shall be awarded a plaque during the Honors Convocation.

3.3.3 To qualify for the Dean’s List, a student should meet the following requirements during the applicable term:

3.3.3.1 Have a term GPA of at least 3.000 for Second Honors and 3.5000 for First Honors;

3.3.3.2 Take on total minimum load of:

   a) BAPDST: at least 12 units (academic and non-academic courses).

   b) CDP (BSBA-BM and BSBA-MM): at least 15 academic units.

   c) All other programs: at least 18 academic units.

3.3.3.3 Have not been found guilty of a major offense;

3.3.3.4 Do not have a grade below 2.50 in any academic course;

3.3.3.5 Do not have more than one W for the term;

3.3.3.6 Have not failed or incurred an R in any academic or non-academic course; and

3.3.3.7 Do not have a deferred grade for the term.

3.3.4 Requests for interpretation or clarification of the rules regarding the Dean’s List may be forwarded to the Registrar.

3.4 Grading System, Crediting and Retention Policies

3.4.1 In general, the number and length of class meetings per term determines course credits. A class meeting three (3) hours per week for one term translates to three (3) units of credit. Exemptions include classes with laboratory components and extended classes for Mathematics and English. Extended classes in Mathematics and English, which are conducted for four and a half (4.5) hours except in the case of SDEAS where extended classes in Math and English are conducted for six (6) hours, are equivalent to three (3) units per subject.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>4.000</td>
<td>Excellent</td>
</tr>
<tr>
<td>93-96</td>
<td>3.500</td>
<td>Superior</td>
</tr>
<tr>
<td>89-92</td>
<td>3.000</td>
<td>Very Good</td>
</tr>
<tr>
<td>85-88</td>
<td>2.500</td>
<td>Good</td>
</tr>
<tr>
<td>80-84</td>
<td>2.000</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>75-79</td>
<td>1.500</td>
<td>Fair</td>
</tr>
<tr>
<td>70-74</td>
<td>1.000</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 70</td>
<td></td>
<td>(Repeat)</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>Authorized Withdrawal</td>
</tr>
<tr>
<td></td>
<td>W</td>
<td>Audit</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>Deferred Grade</td>
</tr>
</tbody>
</table>
3.4.2 For credit courses, except those marked as Pass (P) or Repeat (R), DLS-CSB follows a numerical grade point system:

3.4.3 A grade of R means that the student failed to meet the requirements of the course and, consequently, has to re-enroll the course.

3.4.4 A deferred grade of 9.9 applies to practicum, thesis, and other courses as specified by the department. The various academic programs maintain specific rules in meting out this grade.

3.4.4.1 Students who earned a deferred grade are given the term immediately succeeding the current (summer term not included) to complete all requirements and lift the deferred grade. Failure to do means the grade of 9.9 defaults to R after the succeeding term’s deadline for submission of final grades. A grade of “R” means that the student has to re-enroll the course. The student is issued a Completion Form upon submission of all pending requirements. The student shall also be furnished a copy of the approved change of grade.

3.4.4.2 In cases where students have complied with all academic requirements except for the course where they earned a deferred grade, they are required to pay the nominal residency fee in order to retain their student privileges.

3.4.5 Students have the right to verify the bases for their grades. They are, therefore, expected to periodically confer with their teachers regarding their academic performance and access their final grades online (See also Section 1.3.1).

3.4.6 Students must exercise self-objectivity and be cognizant of their own academic performance. In general, students must accept and respect teachers’ evaluation of their performance in the course. Only in instances where the teacher committed an error in recording the grade should a student request for a change of grade.

3.4.7 The computation for the grade point average (GPA) on all College-credited courses is as follows:

3.4.7.1 Credit units for each course are multiplied by the grade earned to obtain the honor points per course.

3.4.7.2 The resulting honor points are added.

3.4.7.3 The total number of honor points is divided by the total number of credit units to obtain the GPA. The GPA is computed up to 3 decimal places.

3.4.7.4 For GPA computation purposes, a grade of R shall be equivalent to 0.0. Non-academic courses such as NSTP, CSBLIFE are not included in the computation of GPA.

The following is an example of a GPA computation following the said procedure:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
<th>Grade</th>
<th>Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLIGOV</td>
<td>3.0</td>
<td>2.0</td>
<td>6.0</td>
</tr>
<tr>
<td>GEPSYCH</td>
<td>3.0</td>
<td>3.0</td>
<td>9.0</td>
</tr>
<tr>
<td>ALGEB-X</td>
<td>3.0</td>
<td>1.5</td>
<td>4.5</td>
</tr>
<tr>
<td>CORWRIT-X</td>
<td>3.0</td>
<td>2.5</td>
<td>7.5</td>
</tr>
<tr>
<td>FILIP11</td>
<td>3.0</td>
<td>3.0</td>
<td>9.0</td>
</tr>
<tr>
<td>PEONEPF</td>
<td>2.0</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Total</td>
<td>17.0</td>
<td>40.0</td>
<td></td>
</tr>
</tbody>
</table>

GPA:
Total honor points 40.0
\[ \frac{40.0}{17.0} = 2.353 \]
Total credit units 17.0
3.4.7.5 Only academic courses are included in the computation of both term and cumulative GPA. For transferees, the CGPA computation is based only on the grades earned in DLS-CSB. The cumulative GPA or CGPA at the end of the school year is computed as follows.

<table>
<thead>
<tr>
<th>Load</th>
<th>Honor</th>
<th>Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>18 units</td>
<td>45</td>
<td>2.500</td>
</tr>
<tr>
<td>Second Term</td>
<td>15 units</td>
<td>42</td>
<td>2.867</td>
</tr>
<tr>
<td>Third Term</td>
<td>20 units</td>
<td>62.5</td>
<td>3.125</td>
</tr>
<tr>
<td>Total</td>
<td>53 units</td>
<td>149.5</td>
<td></td>
</tr>
</tbody>
</table>

CGPA: 149.5 honor points
----------------------------------- = 2.821
53 credit units

3.4.8 The numerical grading system shall be utilized in all courses except for thesis and non-academic courses that make use of the P (Passed) or R (Repeat) marks.

3.4.9 Students are considered enrolled in all the courses that appear on their EAFs upon initial or full payment of the tuition and fees. A student who stops attending class without officially dropping or withdrawing from the course, or whose absences are beyond the allowed number, will automatically get a grade of R.

3.4.10 Auditing students or “auditors” are those who attend certain classes only for the purposes of increasing their knowledge on the course, or acquainting certain classroom procedures without any intention of earning units for these courses. Class attendance of a student auditor is not checked, and their submission of course requirements is optional.

3.4.11 Application forms for audit students are available at the Office of the Registrar during adjustment period. Audit students must comply with the prescribed procedure for auditing courses and pay audit fees at the Accounting Office.

3.4.12 Retention Policies

3.4.12.1 Maximum Residency Policy

a) The MRP shall be based on the completion of the degree enrolled within the maximum period of 1.5 times the actual number of terms specified in the degree program flowchart.
b) MRP is applicable to ID 98 and above.
c) A student may not be readmitted to the College after the maximum residency period.
d) LOA and AWOL periods are included in computation of the maximum residency period.
e) LOA and AWOL of international students due to military service are not included in the computation of the maximum period.

3.4.12.2 Disciplinary and Scholarship/Grants Retention Policies

a) Eligibility for Enrollment. A student who incurs two major offenses, which are not due to accumulation of minor offenses, shall be ineligible for re-enrollment.
b) Eligibility for Retention of Scholarship/Grant. Grantees/Scholars found guilty of a major offense as defined in this Student Handbook shall be automatically disqualified from any grant from the College.

3.5 Examinations

3.5.1 The final exams week falls on the last week of the term. Students who have conflicting examination schedule must follow the procedure stated in Section 3.5.7.

3.5.2 Students must come on time for an examination. If they are not present within the first 20 minutes of the scheduled examination, they will be considered late and may be prohibited from taking the test.
3.5.3 Students may not leave their assigned places during final examinations without the permission of the proctor. Examination booklets/answer sheets are provided in the exam room.

3.5.4 Talking, perusal of textbooks or notes of any kind (unless authorized), giving or receiving information, or any other attempt at communicating with fellow students during final examinations are not allowed. Offenders shall be charged according to Section 7.6. Students found cheating as stated in section 7.6.1.36 shall be subject to appropriate sanctions as stipulated in Section 7.7.

3.5.5 Test materials must be returned to the proctor as soon as students complete the examinations.

3.5.6 Teachers are not obliged to give a special final examination to any student who failed to take the examination as scheduled or announced except in the following instances:

3.5.6.1 Absences due to sickness (Medical certificate is required as validated by DLS-CSB Clinic).

3.5.6.2 The student was an official representative of the College (Approved Absence Form is required).

3.5.6.3 Other cases as determined by the Chairperson/Program Coordinator/School Dean.

3.5.7 Students requesting for a special final examination should obtain a Special Final Examination Form (SFEF) from the Chairperson of the course. Upon approval by the Chairperson/Program Coordinator/School Dean and confirmation of the new schedule with the teacher concerned, the student shall pay a fee at the Finance Department. The SFEF fee is waived for those with conflicting examination schedules, and those who acted as official representatives of the College.

3.5.8 The Registrar has the final authority to decide all problems arising from the schedule of final examinations.

3.5.8 The Registrar has the final authority to decide all problems arising from the schedule of final examinations.

3.6 Attendance

3.6.1 Students must regularly and punctually attend all class meetings in all their courses.

3.6.2 Students shall be marked absent if they arrive after:

3.6.2.1 The first 20 minutes of a 1-hour class.

3.6.2.2 The first 30 minutes of a 1.5-hour class or longer.

3.6.3 Students shall be considered late, which is considered a half-absence, if they arrive in class within:

3.6.3.1 The first 20 minutes of a 1-hour class.

3.6.3.2 The first 30 minutes of a 1.5-hour class or longer.

3.6.4 Excessive absence is not a valid reason for withdrawal.

3.6.5 Students shall receive a failing grade in a course if they have incurred:

3.6.5.1 Eight (8) or more absences in a class conducted three (3) times a week.

3.6.5.2 Six (6) or more absences in a class conducted two (2) times a week.

3.6.5.3 Three (3) or more absences in a class conducted once a week.

3.6.5.4 Three (3) or more absences in laboratory or modular classes (for SHRIM and SDA).

3.6.6 All faculty members are expected to begin their class promptly although unavoidable circumstances may cause some faculty members to be late for class. In such cases, students should wait for their teachers for:
3.6.6.1 The first 20 minutes of a 1-hour class.
3.6.6.2 The first 30 minutes of a 1.5-hour class or longer.
3.6.6.3 The first 40 minutes of a 2.0-hour class.
3.6.6.4 The first 60 minutes of a 3.0-hour class or longer.

Students may be marked absent by their teacher if they leave earlier than the prescribed time. Students whose teachers arrive beyond the prescribed time are entitled to a full review of the lesson in the subsequent meeting.

3.6.7 Approved Absences

Absences incurred by students who are required to attend formation programs or officially representing the College as a delegate to an athletic meet/athletic-related activities, training/seminar, cultural performance, competition and similar events are considered an Approved Absence.

3.6.7.1 Approvals for absences must come from the following:

a) Director of the Center for Lasallian Ministry (CLM) for retreats and recollections
b) School Dean for academic activities
c) Dean of Student Life for non-academic/extra-curricular activities/co-curricular activities (especially for artists, journalists, student leaders and members of student organizations, as well as CSBLIFE or NSTP related activities)
d) Director of the Center for Sports Development for athletic events

3.6.7.2 Approved Absences shall not be counted against students nor regarded as part of the number of allowable absences (see also Section 3.6). Students shall be allowed to make up for missed quizzes, examinations, graded recitations, assignments, seatwork, and other activities/requirements at the soonest possible time.

3.6.7.3 Procedures and Guidelines

a) Students must secure the Approved Absence Form from the Office/Department/School organizing the event.
b) Accomplished Approved Absence Form should be submitted for approval before the date of the intended absence.
c) The students must present the approved form to the teacher at least one (1) class session prior to the absence. In cases where advance notice is not possible, the activity Coordinator or Program Chair shall explain the situation in writing to the teachers concerned and noted by the DSL or School Dean.
d) Subject to the provisions of Approved Absences, students shall be held responsible for all assignments and the entire content of the course missed, regardless of the cause of the absence.
e) The Dean of DSL (for non-academic/extra-curricular activities), School Dean (for course-related/School sponsored/co-curricular activities), or the Director of CLM (for required student formation programs) has the final authority to adjudicate all problems arising from class absences.

3.6.8 Unapproved Absences

Absences due to sickness are NOT considered Approved Absences and should, therefore, be counted against the students’ attendance even if certified by a doctor, parent, or guardian.

3.6.8.1 In case of absences due to prolonged illness, students or their duly authorized representative should notify the School Dean or Program Chairperson, who shall then take appropriate action.
3.6.8.2 Other personal circumstances such as death in the family, emergencies, and special occasions (such as debut, wedding, family reunion) are likewise NOT covered by the Approved Absence policy.
Committee for graduation honors of Summa Cum Laude, Magna Cum Laude, Cum Laude, and Honorable Mention.

4.2.2 The following criteria shall apply in order to graduate with Honors:

4.2.2.1 Cumulative Grade Point Average (CGPA) of 3.000 and above. The CGPA of graduating students refer to courses taken in DLS-CSB and institutions where courses are taken in consortium with the College.

The following CGPA requirements apply:

<table>
<thead>
<tr>
<th>Honors</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.800-4.000</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.600-3.799</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.400-3.599</td>
</tr>
<tr>
<td>Honorable Mention</td>
<td>3.000-3.399</td>
</tr>
</tbody>
</table>

4.2.2.2 At least 80% of the total credits towards the degree should have been earned in residence at DLS-CSB.

4.2.2.3 No major or minor offense.

4.2.2.4 No failing grade in any course taken in DLS-CSB or previous schools for students admitted SY 2010-2011 and onwards.

4.2.2.5 Students admitted SY 2009-2010 and earlier shall be disqualified from graduating with Latin Honors (Summa Cum Laude, Magna Cum laude, and Cum Laude) if they have received a grade of R in any course, whether academic or non-academic.

4.2.2.6 Should not have exceeded the maximum allowable number of official course withdrawals during the entire stay...
in the College and in the case of transferees, in previous schools attended.

<table>
<thead>
<tr>
<th>Honors</th>
<th>Maximum Allowable Percentage of Course Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>0% of total units</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>2% of total units</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>5% of total units</td>
</tr>
<tr>
<td>Honorable Mention</td>
<td>5% of total units</td>
</tr>
</tbody>
</table>

4.2.3 Other grading systems are subject to deliberation by the Honors and Awards Committee, the decision of which is final.

4.2.4 In the case of shiftees within the College, units and grades earned in previous programs shall be included in the CGPA computation.

4.2.5 Pursuant to the Vision-Mission of DLS-CSB, students are expected to conduct themselves in a manner befitting of Benildean. Students, as such, must not have been found guilty of a major or minor offense.

4.2.6 Loyalty awards are given to students who have completed their schooling at De La Salle institutions, under De La Salle Philippines, or at any school supervised by the La Salle Brothers since the first grade of their elementary studies. They must not have earned any credits towards the degree from any non-La Salle school or non-La Salle supervised school.

4.3 Special Awards

The College recognizes graduating students who have gained meritorious achievements in extra- and co-curricular activities. Graduating students who best embody the ideals of St. John Baptist de La Salle and St. Benilde Romancon through excellence in academics, leadership, and service are given recognition during the Commencement Exercises of the College.

4.3.1 Overview of the Awards

4.3.1.1 Br. Andrew Gonzalez Leadership Award

This is given to students who are academically excellent, have rendered exemplary service, and made a positive impact through active involvement and leadership in recognized student groups in the College and the student body.

Qualifications:

- Cumulative Grade Point Average (CGPA) of at least 3.0 with no failing marks.
- Compliance with the residency requirement, which means that the student earned at least 80% of the degree program's total credit units in DLS-CSB.
- Consistently exhibited exemplary leadership qualities and has held major key roles or positions in any recognized student group for at least two (2) academic years.
- Of good moral character and not having committed any major or minor offense as determined by the Office of Student Behavior.

Criteria Weights:

- Academic Excellence: 20%
- Benildean Character: 20%
- Community Service: 10%
- Leadership Ability: 50%
4.3.1.2 Br. Cecilio Hojilla Community Service Award

This is given to students who are academically excellent and exemplify the Benildean-Lasallian values, especially social responsibility and zeal for service.

Qualifications:

a) Cumulative Grade Point Average (CGPA) of at least 3.0 with no failing marks.
b) Compliance with the residency requirement, which means that the student earned at least 80% of the degree program’s total credit units in DLS-CSB.
c) Consistent involvement in a community extension project that has made an impact on a particular community/group that he/she has served, whether on or off campus for at least two (2) years.
d) Of good moral character and not having committed any major or minor offense as determined by the Office of Student Behavior.

Criteria Weights:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Excellence</td>
<td>20%</td>
</tr>
<tr>
<td>Benildean Character</td>
<td>20%</td>
</tr>
<tr>
<td>Leadership Ability</td>
<td>10%</td>
</tr>
<tr>
<td>Community Service</td>
<td>50%</td>
</tr>
</tbody>
</table>

4.3.1.3 Br. Rolando Dizon Athletic Award

This is given to students who are academically excellent and have rendered exemplary performance as a Benildean-Lasallian athlete.

Qualifications:

a) CGPA of at least 3.0, with no failing marks.
b) Compliance with the residency requirement, which means that the student earned at least 80% of the degree program’s total credit units in DLS-CSB.
c) Membership in a varsity team for at least two years and/or membership in a national team for at least one year (Certification should be secured by the applicant from the Center for Sports Development).
d) Of good moral character and not having committed any major or minor offense as determined by the Office of Student Behavior.

Criteria Weights:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Excellence</td>
<td>20%</td>
</tr>
<tr>
<td>Benildean Character</td>
<td>20%</td>
</tr>
<tr>
<td>Community Service</td>
<td>10%</td>
</tr>
<tr>
<td>Athletic Excellence</td>
<td>50%</td>
</tr>
</tbody>
</table>
4.3.1.4 Saint Benilde Romançon Award

This is the highest award conferred by the College to a student who best exemplifies Saint Benilde Romançon in “doing ordinary things extraordinarily well.” It is given to students who are academically excellent and have rendered exemplary service in leadership or athletic excellence. The awardee embodies the Benildean-Lasallian values, especially social responsibility and zeal for service.

Qualifications:

a) CGPA of at least 3.5, with no failing marks;
b) Compliance with the residency requirement, which means that the student earned at least 80% of the degree program’s total credit units in DLS-CSB.
c) Consistent involvement in a community extension project that has made an impact on a particular community/group that he/she has served, whether on or off campus for at least two (2) years.
d) Consistently exhibited exemplary leadership qualities and has held major key roles or positions in any recognized student group for at least two (2) academic years.
e) Membership in a varsity team, for at least two years and/or a national team for at least one year (Certification should be secured by the applicant from the Sports Development Office).
f) Of good moral character and not having committed any major or minor offense as determined by the Office of Student Behavior.

4.3.2 Implementing Guidelines

a) The Student aspirant/applicant may directly apply or be nominated by any member of administration, faculty and personnel of the DLS-CSB community.
b) All required documents/assessment forms must be properly accomplished and submitted to Department of Student Life on or before the determined deadline for the term.
c) The Graduation Special Awards Committee (GSAC) screens and deliberates applicants for the Special Awards for Graduation.
d) The screening process includes Paper screening and Panel Interview with the GSAC.
e) The DSL Dean will process documents submitted by the graduating students and evaluate their contents based on a given criteria.
f) The Honors and Awards Committee will review the GSAC’s recommendations, decide on the recommendations, and resolve any other issue and/or complaints related to the Graduation Special Awards.
g) The Registrar informs the academic community of the graduation awards recipients through posting, email, and letter to the awardees.
Inspired by the Lasallian values of faith, zeal for service, and communion in mission, DLS-CSB provides opportunities for student involvement and volunteerism. The various student organizations and groups respond to the right of student to organize and facilitate holistic development.

5.1 Student Organizations

5.1.1 Procedure for Application of Aspiring Student Organizations

5.1.1.1 General Provisions

1) The College recognizes the rights of students to develop themselves through the formation of organizations. Any group of students may form an organization and apply for recognition.

2) The goals and objectives of aspiring organizations should contribute to the realization of the Vision-Mission of the College.

3) The Department of Student Life-Student Involvement Office (DSL-SIO) reserves the right to approve the application for recognition of all aspiring student groups, organizations, and student parties.

4) Students may join the diverse organizations during the Student Activities and Recruitment (STAR) Week.

5.1.1.2 Requirements for Aspiring Organizations

The nature of the aspiring organization should not be similar to that of an existing student group and organization. Processing of application for aspiring student group and organization takes place during the first semestral calendar of every academic year. Student organizations must submit the following documents on the schedule set by the DSL-SIO:

1) A letter of intent and a copy of the approved constitution and by-laws of the organization duly signed by the incoming/founding set of officers.
2) SIO Student Leader’s Profile Forms with OSB clearance and certification of minimum CGPA requirements for officers.
3) Organization Adviser’s Profile Form and Contract.
4) The general framework plan for the 3rd trimester calendar.

5.1.1.3 Procedure for Recognition

1) The aspiring organization submits completed requirements to the Coordinator for Student Activities and forwards the documents to the Committee on Student Involvement (CSI) members for review and deliberation.
2) First Deliberation. The CSI is convened to review the requirements; interviews the Executive Board of the aspiring organization; and suggests to the Executive Board revisions and recommendations in their constitution, by-laws, and general plans. The entire Executive Board must be present. The officers are expected to be well-versed in their constitution, by-laws, and general plans.
3) The aspiring organization submits the revised documents on the agreed-upon date.
4) Second Deliberation. CSI endorses/does not endorse for final approval the application to the Head of Student Involvement Office. The CSI, through the Coordinator of Student Activities, forwards to the aspiring organizations its written decision on the application.

5.1.1.4 Timeline for Submission of Application

1) Submission of Letter of Intent to form an organization and Releasing of Aspiring Organization Packet: June-July
2) Submission of Organization’s Constitution and By Laws: Last Friday of July
3) CSI Review of Constitution and By Laws: August-September
4) CSI First Deliberation: September-October
5) Revision of Documents (as needed): Last two weeks of October
6) CSI Second Deliberation: November
7) Notification of Results of Application: First Wednesday of December
8) Training and Orientation of Officers of Newly Accepted Organizations: January

5.1.1.5 List of Student Organizations

a. Professional Organizations

Animation
Students Lounge, 12th floor, SDA campus

ANIMOTION is a professional student organization of Bachelor of Arts in Animation majors. The organization aims to cultivate and produce the finest animators whose main objective in the creation of their animations is to promote morality and inspire strengths in its viewers. It intends to foster an environment where the growth of every individual artist is promoted and respected.

Architectural Collegiate Organization
Students Lounge, 12th floor, SDA campus

ArCO is a professional student organization of Architecture majors. The organization serves as a venue for members to develop and express themselves through the art of architecture to their academic community, country, and God. It aims to establish, through activities in the field of architecture, an academic community where members can share, learn, and develop as individuals imbued with a passion for excellence.

Association of Information Management
Students Lounge, 4th floor, MFC Bldg., Taft campus

The Association of Information Management is the professional organization that protects, uplifts, and promotes the Information Management program of the College. It establishes linkages with other social organizations and key departments of the College, and other organizations outside of the College.
Benildean Deaf Association
Students Lounge, 4th floor, MFC Bldg., Taft campus

BDA aims to empower the Deaf Lasallians to become active and productive members of the Benildean community. Its objective is to uphold the rights of the Deaf to full and equal access to information, campus facilities, and support services in the School of Deaf and Applied Studies.

Computer Business Association
Students Lounge, 4th floor, MFC Bldg., Taft campus

The Computer Business Association is the information technology and business students’ organization that promotes professional excellence among its members. It conducts learning programs that aim to develop and enhance the managerial and computer skills of members.

Chefs in Progress
Students Lounge, 9th floor, AKIC campus

CHIP is an organization composed of students who specialize in the field of culinary arts. The organization aims to become the Philippines’ finest school-based culinary organization by enhancing the skills of students in cooking, baking, and other food-related activities. It intends to help students learn the art of, and develop a passion for, creating good food.

Corps of Diplomats
Students Lounge, 4th floor, MFC Bldg., Taft campus

The Corps of Diplomats is a professional organization that seeks to advance the intellectual capabilities of its members through projects that will increase their knowledge on diplomatic etiquette and protocol. It aims to produce future diplomats who are academically excellent, emotionally stable, and psychologically competent.

Estilo Fashion Organization
Students Lounge, 12th floor, SDA campus

Estilo is a professional organization of fashion designers and enthusiasts, stylists, photographers, models, and makeup artists. The organization aims to educate students on the fashion industry and related fields by providing exposure to the industry through fashion, modeling, styling and makeup seminars/workshops, exhibits, contests and internships. It enjoins student to watch fashion shows during Philippine Fashion Week and Fashion Watch.

Export Management Society
Students Lounge, 4th floor, MFC Bldg., Taft campus

EMS is a professional organization that aims to cultivate genuine Filipino ideals in future exporters and entrepreneurs, grooming them to be professionally competent and world-class. It intends to promote the Export Management program by providing members with educational activities that will expose them to actual business scenarios. It shall bring forward the entrepreneurial spirit not just in the academe but the industry by promoting quality Filipino products globally.

Game Developers Union for Innovation and Leadership Development
Students Lounge, 4th floor, MFC Bldg., Taft campus

GUILD is a professional organization of GDD Majors with a mission to help, motivate, and inspire its members to learn, create, innovate, and create technologies that cater to the game development industry.

Human Resource Management Society
Students Lounge, 4th floor, MFC Bldg., Taft campus

HRMS, a professional organization of human resource majors, commits to empower, advance the skills, and further raise the
students’ level of competence in the field of human resource management. It aims to produce highly innovative, competent, and competitive members of the industry through various programs and projects.  

Hotel, Restaurant, and Institution Management Society  
Students Lounge, 9th floor, AKIC campus

HRIMS is a professional organization that aims to organize various activities to complement the HRIM curriculum; encourage student involvement and build cooperation and camaraderie among SHRIM students; and further develop knowledge, skills and attitude through upgraded and professionalized projects and activities. Its target is to become the official student body representing the School of Hotel, Restaurant and Institution Management.

Hoteliers in Progress  
Students Lounge, 9th Floor, AKIC campus

HIP is an organization of students who specialize in the field of hospitality management. It initiates activities and projects with an aim to produce professional, socially aware, and innovative young hoteliers that are. It acts as an extended venue for members to cultivate hospitality-related knowledge, skills, and attitudes.

Industrial Design Society  
Students Lounge, 12th Floor, SDA campus

IDS is a creative, dynamic, and innovative organization that aims to enhance the technical skills and talents of future design entrepreneurs in the field of graphic design, product development and other design endeavors. It aids members in better understanding their chosen field and sharpening their creativity.

Junior Marketing Association  
Students Lounge, 4th floor, MFC Bldg., Taft campus

The Junior Marketing Association is a professional organization that seeks to impart among its members a mastery of marketing knowledge and skills. The organization believes that it will achieve this goal by conducting relevant trainings and researches, and building linkages with organizations within and outside the college.

Media Max  
Students Lounge, 12th floor, SDA campus

Media Max is a professional organization committed to promote the Multimedia Arts Program and its services. It adheres to the continued quest for excellence, guided by the Lasallian tradition of religio, mores, and cultura. It also promotes the craft of multimedia art, design, and creative expression through innovation and dynamism.

Travelers in Progress  
Students Lounge, 9th floor, AKIC campus

TRIP is a principle-oriented organization that aims to create a well-rounded learning environment that will develop professionalism, creativity, and unity among its members. The organization promotes various activities and events guided by the Benildean Core Values.

Vateliens in Progress  
Students Lounge, 9th floor, AKIC campus

Vateliens in Progress is a principle-oriented organization of the School of Hotel, Restaurant, and Institution Management. It is dedicated to creating a well-rounded learning environment that will develop professionalism, creativity, and unity. Its various activities and events are guided by the Benildean Core Values.
b. Special Interests Organization

Computer Link
Students Lounge, 4th floor, MFC Bldg., Taft campus

Computer Link is a special interest organization that is steadfast in creating opportunities to develop professionally competent Benildeans in the field of information technology. It aims to achieve this by organizing student-centered programs and projects.

Debate Society
Students Lounge, 4th floor, MFC Bldg., Taft campus

The Debate Society is the official debate varsity organization of DLS-CSB. Its members are among the more active delegates to the Philippine contingent in international competitions. The organization hosts one of the country’s largest Inter-Varsities and competes in prestigious local and international tournaments.

Greenergy
Students Lounge, 4th floor, MFC Bldg., Taft campus

Greenergy is an organization that aims to promote the importance of environmental awareness. It cultivates the practice of unique and innovative ways of expressing love and passion for Mother Earth.

International Students Association
Students Lounge, 4th floor, MFC Bldg., Taft campus

The International Students Association aims to conduct major activities highlighting diverse cultures by promoting healthy relations between international and Filipino students. It intends to help international students in their studies, communication issues, personal development, and school activities.

Optic View Photography Organization
Students Lounge, 12th floor, SDA campus

Optic View is a creative, dynamic, and innovative organization that aims to enhance its members' photography skills by keeping abreast of trends, conducting training sessions, and building linkages with allied organizations in and outside the campus.

5.1.2 Student Governance

The DLS-CSB Student Council is the students' highest governing representative exemplifying the Lasallian values of faith, zeal for Service and communion in Mission. It aims to embody the highest expression of student power and will, seeking to continually develop, enhance and serve the school and nation through innovative and efficient services.

There shall be an independent body called the DLS-CSB Commission on Elections (COMELEC). It shall be recognized as the legitimate and sole body to carry out the duties, obligations, and responsibilities in the conduct of student elections; and abide by the regulations and decisions of the Department of Student Life-Student Involvement Office (DLS-SIO).

5.2 Student Volunteers

Center for Lasallian Ministry - Student Ministers

The Center for Lasallian Ministry -Student Ministers are Benildean students who are called to assist in the faith formation of the College through active participation in worship activities and student retreats recollections. Such participation is meant to enrich the students in their spiritual life and instill in them a sense of service to others.

Center for Counseling Services - Kaagapay Volunteers

The Kaagapay Volunteers, a dynamic and creative support group of the Center for Counseling Services (CCS), have been organized to
help enhance and effectively facilitate the holistic personal growth and development of students, specifically in their psycho-emotional level. “Kaagapay”—a Filipino term for “ally”—connotes friendship, camaraderie, and unity. It speaks of mutual support, trust, care, and respect that spring from individuals with the desire to help others become fully functioning persons in the campus and in society. Kaagapay volunteers/members aim to support the personal growth and development of other students, and alleviate their stress and adjustment challenges.

**Center for Social Action - Student Volunteers (VEES)**
The Center for Social Action-Student Volunteers have undertaken CSA's volunteer-formation program, which provides venues for exposure to and or immersion in socio-economic-political-cultural realities in Philippine society. Such activities aim to develop critical thinking as regards societal issues, thereby contributing towards social change.

**School of Deaf Education and Applied Studies**
The School of Deaf Education and Applied Studies’ Center for Deaf Esteem and Formation houses the following student volunteer groups for the Deaf:

- Lasallian Ministry Program for the Deaf (LMPD) Student Volunteers

The Lasallian Ministry Program for the Deaf Student Volunteers is composed of deaf Benildean students who are called to be part of the faith-formation of SDEAS students through active and unique participation in liturgical functions (lectors and commentators). The group advocates equality to the Benildean community, exemplifying that in spite of being deaf they are still integral members of the Christian family, not simply receivers but evangelizers in their own right.

- Social Responsibility and Outreached Program (SROP) Deaf Student Volunteers

The SROP Student Volunteers are SDEAS students who undergo a series of formation training focused on the development of social awareness, concern for the environment, and a sense of nationhood and volunteerism. The group advocates that despite their inability to hear they can be of service not only to the Filipino Deaf Community but also the Filipino society as a whole.

- Silent Steps

Silent Steps is the Performing Arts Group under the Deaf Performing Arts Program. Its members of this group are Deaf scholars who use the medium of Performing Arts to advocate an awareness of the capabilities of deaf individuals. Though they are unable to hear the music, the vibrations, coupled with the ability to commit to memory the timing of movements through exact counting, Silent Steps brings songs to life and provides its audience with truly memorable and inspiring performances.

- Deaf Blazer

The Deaf Blazer are deaf students who undergo training in various athletic sports. The incorporate a strong commitment to sports with Benildean values, particularly the spirit of camaraderie and sportsmanship. It is through their participation in different competitions that they are able to advocate that truly, “the Deaf can.”

**Student Learning Center Volunteer Tutors**
Student Learning Center volunteer peer tutors are those who expressed willingness to render free tutorial to their contemporaries. Similar to faculty tutors, student tutors, depending on their availability, can teach subjects in which they feel confident. This pool of student volunteers are composed of scholars or those belonging to the dean's list are confident of their strength in particular subject matters. They are motivated to selflessly share their knowledge to their fellow students, helping them achieve academic success.
Section 5: Student Organizations and Volunteer Groups

5.3 Student Artists Groups

**Coro San Benildo (CORO)** is the resident choral company of DLS-CSB. The group has staged intuitive and creative performances on many occasions and various artistic presentations. Through the years, CORO has established a profound reputation among the Benildean and Lasallian communities for its consistent growth and high level of spontaneity.

**Dulaang Filipino (DF)** is the College’s resident theater company empowered to educate its audience on various social issues afflicting today’s society. DF is composed of student artists trained to become future professional theater practitioners who will lead in societal transformative changes through creative and cultural work. DF has produced a number of alumni now recognized in local film, television, and theater.

**Saint Benilde Romançon Dance Company (SBRDC)** is the resident dance company of DLS-CSB. It is committed to educating student artist scholars towards achieving professional excellence in dance, and ensuring the cultural enrichment and development of its audience on- and off-stage. The company focuses its efforts in presenting socially relevant dance performances, specifically neo-classical ballet, contemporary, and hip-hop.

**Stage Production Operations Team (SPOT)** is trained to oversee and provide technical support to all college productions produced by OCA artist groups or non-OCA groups. A part of the team is trained in the mechanics of ushering and managing audiences during performances. Training development for members includes production and stage management; set design; technical direction; and property and costume acquisition, management and maintenance.

**Kariyo** is a special skill team under Stage Production Operations Team (SPOT) dedicated to popularizing and developing the art of shadowplay. Since the summer of 2011, Kariyo has carried out live performances, collaborations, exhibitions, and workshops. OCA is now venturing into the world of visual arts with Kariyo as its showpiece.

5.4. Athletic Teams

- a) Arnis
- b) Athletics-Men
- c) Badminton-Men
- d) Badminton-Women
- e) Basketball-Men
- f) Basketball-Women
- g) Beach Volleyball-Men
- h) Beach Volleyball-Women
- i) Chess
- j) Fencing
- k) Football-Men
- l) Futsal-Women
- m) Golf
- n) Lawn Tennis-Men
- o) Lawn Tennis-Women
- p) Pep Squad
- q) Swimming-Men
- r) Swimming-Women
- s) Table Tennis-Men
- t) Table Tennis-Women
- u) Taekwondo-Men
- v) Taekwondo-Women
The District, collaborating closely with the commitment of the Institute, has produced the Lasallian Guiding Principles (LGP), defining the characteristics and values of a Lasallian School in the Philippines.

6.1 Office of the Vice Chancellor for Lasallian Mission and Student Life

The Office of Lasallian Mission and Student Life (LMSL) is dedicated to integrating Lasallian principles of education, formation, and social development into the Benildean community way of life. It nurtures and cultivates the distinctive societal mission and ministry of the College, with particular attention to the Lasallian identity and culture. It contributes to the development of DLS-CSB towards becoming more faithful to its Mission, having greater clarity about its Mission in all planning and decision-making.

LMSL consists of the following offices: Department of Student Life, Center for Lasallian Mission, Center for Social Action, Center for Counseling Services, and the Center for Accompaniment and Animation.

6.1.1 Department of Student Life

The Department of Student Life (DSL)—in close collaboration and partnership with the academic programs; and guided by the Lasallian values of faith, zeal for service, and communion in mission—works towards the holistic formation and Christian education of students. DSL provides the learning community with opportunities for personal growth and development, molding it to be globally competitive Christian professionals.

General Guidelines:

a) The student government, student organizations, student groups, and other student assemblies are all under the supervision and regulation of the DSL.

b) Student Involvement:
   1) The rules and regulations governing student government, organizations, groups, and other student assemblies are stipulated in the Student Involvement Manual.
2) Student assemblies shall have the right to determine policies and programs governing their activities in accordance with their duly ratified constitutions and by-laws, subject to the provisions/guidelines in the Student Involvement Manual and the Student Handbook.

3) Other offices may maintain their own guidelines and policies on the operations of student volunteer groups under their supervision.

4) Student Government. The students shall be represented by their duly elected student council.

5) Officers shall be elected annually by the student body. The tenure of elected officers shall be one school year until the next set of officers are elected and inducted, unless removed from office or impeached.

6) Student Assemblies are a collective term for student government, organizations, groups, parties, artist companies and volunteer groups, and other duly constituted assemblies of students.

7) Student Volunteers are individuals or groups that provide services to the departments or offices in their operations. The nature/purpose of volunteers should not, in any way, assimilate or compete with that of student governments, organizations, parties, clubs, and other assemblies under the administration/regulation of DSL.

8) Administration and regulation of artist groups is the responsibility of DSL and is delegated to the Office of Culture and Arts.

9) Through its respective student representatives and the student organizations, the DSL facilitates and ensures student representation in all relevant school committees, councils, and task forces in activities on and off campus.

10) College Break (C-Break) is held every Mondays and Wednesdays from 1:00–2:30 p.m., providing time for academic and extra-curricular activities.

11) The week before final exams and the actual final exams week are Activity Ban periods. Non-academic student activities are suspended during this period to ensure that students focus on academic/course-related requirements and study for their final exams.

12) Exemplary student achievements and involvement in co and extra-curricular activities during the school year are given due recognition and affirmation in the annual Gawad Benildyano. Those who stand to receive citations include student artists, student leaders, athletes, campus journalists, and volunteers of the various offices in the College.

DSL provides and carries out various programs, services, activities, and projects that promote values-formation and character development through the following units and offices:

6.1.1.1 Academic Extension Program (AEP)

The Academic Extension Program provides quasi-academic, curricular, and co-curricular courses and services. The following units are under the AEP:

a) National Service Training Program (Republic Act No. 9163)

As mandated by RA 9163, all tertiary schools, colleges, and universities shall implement the National Service Training Program (NSTP) “aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components”.

The first component is the Civic Welfare Training Service (CWTS), which are “programs or activities contributory to the general welfare and the betterment of life for the members of
the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry” (RA 9163).

The second component, Literacy Training Service (LTS), is “a program designed to train students to become teachers of literacy and numeracy skills to school children, out-of-school youth, and other segments of society in need of their service” (RA 9163).

The third component is the Reserved Officers Training Corps (ROTC), “a program institutionalized under Sections 38 and 39 of RA 7077 of the Citizen Armed Forces of the Philippines Reservist Act designed to provide military training to tertiary-level students in order to motivate, train, organize and mobilize them for national defense preparedness” (RA 9163).

b) CSBLIFE and CSBGRAD
The courses CSBLIFE and CSBGRAD help students in learning, realizing, and experiencing basic knowledge and practical skills aimed at better understanding what it means to be a Benildean-Lasallian.

The students are expected to participate in different co-curricular and/or extra-curricular activities within the College. These integrated activities offer a broad perspective of education and personal growth—that learning and development go beyond the classrooms; it is targeted not only at the mind but also the heart and soul; and it must be applied in their everyday lives.

c) Student Learning Center
The Student Learning Center (SLC) is committed to providing academic support services to students and participating in retention initiatives related to students’ academic success. SLC provides resource and study assistance services and facilities, namely:

a) Free Tutorial Services. One-on-one or small-group (two to four students) tutoring for free on any subject may be provided by a volunteer faculty or peer tutor. Schedules of tutors can be acquired from SLC student assistants. Students who want to avail of this service should go to the SLC office to make arrangements.

b) Resource Library. SLC houses an open resource of books, videos, CD-ROMs, and other materials to assist students in improving their academic performance. These materials are also used during tutorials.

c) Private and Group Tutoring Areas. The SLC provides learning spaces for consultation, training, and tutoring purposes.

d) Equipment provided for learning purposes include:

1) Computers with CD-ROM and Internet capability, which may be used by students for research and other school-related work.
2) Television with video player and headset for use in viewing videos from the SLC collection.

6.1.1.2 Blessed Brother Scubilion Hall
Home to qualified male student artists, athletes, and select scholars who are on full scholarship, the fully air-conditioned dormitory facility has 24-hour security, housekeeping services, and full-time dorm house parents.

Learning facilities inside the dorm include free access to internet and free use of computer units.

Fellowships and celebrations include birthday parties, General Assembly, Christmas Party, and Teambuilding/Family day and Homecoming. Formation programs are held, serving as venues for student residents to develop good study habits, personal and interpersonal skills, a positive mental attitude, and strong spiritual Benildean-Lasallian values.
6.1.1.3 Career and Placement Office

The Career and Placement Office is a career resource center that provides students and alumni the resources and services to assist them in career development and employment opportunities. These resources/services are offered to internal constituents and external partners for the mutual benefit of prospective employers and the Benildean community.

Services
a) Career Development Programs and Activities:
   1) Practicum Preparation Seminar Workshops
   2) Career Fairs
   3) Professional Life Skills Series of Seminars
   4) Networking Activity
   5) Cashflow 101 Board Game

b) Career Information Services:
   1) The Career Portal is a web-based job search engine and career information resource site designed for students, on-the-job trainees, graduates, and the school’s corporate partners. It gives students and alumni opportunity to explore various options for training, employment, business, and education. Employers may tap the portal to source for talents to fit various job requirements. To access, please log-on to www.benilde.edu.ph/careers or if you are on campus simply type csb/careers.
   2) Bulletin Board – For job seekers, current job and/or internship requirements are posted on bulletin boards situated in strategic locations in the College.

c) Placement Mentoring Services

   By Appointment
   • Daily Walk-in Appointments (Mondays to Fridays, 1:00 p.m. to 3:00 p.m.)
   • Career Hotline (Telefax 526-1832; Mondays to Fridays, 3:00 to 5:00 p.m.)
   • Cyber Placement Mentoring (student.careerplacement@benilde.edu.ph; alumni.careerplacement@benilde.edu.ph)

6.1.1.4 Office of Culture and Arts

The Office of Culture and Arts (OCA) is a formation office for Benildean artists who are viewed as life-long learners committed to the pursuit of artistic growth and innovation, seeking to uplift Filipino culture and traditions in the general community through the promotion of the arts.

The OCA develops programs and project initiatives that give students the opportunity to participate in and experience arts and culture in the College community during the school year.

The Office of Culture and Arts is currently composed of five (5) artist groups namely, Dulaang Filipino, Stage Production Operations Team, Coro San Benildio, Karilyo, and Saint Benilde Romancon Dance Company.

Designed to strengthen the artistic foundation of student members in various creative disciplines, these are special-interest organizations were created to enhance the cultural image DLS-CSB in line with the institution’s thrust toward constant innovation.

The OCA has humble beginnings but honorable goals to provide a venue for the artistic expression of the collegiate community, both student and faculty. It is the Office’s intention to establish a cultural image for and represent DLS-CSB in the art community.

6.1.1.5 Office of Student Behavior

The Office of Student Behavior (OSB), which is part of the formation team under DSL, aims to imbue the character of
students with Christian ethics. It seeks to help students grow and develop into mature, responsible, effective, and worthy citizens of the community. The OSB also tasked to maintain peace and order in the College, in line with the institution’s philosophy of discipline. It seeks to create and maintain a safe and orderly educational environment conducive to learning.

Specific policies and procedures regarding the implementation of DLS-CSB’s discipline rules and regulations are stipulated in this Handbook.

6.1.1.6 Student Involvement Office

The Student Involvement Office (SIO) aims to enhance and facilitate the professional and socio-cultural growth and development of students through creative, pro-active, innovative, and excellent approaches and strategies to student activities and active participation in various leadership-development events and seminars. Talent and skills enhancement, leadership, character-building, and values-formation are emphasized in the development of various student groups such as the student government, student professional organizations, student special interest organizations, and volunteer groups. The office takes charge of welcoming freshmen and transferees to the Benildean community by providing their first formal socialization into the College through Interaktiv (Orientation Program) and U-Nite (Unity Night).

The SIO, through the Student Activities Unit screens, recognizes and supervises all campus student organizations and government and their activities. It assists in planning, implementing, controlling, monitoring, and evaluating projects, activities and financial transactions. All student leaders are provided the opportunity to grow in their capacity to manage and lead their organizations, and raise their level of socio-political consciousness through the various skill-building, leadership formation, and management-training workshops and programs.

Policies, guidelines, and procedures governing the conduct of student activities and projects are stipulated in the Student Involvement Manual.

Services and Programs

The following services and program are implemented by the Student Involvement Office: Organizational Evaluation and Performance Review, Student Activities Recruitment Week (STAR Week), Performance Enhancement Programs (PEP)/Leadership Trainings, assistance to project/activity proposals, and Student Organization Adviser Skills Enhancement Program.

The International Students Unit provides information and lends support to international students, fostering and facilitating international and cross-cultural experiences.

Services and Programs offered: Visa Orientation and Processing Service, Seminars related to adjustment to college life and Teambuilding workshops, Cross-cultural activities/programs, acquaintance parties, and exposure trips.

6.1.1.7 Student Publications Office

The Student Publications Office (SPO) trains and guides the members of the College’s major publications for serious journalistic work and disciplined literary undertakings. It is intended to help them students achieve the autonomy envisioned by Republic Act No. 7079 (Campus Journalism Act of 1991).

“Student publications” pertains to printed materials that are independently published by students in response to the needs of the Benildean student body. These printed materials include newspapers, magazines, newsletters, yearbooks, periodicals, handouts and other publications whether computer-printed, mimeographed or photocopied, published by students for campus circulation.
Publications of existing accredited organizations that have previously released newsletters, journals, or other materials pertaining or connected to their organization/assembly are considered “recognized minor publications”. Publications of existing accredited organizations previously unpublished, will be publishing for the first time, or is still in its maiden year are considered “probationary minor publications”.

The SPO supervises the operations of two major student organizations, the Benildean Press Corps (BPC) and the Benildean Yearbook Office (BYO).

BPC is the student-journalists’ organization of the College. It is committed to providing students with relevant and legitimate information; showcasing their talents, skills, and creativity; and promoting responsible journalism. It aspires to be the benchmark of campus publications among universities and colleges in the Philippines through excellent and autonomous journalistic and literary works.

The BPC, guided by the edicts of responsible journalism, is tasked to gather and publish news and present views relevant to the needs and interests of the student body.

Major Publications

a) The Benildean. As the official student publication of DLS-CSB, The Benildean presents relevant, veritable, and legitimate information to the Benildean community. It is a medium for students to voice out their thoughts, reactions, concerns, and opinions; and a venue for enhancing the journalistic skills of its members. It is the springboard of special interest publications such as Ablaze, BLIP, Dekunstrukt, Horizons, Karilyon, and Shades of Gray.

b) Ablaze. This sports magazine takes an in-depth look into the ins and outs of DLS-CSB athletics. Ablaze features the personalities and perspectives that make Benildean sports the action-packed spectacle that it is.

c) BLIP (Benildean Lifestyle, Interests and People). A features magazine, BLIP brings forward Benildean achievers in the field of arts, sciences, and athletics. It explores the lighter side of college life with features and tidbits that give oomph to the hip lifestyle that’s unmistakably Benildean.

d) Dekunstrukt. This photography folio showcases the works of the finest photographers in DLS-CSB. Harnessing the power of the captured image, it provides a venue for student photographers to express and present their view on the people and the world at large.

e) Horizons. Horizons is an art folio that puts the spotlight on Benildean visual artists. It features illustrations that run the gamut from serious to light-hearted, but always thought-provoking.

f) Karilyon. Layunin ng Karilyon ang isulong ang kulturang Pilipino at sariling wika, at palaganapin ang mga paksang pang-akademiya o pangkabuhayan patungkol o angkop sa mga Pilipino. Sa pamamagitan ng pagtatalakay sa mga napapanahong isyu at natatanging kaugalian, tradisyon, at kagawiang Pilipino, pinagayaman ng Karilyon ang Benildean Core Value na “sense of nationhood”.

g) Shades of Gray. Benildeans with a passion for the literary arts showcase their talents in this refreshing and dynamic creative writing folio. It is a venue for broadening an awareness of and providing exposure to various literary expressions.

6.1.2 Center for Animation and Accompaniment

The CAA envisions Benildeans who are strongly committed to the Mission by providing them a formative process that will develop their Lasallian identity, deepen their spirituality, and cultivate their sense of belonging to a community for the human and Christian education of the youth.
Guided by the Benildean core values, its programs are aimed at strengthening a sense of community among Benildeans from different schools, centers, and offices, constantly reminding them that we are in this together, and that together and by association we would be most effective in shaping the lives of the students entrusted to our care.

6.1.3 Center for Counseling Services

The Center for Counseling Services (CCS) is an integral part of the educational mission of the College. It has three essential roles in serving the College community: counseling and therapy for students experiencing personal adjustment or requiring professional attention; proactive teaching for students to identify and learn life skills to help them achieve their educational and life goals; and contributing to a campus environment that facilitates the healthy growth and development of students.

Services

CCS provides the following services: initial and exit interviews*; individual and group counseling; consultations with parents, faculty, personnel, and students; crisis interventions; emergency services; issuance of documents for those who wish to take a leave of absence (LOA) and for returnees, transferees, and shiftees; issuance of recommendation letters; seminars/workshops for parents, students and the College community; information services and lecture series; test interpretation; group/CSBLIFE class facilitation/interaction/training (upon request); and practicum site for graduate students in Psychology/Guidance and Counseling.

It publishes the “Oh My Guide” brochure series for parents and students; and provides counseling to foreign students, children of OFWs, student artists, and athletes on performance enhancement. It implements the “Quit Smoking Program” and supervises the CCS Week celebration.

* Students are required to see their counselors for their initial interview during their freshman year or else they will not be able to enroll during their second year. The exit interview is required for students in their final year. These interviews are requisites for graduation.

6.1.4 Center for Lasallian Ministry

The CLM facilitates a holistic formation of the Benildean community towards discovering their mission in the Church. It has two major ministries, the Office of Lasallian Formation and Office of Prayer and Worship.

6.1.5 Center for Social Action

The Center for Social Action (CSA) advocates for a socially involved Benildean community. It is inspired by the compassionate responses of Christ and Saint John Baptist de la Salle to the social issues of their times. Guided by the Principles of Lasallian Social Development, the Center strives to spark in all Benildeans a compassionate spirit in addressing contemporary social issues.

It aims to heighten social awareness and effect social transformation in the Benildean community. The CSA works in solidarity with different organizations and institutions to create a community of socially responsible individuals. Among CSA’s programs are: Alternative Learning System, Invisible Sisters Kapitbahayan Eco-livelihood, Summer of Service, Volunteer Formation, Community Service, Issue Advocacy, Disaster Response, Student and Personnel Outreach Assistance, Partnership and Networking, and Alay sa Bata.

Community Service Program (CSP) is a social formation program striving to deepen Benildeans’ understanding of social realities, enjoining them to proactively respond to societal issues. CSP is an institutional requirement as stipulated in the Student Handbook.
The following are required to take CSP:

1) Transferees who did not take NSTP in DLS-CSB
2) International students
3) DLS-CSB students with ID # 101 and below

Summer of Service Program (SOS) is an annual two-week volunteer program, which aims to engender students, faculty, and staff an awareness of and responsiveness to Philippine societal concerns. SOS participants are immersed in the social realities at the grassroots level. It serves a channel for direct service to various partner schools and communities all over the Philippines.

6.2 Learning Enhancement and Adjustment Program

The Learning Enhancement and Adjustment Program (LEAP) is a one-year remedial general education program offered by the School of Multidisciplinary Studies (SMS). A bridging program, it is designed to help students develop basic mathematical and communication skills, and prepares them to meet admission requirements of DLS-CSB's degree programs.

LEAP endeavors to assist students identify their academic strengths and difficulties, closely guiding them towards personal, relational, and academic maturity. It offers sufficient interventions and teaching methodologies that are suited to their needs. It aims to develop students' innate capabilities, equipping them with the necessary skills to increase their chance of admittance into a regular program at DLS-CSB.

As soon as students successfully fulfill all requirements of LEAP, they are eligible for admission into a baccalaureate course of their choice in DLS-CSB.

6.3 Office of the Vice Chancellor for Development and Institutional Relations

The Development and Institutional Relations (DIR) Division focuses primarily on the advancement of the arts, communications, external linkages, security, sports, and strategic planning activities in the College.

The DIR Team's Vision is to actively engage the dynamic and holistic involvement of internal and external stakeholders in the promotion, preservation, and enhancement of the college identity, community, and resources.

The Division's primary role is to strengthen and promote the College's image, reputation, resources, and institutional relationships as it seeks to enhance the well-being of DLS-CSB. This role is fulfilled by fostering goodwill, ensuring a cohesive and strong internal environment while engaging its external public through effective communications and stable partnerships.

6.3.1 Center for Sports Development

The Center for Sports Development (CSD) functions as the support system that addresses the needs and concerns of student-athletes. Through its holistic formation approach, CSD commits to innovation in sports pedagogy, technique, and technology by instilling a sense of social responsibility and community.

CSD serves as mentors to student-athletes, strengthening in them the Lasallian and Benildean core values in competition, challenge and conflict. Together with other offices in the College, CSD initiates skills training programs and an academic monitoring system for these students. Ultimately, the Center hopes to instill in every student-athlete a winning attitude not only in sports but life as well.

The Units under this Center are:

1) Varsity Sports and External Relations Office
2) Operations and Support Services Office

6.3.2 Center for Institutional Communications

The Center for Institutional Communications (CIC) works to strengthen and promote DLS-CSB’s image and reputation,
and enhance its wellbeing by fostering goodwill by ensuring an inspired, well-informed and cohesive internal community while engaging its external public through creative and effective communications.

CIC is committed to establishing and sustaining an integrated marketing and communications approach that promote the extraordinariness of Benilde. A creative and innovative work process is undertaken to help create effective communication and marketing campaigns and research.

The center partners with various sectors of the College to provide a variety of marketing and communications services. The teams under CIC create and manage the content of Benilde’s various communications channels, administer the use of the Benilde brand, generate campaigns to promote the identity of the College to internal and external publics, and coordinate and execute communications-related market intelligence and research programs. The Units under this Center are:

1) Marketing Communications Office
2) Media Management Office
3) Communications Research Office

6.3.3 Center for Linkages and Advancement

The Center for Linkages and Advancement (CLA) is a service unit that contributes to the College’s mission through the development and strategic management of long-term relationships with key internal and external stakeholders. CLA plans, assists, coordinates, and nurtures programs and relationships in order to promote active external links, alumni involvement, and increasing fundraising success.

The CLA ensures that external linkage and alumni relationship programs are in line with DLS-CSB’s mission. With the help of various units in the College, CLA develops strategic resource mobilization initiatives and promote alumni development. It manages the Benilde Envoys Program, which provides scholarships and leadership skills development to selected students.

The Units under this Center are:

1) Linkages Office
2) Advancement Office
3) Support Services Unit

6.3.4 Center for Safety and Security (CSS)

The Center for Safety and Security (CSS) is the service unit responsible for ensuring the safety and security needs of the College. It works closely with strategic partners in the community, other institutions, and vital government agencies to offer protection services in and around the three Benilde campuses. By implementing international safety standards, CSS works to ensure that the Benildean-Lasallian community is a secure learning environment where diverse social, cultural, and academic values are allowed to develop and prosper.

The CSS keeps close tabs on all aspects of security and safety by operating, among others, a CCTV system and employing K9 services. It maintains peace and order while implementing school policies. The Center is also available for security requests for off-campus activities.

The Units under this Center are:

1) Security Operations Office
2) Safety Compliance Office
3) Hotel Security Office

6.3.5 Museum of Contemporary Art and Design (MCAD)

The Museum of Contemporary Art and Design (MCAD) maintains Benilde’s professional image in arts and culture. It is where the
College’s diverse facets come together, strengthened by creative enterprise. Housed on the ground floor of the SDA campus, MCAD serves as a think tank for the creation of ideas while setting the standards in exhibiting contemporary art. MCAD commits to advance the College’s art education by hosting exhibits, discussion, projects, lectures, and master classes.

6.3.6 Office of Strategic Development Planning (STRAT)

The Office of Strategic Development Planning (STRAT) enjoins the community to set management standards for Educational Institutions through benchmarking best practices, evaluation of institutional policies, facilitating long-term strategic plans, and promoting sustainable design practices for Campus Development. STRAT collaborates with internal and external stakeholders in drafting plans and reviewing policies for the continued advancement of both the institutional and physical growth of the College.

The Units under this Center are:

1) Office of Strategic Management
2) Office of Campus Planning
3) Office of Strategic Research

6.4 Office of the Assistant Vice Chancellor for Learning and Information Systems and Services

6.4.1 Admissions Center

Admissions Center (AdC) is a student service unit committed to the recruitment, screening, assessment, and admission of applicants to various DLS-CSB degree programs.

AdC supports DLS-CSB’s Vision-Mission by forming linkages with other offices, units, centers, and institutions to generate support for the College’s goals and programs. It also produces and disseminates information and technical know-how to internal stakeholders, assisting them in making informed plans and decisions. In pursuing its goals, AdC seeks to be ethical, just, and Christian in ideals.

6.4.2 Br. Fidelis Leddy Learning Resource Center

The Br. Fidelis Leddy Learning Resource Center (LRC) is a multimedia library that supports the unique educational philosophy of the College. Its resources vary widely in format from conventional printed materials, such as books and periodicals, to other forms of stored media namely, cassettes, video tapes, transparencies, compact discs, and online resources. Each year the LRC adds new materials to its collection and upgrades equipment. LRC has four separate facilities: two in Taft Campus, one in AKIC Campus, and another in SDA Campus. With the Vision-Mission of the College as its guide, LRC seeks to provide relevant learning resources for the curricular, instructional, informational, and recreational needs of students and employees.

For more information regarding the resources, facilities and services of the LRC, please refer to the “Your Guide to the Br. Fidelis Leddy Learning Resource Center (LRC), which is available in the LRC service areas in the three (3) campuses.

6.4.3 Center for Learning and Performance Assessment

The Center for Learning and Performance Assessment (CLPA) aspires to become a responsive, proactive, and leading channel of valid and reliable information for the continued instructional and institutional improvement of the Benildean community. Geared towards Benildean excellence, the CLPA, through collaboration and innovation, will proactively pursue the promotion of a culture of accountability via research, testing, assessment, and accreditation.

Given these, the CLPA is divided into four offices namely, Office of Institutional Testing (OIT); Office of Learning Assessment (OLA); Office of Performance Assessment (OPA); and Office of Institutional Accountability and Accreditation (OIAA).
As a service office to the academic programs, the OIT assesses students’ academic potential and performance through psychological testing. These assessment activities have bearing on decisions regarding admissions, placement, and possible academic interventions, and guidance and counseling.

The OIT likewise serves as the laboratory for students enrolled in the Industrial Testing (INDUTES) course of the Human Resource Management program of the School of Management and Information Technology (SMIT).

The OLA conducts institutional researches to address specific needs of the College. It conducts research focused on student learning outcomes and the development of customized assessment tools for students, and school programs and services.

CLPA evaluates the quality of instruction, academic programs, and services of the College. It also assesses the job performance of faculty, administrators, and personnel periodically—a function handled by the OPA. Evaluation results serve

6.4.4 Office of the Registrar

The RO maintains students’ academic records and other documents relevant to academic residence, ensuring confidentiality of student records at all times. As the institution’s principal liaison with the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), and the Bureau of Immigration (BI), the Registrar ensures compliance to and implementation of regulations and standards.

6.4.5 Student Grants Office

The Student Grants Office ensures the College’s commitment to its mission to make Benildean-Lasallian education more accessible to learners from diverse backgrounds.

The SGO processes, evaluates, approves, and awards scholarships or grants to deserving and talented students of DLS-CSB and/or qualified incoming frosh. It also monitors and provides development programs to scholars to help ensure their academic success.

6.5. Office of the Vice Chancellor for Administration

6.5.1 Information Technology Department

The Information Technology Department (ITD) is DLS-CSB’s infrastructure and communications technology service-provider. It aims to manage innovative academic, computing, and communications technologies that support academic development, personnel efficiency, and administrative decisions; and enhance all users’ abilities to perform their tasks.

Services

a) Technical Support. ITD provides assistance in the use and management of technology resources such as computers, peripherals, networks, e-mail, Internet, intranet, software, and applications used for administration and learning.

b) Learning Technology Management and Development. ITD provides support services, installation, configuration, and maintenance of computer hardware and software in computer laboratories and classrooms. ITD also handles computer laboratory reservations for special events/seminars and make-up classes.

c) Computer Software/Hardware Management and Development. ITD provides installation, configuration, control, and maintenance of computer software and hardware.

d) Network Services. ITD provides computer network connections (both wired and wireless), server and network equipment management, information systems administration, e-mail services, Internet access, and web-hosting services.

e) Research and Evaluation. ITD conducts research, evaluation, testing, and certification of information technology products and solutions.

f) Miscellaneous Services. ITD renders other computer related services such as printing, scanning, CD-writing, lending of computer resources, and video conferencing.
6.5.2 General Administrative Services Department

The General Administrative Services Department (GASD) is mandated to provide services related to building and grounds, gardening and landscaping, pest control management, engineering maintenance, logistics support, mailing, messengerial and mimeographing, warehouse and property control, concessionaire management, and motor pool. The Department is composed of four centers: the Engineering Center; Center for Logistics and Property Management; Purchasing Center; and the Center for Housekeeping and Environmental Concerns. These centers are directly under the Assistant Vice Chancellor for General Administrative Services.

6.6. Office of the Vice Chancellor for Finance

6.6.1 Finance Department

The Finance Department is committed to safeguarding the institution’s resources and managing its accounting and financial affairs. It guarantees that the conduct of these tasks is up to standards set by the accounting profession and the Lasallian community. Comprising FD are Treasury, Student Accounts, Hotel Accounts and Tax Monitoring, Payables, General Accounts and Budget, and Property, Cost Control, and Inventory.

SECTION 7
Student Discipline

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7.1 DLS-CSB Philosophy of Discipline

Discipline is the formation and development of character according to Christian ethics. It seeks to help students grow and develop into "mature, responsible, effective, and worthy citizens of the community." Discipline entails the maintenance of peace and stability in the community, geared at preserving a "safe and orderly educational environment conducive to learning."

DLS-CSB deems administrative sanctions necessary to uphold institutional norms and ensure an atmosphere conducive to promoting the common good, but emphasizes values, truth, justice, and social responsibility when instilling discipline. It fosters relationships engendering a cooperative spirit through opportunities that teach help students make moral and ethical choices.

The College's brand of discipline intends to fortify character and help students realize their true worth as members of a Christian community. It aspires to instill the Benildean Core Values combined with deep faith, an appreciation of each individual's worth, social responsibility, creativity, professional competence, and a sense of nationhood.

Given this philosophy, the College expects students to conduct themselves in a manner that conforms to and upholds The Student Code of Discipline:

Imbued with the Benildean ideals and discipline, students are expected to:

a) Exemplify Christian values, ethics, and principles.
b) Promote a just and humane community.
c) Respect the rights of others.
d) Be socially responsible and responsive to others.
e) Preserve one's good name and that of the College.
f) Help maintain peace and order in the community.
g) Strive to promote the Vision-Mission of the College.

DLS-CSB students shall at all times observe and abide by the laws of the land; the code of discipline and provisions, norms, rules, and regulations prescribed by the College; and memoranda issued by the Commission of Higher Education (CHED).

Any student found guilty of violating any such provision, norm, rule, and/or regulations shall be subject to disciplinary action as provided.

7.2 The Principle of "Loco Parentis" and Special Parental Authority

College administrators, faculty members, and school personnel shall exercise “special parental authority” and/or "loco parentis" (substitute parental authority) over students. They have the right to discipline and/or apprehend violators of College rules, regulations, and policies; and refer them to the Office of Student Behavior when necessary.

Student discipline is a responsibility shared by all community members. College administrators, faculty, personnel, student leaders, security and maintenance personnel, and all other employees are authorized to confiscate a student's ID when he or she is caught in the act of committing an offense as stated in the Handbook, or in flagrante delicto.

A student's refusal to present his or her ID upon request of an authorized person shall be considered an aggravating circumstance. In events where victims of offenses do not file complaints and suspected perpetrators do not admit or confess their guilt, the DLS-CSB community member who has knowledge of the offense committed may file the complaint. In the same manner, the Head of the Office of Student Behavior may initiate investigation and filing of a case on behalf of the College.

7.3 Jurisdiction of DLS-CSB

The College has jurisdiction over students while they are in the campus premises.
The College also has jurisdiction over its students for acts committed outside the school and beyond school hours in the following situations:

a) In cases of violations of school policies or regulations off-campus even if it is not a school-sponsored activity.
b) In cases where the misconduct of the student involves his or her status as a student or affects the good name or reputation of the school.

7.4 The Office of Student Behavior (OSB)

The Office of Student Behavior is generally tasked to maintain peace and order in the College in accordance with the institution’s Philosophy of Discipline.

The OSB Head formulates and implements the general operations and programs of the OSB. The Deputy Officers assist the OSB Head in the implementation of discipline programs and policies and overseeing the daily operations of the OSB. The Discipline Officers enforce the disciplinary rules and regulations of the College. They also assist students through the Formation Program under the OSB.

The OSB also provides the following services to the students:

a) Issuance of certification of good moral character.
b) Initial storage of lost and found items and subsequent turnover of unclaimed items to the GASD and/or Finance Department.
c) Issuance of forms such as, but not limited to:
   1) Clearance
   2) Temporary Pass
   3) ID Renewal Slip
   4) Violation Form

d) Documentation and recording of disciplinary cases.
e) Mediation between students.
f) Monitoring of peace and order in the campus.

7.4.1 The College Discipline Board

The College Discipline Board, hereinafter referred to as the Board, hears and decides cases under its jurisdiction and brought to its attention by the OSB Head. Offenses that may be meted with a sanction of suspension beyond two (2) weeks, exclusion, and expulsion are submitted to the Discipline Board.

The Chairman of the Board, who is appointed by the President, and is a member of the Integrated Bar of the Philippines, presides over all hearings and deliberations. He shall have control over all Board proceedings and at no time shall his presence be dispensed with. The members of the Board and their alternates are appointed by the DLS-CSB Vice Chancellor for Lasallian Mission and Student Life from names recommended by their respective sectors.

A majority of the members of the Board shall constitute a quorum. A majority of the quorum shall be necessary for rendering judgment and imposing appropriate sanction.

7.4.2 The Discipline Panel

The Discipline Panel holds conferences to hear and decide on cases brought to the attention of the OSB Head, the sanctions for which last for no more than 20% of the prescribed school days for the term, or suspension for 14 school days. In some cases, however, the Panel may elevate the case to the Discipline Board for formal adjudication. The composition of the Panel shall be as follows:

a) The OSB Head, who acts as the Presiding Officer.
b) The Chair/Head of the program in which the respondent is enrolled, or an authorized representative.
c) Duly elected Student Council officer.
7.4.3 DLS-CSB Special Counsel

As may be deemed necessary, the Vice Chancellor for Lasallian Mission and Student Life (VC-LMSL) may recommend to the President the appointment of a special counsel to act on legal matters affecting College interests.

The special counsel the members of which shall be named by the VC-LMSL, may be asked to do the following:

a) File with and prosecute charges in the Board for and on behalf of the College in cases where the College takes action against students, with or without formal complaints filed by the persons aggrieved or victimized or whose rights may have been directly violated or by any other person interested or authorized to file such complaints.

b) Prosecute formal charges filed with the Board by any interested party or authorized person other than the College upon its own initiative, where the College nonetheless deems it necessary to protect and promote the interests and rights of the College or those of the complainants.

c) Undertake such other actions as may be deemed necessary by the President. At its discretion, the Board may, however, proceed or continue with the hearing of a disciplinary case despite the non-designation, non-availability, or absence of a Special Counsel. The Special Counsel shall not participate in the deliberations of the Board and should only function as a legal adviser, safeguarding and promoting the College’s best interests.

At its discretion, the Board may, however, proceed or continue with the hearing of a disciplinary case despite the non-designation, non-availability, or absence of a Special Counsel.

7.5 Jurisdiction over Discipline Cases

7.5.1 There are three (3) possible ways of resolving cases presented/filed at the OSB: (1) resolution at the OSB Head’s level,

(2) resolution by the Discipline Panel, and (3) resolution by the Discipline Board.

7.5.1.1 Cases resolved at the level of the OSB Head:

a) All minor offenses
b) All major offenses where:
   1) The respondent executes in writing an open and full admission or confession of guilt.
   2) The corresponding penalty therein does not exceed seven (7) days of suspension.

As may be deemed necessary, the OSB Head may convene the Discipline Panel or elevate the case to the Discipline Board. The OSB Head presides over the Discipline Panel, and may sit as a resource person in the Discipline Board but at no time participates in the deliberation.

7.5.1.2 Cases resolved by the Discipline Panel: The Discipline Panel shall exercise jurisdiction over major offenses brought to its attention by the OSB Head where the respondent executes an incomplete or qualified admission, or a denial.

7.5.1.3 All enrollment related requirements (e.g. TOR, Birth certificates) found spurious by RO shall be decided upon by a Special Discipline Panel composed of the following:
   (1) OSB Head, (2) Registrar, (3) Special Counsel, and (4) Student Representative.

7.5.1.4 Cases resolved by the Discipline Board: The Discipline Board shall exercise jurisdiction over:

a) Major offenses the sanctions of which are meted with suspension beyond 20% of the prescribed school days for the term, that is, more than 14 school days.

b) Investigations of specific factual matters that are in the nature of an appeal regarding a decision made by the OSB
Head or the Discipline Panel. This is to determine the accuracy of the appreciation of the OSB Head/Discipline Panel of the evidence presented to him/her, or to receive newly discovered evidence that had not been available at the time the matter was under investigation of the OSB Head/Panel. (See Appendix N).

7.6 Offenses

7.6.1 Major Offenses

A major offense, which merits any of the sanctions defined in Section 7.7.1, includes the following:

**Offenses against College Security and Order**

*7.6.1.1* Initiating or participating in activities that threaten College security or public order.

*7.6.1.2* Unauthorized possession of deadly weapons or objects that can be used to cause injury within the College premises, or during school-sanctioned activities or functions on/off-campus.

*7.6.1.3* Disruption of or causing a disturbance to academic functions or school activities on/off-campus.

*7.6.1.4* Lending, borrowing, or using someone else’s ID card, Enrollment Assessment Form (EAF), official receipt, or other official documents.

*7.6.1.5* Presenting another person’s documents as one’s own.

*7.6.1.6* Tampering with one’s own or another student’s ID card and using it to gain entry into DLS-CSB or DLSU-Manila premises, whether or not damage was inflicted on any member of the DLS-CSB or DLSU-Manila academic community or any third party.

Offenses against Persons in Authority

*7.6.1.7* Direct assault upon the person of any member of the faculty, administration, non-teaching personnel, or any College Personnel, or any student or person vested with authority while such person is in the performance of official duties; or on occasion of such performance.

*7.6.1.8* Indirect assault, or using force or intimidation against any person coming to the aid of the authorities on occasion of the commission of the offense defined in the immediately preceding section.

Offenses against Public Interest and the Good Reputation of the College

*7.6.1.9* Dishonesty and/or any fraudulent act

*7.6.1.10* Forging, falsifying, or tampering with academic or official records or documents of any kind; securing or using forged, falsified or tampered school records, forms, and/or official documents; and practicing or attempting to practice any deception or fraud in connection with one’s admission to, registration in, or graduation from the College or any College activity or function. The student is accountable for the authenticity of all documents submitted regardless of whether he or she is directly involved in the act defined herein.

*7.6.1.11* Perjury, which is defined as testifying falsely in any administrative proceeding or knowingly making untruthful statements in documents under oath when such oath is required.

*7.6.1.12* Any act, omission, condition, status, or circumstance tending to cause or causing disrepute, discredit, or dishonor to the College or persons in authority, and/or contempt for the name of the College or any member of the Community.
7.6.1.13 Making false representation and/or announcement that tends to put in disrepute or cause damage to the College or persons in authority.

7.6.1.14 Any form of student or "student organization related" misconduct, whether committed within or outside College premises, which directly or indirectly affect the good name of the College.

7.6.1.15 Unauthorized collection or solicitation of funds; and exaction of money, checks or other negotiable instruments and/or any material or object in connection with matters pertaining to the College.

7.6.1.16 Selling of any illegal merchandise or services for any purpose.

7.6.1.17 Embezzlement of funds of any legitimate College group/organization and/or class

Offenses against School Norms, Standards and Policies

7.6.1.18 Unauthorized possession, or being under the influence, of prohibited drugs or chemicals included in the list of prohibited drugs and chemicals at the NBI or prohibited under R.A. No. 9165 "AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING R.A. NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED"; and unauthorized possession of drug paraphernalia or possession of any regulated drug without proper prescription inside the College’s premises or outside during an off-campus academic function or school activity.

7.6.1.19 Smoking within the premises of any of the DLS-CSB campuses, including all grounds/properties/premises of the College (refer to Section 13.5.8 for related provision). Usage of electronic cigarette is likewise prohibited.

7.6.1.20 Unauthorized possession and/or drinking of alcoholic beverages within the College premises or during off-campus activities sponsored by the College.

7.6.1.21 Being in an intoxicated state in College premises; or found to be positive for alcohol intake when tested.

7.6.1.22 Breach of the DLS-CSB Infonet policy or violation of its rules and regulations classified under major offenses such as, but not limited to the following:

   a) Accessing a College computer, computer network, or any IT services provided by the College (e.g. Intranet Portal, VPN service, etc.) without authority or beyond authorized access.

   b) Introducing false information or preventing authorized use of information that is stored in any College storage systems/databases; transmitted to and/or from the College computer and/or telecommunications networks; and/or processed by any College information systems.

   c) Preventing normal operations of computers, computer networks, or any IT services of the College.

   d) Sending offensive content, threats, etc. using the DLS-CSB Infonet or any computer network or services (e.g. blogs, social networking services, distribution/mailing lists or electronic groups/forums, electronic bulletin board services, etc.) outside the DLS-CSB Infonet.

   e) Altering information; damaging or destroying information (See also Section 7.6.1.22 (b)).

   f) Infonet account (username and password) disclosure:

      Disclosing usernames and/or passwords, personal identification number (PIN), or any similar information that
will allow access to DLS-CSB Infonet or any institution/organization to which the College has an authorized connection knowing fully that the disclosure is without written approval from a person in authority.

g) Violating the rules and regulations stated in the DLS-CSB Infonet Manual. For more information regarding Infonet policies and procedures, please refer to the DLS-CSB Infonet Manual. (See Appendix F).

7.6.1.23 Gambling of any form on campus or in any College-sanctioned activity or function.

7.6.1.24 Membership in a fraternity/sorority, participating in any manner of recruitment of students into sororities or fraternities, or encouraging others to join any such organization that tends to violate their non-fraternity contract. This includes membership in any organization not recognized by the College and that which subscribes to violent acts.

7.6.1.25 Hazing or any act of initiation that causes injury to an individual for the reason of admission, continuance, or retention of membership in any organizations, associations, societies, or groups. This is regardless of whether or not such acts result in the demise, physical disability, insanity, or psychological suffering of the individual.

In reference to Section 7.6.1.25, all individuals present in the hazing who directly or indirectly participated in the hazing process are liable. All officers of the organizations, associations, societies, or groups, whether or not they were present during the initiation are likewise liable.

7.6.1.26 Violation of DLS-CSB Residence Halls Rules and Regulations amounting to a major offense as defined in this handbook.

7.6.1.27 Disregard of established policies, rules and regulations.

7.6.1.28 Irreverent conduct that tends to prevent or disturb religious activities such as the Angelus, Holy Mass, prayer, and other similar practices or other manifestations of any religion, including desecration of religious objects or places of worship.

7.6.1.29 Disrespect to national symbols (e.g., not standing at attention during flag ceremonies, making a mockery of the national anthem) or any other similar infraction.

7.6.1.30 Preventing the circulation of a recognized student publication from the newsstands.

7.6.1.31 Violation of Student Handbook rules while on discipline formation/probation; and violation of the specific terms and conditions of that formation or probation.

7.6.1.32 Willful failure to comply with the summons issued for purposes of investigation conducted in connection with discipline-related cases.

7.6.1.33 Defiance or willful non-compliance with the requirements set by the Office of Student Behavior in connection with one’s sanction or case.

7.6.1.34 Accumulation of three (3) minor offenses of the same nature, or accumulation of five (5) minor offenses of different nature within the period of stay in the College.

7.6.1.35 Willful failure to comply with the required drug testing procedures (Refer to Appendix G and H).
Offenses against Good Morals and Norms of Decency

7.6.1.36 Acts of cheating such as, but not limited to, the following:

a) Unauthorized possession of notes or any materials relevant to an examination, whether or not the student actually uses them during the examination.

b) Glancing or looking at examination papers of others and/or allowing another to glance/look at one’s own paper/notes during examination.

c) Copying or allowing another to copy from one’s examination papers, assigned reports, case analyses, reaction papers, theses, and other similar materials.

d) Communicating with another during examinations without permission from the teacher or proctor.

e) Furnishing answers to examination questions to another person.

f) Leaking examination questions to other students.

g) Using cellular phones and other communication gadgets or any unauthorized electronic device during examinations.

h) Plagiarism, defined as intentionally or knowingly representing as one’s own work another person’s ideas, data, or language in any academic endeavor or exercise without proper acknowledgement.

i) Taking an examination for another student, in which case both parties shall be liable.

j) Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence.

7.6.1.37 Acts of indecency or immorality in any medium.

7.6.1.38 Unless with an OSB permit and approved by the faculty concerned as part of a course requirement: bringing in, viewing, displaying, sending, creating, copying or distributing pornographic, or foul and malicious messages in whatever form or means; including accessing pornographic and other prohibited Internet sites.

7.6.1.39 Inappropriate display of intimacy within the College premises that offend or tend to offend the sensibilities of the community, and which may be deemed or perceived as vulgar, repulsive or immoral.

7.6.1.40 Acts of lewdness, displays of indecency, and any commission of immorality in any form or medium.

Offenses against Persons

7.6.1.41 Making sexual advances in words or deeds to another student or to any member of the academic community.

7.6.1.42 Any act amounting to a crime or wrong, or with infliction of any injury or harm upon the person, honor and integrity of another on- or off-campus or in any social media platform.

7.6.1.43 Engaging or involving oneself in physical fights and/or acts of violence.

Offenses against Property

7.6.1.44 Vandalism or damage or destruction of College property or that belonging to any member of the community or to a visitor while on campus; and tampering with official announcements on bulletin boards. The student concerned shall pay for the damage incurred without prejudice to any other penalty or sanction imposed by the College.
7.6.1.46 Stealing, whether attempted or consummated; or knowingly possessing/receiving stolen goods or property.

7.6.1.47 Failure to turn over lost and found items to the OSB.

Private Offenses

7.6.1.48 Unjust enrichment, which exists "when a person unjustly retains a benefit to the loss of another, or when a person retains money or property of another against the fundamental principles of justice, equity and good conscience."[49] Under Art. 22 of the Civil Code, there is unjust enrichment when (1) a person is unjustly benefited, and (2) such benefit is derived at the expense of or with damages to another.[50] [Reference: Phil. Realty & Holdings Corp. vs. Ley Construction & Dev’t Corp, GR No. 165548, 13 June 2011).

7.6.1.49 Harassment, intimidation, showing menace, and provocation of any kind, whether or not such act results in heated verbal or physical confrontation between students and/or groups of students on- or off-campus or in any social media platform.

7.6.1.50 Gross acts of disrespect in words, gestures, signs, or deeds that put or tending to put any member of the faculty, administration, non-teaching personnel, another student, or a visitor in ridicule or contempt.

Reservation Clause

7.6.1.51 Any other act or misconduct similar to all of the foregoing that may be deemed offensive and inappropriate by the College; or any such acts as may be determined by the Board provided the application is prospective and disseminated to students through official memoranda and/or campus student publications.

7.6.2 Minor Offenses

A minor offense, which merits any of the sanctions defined in Section 7.8.4, includes the following:

7.6.2.1 Behavior unbecoming of a Benildean.

7.6.2.2 Acts of disrespect and/or discourtesy towards any member of the DLS-CSB community, including visitors.

7.6.2.3 Disruption of peace and order or causing a disturbance to academic functions or School/College activities.

7.6.2.4 Entering a class in which a student is not officially enrolled; joining a school function without the permission of concerned parties or authorities.

7.6.2.5 Loitering in corridors during class sessions.

7.6.2.6 Littering. Any trash or junk found within a radius of one (1) foot from a student is considered the trash or junk of that student and the said student shall be held answerable for it. The members of every class shall be held responsible for keeping their classroom free of litter.

7.6.2.7 Bringing in or playing with cards or any paraphernalia used for gambling within the College premises (Note: The playing cards mentioned herein are subject for confiscation.).

7.6.2.8 Playing with cards inside college premises especially in restricted places (i.e., classroom, offices, study areas).

7.6.2.9 Wearing inappropriate attire inside the campus or any violation of the dress code and standards of good grooming as provided for in Section 13.4.7 (See also Appendix I).

7.6.2.10 Violation of program dress code policy.
7.6.2.11 Entering the campus with an expired temporary pass.
7.6.2.12 Entering the campus without a DLS-CSB ID five (5) times.
7.6.2.13 Proselytizing, defined as attempting to convert others to one’s faith by attacking or denigrating the practices and beliefs of another or by offering special inducements.
7.6.2.14 Violation of College parking/traffic regulations, including directives issued by the city/barangay, city government, or local government to keep the traffic in order in the immediate vicinity or streets adjacent to the College. Students shall be responsible for informing the person driving their vehicles of this stipulation.
7.6.2.15 Unauthorized/irresponsible use of school facilities or property.
7.6.2.16 Using areas exclusively intended for the opposite gender.
7.6.2.17 Violation of approved policies, guidelines, rules, and regulations of the different schools, centers, offices or laboratories, the LRC, and residence halls or dormitories, which are not classified under major offenses. It is the organization/office/unit head’s responsibility to enforce their respective rules and as such, they are authorized to impose the necessary penalty on erring students, provided such penalty is incorporated or integrated in the approved policies disseminated to students concerned.
7.6.2.18 Eating or drinking in the theater, auditorium, classroom, or in other designated non-eating areas.
7.6.2.19 Misbehavior (e.g. jeering, interrupting performances, making obscene or vulgar gestures, etc.) during intercollegiate activities such as the NCAA games, and in other similar events, provided such misbehavior does not constitute acts defined under major offenses.
7.6.2.20 Reservation Clause. Any other act similar to the foregoing as may be determined by the College, provided that it is not applied retroactively. This includes other acts as may be determined by the OSB Head, provided the application is prospective and properly disseminated to students through official memoranda and/or student campus publications.

7.7 Disciplinary Sanctions

The penalty to be imposed for each offense shall depend on the nature and/or gravity of the violation. A just and reasonable disciplinary action shall be rendered for any offense or violation. No cruel or physically harmful punishment, however, shall be imposed or applied against any student. It is further provided that no disciplinary sanction shall be applied upon any student except for cause as defined in this handbook or in the Manual of Regulations for Private Schools (MRPS), and after due process shall have been observed.

7.7.1 Any or a combination of the following disciplinary actions for major offenses may be imposed on the student:

7.7.1.1 Loss of privileges, such as loss of scholarship/student aid.
7.7.1.2 Probation
7.7.1.3 Holding of records (that is, the student will not be allowed access to them).
7.7.1.4 Revocation of degree previously conferred; non-conferment of degree; deferral or withholding of degree, diploma, and/or certificate.
7.8 Penalties

The three (3) categories of disciplinary administrative sanctions for serious offenses or violation of school rules and regulations that may be applied upon an erring student are: Suspension, Exclusion, and Expulsion. Section 77 of the Education Law and the Private Schools delineate the “Categories of Administrative Penalties”, thus:

7.8.1 Suspension

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

Students who are under disciplinary suspension are considered on forced leave status and are automatically dropped from the enrollment list.

The decision of the school on every case involving the penalty of suspension which exceeds 20% of the prescribed schooldays for a school year or term shall be forwarded to the Commission on Higher Education (CHED) Regional Office concerned within 10 days from the termination of the investigation of each case for its information. A student under investigation of a case involving the penalty of expulsion may be placed under Preventive Suspension and barred from entering the school premises if there is basis to believe that the continued stay of the pupil or student during the period of the investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life or persons and property in the school.

7.8.2 Exclusion

Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school rolls for being undesirable in which case transfer credentials are immediately issued.

A summary investigation shall have been conducted and no prior approval by the CHED is required in the imposition of the penalty. The decision of the school on every case involving the penalty of exclusion from the rolls together with all the pertinent papers shall, therefore, be filed in the school for a period of one year in order to afford the CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

7.8.3 Expulsion

Expulsion is an extreme penalty on erring students consisting of their exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the CHED Secretary.

The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, and selling and/or possession of prohibited drugs such as marijuana. It is also imposed on students exhibiting drug dependency, drunkenness, hooliganism, vandalism, forging or tampering with school records or school forms, and other serious school offenses such as assaulting other students or school personnel, instigating illegal strikes, or similar concerted activities resulting in the disruption of activities. Any other acts that cause the stoppage of classes or that prevent any other student or school personnel from entering the school premises and attending classes or discharging their duties will also warrant expulsion. The decision of the school on every case involving the penalty of expulsion together with the supporting papers shall be forwarded to the CHED Regional Office concerned within 10 days of the termination of the investigation of each case.
7.8.4 Minor Penalties

Any of the above sanctions, except expulsion or exclusion, may require a student to undergo the Discipline Formation Program (DFP), which shall be determined by the Board, Panel, or OSB Head as the case may be.

7.8.4.1 Sanctions for minor offenses. Any or a combination of the following sanctions may be imposed on the student:

a) Verbal or written admonition.
b) Submission of a letter of apology and/or a written explanation to all parties concerned.
c) Rendering of service to the College.
d) Attendance in seminars or workshops relevant to the specific violation.
e) In case of accumulation of three (3) minor offenses of the same nature or five (5) minor offenses of different nature, the student is charged with a major offense under Section 7.6.134 with corresponding penalty under Section 7.7.1.
f) Any other sanction/s that may be deemed appropriate by the OSB Head.

7.8.4.2 Other consequences that may be meted out for major offenses that may be considered less serious:

a) Participation in projects or activities that aim to promote discipline on campus.
b) In-school service (ISS), defined as a designated number of hours of volunteer or service/work to the College. A student may be offered an opportunity to complete a specified number of hours of work in lieu of other sanctions.
c) Compliance with educational requirements such as completing specific seminars/workshops required by the OSB.
d) Any other sanctions that may be deemed appropriate by the OSB Head or Discipline Panel/Board, whichever may decide on the case.

7.9 Procedures in Discipline Cases

7.9.1 Reporting Major Offenses

7.9.1.1 A written complaint or report must be submitted to the OSB within five (5) school days from the date of the incident complained of; however, this prescriptive period may be extended at the discretion of the OSB Head for equitable reasons. In case of circumstances wherein the identity of the offender or the commission of the offense cannot be known despite reasonable action, it shall be counted within five (5) school days upon ascertainment of the offense or identity. Written complaints that fall under Offenses Against Persons and Private Offenses may be required by the OSB Head to be notarized.

7.9.1.2 Upon receipt of the written complaint or report, the OSB Head:

a) Conducts a preliminary investigation.
b) Sends the concerned student a notice of complaint with a copy of the written complaint.
c) Requires the student concerned to submit a duly notarized written response within five (5) school days of receipt of the notice. In preparing the response, the student may seek the assistance of a legal counsel if desired.

Failure on the part of the student concerned to submit a notarized response shall be construed as a waiver on the student’s part to present evidence on his/her behalf, in which case the complaint against the student shall be decided based on the evidence on record.

Note: If a Deaf student is involved, a sign language interpreter shall be provided by the SDEAS in all case proceedings.

Student Disciplinary Processes

There are two ways that the Discipline Board may handle dispositions for major offenses: (1) through a board hearing or (2) through summary proceedings.
7.9.2 Procedure for the Discipline Panel

7.9.2.1 The proceedings in the Discipline Panel may be governed by rules similar to the disciplinary hearings before the Board.

7.9.2.2 When private interests are involved, the Discipline Panel shall first explore alternative modes of dispute settlement. Only when there is a failure of mediation or amicable settlement shall the matter be submitted for arbitration.

7.9.2.3 As it may be deemed necessary, the Panel, however, may elevate the case to the Discipline Board for formal adjudication.

7.9.2.4 In the event that the student refuses to attend the scheduled conferences, disciplinary action may be imposed summarily.

7.9.2.5 In no case shall the Discipline Panel impose a penalty exceeding 20% of the prescribed number of schooldays in a term.

7.9.3 Formal Hearing before the Discipline Board

7.9.3.1 Due process shall be observed in all student disciplinary hearings. To satisfy the demands of procedural due process, the following minimum standards must be met:

a) Students must be informed in writing of the nature and cause of the accusation against them.
b) Students shall have the right to answer the charges against them.
c) Students shall be informed of the evidence against them.
d) Students shall have the right to present evidence in their own behalf.
e) The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the case.

7.9.3.2 Notice of Hearing

7.9.3.2.1 A written notice shall be served to the respondent at least three (3) days before the scheduled date of hearing. The respondent’s failure to file a duly notarized response within the prescribed period shall not suspend the proceedings.

7.9.3.2.2 The respondent’s refusal to acknowledge receipt of the notice and other related documents will be noted but will not hamper proceedings; neither shall the respondent’s absence, despite notifications, be grounds for the suspension of proceedings.

7.9.3.3 The Board Hearing

7.9.3.3.1 Board Hearing is an administrative procedure that may be summary in nature without the elaborate rules of evidence and procedures imposed in a court of law. Cross-examination, thus, shall not be essential but clarificatory questions may be raised by the Chairman and by the members of the Board. The Board shall ensure that due process is duly satisfied.

7.9.3.3.2 Should the respondent fail to appear at the initial hearing after due notice and without sufficient cause, the absence will be noted, the hearing shall proceed exparte and the Board shall continue to receive evidence, if any, for the complainant. In the event that no additional evidence is submitted, the Board shall render judgment based on the merits of the evidence presented and admitted. The respondent shall be informed in the event that new substantial evidence, which was not readily available during the time of investigation, is submitted and shall be rightfully presented as evidence on their behalf.

7.9.3.3.3 As far as practicable, hearings will be held continually. Any delay shall not be allowed except for justifiable reasons as may be determined by the Board. A written request for the postponement based on justifiable
reasons must be filed and approved by the Chairman through the Office of Student Behavior not less than two (2) days before the scheduled hearing. Notice in writing to parties shall be sufficient for this purpose. A written request for postponement filed beyond the prescribed period shall be considered denied, and the parties are required to be present for the scheduled hearing. The Board may continue to hear witnesses in the absence of the complainant, but at no time shall the presence of the respondent be dispensed with unless the respondent fails to appear at hearings despite due notice.

7.9.3.3.4 During the hearing, the complainant and the respondent shall be allowed to present their respective evidence. The complainant shall first present, followed by the respondent. Witnesses shall testify under oath. The Board shall proceed to evaluate the evidence and testimonies after all parties have finished their presentation.

7.9.3.3.5 The Chairman of the Board shall exercise complete control over the proceedings at all stages, using every reasonable means to ascertain the facts as expeditiously and objectively as possible and without regard to technicalities of law or procedure but always with regard to due process.

7.9.3.3.6 Should a respondent admit to the charges against him, he shall be required to execute a written confession of guilt under oath and be made to appear before the Board to affirm an admission or a confession. In such cases, formal proceedings may be dispensed with and the Board will decide on the appropriate sanctions, which will be immediately enforced. The respondent’s voluntary admission of guilt and request for the discontinuance of the formal proceedings will be noted on the case records.

7.9.3.3.7 Regardless of the penalty imposed, the respondent shall not be admitted to class nor allowed to enroll or graduate without complying with the requirements of the Board/OSB.

7.9.3.4 Decisions

The Board will render a decision within 10 working days of, or a reasonable time from, the last hearing date. The written decision will state the facts and reasons for arriving at such a decision. Copies thereof shall be furnished to all parties concerned, the President, Registrar, and Dean of the Department of Student Life. Copies of the decision and the complaint shall be filed in the respondent’s individual folio and shall constitute part of his record.

7.9.3.5 Appeals

7.9.3.5.1 Should the respondent find the decision of the Board unfavorable, he may file an appeal with the Office of the President within five (5) working days of receipt of the decision. The appeal must state the grounds and reasons for the appeal. Appeals not filed within the indicated period will render the decision of the Board final and executory.

The President may render a decision within 10 working days of, or a reasonable time from, the receipt of the appeal.

The President may convene an ad hoc committee to evaluate the grounds and concerns raised for the appeal.

The decision of the President, when reviewing a case under this Section, is final and not open to appeals.

7.9.3.5.2 Should the President find the respondent not guilty of the offense(s), the charge(s) will be expunged from the respondent’s records and his/her student rights restored.
7.9.3.6 Summary Action by the Board

Should the respondents execute a written admission or confession of guilt, the Discipline Board may summarily act upon the case at hand. Whereupon, the hearing will be terminated as soon as the respondent explains the charges and the members of the Board are through with their clarificatory questions. Any penalty imposed in summary proceeding is final and immediately executory unless the Board defers the imposition of the penalty for meritorious reasons (This provision shall be subject to Section 7.9.2.5).

7.9.4 Procedure for Minor Offenses

7.9.4.1 Complaints

7.9.4.1.1 Any member of the community can file a complaint, in accordance with Section 7.2.

7.9.4.1.2 College officials and academic personnel shall have the right to impose appropriate measures in case of minor offenses or infractions of good discipline committed in their presence.

7.9.4.1.3 In the event that a written complaint is filed, respondents shall be given three (3) working days within which to file their written response. They shall then appear before the OSB Head for a case conference.

7.9.4.2 Disposition

7.9.4.2.1 The OSB Head or the duly deputized representative shall hear the matter. If the student is found guilty, the corresponding sanction may be meted out, and the violation shall be noted in the Violation Form and entered in the student’s deportment record.

7.9.4.2.2 Failure or refusal of the student concerned to appear before the OSB Head or the duly deputized representative despite due notice and without sufficient cause shall not suspend the investigation and resolution of the case.

7.9.4.2.3 The decision of the OSB Head or the duly deputized representative shall be enforced upon the issuance of the order.

7.9.4.2.4 Regardless of the penalty imposed, the student concerned will not be admitted to class, or their records will be withheld, if they fail to comply with the summons and/or requirements of the OSB Head or the duly deputized representative.

7.9.4.3 Appeals

7.9.4.3.1 The decision of the OSB Head may be appealed to the Dean of the Department of Student Life, while the decision of the Discipline Panel may be appealed to the Vice Chancellor for Lasallian Mission and Student Life within a period of five (5) working days of receipt of the decision. The appeal shall not delay the execution of the penalty unless the Dean or the VC-LMSL, in the exercise of discretion and considering the gravity of the offense and the circumstances of the complainant, orders the suspension of the execution of the penalty until the appealed decision has been resolved.

7.9.4.3.2 Charges shall be expunged from the records and no sanction shall be served should the Dean or the VC-LMSL find the respondent not guilty.

7.9.5 Preventive Suspension

7.9.5.1 The VC-LMSL is granted special power to suspend, for a maximum of 15 days effective immediately upon imposition,
students apprehended or caught in the act or positively identified as having directly or indirectly participated in cases of:

a) Fistfights, brawls, direct assaults, or any other kind of physical confrontation with or without arms, whether or not fraternity- or sorority-related, on or off-campus.
b) Organizing boycotts or student strikes using force, coercion, threats, or intimidation to gather participants.
c) Other similar circumstances or offenses where the continued presence of the offender would disrupt the normal operations of the College, pose a threat to the safety of the College community or any of its members, or cause destruction to College property.

7.9.5.2 Respondents affected by the decision of the VCLMSL under Sections 7.9.2.5 and 7.9.5 may file with the Office of the President a motion for reconsideration within a period of five (5) working days of its receipt. The motion shall not delay the execution of the penalty unless the President—in the exercise of discretion and in considering the gravity of the offenses and the circumstances of the case as well as that of the complainant or respondent—orders the suspension of the execution of the penalty until the appealed decision has been resolved.

7.9.5.3 If no motion for reconsideration is filed, the decision shall become final and executory. Decisions by the President on the motion for reconsideration shall also be final and not open to appeals.

7.9.5.4 The President's actions under Section 7.9.5.2 and the exercise of such special powers provided for under Section 7.9.5.1 shall not prejudice other disciplinary actions that may be brought against the same student for the same incident.

7.9.6 Teacher's Prerogative on Cases of Cheating

7.9.6.1 A faculty member of the College may give a student caught cheating on major exams (midterms and finals) and/or major academic requirements a grade of R as provided under, but not limited to, paragraphs 7.6.1.36a to 7.6.1.36j, upon establishing the basis for such commission. Students caught cheating on quizzes, seat works, and other academic activities may be given an outright failing mark on the particular activity, provided that in both cases the following shall be observed:

a. Faculty secures a written admission from student concerned.
b. Submits a report to the OSB for documentation and reference purposes within five (5) school days of knowing or witnessing the incident.

7.9.6.2 If the student denies the cheating allegation, the faculty may file a written complaint to the OSB together with the material evidences or written testimony of witnesses, within five (5) school days of the knowing or witnessing the incident, if possible.

7.9.6.3 The student concerned shall at all times be granted the right to answer the charges against him in writing and have access to evidence therein.

7.9.6.4 The OSB shall determine if the complaint filed should be decided upon summarily by the Head or endorsed for further investigation to the Discipline Panel or Discipline Board. Teachers shall then wait for further advice from the OSB.

7.9.7 Rules Governing the Handling of Discipline Cases Involving Students of both DLS-CSB and DLSU-Manila
7.9.7.1 Expanded Board Hearing

Ordinarily, cases under this section are handled by the Board of the school to which the respondent belongs. The case, however, shall be initiated by the discipline/behavior office that has jurisdiction. The office concerned files the required reports and refers the case to the Board concerned—without prejudice to the right of the complainant to file the case in any forum other than the Board. Both DLSU-Manila and DLS-CSB shall extend full cooperation in serving the required documents or pleadings, safeguarding of evidence, and facilitating other measures related to the case.

Cases arising from the same incident that falls under this section shall be consolidated into one action and filed to an Expanded Board, which will be constituted for this purpose. The Expanded Board shall be composed as follows:

a) The Chair, who is the Chair of the Board of the school with the bigger number of respondents, and the other as Co-Chair.
b) One administration representative each from DLSU-Manila and DLS-CSB.
c) One faculty representative each from DLSU-Manila and DLS-CSB.
d) One student representative each from DLSU-Manila and DLS-CSB.

Where the number of respondents from both schools is the same, the Expanded Board shall be chaired by the Chair of the Board of the school where the offense was committed. In other cases not covered by the preceding sub-sections, the Chair of the Expanded Board shall be determined through a raffle. The rules of procedure of the Board where the Chair of the Expanded Board originates shall govern the hearing of the case. After a decision has been made, the two Boards may promulgate a joint resolution or proceed to issue separate resolutions if necessary.

7.10 Prohibition Against Fraternity- or Sorority-Related Violence

7.10.1 Hazing

7.10.1.1 Hazing is defined as any act causing physical injury or violence to an individual; any affront to personal dignity, whether or not such an act results in death, insanity, or psycho-emotional suffering, for the purpose of admission or maintenance of membership in any organization, whether recognized or unrecognized, overt or covert.

7.10.1.2 Individuals involved in hazing or any form of initiation rites that have caused physical and/or psychological suffering to individuals shall be liable as one of the following:

7.10.1.2.1 Principals are:

a) Those with full knowledge and direct participation in the planning of the initiation process.
b) Those who actually participated in the initiation rites.
c) Those that witnessed the initiation rites and made no attempt to end such activities.
d) Those who were involved at any stage of the planning process but were not physically present at the initiation rites.

7.10.1.2.2 Accomplices are individuals who facilitated the activity by providing or securing the venue, transportation, or initiation paraphernalia with full knowledge of their use or purpose.

7.10.1.2.3 Accessories are those who had knowledge of the initiation rites and attempted to suppress or cover up any information relevant to the case.
7.10.1.3 In all the aforementioned cases, the individuals responsible as principals, accomplices, or accessories will immediately be expelled after it has been clearly established that they have, in fact, been involved in such cases.

7.10.2 Fraternity or Sorority Brawls or Altercations On- or Off-Campus

7.10.2.1 Students who initiate or participate in any fraternity or sorority brawls in the form of physical or verbal altercations on or off-campus will be immediately expelled as soon as it has been clearly established that they have, in fact, been involved in such cases.

7.10.2.2 Students involved, but not currently enrolled at the time of the incident, will not be admitted or readmitted to the College.

7.10.3 All individuals, including alumni, who have been involved in cases of fraternity- or sorority-related violence resulting in injury or death shall not be allowed entry into the College.

SECTION 8
Student Grievances

8.1 General Provisions  
8.2 Grievance Procedure  
8.3 Ad Hoc Committee for Complaints Against An Administrator  
8.4 Policies and Guidelines on Implementing the Anti-Sexual Harassment Act of 1995
As an Academic Community we adhere to the Christian principle of dialogue in addressing grievances. A student who has an issue against any member of the community is, therefore, expected to initially talk to the person involved and amicably resolve the matter. If all personal or one-on-one attempts at a resolution fail, the aggrieved party may lodge a formal complaint to the appropriate authority.

8.1 General Provisions

For purposes of this section, grievance is defined as any controversy between a student as the aggrieved party and a member of the DLS-CSB community as respondent, who may be the cause of a complaint. For assistance, students are encouraged to approach the officers of the Student Council.

A grievance becomes a formal complaint when it is expressed in writing then duly signed by the complainant/s. Students' formal complaints should be filed within the term when the conflict took place. If students fear, however, that the complaint might affect the outcome of their grades—if the grievance is against a faculty member, for instance—then they may file the complaint in the following term.

8.2 Grievance Procedure

The following procedures apply in filing formal complaints:

8.2.1 Grievance Against Fellow Students

8.2.1.1 Complaints of students against other students should be addressed to the OSB Head.

8.2.1.2 Complaints of students against student organizations/student groups should be addressed to the Head or Director of the office supervising the concerned organization/group.

8.2.2 Grievance Against Academic Personnel (Teaching Faculty and Academic Service Faculty)

8.2.2.1 A dialogue between the student and academic personnel must be facilitated in the presence of the immediate superior. All means must be exhausted to resolve the grievance in the most amicable manner.

8.2.2.2 Should the student wish to appeal the decision of the faculty member's immediate superior, the student may appeal to the Dean. The Dean, in turn, convenes an Ad Hoc Committee, the decision of which is final and executory.

If the faculty member concerned is an administrator, the complaint will be addressed to administrator's immediate superior:

a) If the administrator is a Program Chair, the complaint must be addressed to the Dean.

b) If the administrator is a Dean, the complaint must be addressed to the Vice Chancellor.

c) If the administrator is a Vice Chancellor, the complaint must be addressed to the President.

d) If the administrator is the President, the complaint must be addressed to the Board of Trustees.

If the complainant has reason to believe that the decision was unfair, he or she may file an appeal within three (3) school days upon receipt of the decision.

8.2.3 Grievance Against Personnel

8.2.3.1 Complaints against any personnel should be addressed to the immediate superior. The immediate superior must endeavor to resolve the issue within five (5) working days.

8.2.3.2 Appeals on the decision or indecision of the immediate superior may be addressed to the Human Resource Department. The HRD Manager's decision is final and executory.
Grievance against Agency Hired/Outsourced Personnel

8.2.3.3 Complaints against any personnel should be addressed to the immediate superior. The immediate superior must endeavor to resolve the concern within five (5) working days.

After a thorough investigation, the immediate superior may recommend to the supervising office/agency the appropriate course of action.

8.2.4 Grievance Against General Services Personnel

8.2.4.1 Students’ complaints against personnel of concessionaires and agencies (e.g., maintenance, photocopiers) should be addressed to the Assistant Vice Chancellor of the General Administrative Services Department (GASD).

8.2.4.2 Appeals on the decision or indecision of the AVCGASD must be addressed to the Vice Chancellor for Administration whose decision is final and executory.

8.3 Ad Hoc Committee for Complaints Against An Administrator

Complaints against an administrator should be addressed to the immediate head convening the ad hoc committee. The case must then be reviewed and a decision rendered. The committee’s decision is final and executory.

The composition of the committee is as follows:

a) The immediate head (who chairs the committee);

b) A representative from the Faculty Association

8.4 Policies and Guidelines on Implementing the Anti-Sexual Harassment Act of 1995

DLS-CSB shall protect and uphold the dignity and self-esteem of every member of the community. It regards any act of sexual harassment, exploitation, or intimidation on any of its students as a violation of the foregoing institutional policy and the Anti-Sexual Harassment Act of 1995.

Sexually-oriented acts or sex-based conduct have absolutely no place in the institution. Anyone found to have engaged in such misconduct shall be made to bear the full responsibility his or her unlawful behavior.

Pursuant to the provision of Section 4 (b) of the Anti-Sexual Harassment Act 1995, a Committee on Decorum and Investigation was created and permanently constituted, hereinafter called the Committee.

8.4.1 The Committee on Decorum

The Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, coaches, trainees, or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual Harassment Act of 1995, in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

8.4.1.1 The Committee shall have the following powers and functions:

a) Conducts meetings and consultations with sectors of the academic community.

b) Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment Act of 1995.
c) Undertakes activities in information dissemination, consciousness raising and overall better appreciation by the academic community of the issues relating to sexual harassment.
d) Constitutes the proper Sub-Committee for the investigation and hearing of a sexual harassment case.
e) Exercises other powers as may be necessary to implement the Act.

8.4.1.2 The Committee shall have jurisdiction over:

a) All employees, whether regular or probationary.
b) All faculty members, whether full-time or part-time.
c) All other employees who have subsisting and executory employment contracts with the College, verbal or written.
d) All students.

8.4.1.3 The Committee on Decorum, which shall report to the President, shall be composed of:

a) The Vice Chancellor for Academics (VCA), acting as chairperson.
b) The President of the Faculty Association representing the faculty.
c) The Representative of the Administrative Staff/Support Staff.
d) The President of the Student Council.

8.4.2 The Sub-Committee on Decorum

The Sub-Committee on Decorum is an ad hoc committee designated by the Committee to investigate, hear, and decide on complaints alleging sexual harassment involving students committed by any member of the community.

8.4.2.1 Composition. In all hearings or proceedings, the Sub-Committee shall be presided over by a member of the Integrated Bar of the Philippines. The presiding officer shall have control over all proceedings of the case. The members for a specific case may be as follows:

a) For cases involving a student and an administrator: the President of the Student Council, a faculty representative, and a representative from the administration.
b) For cases involving a student and a faculty member: the President of the Student Council, a faculty representative, and a representative from the administration.
c) For cases involving a student and personnel: the President of the Student Council, a personnel representative, and the Manager of the Human Resource Department.

8.4.2.2 Powers and Specific Functions.

The Sub-Committee, in accordance with existing policies and guidelines, shall have jurisdiction over the proceedings and resolution of sexual harassment complaints. Maintaining confidentiality and respect for privacy, the Sub-Committee shall ensure that the complainant shall not be subjected to further harassment or retaliation by the respondent. The following are the Sub-Committee’s specific functions:

a) Investigates, hears, and decides on sexual harassment cases over which the Committee has jurisdiction.
b) Summons or issues subpoenas and the necessary writs and processes, and/or compels the appearance of all individuals under the jurisdiction of the College.
c) Renders the corresponding decisions and appropriate penalties based on factual and administrative findings.
d) Exercises other powers deemed necessary to implement the Anti-Sexual Harassment Act of 1995.

8.4.3 Acts Constituting Sexual Harassment

Acts constituting sexual harassment are defined in Republic Act 7877 detailed in Appendix E of this Handbook.
8.4.4 Place or Condition of Commission

Sexual harassment may be committed on- or off-campus in activities sanctioned by the College/School or a Center/Office such as, but not limited to, the following:

8.4.4.1 College-initiated educational activities (both curricular and extra-curricular).

8.4.4.2 Student-initiated social, cultural, and spiritual activities approved by the College or any representative thereof.

8.4.5 Forms of Prohibited Acts

8.4.5.1 Physical assaults of a sexual nature such as, but not limited to:
   a) Rape, sexual battery, molestation, or attempts to commit these assaults.
   b) Intentional physical conduct, which is sexual in nature such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.

8.4.5.2 Unwanted sexual advances, propositions, or other sexual comments such as but not limited to:
   a) Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
   b) Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward.

8.4.5.3 Subjecting or threats of subjecting the complainant to unwelcome sexual attention or conduct, or intentionally making the performance of the complainant's tasks more difficult because of the complainant's refusal to accept the offender's advances.

8.4.5.4 Overt sexual advances such as, but not limited to, requests or demands for sexual favors, i.e., going on dates, outings or the like for the same purpose.

8.4.5.5 Asking questions or giving comments with sexual undertones.

8.4.5.6 Sexually discriminatory displays or publications such as, but not limited to:
   a) Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials, or any other material that may be sexually suggestive, demeaning, or pornographic.
   b) Bringing to the study environment or possessing any such material to read, display, or view.
   c) Reading or otherwise publicizing in the study environment materials that are in any way sexually revealing, suggestive, demeaning, or pornographic.
   d) Displaying signs or other materials for the purpose of discriminating or segregating the complainant by sex in the educational environment, including restrooms and similar semi-private lockers or changing rooms.
   e) Communicating, in whatever form, any obscene or sexually suggestive or demeaning message.

8.4.5.7 Retaliation for sexual harassment complaints such as, but not limited to:
   a) Disciplining, using schoolwork or assignments as leverage, providing inaccurate information, or refusing to cooperate or discuss College-related matters with complainants because of their grievance on harassment, discrimination, or retaliation.
b) Intentionally pressuring, falsely denying, lying or otherwise covering up or attempting to cover up conduct such as described in any aforementioned item.
c) Other acts that may be construed as related to the above, as the aforementioned shall not be taken as an all-inclusive list of prohibited acts under these policies and guidelines.

8.4.6 Procedures for Reporting Prohibited Acts

8.4.6.1 Complaint

Complaints must be in writing, under oath, and filed to the Chair of the Committee by the aggrieved party or by any member of the community who has direct knowledge of the commission of the act accused of or by the College.

In any event, the victim or the aggrieved party shall be the principal witness. The written complaint shall contain the following information:

a) Subject of the complaint, name of the person or persons against whom the complaint is filed.
b) A narrative incident report detailing all pertinent and relevant facts of the case.
c) Sworn affidavits of witnesses, if any.

The Chair shall send to the respondent a written notification of the complaint filed against him or her. The notification should be attached to a copy of the complaint and sent to the respondent at least five (5) days before the scheduled hearing.

8.4.6.2 Response

a) The respondent shall be required to answer the complaint in writing and under oath within three (3) days of receipt of the complaint.
b) The respondent waives his or her right to defense if he or she fails to file a response within the stipulated period. Not responding to the complaint shall likewise be taken as an admission of the allegation.

8.4.7 Notice of Hearings

Notification and hearings are mandatory in any adjudication involving sexual harassment. The case shall be scheduled for hearing whether or not the respondent files an answer. The corresponding notice of hearing shall be issued by the Sub-Committee to the parties concerned. Hearing shall be governed by the following provisions:

a) The right to administrative process of complainants and respondents shall be respected and safeguarded.
b) The Chair of the Sub-Committee shall exercise complete control over the proceedings at all stages.
c) The amount of evidence required adjudicating the complaint will be substantial evidence in accordance with law and jurisprudence. Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
d) The case shall be dismissed should the complainant fail to appear during the scheduled initial hearing despite notice. On the other hand, should the respondent fail to appear for the initial hearing despite due notice and without sufficient cause, this shall be put on record, and the hearing shall proceed ex parte without prejudice to the right of the respondent to be present in and to be notified of subsequent hearings.
e) Any member of the Sub-Committee may propound questions to the parties concerned and their witnesses for clarifications.
f) Any party may avail himself of counsel or a lawyer. But it shall be the full responsibility of the parties to inform their legal counsel of the schedule of hearings. In any event, the Chair of the Sub-Committee shall exercise full control of the proceedings of all stages, and parties involved, including their respective counsels, should adhere strictly to the administrative rules. The Chair shall use every reasonable means to ascertain the facts objectively without regard to the technicalities of the law or procedure. The Chair and the members of the Sub-Committee may interpellate and
raise clarificatory questions, but representative counsels for each party shall be discouraged from engaging in cross-examinations. Parents of the parties present during the hearing shall be admitted as observers.

g) The Sub-Committee shall have the option of having complainants, respondents, and witnesses confront each other to determine the veracity of the complaint. However, this option shall be taken only when necessary to resolve the complaint.

1) Witnesses shall testify under oath.
2) Hearings shall be conducted on the scheduled dates. Postponements shall not be allowed except in meritorious cases

h) Should the respondent fail to appear at the initial hearing after due notice and without sufficient cause, the absence will be noted.

The Sub-Committee shall proceed to receive evidence for the complainant. In the event that no additional evidence is submitted, the Sub-Committee shall render judgment based on the merits of the evidence presented and admitted. In the event that additional evidence is submitted, the respondent shall be informed thereof and shall have the right to adduce evidence on his behalf.

8.4.8 Decisions

8.4.8.1 The Sub-Committee shall make decisions regarding the complaint within five (5) working days from the time the hearing is terminated. In no case will the hearings extend 30 working days from its commencement, unless for extremely valid emergency reasons unanimously recognized by the Sub-Committee in an appropriate resolution.

8.4.8.2 The decision must be in writing, clearly stating the facts of the case, the law applicable, and the disposition of the complaint.

8.4.8.3 The decision must be approved and signed by a majority of the Sub-Committee members who heard the case. Dissenting members must briefly state the basis of their opinion.

8.4.8.4 Copies of the decision shall be submitted by the presiding officer of the Sub-Committee to the Chair of the Committee on Decorum within a reasonable period of time.

8.4.8.5 The Committee shall distribute copies of the resolution to the parties involved and furnish the President with the copy.

8.4.8.6 Sanctions shall be determined according to the gravity of the case. Depending on the gravity of the offense, the applicable penalties in cases of proven sexual harassment may be as follows:

a) Severe reprimand.
b) Suspension without pay, with prejudice to subsequent promotion, reclassification, and grant of permanent appointment.
c) Dismissal from the College upon clearance from the Department of Labor and Employment.

8.4.8.7 An individual’s first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal.

8.4.8.8 The commission of acts other than assault may result in, if the circumstances so warrants, non-disciplinary oral counseling, a written warning, suspension, or discharge upon the first and/or second proven offense, depending upon the nature and severity of the misconduct.

8.4.8.9 Alleged retaliation against a complainant shall result in non-disciplinary oral counseling. Any form of proven retaliation, however, will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts; and discharge upon the second proven offense.
8.4.8.10 In cases where the applicable penalty appears harsh or incongruent to the offense or the circumstances, the Sub-Committee will still impose the appropriate penalty under these rules. The Committee may, in such cases, recommend to the President that such imposed penalty be commuted or reduced according to their discretion.

8.4.9 Appeal

8.4.9.1 The party aggrieved by the decision of the subcommittee may file an appeal to the President through the Committee within five (5) working days upon receipt of the decision.

8.4.9.2 The appeal of a decision does not delay the execution of the sanction meted by said decision, unless the President—in the exercise of discretion and considering the gravity of the offense and the circumstances of the case and/or the complainant—orders the suspension of the execution of the penalty until a decision on the appealed has been reached.

8.4.9.3 The decision shall become final and executory if the appeal is not received within the indicated period of time.

8.4.9.4 The President shall render a decision on the appeal within reasonable time from receipt of the records or submission of the last required pleading, if any. Such decision will be immediately applicable, final, and executory.

8.4.10 Resort to the Courts

8.4.10.1 All complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee on Decorum and the Sub-Committee on Sexual Harassment, shall be bound to respect the proceedings therein and required to wait for final termination thereof, including appeal proceedings, before resorting to the courts.

8.4.10.2 Nothing herein, however, shall be interpreted, construed or deemed to diminish the rights of the parties as provided by law.

8.4.11 Malicious Prosecution

8.4.11.1 While the College is totally committed to safeguarding the rights of all members of the academic community against sexual harassment, it is also the policy of the College to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment that may be in fact baseless or even non-existent.

8.4.11.2 While recognizing that sexual harassment involves the use of power and authority by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another involving alleged sexual harassment is also an act of wielding power over another.

8.4.11.3 To deter malicious, vindictive, or baseless accusation and prosecution involving alleged acts of sexual harassment, the College shall:

a) Require that all pleadings filed with the Sub-Committee be sworn to under oath and duly notarized.

b) Endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Sub-Committee.

b) Observe the demeanor of the complainants, respondents and witnesses to validate their credibility and that of their claims and testimonies.

8.4.11.4 The Committee on Decorum and Investigation shall promulgate the appropriate policies and guidelines respecting this matter and accordingly, publish the same for the information and guidance of the entire academic community.

Note: Appeals should follow the organizational hierarchy.
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Appendix A

Procedures for Securing Temporary Gate Pass and Replacing Lost/Damaged ID

DLS-CSB issues an official identification card (ID) with a computer-registered student number to all enrolled students. The ID is valid for the entire term a student is enrolled in the College. Students must present their ID when entering the campus.

1. A student who fails to present his DLS-CSB ID shall be issued a Temporary Gate Pass after complying with the following procedure:

   1.1 Presentation of any of the following documents upon entry: Enrollment Assessment Form (EAF), Official Receipt (OR), or any other valid ID.

   1.2 Completion of an Entry Form (Referral Form 1) and signing of the entering log sheet at the gate. The student shall be accompanied by the security officer to the Office of Student Behavior (OSB) for issuance of Temporary Gate Pass.

2. In case of ID loss, the student must:

   2.1 Secure a clearance and a payment slip from the OSB. The OSB shall require a student to present an Affidavit of Loss before issuing clearance.

   2.2 Proceed to the Finance Department for payment.

   2.3 Present the following documents to the Office of the Registrar for ID processing:

      a) Clearance Form duly signed by OSB and authorized personnel of Br. Fidelis Leddy Learning Resource Center (LRC/Library)

      b) Official Receipt

3. In case of ID loss due to theft, robbery, or other similar incidents, the student must:

   3.1 Submit a police/barangay report of the incident to the OSB (consideration will be given to the student).
3.2 Secure a new ID following the procedures in item no. 2.

4. To replace a damaged or defaced ID, a student must:

4.1 Secure a Payment Slip from the Office of the Registrar.
4.2 Proceed to the Finance Department for payment.
4.3 Present the following to the Office of the Registrar for ID processing:
   a) Old ID (to be surrendered)
   b) Official Receipt

5. A student who shifted to another degree program must have his/her ID replaced. The student must:

5.1 Secure a Payment Slip from the Office of the Registrar.
5.2 Proceed to the Finance Department for payment.
5.3 Present the following to the Office of the Registrar for ID processing:
   a) Old ID (to be surrendered)
   b) Official Receipt
   c) Current EAF

6. A student must be in business attire during the ID picture taking. T-shirts (with or without collars) are not acceptable attire for ID picture-taking. A student has the option to have his/her picture retaken or an old ID picture reprinted. The new ID may be claimed from the Office of the Registrar within one (1) working day upon surrendering the Temporary Gate Pass.

7. A student found guilty of giving false information regarding his/her ID shall be charged with a major offense (refer to Section 7.6.1.4).

Appendix B
Suspension of Classes

Any suspension of classes shall be announced by the Center for Institutional Communications (CIC), in coordination with related offices, through the College email system, College intranet WeBenilde, and social media via the official Facebook and Twitter pages. Official announcements may also be posted at all the gates of the College.

When classes are suspended, office operations in the College are also suspended. All campuses and facilities are closed except for the CSB Hotel, which shall remain fully operational.

Suspension of Classes Due to Government Proclamation

The College abides by proclamations and announcements of suspension from the following government institutions: the Office of the President of the Philippines (Malacañang), Commission on Higher Education (CHED), and Manila City Government.

CIC requires an official document from said government offices and clearance from Benilde’s President and/or relevant administrators before releasing any class suspension announcement.

Suspension of Classes in the Event of Inclement Weather (Typhoons and Floods)

As with suspensions due to government proclamation, the College follows the decision of Malacañang, CHED, and the Manila City Government, and the National Disaster Coordinating Council (NDCC) as well.

If typhoon signal no. 3 is announced, College facilities and campuses will automatically be closed and all College activities suspended. Classes may also be suspended even with lower or no typhoon signal warnings if areas around the campuses are foreseen to be flooded.

If classes are suspended after classes have started, suspension shall take effect at the end of the current class period or as recommended...
to the Office of the President by the Office of the Vice Chancellor for Academics.

In cases of inclement weather and mergencies, CIC and the Information Technology Department shall publish announcements via email and WeBenilde at the soonest time. CIC may also send official announcements via SMS to all administrators for dissemination to faculty, staff, and students under their purview.

Appendix C

An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities and Sororities, and Other Organizations and Providing Penalties

Therefore (Republic Act No. 8049)

SEC. 1 Hazing as used in this act is an initiation rite, or practice undertaken as a pre-requisite for admission into membership in a fraternity, sorority, or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish, and similar tasks or activities; or otherwise subjecting him to physical or psychological suffering or injury.

The term “organization” shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen’s Military Training, or Citizen’s Army Training. The physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police—as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines, and the Director General of the Philippine National Police—shall not be considered as hazing for purposes of this act.

SEC. 2 No hazing or initiation rites in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the school authorities or head of the organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities, which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be will employed by anybody during such initiation rites.

SEC. 3 The head of the school or organization or their representatives must assign at least two (2) representatives of the school organization, as the case may be, to be present during the initiation. It is the duty of
such representative to ensure that no physical harm of any kind shall
be inflicted upon a recruit, neophyte, or applicant.

SEC. 4 If the person subjected to hazing or other forms of initiation
rites suffers any physical injury or dies as a result thereof, the officers
and members of the fraternity, sorority, or organization who actually
participated in the infliction of physical harm shall be liable as
principals. The person or persons who participated in the hazing shall
suffer the penalty of:

1. **Reclusion perpetua** if death, rape, sodomy, or mutilation results
from the hazing.
2. **Reclusion temporal** in its maximum period if, as consequence
of the hazing, the victim shall become insane, mentally retarded,
impotent, or blind.
3. **Reclusion temporal** in its medium period if, as consequence
of the hazing, the victim shall have lost the ability to speak, hear, or
smell; lost an eye, a hand, a foot, an arm, or a leg or the use of any
such member; or becomes incapacitated for the activity or work in
which he is habitually engaged.
4. **Reclusion temporal** in its minimum period if, as consequence
of the hazing, the victim shall be deformed or unable to use a limb; or,
for more than 90 days, become ill or incapacitated for the activity
or work in which he is habitually engaged.
5. **Prison mayor** in its maximum period if, as consequence
of the hazing, the victim shall, for more than 30 days, be ill or
incapacitated for the activity or work in which he is habitually
engaged.
6. **Prison mayor** in its medium period if, as consequence
of the hazing, the victim shall, for ten (10) days or more, be ill or
incapacitated for the activity or work in which he is habitually
engaged; or if the injury sustained shall require medical attention
for the same period.
7. **Prison mayor** in its minimum period if, as consequence
of the hazing, the victim shall, for one (1) to nine (9) days, be ill or
incapacitated for the activity or work in which he is habitually
engaged; or if the injury sustained shall require medical attention
for the same period.

8. **Prison correctional** in its maximum period if, as consequence
of the hazing, the victim sustained physical injuries that neither
prevent him from engaging in his habitual activity or work nor
require medical attention. The officials of the school, police,
military, or citizen’s army training organization may impose
appropriate sanctions on the person or persons charged under this
provision even before a conviction. The maximum penalty herein
provided shall be imposed in any of the following instances:

a) When the recruitment is accompanied by force, violence,
threat, intimidation, or deceit on the person of the recruit who
refuses to join.

b) When the recruit, neophyte, or applicant initially consents
to join but, upon learning that hazing will be committed on his
person, is prevented from quitting.

c) When the recruit, neophyte, or applicant, having undergone
hazing, is prevented—through force, violence, threat or
intimidation—from reporting the unlawful act to his parents
or guardians, proper school authorities, or police.

d) When the hazing is committed outside of the school or
institution.

e) When the victim is below 12 years of age at the time
of hazing.

The owner of the place where hazing is conducted shall be liable as
an accomplice when he has actual knowledge of the hazing conducted
therein but failed to take any action to prevent it. If the hazing is held
in the home of one of the officers or members of the fraternity, group,
or organization, the parents shall be held liable as principals when they
have actual knowledge of the hazing conducted therein but failed to
take any action to prevent it.

School authorities, including faculty members who consent to the
hazing or have actual knowledge thereof but failed to take any action
to prevent it, shall be punished as accomplices of the perpetrators.
The present and officers, or alumni of the organization, group,
fraternity, or sorority who actually planned the hazing but were not
present when the acts constituting the hazing were committed shall
be liable as principals. Officers or members of an organization, group, fraternity, or sorority who knowingly cooperated in carrying out a hazing session by inducing the victim to be present thereat shall be liable as principals.

A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent it shall be liable as a principal.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the act punishable herein.

Any person charged under this provision shall be entitled to the mitigating circumstances that there was no intention to commit such grave wrong.

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

SEC. 5 If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SEC. 6 All laws, orders, rules, or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.

SEC. 7 This Act shall take effect 15 days after its publication in at least two (2) national newspapers of general circulation.

Appendix D
Preventive Measures Against Violence and Sanctions on Fraternities and Sororities

COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

January 25, 1998

CHED Order No. 4, 1995
PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

TO: CHED Regional Directors
Head of Private Schools, Colleges and Universities
Presidents of State Colleges and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.

2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.

3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students’ dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some
students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.

4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future.

The following preventive measures are therefore suggested:

4.1 Monthly meetings of heads of fraternities in a Council of Equal;
4.2 Regular gatherings of fraternities' members through sports, cultural events and joint community projects where there are cross membership.
4.3 Reporting a potential conflict to the head of the fraternity as a standard procedure; the head in turn will patch it up with his counterpart.
4.4 Internal policing by the fraternities themselves.
4.5 Long-term re-orientation of the role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood.
4.6 More interaction between the School Administration and the fraternities.
4.7 Informing parents about the participation of their children in fraternities.
4.8 Use of the fraternity alumni members to counsel resident members.
4.9 Oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.

5. In order to deter violence among fraternities the following sanctions shall be strictly carried out:

5.1 Automatic expulsion of any fraternity member for:
   a. Starting or taking the offensive action that clearly provokes violence.
   b. Carrying of knives, sticks, pipes, guns, and other deadly weapons in schools.
   c. Extortion.

5.2 60 days suspension of all officers of a fraternity found guilty of acting action that will provoke violence.
5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other students’ aggradations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.

7. Immediate dissemination for this order is desired.

(SGD.) RICARDO T. GLORIA
Chairman
Appendix E

An Act Declaring Sexual Harassment Unlawful in the Employment, Education, or Training Environment, and for Other Purposes (Republic Act No. 7677)

SEC. 1 Title — This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

SEC. 2 Declaration of Policy — The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SEC. 3 Work, Education or Training Harassment Defined — Work-, education- or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, or any other person, who, having authority influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request, require for submission is accepted by the object of said Act.

A. In a work-related environment or employment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of an individual with favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor resulting in the limiting, segregating or classifying of the employee, which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect the said employee.

(2) The above acts impair the employee’s rights or privileges under existing labor laws.

(3) The above acts result in an intimidating, hostile, or offensive environment for the employee.

B. In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender.

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender.

(3) When the sexual favor is made as a condition to the giving of a passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations.

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

SEC. 4 Duty of the Employer or Head of Office in a Work-related, Education or Training Environment — It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefore.
Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this sub-section (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment.

The committee shall conduct meetings as required with the officers, employees, teachers, instructors, professors, coaches, trainers, students and trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union (if any), the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches, and students or trainees, as the case may be.

The employer or head of the office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

SEC. 5 Liability of the Employer, Head of Office, Educational or Training Institution — The employer or head of the office, educational or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of the office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SEC. 6 Independent Action for Damages — Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SEC. 7 Penalties — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (10,000) or more than twenty thousand (20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SEC. 8 Separability clause — If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SEC. 9 Repealing Clause — All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 10 Effectivity Clause — This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.
Appendix F

Information Network (Infonet): Policies, Conditions for Use, Code of Practice for Appropriate Use

Introduction

De La Salle-College of Saint Benilde (DLS-CSB) recognizes the importance of information technology (IT), which adds value to teaching, learning, research, and administration by providing new ways of accessing information, improving communications, and strengthening collaborations in the College.

The Information Technology Department (ITD), guided by the Benildean Core Values and Lasallian Guiding Principles, is tasked with the responsibility of managing the IT services and facilities of DLS-CSB.

1.0 Terms and Definitions

- **Authentication** – the process of verifying, testing, or guaranteeing the correctness of information.
- **Availability** – state in which authorized users are granted timely and uninterrupted access, whenever or wherever they may be.
- **Codes of Practice** – or ethical code are a set of principles outlining the responsibilities or proper conduct.
- **Confidential Information** – information given in "confidence". For example, students give their sensitive private information to certain College personnel, confident that they will not disclose the information to others.
- **Malicious Software (or Malware)** – a software or program code designed specifically for malicious purposes such as but not limited to service disruption, breach of confidentiality, breach of privacy, exploitation, blackmail, threat, or other criminal activities. Malware includes viruses, worms, Trojan Horse programs, spyware, or other similar software.
- **Personal, Private, or Sensitive Private Information** – such as but not limited to date of birth, medical record, SSS number, TIN, credit card, bank account, etc.
- **Infonet** – all IT resources, services, and facilities of DLS-CSB. It consists of but is not limited to computer peripherals, computer and telecommunications networks, Internet services, remote access services, digital communication services, software and applications, supporting documentation, supplies, digital storage facilities, physical facilities, and power/energy sources. Computing and networking facilities are limited to those leased, rented, owned by, or loaned to DLS-CSB.
  - **Infonet Account (or Credentials)** – composed of the username (or login identification) and password used to access the Infonet (e.g. DLS-CSB domain account, Google Apps account, Moodle account, etc.)
  - **Infonet User (or User)** – a person who has authorization to use the Infonet, including but not limited to students, faculty, personnel, third-party contractors or clients, or other organizations
  - **Information Technology Department (ITD)** – is composed of the Academic and Communications Technologies Center (ACTC) and Information Systems and Process Center (ISPC). ACTC is in charge of managing the IT infrastructure and computing resources while ISPC is in charge of managing the information systems, databases, and business processes of the College.
  - **Internet** – the global public network of networks that use TCP/IP as a standard communications protocol. Differentiated from other internetworking, or internet, technologies by the use of the capital letter "I".
  - **Intranet (or intranet)** – a type of local area network (LAN) that uses TCP/IP as its standard protocol.
  - **Integrity** – the principle that information retain their authenticity and are only modified by authorized users; firm adherence to a code of ethics or moral values.
  - **Local Area Network (LAN)** – a type of network topology or architecture confined to single building or group of buildings.

2.0 Policy Statement

2.1 The Infonet is intended for teaching, learning, research, and administration—in support of the Mission-Vision of DLS-CSB—creating a learning environment that promotes mutual support and respect for all learners through the fair use of information technology.
2.2 The Infonet should not be used for commercial purposes or non-College related activities without written permission and approval from the DLS-CSB President and Chancellor.

2.3 Use of the Infonet is granted as a privilege to students, faculty, staff, and administrators. DLS-CSB, therefore, reserves the right to limit, restrict, extend, or revoke the use of the Infonet, its services, and facilities.

2.4 Use of the Infonet should not contradict with the Philippine Laws, other institutional policies, rules or regulations, and the terms and conditions of applicable contracts (such as but not limited to copyright, patents, software end-user licenses, or third-party acceptable use policies).

2.5 An Infonet user must adhere to the Conditions for Use and the Codes of Practice for Appropriate Use of Infonet.

2.6 The Information Technology Department (ITD) is responsible for managing the IT resources, services, and facilities of DLS-CSB. Towards this end, the ITD is authorized to implement procedures and guidelines that will ensure fair use of IT; and ensure the effectiveness, efficiency, security, and reliability of all IT resources and services.

3.0 Conditions for Use of Infonet

3.1 Unlawful Activities. Use of the Infonet is granted as a privilege by DLS-CSB and on the condition that it will not be used for activities that is against the Law, College rules or regulations, social norms, and/or common decency. Users should not encourage or tolerate such unlawful activities and should immediately report it to the ITD or any DLS-CSB authority.

3.2 Infringement. Users must not infringe on the copyright, patents, and other property rights covering software, databases, and all other materials such as but not limited to text, images, icons, music or other recordings, motion pictures or videos retrieved from or through the Infonet. The user agrees to indemnify and keep indemnified DLS-CSB and each and every member of its personnel against all actions, claims, and demands for infringement of patent and/or breach of copyright that may be brought or made against DLS-CSB or any member of its personnel arising out of, or in connection with, the use of the Infonet.

3.3 Use of Infonet Accounts. Users access the Infonet by means of an Infonet account (or credential) and, therefore, Infonet accounts must be treated as confidential information. The user is accountable on all the actions of their Infonet account; it is their responsibility to secure their Infonet account.

3.4 Unauthorized Access. Infonet users should not exceed the approved level of access unless with written permission and approval. Accessing or an attempt to access the Infonet (i.e. computer, computer network, or any IT services provided by the College) without authority or beyond the authorized access is a violation of this policy and is subject to disciplinary action.

3.5 Denial of Service. Users should not disrupt the normal operating conditions of the Infonet which could affect or encroach on other user’s access and use of the Infonet through unacceptable practices such as but not limited to:

3.5.1 Sending chain-letters, spamming, repeated cross-posting of the same message on mailing lists, emails with attached large or unnecessary files, or similar practices that will deny the user’s access to his or her email.

3.5.2 Modifying the configuration, parameters, options, or settings (either hardware or software) of a computer system in offices, computer laboratories, library, and public areas, which will prevent others from using the computer system. Only authorized ITD personnel can change the configuration and settings.
3.5.3 Intentional or deliberate introduction of malicious software (malware) or programming code that will cause the breakdown, or hamper the operations, of the Infonet or any other information system of the College.

3.5.4 Use of software, applications, services, facilities, or devices identified by the ITD as the cause for excessive network traffic or bandwidth utilization, server load, data storage, or disruption of other Infonet services.

3.6 Offensive Content: Users should not send or publish offensive content such as but not limited to those that are fraudulent, malicious, harassing, threatening, obscene, pornographic, abusive, racist, or libelous in nature. Users should not produce, disseminate, or display offensive content using the Infonet.

3.7 Academic Honesty: Users are given the privilege to access the Infonet for teaching, learning, research, and administration but the Infonet must not be used for cheating, plagiarism, or any acts of academic dishonesty.

3.8 Emergency Cases: DLS-CSB reserves the right to take emergency action to ensure the effectiveness, efficiency, security, and reliability of the Infonet, including but not limited to the following:

3.8.1 Termination of a computer program or process or an online session.

3.8.2 Temporary alteration of (or disabling) the user’s Infonet account or credentials.

3.8.3 In case of an investigation, and with written authorization, the ITD may access user data files, including private files, stored within the Infonet, without the consent of the user/s when there are reasonable grounds to believe that a violation of Philippine and/or International laws, other IT policies, or relevant policies, rules and regulations of the College.

3.8.4 Taking emergency actions does not waive the rights of DLS-CSB to take additional actions under other College policies, rules, and regulations.

3.9 Data Loss: Users must understand that the Infonet is not perfect, and the College will not be liable to the user in the event of data loss due to hardware or software failure.

3.10 Disclaimer: DLS-CSB disclaims any responsibility and/or warranties for information and other materials residing outside the Infonet or computer and systems not owned, leased, rented by, or loaned to DLS-CSB; and materials available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of DLS-CSB, its students, faculty, staff, and administrators.

3.11 External Network Services: DLS-CSB also has acceptable use agreements for facilities, services, or connections outside the Infonet (e.g. third-party library portals, Internet service providers, third-party research networks, etc). The College cannot and will not extend any protection to users should they violate the policies of third-party external network or telecommunications system.

4.0 Codes of Practice for Appropriate Use of Infonet

The standard practices for the use of the Infonet were derived from the Benildean Core Values (i.e. appreciation of individual worth, creativity, professional competence, social responsibility, a sense of nationhood, and faith); and as a Benildean community, we depend on the spirit of mutual respect and cooperation by which we are guided in our online activities.

4.1 Follow the intended use of the Infonet system, service, resource, or facility. Users should not misuse, or abuse the privilege to access or use the Infonet granted by the College.

4.2 Respect the rights of other users and do not to commit acts that will encroach on their privileges to use the Infonet.
Appendix G

General Guidelines for the Conduct of Random Drug Testing for Tertiary Students

COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order No. 19 Series of 2003

To: CHED Regional Directors, School Heads/Presidents of Private Schools, Colleges and Universities, Presidents of State Colleges and Universities

SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR TERTIARY STUDENTS

1. In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994” and pursuant to Section 36 (c) of Article III of RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002,” random drug testing of students in public and private tertiary/higher educational institutions will be scheduled this year.

2. The enclosed general guidelines approved by the Dangerous Drugs Board (DDB) through Board Regulation No. 6 dated August 1, 2003, shall serve as the major reference in the implementation of the random drug testing program. For other provisions of the law, reference shall be made to the Implementing Rules and Regulations (IRR) of RA 9165.

3. Immediate dissemination of and compliance with this Order is directed. Issued this 15th day of September 2003 at Pasig City, Philippines.

(SGD.) ROLANDO R. DIZON, Chairman
DANGEROUS DRUGS BOARD
BOARD REGULATION NO. 6 Series of 2003

SUBJECT: General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students

Pursuant to Section 36 (c), Article III of Republic Act No. 9165, the following guidelines are hereby promulgated.

The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary /higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation.

All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS

1. Government recognizes the primary responsibility of the family, particularly the parents, for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. The school, with the assistance of Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.
4. Cognizant of the right of the students to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed at guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165.
6. The implementation of drug abuse prevention and education programs in schools shall be intensified as an integral part of the overall demand reduction efforts of the government.
7. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The test results shall be treated with utmost confidentiality.
11. The test results shall not be used in any criminal proceedings.

PURPOSES OF RANDOM DRUG TESTING

1. To determine the prevalence of drug users among the students
2. To assess the effectiveness of school-based and community-based prevention programs
3. To deter the use of illegal drugs
4. To facilitate the rehabilitation of drug users and dependents
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

DEFINITION OF TERMS

"Drug Counselor" shall mean a person trained in the techniques of guidance counseling particularly dealing with cases of drug dependency. The Drug Testing Coordinator shall designate one such person.

"Drug Testing Coordinator" shall be the point person in the school tasked with handling random drug testing which shall be the principal
of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive officer in tertiary institutions.

“Parents” shall, for purposes of these guidelines, include court appointed guardians.

“Random selection” refers to the unbiased process of selecting students which are to undergo drug testing.

“Rehabilitation” is the dynamic process, including aftercare and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him to live without dangerous drugs, enjoy the fullest life compatible with his capabilities and potentials and render him to become a law-abiding and productive member of the community.

“Schools” shall mean an institution that has as its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions.

“Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members.

The authorized governing body duly recognized by their respective constituents shall choose the representatives from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parents’ association, the School Head may appoint any parent who shall be a member of the Selection Board.

“Supervising Agency” shall refer to the government agency that exercises supervision over the school such as the Department of Education (DepEd), Commission on Higher Education (CHED), or the Technical Education and Skills Development Authority (TESDA).

**PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING**

1. **Notification**

   The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government’ actions against illegal drugs. The schools’ administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the schools’ handbook or listing of procedures.

   (The Supervising Agencies’ Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories.)

   All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

2. **Samples**

   a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug testing program.
   b. The whole student population of the school selected shall be included in the random sampling.
   c. The number of samples should yield a statistical 95% confidence level for the whole student population.

3. **Selection of Samples**

   a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
   b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
   c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
d. The selection process shall be random through a lottery which may be computerized, or in any other manner that shall be agreed upon by the Board.

e. The random selection of students and the drug testing shall be done on the same day.

f. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.

h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.

i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing of the students, teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.

c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.

d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.

e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.

f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.

g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.

h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test.

i. The Drug Testing Coordinator shall not delegate the task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

j. First time positive confirmatory drug test results shall not be grounds for expulsion or any disciplinary action against the student.

k. The Drug Testing Coordinator shall refer the student and his parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.

l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his own expense.

m. In the event that it is determined that the student is a drug dependent, the school test may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.
At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug test is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

REPORTORIAL REQUIREMENTS OF RESULTS OF THE RANDOM DRUG TESTING

1. The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his parents.
2. The aggregate test results from each school which shall not include the identities of the students tested, shall be submitted by the School Head to the Division Superintendent of DepEd for secondary schools, the Regional Director of CHED for tertiary schools, and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

TRAINING OF GUIDANCE COUNSELORS

The Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, the Philippine Drug Enforcement Agency, and Dangerous Drugs Board, in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

EXPENSES OF THE PROGRAM

The Department of Health, in coordination with the Supervising Agencies, shall designate the drug testing laboratories that shall be utilized for purposes of the program. Payment of testing fees shall be done by the government through the Department of Health to the Drug Testing Laboratories.

ENFORCEMENT OF COMPLIANCE

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

MISCELLANEOUS PROVISIONS

Separability clause. If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.

Effectivity. These Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.
Appendix H

Drug-free DLS-CSB - “Benildean Ayaw sa Droga”

Guidelines for the Conduct of the Mandatory (Freshmen) and Random (Upper-class Students) Drug Testing of DLS-CSB Students

A. Rationale

The Philippine Constitution, in Article XIV, Section 3 (1), mandates that: “All educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency.” (Emphasis supplied)

B. Objectives:

1) To identify and help students who are victims of illegal drugs.
2) To deter or discourage the use of illegal drugs.
3) To ensure that DLS-CSB is a drug-free campus.
4) To complement the Government’s effort to solve the drug problem in the country.

C. Definition of Terms

For purposes of this guideline, the definition of terms used in the Dangerous Drugs Board Regulation No. 6 series of 2003, as implemented by CHED Memorandum Order (CMO) No. 19 series of 2003, shall be adopted.

D. Laboratory to Conduct the Drug Screening

De La Salle-Health Sciences Institute (DLS-HSI) shall be the exclusive drug testing laboratory for this program to ensure the integrity of the results.

E. Conduct of Drug Testing

The following procedure is patterned after the DDB Board Regulation No. 6 s. 2003 with some modification:

1. Notification

   a) All incoming freshmen shall be notified of the mandatory drug testing via the Parent’s Waiver Form. Drug testing schedule is communicated individually to the students upon enrollment.
   b) Failure to return the acknowledgement receipt of the notice (for freshmen students) shall not bar the conduct of the mandatory drug testing. DLS-CSB shall ensure to keep all the registry receipt or acknowledgement receipt of all the notices as proof of service.
   c) A general announcement will be released to the DLS-CSB students via intranet and posters.
   d) Randomly selected students will be given a notice letter on the day of the Random Drug Testing. Concerned faculty will likewise be notified thru email and formal letter.
   e) Both the mandatory drug testing for incoming freshmen and random drug testing for upper-class students will be done anytime during the trimestral enrollment periods. The OSB is mandated to monitor the compliance of students.

2. Collection of Urine Specimens

The DLS-HSI laboratory shall follow the DOH-prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the College.
3. Selection Technique (Random Drug Testing for Upper-class students)

a) The Selection Board shall be convened by the Drug Testing Coordinator/s within seven (7) working days prior to the drug testing.

b) The ITD, in coordination with the Drug Testing Coordinator, shall conduct the random procedure based on the sample target and class schedule.

c) The Selection Board shall ensure the integrity and confidentiality of the random selection process.

d) The selection shall be randomly made through lottery, which may be computerized or in any other manner that shall be agreed upon by the Board.

e) The random selection of upper-class students shall be done seven (7) working days prior to the actual drug testing.

f) Prior to collection of urine samples, students shall be asked to reveal the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

g) The officer/staff assigned to ensure the integrity of the collection process should be of the same sex as the student. The same principle will be used during the body frisking of students prior to the collection of samples.

h) The urine collection shall be done in the College and conducted by DLS-HSI laboratory. The school, through its respective health personnel, shall assist the DLS-HSI Laboratory in the conduct of the specimen collection.

4. Treatment of Results

a) The results of the test shall be strictly confidential. DLS-CSB shall not publish nor post results whether positive or negative.

b) Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws, including administrative sanctions as per the DLS-CSB Student Handbook and Staff Manual.

c) The laboratory shall place the drug test result in a sealed envelope and deliver it via personal service to the Drug Testing Coordinator. The students shall be informed personally of the results of the test. The Drug Testing Coordinator may appoint Assistant Drug Testing Coordinator/s to assist in the distribution of the test results to those who were found negative for traces of drugs. In appointing Assistant Drug Testing Coordinators, utmost confidentiality of information shall be the paramount consideration. They shall be appointed for purposes specifically mentioned in the previous paragraph.

d) In case the test results are positive, the drug testing laboratory shall conduct a confirmatory test on the same sample to verify a positive result. The Drug Testing Coordinator shall inform in writing the student and his/her parents or legal guardians that a confirmatory test shall be conducted. The student shall be advised to refrain from revealing the test results to other persons.

e) The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and submitted directly to the Drug Testing Coordinator.

f) If the confirmatory test yields a true positive result, the Drug Testing Coordinator shall set a conference with the parent and student concerned to inform them in writing of the results. The Drug Testing Coordinator shall not delegate such task to any other person, nor shall the Drug Counselor reveal results of the test to any person other than the student and parent.

g) After a positive confirmatory test, the student concerned shall be advised to undergo a counseling program provided by DLS-CSB or the Drug Testing Coordinator may refer the student and his/her parent to a DOH-accredited facility/physician to determine the student's dependency level.

h) In the event that it is determined that the student is a drug dependent, s/he will be required by the DLS-CSB to undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the School.
i) Students who refuse to undergo drug testing shall be charged with a major offense under Sections 7.6.1.27 and 7.6.1.35 of the Student Handbook SY 2007-2010 for willful disregard of established norms, policies, rules, and regulations; and willful failure to comply with the required drug testing procedures of the College.

Appendix I
General Dress Code Policy

It is the goal of the College to establish and maintain a high quality learning environment for all students and staff. To that end, students are expected to dress in a manner that provides for adequate safety while on any school campus. The College hopes to instill an understanding of, and adherence to, appropriate dress for a work environment as they are prepared for their future career.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others, as determined by the School and its faculty members, will be asked to change clothing and may be subject to school discipline under Section 1.2.5.7 should they refuse. These guidelines are not intended to be all-inclusive. The Schools have the authority to determine if clothing is disruptive to learning or impacts student safety. Attires deemed inappropriate on campus are as follows:

1) Any clothing that bears images or words that are deemed offensive (e.g. profanities, pornographic);

**Tops, Shirts and Blouses**
Must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage.

**Pants/Shorts**
Must be worn at the waist or upper hip, must be three (3) inches above the knee or longer, and must not reveal underclothing even on a sitting position. Torn or slashed materials or fabrics that are too tight or overly body-fit are also prohibited.

**Skirts**
Must be fitted at the waist or upper hip and not reveal underclothing, and must be three (3) inches above the knee or longer.

**Shoes / Footwear**
Must not detract from or interfere with the learning environment or present a safety or health hazard. House shoes/house slippers of any kind are not allowed.

A good general policy regarding the dress code is: When in doubt about an item being inappropriate, DO NOT WEAR IT.
Inappropriate Attire

For Women

TOPS

- Tube tops
- Tube with straps
- Halter tops
- Backless

Low-cut back
Garments that are below the bra-strap line

Revealing torso
On a relaxed standing position, there is skin exposure.

Large armholes/racer back
Shoulder blade exposure; straps that are less than 1 inch wide.

String Neck
- Off-shoulder

One-shoulder

Spaghetti strap
Straps that are less than 1 ½ inches wide.

Plunging neckline
Necklines exposing cleavage

See-through
Tops where undergarments can be seen.

Sando type
Straps that are less than 1 inch wide.
Inappropriate Attire
For Women
BOTTOMS & FOOTWEAR

- Mini skirts: Three (3) inches above the knee.
- See-through
- Short shorts: Three (3) inches above the knee.
- Slippers

Inappropriate Attire
For Men

- Sando top: As distinguished from sleeveless
- Short shorts: Three (3) inches above the knee
- Torn jeans: Where there is skin exposure
- Cycling shorts
- Slippers
CORPORATE ATTIRE - STANDARD ATTIRE FOR ALL GENERAL EDUCATION COURSES

For Men

**Shirt**
- White long-sleeved men’s office shirts.
- All shirts must be properly fitted and must be worn completely tucked in at all times.
- The sleeves must never be rolled up, and must always be buttoned at the cuffs.

**Neckties**
- Only neckties of corporate design may be worn with the tip ending at the mid-belt buckle level. A necktie clip may also be worn. No cartoon or trendy styles allowed.

**Undershirt**
- Only a plain white undershirt may be worn under the dress shirt.
- All undershirts must be properly fitted, neat, clean and free of rips, tears and holes.

**Pants**
- Only plain black men’s office pants may be worn. Pants must be neatly hemmed down to the shoe heel. A black leather belt must be worn, and the belt must be clearly visible at all times. The shirt, therefore, must be completely tucked into the pants. No tight-fitting, baggy, or trendy styled pants allowed.

**Socks**
- Only plain black men’s office socks may be worn.

**Shoes**
- Only plain black men’s leather dress/office shoes may be worn.
- Maximum heel height is 1 and ¼ inches.
- Shoes must be polished and free from scuff at all times.

For Women

**Blouses**
- Plain white stiff collared corporate blouses or office dress shirts may be worn.
- All must be properly fitted and must be worn completely tucked in at all times.
- The sleeves must never be rolled up, and must always be buttoned at the cuffs.
- Only the top two buttons from the neckline may be left unfastened.
- No hanging and tight-fitting blouses.

**Skirts**
- Only below-the-knee plain black straight-cut office skirts may be worn. The knees should not be visible when the wearer is in a standing position.
- There should be a three-inch walking vent in the back of the skirt for ease of movement.
- The skirt’s waistband must be clearly visible at all times; the shirt, therefore, must be completely tucked into the skirt.

**Stockings**
- Skin-toned stockings are to be worn with the prescribed skirt. Stockings must be free of snags, tears, and holes.

**Shoes**
- Only plain black women’s dress shoes (leather pumps) may be worn.
- Minimum heel height is 1 inch; maximum of 2 inches.
- Shoes must be polished and free from scuff at all times.
- No open-toed, sling-back, and flat shoes; or step-ins, strappy and trendy shoe styles allowed.
- Avoid pencil-heeled shoes.
* No cross-dressing allowed for men and women.
EXECUTIVE ATTIRE FOR SHRI HOSPITALITY MANAGEMENT AND TRAVEL MANAGEMENT SUBJECTS (EXCEPT FOODSYSTEMS AND BAR MANAGEMENT)

- Black business coat worn over the corporate attire for men.
- Black corporate coat for women worn over the corporate attire for women.

FOOD SYSTEMS AND BAR MANAGEMENT UNIFORM STANDARDS

For Men
- White long-sleeved corporate shirt tucked into black pants with black belt.
- Black socks and shoes.
- Black bow-tie secured at the collar.

For Women
- White long-sleeved collared corporate women’s blouse and tucked into knee-length black skirt.
- Black bowtie secured at the collar.
- Skin-toned stockings with black dress shoes.

A black vest as designed by SHRI is worn over the white long-sleeved blouses for Bar classes.

NUTRITION AND CHEMISTRY GROOMING AND UNIFORM STANDARDS

For Men
- Uniform as provided by SHRI. To be worn as designed with all buttons properly fastened.
- Only white (no prints) inner shirts should be worn with the male uniform.
- Solid black clogs with black socks or white socks with solid white clogs should be worn with the uniform.
- Skull caps must always be worn during laboratory hours.

For Women
- As provided by SHRI. To be worn with all buttons properly fastened.
- Blouses must be an inch below the hips. No hanging and tight-fitting blouses.
- Solid black clogs with black socks or white socks with solid white clogs should be worn with the uniform.
- Hairnets and skull caps must always be worn during laboratory hours.
- No jewelry. Minimum make-up during laboratory classes.

CULINARY ARTS GROOMING AND UNIFORM STANDARDS

For Men
- As provided by SHRI. To be worn with buttons properly fastened.
- Properly tied white kerchief, white apron and white toque to be worn with the uniform.
- Only white (no prints) inner shirts should be worn with the male uniform.
- Solid black clogs with black socks or white socks with solid clogs should be worn with the uniform.
- Toques and aprons are removed during lecture classes and when leaving the AKIC campus.

For Women
- As provided by SHRI. To be worn with buttons properly fastened.
- Properly tied white kerchief, white apron, and white toque to be worn with the uniform.
- Solid black clogs with black socks or white socks with solid clogs should be worn with the uniform.
- Toques and aprons are removed during lecture classes and when leaving the AKIC campus.
- No jewelry. Minimum make-up during laboratory classes.
GROOMING GUIDELINES

For Men

Hair
- Well-groomed. Short and neat.
- Hair must not touch the ears and the shirt collar.
- Sideburns must be neatly trimmed and cut straight above the mid-ear level.
- No bangs. Hair must be neatly combed, styled, and kept away from the face.
- Light hair gel, mousse, or setting lotion may be used to keep hair in place.
- Conservative hairstyles only. No semi or full skinheads, spiked hair or trendy hair styles.
- Hair must be at least one-inch long at the top-side.
- No colored or tinted/highlighted hair. No loose or wispy hair strands.
- Clean-shaven at all times. No facial hair.

Makeup
- No makeup, lipstick, face powder or similar facial aids that alter the natural skin color.

Nails
- Short and trimmed to the nail bed. No nail polish.

Jewelry
- Students may choose to wear any or all of the following:
  - One wristwatch.
  - One ring of simple design without stone setting.
  - One necklace of simple design worn under the shirt collar and hidden from view.

Not allowed are:
- Earrings.
- Bracelets/anklets.
- Wristbands of any material.
- Body piercing or exposed tattoos.
- Caps and other casual headgears.

For Women

Hair
- Short (Shoulder Length or Shorter) – Neatly combed, styled, and kept away from the face by clips.
- Long (Beyond Shoulder Length) – Pony-tailed, braided, or tied into a neat bun.
- No loose or wispy hair strands.
- A simple black satin, silk, plastic, or velvet hairband or black clips may be used to put hair in place.
- No semi or full skin heads, spiked hair, or trendy hair styles.
- No colored or tinted/highlighted hair.
- No bangs. Hair must be neatly combed, styled, and kept away from the face.
- Light hair gel, mousse, or setting lotion may be used to keep hair in place.

Makeup
- Light makeup only.

Nails
- Short with natural-tone nail polish only.
- Nail polish not allowed for Culinary/Nutrition/Chemistry laboratory classes.

Jewelry
The student may choose to wear any or all of the following:
- One set of stud earrings placed at the lower ear lobe.
- One wristwatch.
- One gold-tone or silver-tone bracelet.
- One necklace of simple design worn under the shirt or blouse collar.
- One ring of simple design with or without stone setting.
- Not allowed are anklets or wristbands of any material.
Not allowed are:
- Anklets,
- Wristbands of any material,
- Body piercing or exposed tattoos,
- Caps and other casual headgears,

For more information and a more detailed and visual description on SHRIM’s dress code policy, please see your respective Department Chairpersons.

Appendix I-2
SMIT, SMS, SDEAS Dress Code 2013-2016

<table>
<thead>
<tr>
<th>SMIT</th>
<th>SMS</th>
<th>SDEAS</th>
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<tbody>
<tr>
<td><strong>Rationale</strong></td>
<td>The School of Management and Information Technology (SMIT), School of Multidisciplinary Studies (SMS), and School of Deaf Education and Applied Studies (SDEAS) of the DLS-CSB acknowledge the need for impression management. Projecting a professional image is an important skill which needs to be developed among students. Knowing how to dress in the corporate world will prepare students present the desired impression, which will help establish interpersonal relations and professional networks.</td>
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<tr>
<td><strong>Attire</strong></td>
<td>Business Attire, First Monday of Every Month (eXtraOrdinary Mondays)</td>
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</table>
| **General Guidelines** | 1. All students of SMIT, SMS, and SDEAS courses would have eXtraOrdinary Mondays * during the first Monday of the month. eXtraOrdinary Mondays is a term coined to serve as a quick reminder of this policy. (For SDEAS which has a mandatory 2-term bridging program (DLPC), the dress code starts on the term that they become frosh degree students.)

2. Students are required to be in their eXtraOrdinary business attire in all their SMIT, SMS, and SDEAS classes, and when they are in all offices of the Taft Campus Buildings. | | |
| **Male (Business Attire)** | • For socks: Office dress socks are required (no ankle or sports socks).
• Wearing earrings, caps and bonnets is not allowed.
• Wearing sports jackets or hoodies is not allowed.
• Vests, cardigans, or sweaters in neutral colors are allowed.
• Hair: Should be neat and tamed down. Long hair should be tied back. | | |
### Female (Business Attire)

<table>
<thead>
<tr>
<th>SMIT</th>
<th>SMS</th>
<th>SDEAS</th>
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<tbody>
<tr>
<td><strong>Option 1:</strong></td>
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<tr>
<td>• Business attire skirt/dress (straight cut, pencil cut, or A-line) with max length from the knee at two inches.</td>
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<td><strong>Option 2:</strong></td>
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<tr>
<td>• For slacks: straight cut, no body-fit or skin-tight pants/trousers.</td>
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<tr>
<td>• Collared Blazer (Solid color or pin stripes. No loud prints for the blazer). No torn seams or embellished blazers.</td>
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<tr>
<td>• Stockings/ hosiery are optional (colors: solid skin-tone or black color only).</td>
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<tr>
<td>• Office shoes, closed toe, or peep-toe shoes with at least 1-inch heels.</td>
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<tr>
<td>• No platform heels, wedge, flat shoes, or open-toe shoes.</td>
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</table>

### Female (Business Attire)

<table>
<thead>
<tr>
<th>SMIT</th>
<th>SMS</th>
<th>SDEAS</th>
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<tbody>
<tr>
<td><strong>Wearing caps or bonnets is not allowed.</strong></td>
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</tr>
<tr>
<td><strong>Wearing sports jackets or hoodies is not allowed.</strong></td>
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<tr>
<td><strong>Accessories: optional. Dangling earrings are not allowed.</strong></td>
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<tr>
<td><strong>Makeup: optional. Minimal to moderate amounts are encouraged.</strong></td>
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<tr>
<td><strong>Hair: Observe proper grooming where hair is either tied back or kept brushed back from the face.</strong></td>
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</table>

### General Guidelines

3. Note: that wearing of the PE (Physical Education) Uniform is not allowed inside the classrooms or outside of PE class time (refer to Student Handbook).

4. Violation of this policy will be dealt with accordingly through the Office of Student Behavior (OSB).

5. In the event that the first Monday of the month would fall on a Final Exam Week or a declared Holiday, eXtraOrdinary Mondays would be waived.

6. There will be picture guides that will be made available upon entry in the gates of the Taft campus.

SMIT, SMS, and SDEAS are one with the DLS-CSB system in highlighting the need to maintain professionalism at all times. Both faculty and personnel are requested to remind students that this initiative in forming students’ sense of dressing shall apply to all male and female students regardless of sexual orientation. Cross-dressing, defined as wearing attire suited for the opposite sex, is not encouraged to preserve the integrity of the policy suggested. The term would also include the use of inappropriate accessories and shoes. All students of SMIT, SMS, and SDEAS will abide by this policy, which will take effect from Mondays-Saturdays, regardless if it is eXtraOrdinary Mondays or otherwise.

### Attire

Business Attire, First Monday of Every Month (eXtraOrdinary Mondays)
<table>
<thead>
<tr>
<th></th>
<th>SMIT</th>
<th>SMS</th>
<th>SDEAS</th>
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<tbody>
<tr>
<td><strong>School Specific Implementation</strong></td>
<td>Adherence to the General Dress Code all the rest of the school days except the First Monday of the Month</td>
<td>Smart Casual, Monday to Wednesday, except the First Monday of the Month</td>
<td>Adherence to the General Dress Code all the rest of the school days except the First Monday of the Month</td>
</tr>
<tr>
<td><strong>Male (Business Attire)</strong></td>
<td>Option 1:</td>
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<tr>
<td></td>
<td>• Long-sleeved office polo with collar, solid color or pinstripes. Acceptable colors are white, black, pastel, and earth tone neutrals.</td>
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<td></td>
<td>• Necktie - solid colors or pin stripes only (no cartoons, or large and loud patterns)</td>
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<td></td>
<td>• Coat is preferred but not required. (Solid color or pin stripes only. No loud prints or torn hems or seams)</td>
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<td></td>
<td>Option 2:</td>
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<tr>
<td></td>
<td>• Long-sleeved office barong with short- or long-sleeved white undershirt.</td>
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<td></td>
<td>• For pants: black or blue pants, straight cut only. No body-fit or skin-tight pants/trousers. No khaki or printed pants.</td>
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<tr>
<td></td>
<td>• For shoes: Black or brown closed leather shoes (top-siders are not allowed).</td>
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<tr>
<td></td>
<td>• For the belt: Leather belt matching the color of shoes.</td>
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<tr>
<td><strong>Female (Business Attire)</strong></td>
<td>• Wearing caps or bonnets is not allowed.</td>
<td>• Wearing sports jackets or hoodies is not allowed.</td>
<td>• Accessories: optional. Dangling earrings are not allowed.</td>
</tr>
<tr>
<td></td>
<td>• Makeup: optional. Minimal to moderate amounts are encouraged.</td>
<td>• Hair: Observe proper grooming where hair is either tied back or kept brushed back from the face.</td>
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</tbody>
</table>
Female, smart casual attire for SMS-CDA

- Dress with sleeves; knee-length
- Slacks/skirt
- Long or short-sleeved polo shirt with collar
- Closed leather shoes – flats or with heels
- Formal wear sandals
- Solid colors; pinstripes

Note:
For more information and a more detailed, visual description on the dress code policy, please see your respective Department Chairpersons.

Appendix I-3
Dress Code for Special Occasions or Gatherings and Other School- or College-Sponsored Activities

Students are expected to dress appropriately, in accordance with established norms of decency, during special occasions or gatherings and other school- or college-sponsored activity.

Clearance must be secured from the Office of Student Behavior (OSB) should students need to wear certain attires for a specific purpose (e.g., costume for play or performances).

For graduation ceremonies, the following is the required attire for students and guests:

For Men
Slacks and a long-sleeved shirt with tie, or barong.

For Women
Dress or skirt, blouse, and formal shoes (with not-too-high heels).

Appendix J
Frequently Asked Questions on the Summer Term Enrollment

1. Who may enroll in summer classes? The summer term is not a regular term. Summer class eligibility applies to:

a) Students who incurred failing marks in general education, core, and/or major courses in previous terms, including the term immediately prior to summer.
b) Interior Design students.
c) Students who have summer courses indicated in their flowcharts.
d) Graduating students, defined as those who shall have completed all academic and non-academic requirements, at end of the summer term.
e) Students with back subjects (previous subject/s not taken as reflected in the flowchart).
2. What courses are offered during summer?

a) General education (except PE) courses.
b) Core and major professional courses as determined by the program.
c) SDA courses that are reflected under summer on the flowchart.

3. What is the maximum number of units a student may enroll?

a) A maximum of six (6) units.
b) Students with more than six (6) units to complete the total number of units required of the degree program is advised to enroll in the first term of the next school year.

4. Are special classes offered during summer to accommodate graduating students? Yes, provided that:

(a) A faculty member is available to handle the special class.
(b) The total number of units to enroll in summer does not exceed six (6) units.

5. How do I confirm enrollment for summer?

One must pay the non-refundable reservation fee of PhP 2,000.00 at the Finance Department on a specified period. Only students who paid the reservation fee will have their accounts activated so that they can enlist/enroll for summer classes. This amount will be deducted from the total summer tuition and fees assessment. A student cannot enroll unless enlisted.

6. What if I pre-enrolled but later decided not to take summer classes?

A student must file for cancellation on or before a specified date. Otherwise, he or she will be charged the total amount due for summer and will be meted a grade of R or 0.0.

7. What if I did not enlist but failed a subject in the third term?

A student may enroll on a given date as will be announced by the Office of the Registrar (pre-summer adjustment). Present the course card to the Records-in-Charge. Should a student eventually decide not to confirm enrollment, the deterrent fee of PhP 2,000.00 applies.

Appendix K
Guidelines for Lost and Found Items

The Office of Student Behavior (OSB) handles all lost and found items. Students and other members of the Benildean community are expected to turn over someone else’s lost belongings to the OSB, otherwise, they can be subject to disciplinary actions as stated in Sections 7.6.1.27 and 7.6.1.46 of the Student Handbook and the appropriate section of the Staff Handbook/Faculty Manual. The implementing guidelines are as follows:

Safekeeping

1. All lost and found items are required to be turned over to the OSB for safekeeping. All turned-in items are recorded in the Lost and Found Log Sheet of the OSB.

2. The OSB shall turn over all lost and found items to the General Administrative Services Department (GASD) Office every Friday noon of the week. Valuable items such as cell phones (with or without cases), cash, jewelry, laptops, palm pilots, and electronic gadgets worth at least PhP 1,000.00 shall be turned over to the Finance Department for safekeeping.

3. The Finance Department, after receiving the found items, shall acknowledge receipt of such items from OSB.
4. Lost items not claimed within 30 days from the time they were deposited to GASD and Finance Department will be disposed of accordingly.

5. The GASD shall post announcements about all turned-over items.

**Claiming Items from Lost and Found of OSB**

1. Claimants of lost items can check the Lost and Found Log Sheet of OSB.

2. Individuals redeeming items found are required by the OSB to describe and present proof of ownership (for valuable items) prior to redemption. Claimed items are recorded in the Lost and Found Log Sheet along with the name and ID number of claimants.

3. For items turned over to the GASD and Finance Department, the OSB shall issue claim stubs to claimants. Claimants are advised to first check with OSB regarding lost items before going to GASD or the Finance Department.

4. Valuable items may be claimed at the Cashier Window of the Finance Department while non-valuable items can be claimed at GASD-WPCO.

5. Prior to the release of items, office representatives from GASD-WPCO/Finance Department shall require claimants to describe the item/s and present proof of ownership.

---

**Appendix L**

**Glossary of terms**

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**THE PHILIPPINE LASALLIAN FAMILY**

**Lasallian Terminologies**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Br.</td>
<td>Brother</td>
</tr>
<tr>
<td>FSC</td>
<td>Fratres Scholarum Christianarum</td>
</tr>
<tr>
<td>IALU</td>
<td>International Association of Lasallian Universities</td>
</tr>
<tr>
<td>LFC</td>
<td>Lasallian Formation Center</td>
</tr>
<tr>
<td>LGP</td>
<td>Lasallian Guiding Principles</td>
</tr>
<tr>
<td>LSN</td>
<td>La Salle Novitiate</td>
</tr>
<tr>
<td>PLFC</td>
<td>Philippine Lasallian Family Convocation</td>
</tr>
<tr>
<td>PRV</td>
<td>La Salle Provinciate</td>
</tr>
<tr>
<td>SI</td>
<td>Strategic Intent</td>
</tr>
</tbody>
</table>

**De La Salle Philippines**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLSASMC</td>
<td>De La Salle Andres Soriano Memorial College</td>
</tr>
<tr>
<td>DLSAU</td>
<td>De La Salle Araneta University</td>
</tr>
<tr>
<td>DLS</td>
<td>De La Salle Canlubang</td>
</tr>
<tr>
<td>DLS-CSB</td>
<td>De La Salle-College of Saint Benilde</td>
</tr>
<tr>
<td>DLSHSI</td>
<td>De La Salle Health Sciences Institute</td>
</tr>
<tr>
<td>DLS-JBC</td>
<td>De La Salle-John Bosco College</td>
</tr>
<tr>
<td>DLSL</td>
<td>De La Salle Lipa</td>
</tr>
<tr>
<td>DLSU</td>
<td>De La Salle University</td>
</tr>
<tr>
<td>DLSU-D</td>
<td>De La Salle University-Dasmariñas</td>
</tr>
<tr>
<td>DLSP</td>
<td>De La Salle Philippines</td>
</tr>
<tr>
<td>DLSZ</td>
<td>De La Salle Santiago Zobel School</td>
</tr>
<tr>
<td>JHIS-LS</td>
<td>Jaime Hilario Integrated School-La Salle</td>
</tr>
<tr>
<td>LSA</td>
<td>La Salle Academy</td>
</tr>
<tr>
<td>LSCA</td>
<td>La Salle College Antipolo</td>
</tr>
<tr>
<td>LSGH</td>
<td>La Salle Green Hills</td>
</tr>
<tr>
<td>LSU</td>
<td>La Salle University</td>
</tr>
<tr>
<td>SJS-LS</td>
<td>St. Joseph School-La Salle</td>
</tr>
<tr>
<td>USLS</td>
<td>University of St. La Salle</td>
</tr>
</tbody>
</table>
Other Lasallian Groups

ANHS  Adult Night High School
FLI   Federation of Lasallian Institutions
LaFT  Lasallian Animation and Formation Team
LIFE  Lasallian Institute for the Environment
LJPC  Lasallian Justice and Peace Commission
LPC   Lasallian Partners' Council
LASSO Lasallian Supervised Schools Office
LYC   Lasallian Youth Commission

THE DLS-CSB COMMUNITY

Campus Offices, Facilities and Named Spaces

AdC   Admissions Center
AEP   Academic Extension Program
AKIC  Angelo King International Center
CCS   Center for Counseling Services
CCTV  Closed Circuit Television System
CHEC  Center for Housekeeping and Environmental Concerns
CIC   Center for Institutional Communications
CLA   Center for Linkages and Advancement
CLCIR Center for Learner-Centered Instruction and Research
CLM   Center for Lasallian Ministry
CLPA  Center for Learning and Performance Assessment
CLPM  Center for Logistics and Property Management
CLU   Culinary Laboratory Unit
CO    Compliance Office
CPD   Center for Partnership and Development
CPO   Career and Placement Office
CSA   Center for Social Action
CSD   Center for Sports Development
CSS   Center for Safety and Security
DSL   Department of Student Life
EC    Engineering Center
F&B   Food & Beverage Service
FD    Finance Department
GASD  General Administrative Services Department
HRD   Human Resource Department
ISPC  Information Systems and Process Center
ISU   International Students Unit
ITD   Information Technology Department
LISS  Learning Information, Systems and Services
LSO   Logistics Support Office
LRC   Br. Fidelis Leddy Learning Resource Center
MCAD  Museum of Contemporary Art and Design
OCA   Office of Culture and Arts
OP    Office of the President
OSB   Office of Student Behavior
OVCA  Office of the Vice Chancellor for Academics
OVCA  Office of the Vice Chancellor for Administration
OVCDIR Office of the Vice Chancellor for Development and Institutional Relations
OVCFA Office of the Vice Chancellor for Finance
OVCLMSL Office of Lasallian Mission and Student Life
PEN   Post-secondary Education Network
PC    Purchasing Center
RO    Office of the Registrar
SC    Student Council
SGH   Solomon Guest House
SGO   Student Grants Office
SIO   Student Involvement Office
SLC   Student Learning Center
SPO   Student Publications Office
WPCO  Warehouse and Property Control Office

College Affiliations and Memberships

DLS-CSBAA  De La Salle-College of Saint Benilde Alumni Association
HAIL   Home and Away Invitational League
NCAA  National Collegiate Athletic Association
PAAASCU Philippine Accrediting Association of Schools, Colleges and Universities
SMI-IC  South Manila Inter-Institutional Consortium
TFSS   Task Force Safe School

For a list of DLS-CSB degree programs and their respective abbreviations, see Section 2.1.2.
Appendix M

Scholarships and Financial Assistance

Benildean scholarships come in the form of tuition and/or fees discounts. Scholarships, depending on their kind, are either merited or can be applied for.

FINANCIAL ASSISTANCE GRANTS

GRANTS

Grants are applied for and are awarded based mainly on financial need through tuition and/or fees discounts that do not have to be repaid.

Important Form
- Grant Application Form (GAF)

BLESSED ARNOULD STUDY ASSISTANCE PROGRAM GRANT (BASAP)

BASAP is given to incoming freshmen and transferees who will take the Business Management and Marketing Management Program. Applicants should be highly motivated, earning not more than PhP 240,000.00 per annum, at least 19 years old, and have not earned a diploma in any degree program.

BENILDEAN HOPE Grant (BHG)

BHG is given to incoming freshmen who belong to special populations and are under the care of and endorsed by non-government organizations (NGO) and government organization (GO) recognized by the College.

PIERRE ROMANCON GRANT - Upper (PRG-U)

Upper (PRG-U) is given to DLS-CSB students who are at least in their fourth term of studies in the College, and in need of financial assistance to pursue their tertiary-level education.

PIERRE ROMANCON GRANT – Incoming (PRG-I)

Incoming (PRG-I) is given to incoming freshmen who are financially challenged but academically deserving, as reflected in their high school grade point average.

SCHOOL OF DEAF EDUCATION AND APPLIED STUDIES (SDEAS) GRANT

The Deaf Grant is granted to deaf freshman applicants who are financially underprivileged, or DLS-CSB deaf students who are experiencing financial difficulty.

KAPITBAHAY Grant (KBG)

KBG is given to incoming freshmen who belong to financially challenged families from the neighboring selected barangays of the College but are academically deserving, as reflected in their high school grade point average.

ACADEMIC SCHOLARSHIPS

BENILDEAN EXCELLENCE IN SCHOLASTICS AND TALENT SCHOLARSHIP (BEST Scholarship)

BEST—the highest form of scholarship offered to incoming freshmen in any degree program (except in B.S. Business Administration Major in Business Management and Marketing Management)—is given to students who excel in academics, leadership, and curricular/co-curricular/extracurricular activities in their high school.

ENTRANCE ACADEMIC SCHOLARSHIP (ENTRACA)

ENTRACA is offered to incoming freshmen who applied as regular students from July to December and made it to the top 20 scorers in the DLS-CSB entrance exam.
SCHOOL OF DESIGN AND ARTS (SDA GRANT)

SDA GRANT is given to incoming freshmen applying in any SDA degree program (except the Performing Arts major in Dance program) who show exceptional artistic talent in design, arts, and music; and are academically deserving, as reflected in their high school grade point average.

HONORS SCHOLARSHIP

This is awarded to incoming freshmen from public and parochial schools who are in the top 10 in their graduating batch (Certificate of honor ranking from the High School Principal is required).

Benildean Student Envoys (BSE) Scholarship

The Benildean Student Envoys, a group that serves as ambassadors of the college serving the College alumni, present and future students a support for the programs of the Center for Linkages and Advancement (CLA).

VATEL Scholarship

The VATEL scholarship is awarded to one IHM student who has completed five (5) academic terms at the DLS-CSB School of HRIM based on academic merit for the previous terms and strong motivation for hotel work during the immersion process. The scholarship is good for one school year only.

MERIT SCHOLARSHIP

Athletic Recruit (AR) Scholarship

This is given to incoming freshmen with superior athletic abilities who are endorsed by the Sports Development Office (SDO), or transferees who apply for the tryouts and/ or training conducted by the SDO.

DE LA SALLE-COLLEGE OF SAINT BENILDE BALLET PHILIPPINES GRANT

This is given to incoming freshmen or transferees to the Performing Arts major in Dance program who have been highly recommended by the Artistic Director of Ballet Philippines.

Center for Institutional Communication (CIC)

This is given to student assistants of the Center for Institutional Communications (CIC) who are recommended for tuition discount by the CIC Director.

OFFICE OF CULTURE AND ARTS (OCA) SCHOLARSHIP

This is given to incoming freshman artists or DLS-CSB students who pass the audition and are recommended by the Office of Culture and Arts Head.

STUDENT PUBLICATIONS GRANT-BENILDEAN (SPG-B)

This is given to the student-journalists of the Benildean Press Corps who are recommended for tuition discount by the Student Publications Office Head.

STUDENT PUBLICATIONS GRANT-YEARBOOK (SPG-Y)

This is given to editors and staffers of the Benildean Yearbook Office who are recommended for tuition discount by the Student Publications Office Head.

INSTITUTIONAL SCHOLARSHIPS

BROTHER PRESIDENT SCHOLARSHIP PROGRAM (BPSP)

BPSP is given to incoming freshmen whose parents are permanent faculty members or staff of DLS-CSB and have rendered at least three (3) years of continuous service to the College.

TOP 10 HONORS

This is awarded to Benildean students who are in the top 10 honors list for one school year (three consecutive terms). Grantees are given meal, transportation, and book allowance.
GOVERNMENT-ENFORCED SCHOLARSHIPS

PRESIDENTIAL DECREE 577 SCHOLARSHIP (P.D. 577)
This is awarded to incoming freshmen applying in any degree program, provided they pass the entrance examinations; or to DLS-CSB students who are children of military personnel that died or have been incapacitated in the line of duty.

PRESIDENTIAL DECREE 1687 SCHOLARSHIP (P.D. 1687)
This is awarded to incoming freshmen applying to any degree program, provided that they pass the entrance examinations; or DLS-CSB students who are children of military personnel that have been awarded the medal of valor.

MEGAWORLD FOUNDATION SCHOLARSHIP
This is open to academically qualified but financially challenged students taking up Architecture, Interior Design, Human Resource Management, Business or computer-related courses, Hotel, Restaurant, and Institution Management. The scholarship is offered by Megaworld Foundation, Inc., the CSR arm of Megaworld Corporation.

STUDENT ASSISTANTSHIP PROGRAM
This program provides full scholarship recipients the opportunity to work on campus; the Student Grants Office deploys qualified students in school offices and computer laboratories.

STUDENT LOAN PROGRAM
Provides loans to students who, due to unforeseen financial constraint, may need financial assistance for any of the following:
- Payment of tuition (maximum of PHP 8,000.00).
- Thesis and other major school requirements.

Appendix N
Emergency Directory

DLS-CSB

Safety & Security Office - AKIC
Emergency Hotline 523-8888 loc. 311

Safety & Security Office - Taft
Emergency Hotline 526-7441 loc. 124 / 664-1479
loc. 119

Safety & Security Office - SDA
Emergency Hotline 536-6752 loc. 101 / 546-8311
loc. 119

Engineering Office
loc. 212 / 411
DL 400-7403

Hotel Front Office
523-8888 loc. 101-102
DL 400-3333

SHRIM Office
523-8888 loc. 249

Clinic - AKIC
loc. 253
DL 525-7266

POLICE

Police Emergency Assistance 117 or
send TXT PNP to 2920


MPD - Station 5 559-0773

MPD - Station 9 310-0045

Bomb Disposal Unit 523-1251

NBI 523-8231 to 38

SWAT 525-7692

PDEA/ Dir. General 920-0735 / 947-9702
**FIRE**

Association of Volunteer Fire Chiefs and Firefighters of the Phils., Inc 160-16

Association of Philippine Volunteer Fire Brigades, Inc 522-2222 / 524-5599

Paco Fire Department 525-4714 / 523-3402

San Lazaro Fire Station 527-3627 / 527-3653

**HOSPITAL**

Philippine General Hospital 554-84-07/ 524/ 8000

Ospital ng Maynila 524-6061

Sanitarium 525-9191

Aero Med (Ambulance) 911-1121 / 995-8294

Manila Doctors Hospital 524-3011/ 528-8114

Makati Medical Center 888-8999 loc. 1090

St. Lukes Medical Center - Global City 789-7700 loc. 1035

**CIVIL DEFENSE OPERATION**

PHILVOLCS 426-1468 to 79 loc. 124 / 125

PAGASA 433-8526 / 928-2031 / 927-2877

Phil. National Red Cross 527-0000 / 524-5787

DOH 651-7800

MMDA Traffic Bureau 882-0906 / 527-3086 to 89 527-3065

Towing Hotline 524-5984

MERALCO 631-2222/ 631-1111 / 16-211

Manila Water Hotline 1627

PLDT Telephone line-trouble 631-1111 / 612-1111

National Disaster and Risk and Management Council (NDRRMC) 911-1406

DSWD 931-8101 to 07

Red Cross Hotline 143, 527-0000 / 527-8385 to 95

Department of Transportation and Communications (DOTC) 7890 / 726-6255

Department of Public and Highways (PDWH) 304-3713 / 304-3000

Philippine Coast Guard 527-3877
Having read and understood in its entirety this Student Handbook, I __________________________ pledge to abide by the provisions stated therein and exemplify the Benildean way of life, doing ordinary things extraordinarily well, integrating the Gospel Perspectives and values into the conduct of my daily life.

Furthermore, I will subject myself to the College’s discipline procedures as appropriate for any and all infractions I may commit.

________________________________________________________________________
Student’s Signature over Printed Name

________________________________________________________________________
Degree, Year and Section

________________________________________________________________________
Parent’s Signature

________________________________________________________________________
Date Signed

Note: The signed contract should be submitted to their respective CSBLIFE teacher. CSBLIFE Coordinator submits the consolidated contracts to the Head of the Office of Student Behavior for reference and record purposes.
ACKNOWLEDGMENTS

Ms. Ma. Socorro C. Bacay
Registrar

Ms. Marietta Langga
Controller

Ms. Catherine M. Deen
Admissions Director

Mr. Neil O. Parinas
Office of the President

Ms. Dianne May E. Torres
Student Publications Office Head

STAFF

Allyn Baldemor and Dianne May E. Torres
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Center for Institutional Communications
Photography

Martín Diegor
Cover Illustration

Toni Muñoz and Martín Diegor
Layout