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Welcome to De La Salle-College of Saint Benilde, one of the **16 Lasallian schools** in the Philippines! DLS-CSB belongs to a wider Lasallian family that stretches back through **three centuries** and into **82 countries** around the globe.

Why did you choose to enroll in one of Benilde's non-degree programs?

Could it be because you would like to develop a skill that will allow you to further enjoy the fullness of life? Is it your desire to enhance a job competency for your career growth, or help you start a business, or make you more employable?

Whatever the reason, we assume that you give high value to your time. We invite you, then, to read this handbook thoroughly for it is your guide towards ensuring that your stay in this College is productive and fulfilling.

While you are with us, we hope that you will appreciate our Lasallian philosophy of education, which recognizes your uniqueness as a person and has as its goal your **integral human and Christian development**.

As you study the provisions in this handbook, we hope you realize that your transformative experiences in DLS-CSB are intended to help you become a true Benildean-Lasallian, called to integrate **Gospel perspectives and values** into the conduct of your daily life and bring out the best in you.

God bless you.
Message

from

ROBERT L. TANG
Vice Chancellor for Academics

From our humble beginnings as a night school for working students, Benilde has evolved into an institution of diverse and “non-traditional” learners. We are continuously growing and expanding—and this growth is inspired by individuals like you, who value and pursue lifelong learning.

We support your desire for constant self-improvement and knowledge-building. And this manual is one of our ways through which we endeavor to make your educational experience at Benilde transformative and fulfilling. Use this manual as your guide in exploring learning opportunities in Benilde.

May your stay in Benilde be an extraordinary learning journey ahead of you.
Message

from

CARMELITA J. LAZATIN
Vice Chancellor for Lasallian
Mission and Student Life

I am sure you will agree with me when I say that learning is a constant journey. After all, your pursuit of lifelong learning has led you to Benilde.

Benilde embraces individuals like you, who want to continuously enhance one’s knowledge and competitiveness. Consider the College as your partner as you pursue your passion, sharpen your skills and discover new ways of self-improvement.

This manual is your guide and reference to what Benilde can offer you as you explore endless learning possibilities and extraordinary paths for development.
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. He was willing to take risks after careful deliberation and after taking wise counsel. More importantly, he put his full confidence in God. And we all know that his efforts have borne fruit. He was canonized in 1900 and was declared the patron saint of teachers in 1950.

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, pray for us.

“Live Jesus in our hearts, forever!”
The Lasallian Guiding Principles

FOUNDATIONAL PRINCIPLES OF LASALLIAN FORMATION

The formal articulation of what we are supposed to do today in this world as another John Baptist de La Salle is the Lasallian Guiding Principles (LGPs). It has three major components:
- Formation, Education, and Social Development.

The LGPs answer three questions:
1. Who are we? (our identity, formation, governance)
2. What do we do? (our mission, apostolate)
3. Who are with us? (our context, relationships)

As we live the ordinariness of our daily lives, there are times that we experience disappointment and dissatisfaction on the way things are. Then we tell ourselves that we cannot continue living our lives like this.

So what are we going to do?
We have the LGPs as our guide in our journey.
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.
MISSION-VISION STATEMENT

PREAMBLE

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

DECLARATION

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

We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as set by the General Chapter, the District Chapter and the Philippine Lasallian Family Convocation.

We shall ensure the integrity of the Lasallian Mission by setting directions and standards applicable to Philippine Lasallian schools and by monitoring their implementation.

We shall promote the Lasallian Mission by fostering synergy, collaboration and sharing among the Lasallian schools.

We shall uphold the Lasallian values of faith, zeal in service and communion in mission.

PRAYER

In all these, we, together and by association, dedicate our life and work to God, Who alone guarantees the fulfillment of our Lasallian dream.
De La Salle Philippines MAP
HISTORY

DLS-CSB started as the College for Career Development of De La Salle University-Manila in 1980. It was renamed the Community College in 1984 and became known as the College of Saint Benilde in 1988. Due to the need for expansion, the College moved to its new location at 2544 Taft Avenue, Manila in January 1989 and became an autonomous college in April 1994.

DLS-CSB recognizes the uniqueness and multidimensionality of human intelligence. As such, it offers distinctly relevant and innovative degree and non-degree programs designed for the development of professionals in the arts, design, management, service industries, computer applications in business, and other special fields of study. By stressing on excellence in educational innovation and Christian value formation, and upholding the value of individual talents and personal learning styles, the College fleshes out the concept of the multiversity that complements the thrust of the other units in the System. DLS-CSB is one of the district schools that comprise De La Salle Philippines (DLSP).

VISION STATEMENT

De La Salle-College of Saint Benilde, a member of De La Salle Philippines, is a Catholic, dynamic, and innovative learning community. Guided by the Lasallian principles of Faith, Zeal in Service and Communion in Mission, it recognizes the uniqueness of every individual and responds to the diverse needs of all learners.

MISSION STATEMENT

At DLS-CSB, we believe that it is in community that we create and nurture a learning climate promoting success through mutual support and respect for all learners. As a learner-centered institution, we recognize diversity by addressing various needs, interests and cultures.
As a community of students, faculty, staff and administrators, we strengthen our relationships through transformational experiences guided by appreciation of individual worth, creativity, professional competence, social responsibility, a sense of nationhood and our faith.

We actively anticipate and respond to individual, industry, and societal needs by offering innovative and relevant programs that foster holistic human development.

EDUCATIONAL PHILOSOPHY

DLS-CSB is guided by the Lasallian principles of Faith, Zeal in 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, Filipino in ideals 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 computer-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

#### LEARNS CONTINUOUSLY

Learning is a lifelong endeavor. A learner-centered individual possesses an enduring interest and willful desire to continuously improve both as a professional and as a person.

#### EVALUATES LEARNING EXPERIENCES

Reflection and evaluation of learning experiences engender further learning. A learner-centered individual earnestly seeks feedback and actively takes measures to improve perceived limitations.

#### ADVANCES SYNERGY AND COLLABORATION

Learning is a shared mission. A learner-centered individual helps build a cooperative climate in order to achieve mutual goals and enable common understanding.
RESPECTS DIVERSITY

Learners are uniquely gifted. A learner centered individual fosters climate that willingly supports and equitably treats all types of learners.

NURTURES RELATIONSHIPS

Sound and positive relationships promote successful attainment of learning goals. A learner-centered individual regards all relationships with respect and seeks to uphold the common good.
CHAPTER 1
POLICY STATEMENT OF STUDENTS’ RIGHTS AND RESPONSIBILITIES

Section 1 Mutual Expectations Between DLS-CSB and Its Students

As a learner-centered tertiary educational institution, DLS-CSB is committed to the advancement of learning and the holistic development of students. The College recognizes individual differences in achievement, experience, and aspirations. Students are expected to be committed to learning and to act as mature individuals and behave in ways that are just, humane and ethical.

Section 2 Students’ Rights

The College recognizes that students have rights and privileges with accompanying duties and obligations as embodied in this student manual. 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 society as a whole. Students must therefore exercise their rights responsibly, with the end view of promoting the common good.

2.1 Academic Rights

All students shall be accorded the following rights:

2.1.1 The right to gather opinion for professional development.

2.1.2 The right to conduct research in the pursuit of professional and personal growth and development.

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

2.1.4 The right to express their opinion and to give feedback regarding their curriculum to their respective school administrators.

2.1.5 The right to consult with faculty members during the designated time and place within the school and to inquire with respect to their curriculum/program requirements and standing.
2.1.6 The right to know at the start of the program the curriculum/program requirements and the grading system.

2.1.7 The right to resort to procedures for the redress of their grievances, if any.

2.1.8 The right to evaluate the program faculty members.

2.2 Others Students’ Rights include:

2.2.1 Right to information and access.

2.2.2 Right to express opinion.

2.2.3 Right to participate in the formulation and review of College Policies.

2.2.4 Right to organize.

2.2.5 Right to due process.

2.2.6 Right against unreasonable search and seizure.

2.2.7 Right against militarization of the school campus.

Section 3 Students’ Responsibilities

3.1 Students are expected to abide by the duties and responsibilities 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:

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

3.1.2 Strive for scholastic/technical excellence and moral integrity, and adhere to the rules and regulations governing their academic and moral responsibilities.

3.1.3 Promote peaceful, harmonious relationships with all the members of the academic community and help maintain order and cleanliness in the campus.
3.1.4 Participate actively and responsibly in school activities and civic affairs for the development of the community and the country.

3.1.5 Uphold, preserve and maintain the good name of the College.

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

3.2 Be mindful of responsibilities that are specific to the College or are necessary for various academic processes, as well as the organized documentation of grades and other related materials. These responsibilities include:

3.2.1 Knowing who their school administrators are.

3.2.2 Keeping track of their school performance.

3.2.3 Knowing dates in the College calendar and complying with relevant deadlines.

3.2.4 Obtaining their own copy of this Student Manual and abiding by the policies and procedures herein.

3.2.5 Securing all clearances needed as applicable.

3.2.6 Knowing the registration/enrollment schedules and abiding by them accordingly.

3.2.7 Settling their accounts with the cashier at the Finance Department on time.

3.2.8 Keeping themselves informed of College announcements and changes in procedures and processes.

3.2.9 Securing information and/or assistance from other offices or departments in the College and knowing what facilities and services are available to them.

3.2.10 Updating their accounts. The College shall have the right to withhold the release or issuance of the students’
3.5 Observance of Conduct Befitting Christian Adults

Every member of the Benildean community has the responsibility to conduct oneself in a manner that respects the rights and freedoms of others. As such, students are expected to accord due respect for persons, property, policies, practices and authority, and shall at all times, fulfill the following expectations:

3.5.1 Give due respect to people without prejudice to their sex, creed, race, status, political affiliation, disability, age, and other attributes.

3.5.2 Respect the Catholic religious practices observed in the College. Students must pause during the Angelus and show reverence during class prayers as well as in all liturgical and para-liturgical activities.

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

3.5.4 Honesty in one’s academic work, in dealing with other members of the community and in the use and disposition of College and other private equipment/property/assets. In school records or documents, or to deny them admission for the next module/enrollment, until all accounts due are fully paid.
Students going on leave of absence, transferring to other schools, and those dismissed or expelled from the College are required to turn over their ID to the Registrar.

3.5.5 Comply with the instructions received from persons such as, but not limited to, facilitators, discipline officers, security personnel and all other administrators imbued with authority, as they act in the best interest of the students.

3.5.6 Secure all means of identification and proof of enrollment. These include one’s student Identification Card (ID), Official Receipt (OR), Registration Form (RF), 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).

Students going on leave of absence, transferring to other schools, and those dismissed or expelled from the College are required to turn over their ID to the Registrar.

3.5.7 Recognize the sensibilities of others by dressing properly in accordance with the Campus Dress Code and by adhering to the conventions of good grooming. Students are expected to dress modestly, decently and in a manner appropriate to a formal academic learning environment. (Examples of apparel deemed inappropriate in the campus illustrated in Appendix F). As part of students’ professional training, they are required to adhere to the prescribed dress code for their particular discipline, or for particular academic functions such as their off-campus activities, class presentations, reports and other activities. Students’ guests are expected to abide by the College’s dress code policy as well.

3.5.8 Recognize the hazards of smoking to people’s health. As such, all DLS-CSB campuses are non-smoking premises. Students are also prohibited from smoking in all other College-owned or leased property, including vehicles.

3.5.9 Handle campus facilities/equipment with reasonable care and use them only for their intended purpose. Students are allowed to use school facilities and equipment for business
meetings, social, cultural and recreational activities subject to regulations governing their use.

3.5.10 Accord all visitors utmost courtesy. When inviting guests for course-related or for extra curricular activities, students should consult their school administrators.

3.5.10.1 It is also expected that students coordinate with the concerned offices regarding entry permits, parking arrangements and other necessary logistics.

3.5.10.2 It is also the students’ obligation to brief their visitors on campus decorum.

3.5.11 Inform and obtain an endorsement from the pertinent College authorities for off-campus invitational activities. Students may participate as official representatives or delegates of the College only with the endorsement/approval of the School Dean. Conduct contrary to the aforementioned norms is detailed in Chapter 7 Section 7.6.1 (Major Offenses) and Section 7.6.2 (Minor Offenses).
CHAPTER 2
ADMISSION AND ENROLLMENT

Admission of non-degree students to DLS-CSB is subject to the policies and requirements of the College. Admission requirements and procedures are stipulated in this Manual.

Section 1 School of Design and Arts

School of Design and Arts offers the following diploma courses:

A. Diploma Course in 3D Animation (TESDA - 3D Animation NCIII)

B. Diploma Course in Professional Photography (TESDA - Photography NCII)

C. 1-Year Associate Degree in Web Animation (TESDA - NTR)

1.1 Admission Requirements

Students must submit the duly accomplished Admission Form with the following requirements:

1.1.1 F-137 and Certificate of Good Moral Character for High School Graduate, Transcript of Records for evaluation purposes for College Graduate or Undergraduate

1.1.2 Certification of grades/rating for Alternative Learning System (ALS) graduate;

1.1.3 Philippine Educational Placement Test (PEPT) or Non-Formal Education certified by the Department of Education (DepEd)

1.1.4 One piece each of recent 1x1 and 2x2 colored pictures

1.1.5 Photocopy of NSO-certified birth certificate

1.1.6 Special study permit (for international students)
1.2 Bona fide DLS-CSB Student

A bona fide student of DLS-CSB is someone who has submitted all the necessary documents required by the admitting School and who has enrolled for a particular program or module. Submitted documents found to be tampered or faked nullifies the student’s admission to the College.

1.3 Identification Cards (IDs)

1.3.1 Issuance and Validation. The Office of the Registrar issues students their identification card (ID) upon confirmation to the College. Thereafter, the ID is validated upon payment of tuition and fees for the duration of the program or module. 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.)

Payment confirms enrollment. Once paid, the ID card will be validated for the duration of the module/program enrolled in.

1.3.2 No valid ID, No Entry Policy. Students must present their ID when entering the campus. Entering the campus without an ID is a record against the student (See related provisions in Section 7.6.2.11). In case of damaged or lost ID, the following procedures shall apply:

1.3.2.1 When a student’s ID is damaged, the student shall be referred by the Security Office to the Office of the Registrar for ID replacement.

1.3.2.2 Students with invalid ID due to unsettled accounts shall be referred by the Security Office to the Finance Department for accounts update.
1.3.2.3 In case of lost ID, students are referred by the Security Office to the Office of Student Behavior.

1.4 Enrollment

Enrollment of students to DLS-CSB is subject to the policies and requirements of the College.

1.4.1 Enrollment Procedures

1.4.1.1 Student secures the enrollment form from the Program Coordinator.

1.4.1.2 Student submits the duly accomplished enrollment form to the Office of the Registrar for the issuance of Registration Form.

1.4.1.3 Student proceeds to the Finance Department for the payment of tuition and other fees.

1.4.2 Late Enrollment

1.4.2.1 Late enrollment is accommodated only up to the second week of classes/sessions. No enrollment will be accepted on the third week of classes/sessions.

1.4.2.2 Applicable only for students under School of Design and Arts and School of Professional and Continuing Education.

1.4.2.3 Students of School of Design and Arts will be charged a deterrent fee for late enrollment.

Deterrent fees are imposed in order to stress the importance of following the enrollment procedures and safeguarding ID cards, receipts, and similar documents related to admissions and enrollment.

1.4.2.4 Only students whose names appear on the final class list are considered officially enrolled in that class.

1.4.2.5 Students shall not be allowed to attend a class/session if their names do not appear on the final class list. Students who are officially enrolled, but whose names are not on the final
class list, must secure a clearance from the Office of the Registrar and present this to the faculty/facilitator concerned in order to be admitted to the class.

1.4.2.6 Internal arrangements between faculty and students in relation to changes in sections/schedules are not allowed. Any change in section/schedule must be processed and approved by the Office of the Registrar (RO).

1.5 Dissolved Sections

Sections that fail to meet the required minimum number of student enrollment shall be dissolved. The Office of the Registrar shall make the necessary announcements. The list of dissolved sections is posted on the bulletin board of the Office of the Registrar and appropriate announcements are posted in the classrooms of such dissolved sections. Students enrolled in dissolved sections must report to their respective Records-in-Charge immediately. They may enroll in other subject offerings within the first week of classes.

1.6 Dropping of Subjects

Dropping of subjects is discouraged to help ensure that the students earn their certificates/diploma on schedule and closely follow their program curricula. However, for meritorious reasons, the facilitator may approve dropping of subject.

1.6.1 Subjects dropped anytime during the first two weeks of classes/sessions will not appear in the students’ Transcript of Records (TOR).

1.6.2 Students who qualify to drop a subject within the first two weeks of classes should accomplish and submit the Request for Subject Dropping Form and Application for Refund Form (if applicable) to the Office of the Registrar for evaluation and approval. The following retention fees shall apply:

1.6.2.1 25% of the subject’s assessment if the subject is dropped during the first week of classes

1.6.2.2 50% of the subject’s assessment if the subject/s is dropped during the second week of classes.
1.6.2.3 Refunds may be claimed from the Finance Department at a later date.

1.7 Subject Withdrawal

1.7.1 Partial Subject Withdrawal

Subjects withdrawn from the third to fifth week of classes are subject to 100% retention of tuition fees. This means that no refund shall be issued. A withdrawn subject shall receive a grade of “W.”

1.7.2 Total Subject Withdrawal

Students may opt to withdraw subjects they have enrolled in. Total subject withdrawal is allowed from third to fifth week of class with 100% retention or payment of total assessment.

1.8 Leave of Absence

1.8.1 Leave of absence may be filed during the first two weeks of classes with corresponding retention fees:

1.8.1.1 25% of the total assessment if filed during the first week of classes.

1.8.1.2 50% of the total assessment if filed during the second week of classes.

1.8.2 Students who have enrolled to all subjects/modules and paid the full assessment of tuition and fees of the program.

1.8.3 A leave of absence may due to health, safety or other meritorious reason, subject to the approval of the department.

1.8.4 Student must file a Request for Leave of Absence a week prior to leave of absence. No LOA will be accepted beyond second week of classes.

1.8.5 Students who fail to file a leave of absence and decide not to continue with the program shall receive a failing grade on the subject and shall be required to re-enroll the same subject should the student decide to return in the future.
1.9 Returning Students

The students’ prior academic performance, record of conduct and clearance from prior financial and other obligations from the College shall be considered in determining returning students’ eligibility for readmission. Applications for returnee status are subject to the approval of the Registrar. Students who have left DLS-CSB one year or more and decide to apply as returnees will be required to follow the current program flowchart.

1.9.1 Approved Returnees

Students will need to accomplish an Application Form for Returnee (AFR) before they are able to enroll. Deadline for submission of approved returnee form is one week before the start of the classes.

1.10 Advanced Credits

The School offering NDP subjects reserve the right to grant advanced credits for appropriate subject modules, provided that the subject contents and the number of hours of credits are the same. The maximum subjects that can be credited is equivalent to 20% of the total subject requirements towards the diploma program.

1.11 Schedule of Fees and Confirmation of Enrollment

All financial business should be transacted through the Finance Department at the Students Accounts and Cashier Windows or in any authorized collecting agency (ex. UCPB). Enrollment is not official unless payment is received by DLS-CSB through the Finance Department. Payment confirms enrollment. Information regarding tuition and other fees is posted on the bulletin boards of the Finance Department. A copy of the tuition and fees breakdown may be requested from the Office of the Registrar.

The following are general provisions on the schedule of fees:

1.11.1 Students may opt to pay at the Finance Department in cash or by check, or through the bank.

1.11.1.1 Payment by check is encouraged for security reasons. Post-dated checks shall not be accepted. Checks shall be
currently dated and not stale, dated six months or more prior to the actual date of payment.

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

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

1.11.2 Schedule of Fees

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

1.11.2.1 Payment of 25% of the total amount of tuition and fees on the first week of classes; 50% on the second week of classes; and 100% on the third week of classes.

1.11.2.2 A student who has not paid the full amount of tuition and fees on the third week of class will be charged Php 200.00 per week.

1.11.2.3 Student ID is invalidated after the fourth week of classes if full payment has not been made.

1.11.2.4 Payment of tuition and fees is through Finance Department only.

1.12 Returned Checks

The responsibility for ensuring that the validity of the check issued to DLS-CSB rests with the students. They should make sure that the bank honurs their check. Otherwise, they should settle their account immediately by paying in cash. 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 10% of the amount of the check (check with Finance Department). Students whose checks are not honored may no longer make subsequent payments to DLS-CSB using personal checks; only cash and manager’s checks will be accepted from them.
1.13 Refunds

Refund due to students’ overpayment and subject dropping.

1.13.1 In case of total dropping or cancellation of enrollment, the student shall secure and submit to the Office of the Registrar, within the first week of class, the Application for Refund Form which is completed in duplicate. The Registrar shall verify the validity of the reason for refund.

1.13.2 Checks for approved claims may be collected from the Finance Department. Refunds shall be paid through checks and will be addressed to the parents or guardian of students, except for students who are of legal age.

1.14 Separation from the College

Students shall be asked to separate from the College if they are dismissed or expelled from the College. Expulsion carries the warning that other educational institutions may not accept students forcibly separated from the College.

Section 2 School of Hotel, Restaurant and Institution Management

The School of Hotel, Restaurant and Institution Management offers certificate programs for high school graduates and professionals who aspire occupation in the hotel and restaurant industry.

A. Certificate in Culinary Arts in consortium with Center for Asian Culinary Studies (15 months) (TESDA - Commercial Cooking NCII)

B. 3-Month Certificate in Culinary Arts

C. Certificate in Housekeeping (Three months)

D. Certificate in Food and Beverages (Three months) (TESDA- Food and Beverage Services NCII)

2.1 Admission Requirements

Students must submit the duly accomplished Admission Form with the following requirements:
2.1.1 Original copy of F-137 and/or TOR (for evaluation purposes)

2.1.2 Certification of grades/rating for Alternative Learning System (ALS) graduate; PEPT or Non-Formal Education certified by DepEd

2.1.3 Transcript of Records or its equivalent documents for International Students or graduates from school abroad

2.1.4 Two pieces of 2x2 picture

2.1.5 NSO-certified birth certificate

2.1.6 Valid Special study permit (for international students)

2.1.7 Duly accomplished TESDA Profile Form

2.1.8 Complete medical certificate from DOH-accredited hospitals or medical clinics

2.1.9 Psychological exam administered by CLPA

2.1.10 Comprehensive resume

2.1.11 Marriage Certificate (for female applicants only)

2.2 Bona fide DLS-CSB Student

A bona fide student of DLS-CSB is someone who has submitted all the necessary documents required by the admitting School and who has enrolled for a particular program or module. Submitted documents found to be tampered or faked nullifies the student’s admission to the College.

2.3 Identification Cards (IDs)

2.3.1 Issuance and Validation. The Office of the Registrar issues students their identification card (ID) upon confirmation to the College. Thereafter, the ID is validated upon payment of tuition and fees for the duration of the program or module. 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.) Payment confirms enrollment. Once paid, the ID card will be validated for
the duration of the module/program enrolled in.

2.3.2 No valid ID, No Entry Policy. Students must present their ID when entering the campus. Entering the campus without an ID is a record against the student (See related provisions in Section 7.6.2.11). In case of a damaged or lost ID, the following procedures shall apply:

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

2.3.2.2 Students with invalid ID due to unsettled accounts shall be referred by the Security Office to the Finance Department for accounts update.

2.3.2.3 In case of lost ID, students are referred by the Security Office to the Office of Student Behavior.

2.4 Enrollment

Enrollment of students to DLS-CSB is subject to the policies and requirements of the College.

2.4.1 Enrollment Procedures

Enrollment is on a per module basis; student will enroll every month.

2.4.1.1 Student secures the enrollment form from the Program Coordinator.

2.4.1.2 Student submits the duly accomplished enrollment form to the Office of the Registrar for the issuance of Registration Form.

2.4.1.3 Student proceeds to the Finance Department for the payment of tuition and fees.

2.4.2 Late Enrollment

Late enrollment is accommodated only up to the first week of classes. No enrollment will be accepted on the second week of classes.
2.4.2.1 Only students whose names appear on the final class list are considered officially enrolled in that class.

2.4.2.2 Students shall not be allowed to attend a class if their names do not appear on the final class list. Students who are officially enrolled, but whose names are not on the final class list must secure a clearance from the Office of the Registrar and present this to the faculty/facilitator concerned in order to be admitted to the class.

2.4.2.3 Internal arrangements between faculty and students in relation to changes in sections/schedules are not allowed. Any change in section/schedule must be processed and approved by the Office of the Registrar (RO).

2.5 Dissolved Sections

Sections that fail to meet the required minimum number of student enrollment shall be dissolved. The Office of the Registrar shall make the necessary announcements. The list of dissolved sections is posted on the bulletin board of the Office of the Registrar and appropriate announcements are posted in the classrooms of such dissolved sections. Students enrolled in dissolved sections must report to their respective Records-in-Charge immediately.

Students enrolled in dissolved sections may enroll in other course offerings within the first week of classes.

2.6 Dropping of Courses

Dropping of courses is discouraged to help ensure that the students earn their certificates/diploma on schedule and closely follow their program curricula. However, for meritorious reasons, the facilitator may approve dropping of course.

2.6.1 Courses dropped anytime during the first two meetings of classes/sessions will not appear in the students’ Transcript of Records (TOR).

2.6.2 Students who qualify to drop a course within the first two meetings of classes should accomplish and submit the Request for Course Dropping Form and Application for Refund Form
2.7 Partial/Total Course Withdrawal

2.7.1 Partial Course Withdrawal

Subjects withdrawn from the third to fifth meeting of classes are subject to 100% retention of tuition fees. This means that no refund shall be issued. A withdrawn subject shall receive a grade of “W.”

2.7.2 Total Course Withdrawal

Students may opt to withdraw subjects they have enrolled in. Total subject withdrawal is allowed from third to fifth meeting of classes with 100% retention or payment of total assessment.

2.8 Leave of Absence

Request for Leave of Absence are given on the following conditions:

2.8.1 Students who have enrolled all courses/modules and paid the full assessment of tuition and fees of the program.

2.8.2 A leave of absence may due to health, safety or other meritorious reason, subject to the approval of the department.

2.8.3 Student must file a Request for Leave of Absence a week prior to leave of absence.

2.8.4 Students who fail to file a leave of absence and decide not to continue with the program shall receive a failing grade on the subject and shall be required to re-enroll the same subject should the student decide to return in the future.
2.9 Returning Students

The students’ prior academic performance, record of conduct and clearance from prior financial and other obligations from the College shall be considered in determining returning student eligibility for readmission. Applications for returnee status are subject to the approval of the Registrar. Students who have left DLS-CSB for three years or more and decide to apply as returnees will be required to follow the current program flowchart.

2.9.1 Approved Returnees

Students will need to accomplish an Application Form for Returnee (AFR) before they are able to enroll. Deadline for submission of approved returnee form is one week before the start of the classes.

2.10 Schedule of Fees and Confirmation of Enrollment

All financial business should be transacted through the Finance Department at the Students Accounts and Cashier Windows or in any authorized collecting agency (ex. UCPB). Enrollment is not official unless payment is received by DLS-CSB through the Finance Department. Payment confirms enrollment. Information regarding tuition and other fee is posted on the bulletin boards of the Finance Department. A copy of the tuition and fees breakdown may be requested from the Office of the Registrar.

The following are general provisions on the schedule of fees:

2.10.1 Students may opt to pay at the Finance Department in cash or by check, or through the bank.

2.10.1.1 Payment by check is encouraged for security reasons. Post-dated checks shall not be accepted. Checks shall be currently dated and not stale, dated six months or more prior to the actual date of payment.

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

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

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

2.10.2.1 Payment of 100% of tuition and fees on the first week of classes.

2.10.2.2 Monthly validation of ID.

2.10.2.3 Student may opt to do one time enrollment of all modules if total assessment of the program will be paid in full.

2.11 Returned Checks

The responsibility for ensuring that the validity of the check issued to DLS-CSB rests with the students. They should make sure that the bank honors their check. Otherwise, they should settle their account immediately by paying in cash. 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 10% of the amount of the check (check with Finance Department). Students whose checks are not honored may no longer make subsequent payments to DLS-CSB using personal checks; only cash and manager’s checks will be accepted from them.

2.12 Refunds

Refund due to student’s overpayment and course dropping.

2.12.1 In case of total course dropping or cancellation of enrollment, student shall secure and submit to the Office of the Registrar, within the first week of class, the Application for Refund Form which is completed in duplicate. The Registrar shall verify the validity of the reason for refund.

2.12.2 Checks for approved claims may be collected from the Finance Department. Refunds shall be paid through checks and will be addressed to the parents or guardian of students, except for students who are of legal age.
2.13 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 offering them financial assistance or scholarship grants.

2.14 Separation from the College

Students shall be asked to separate from the College if they are dismissed or expelled from the College. Expulsion carries the warning that other educational institutions may not accept students forcibly separated from the College.

Section 3 School of Professional and Continuing Education

The School of Professional and Continuing Education (SPaCE) offers the following diploma programs to college degree holders:

A. Diploma Program in Professional Event Management

B. Diploma Program in Supply Chain Management in partnership with Society of Fellows in Supply Management (SOFSM), the advocacy arm of the Philippine Institute in Supply Management (PISM)

C. Diploma Program in Organization Development

D. Diploma Program in Human Capital Management

E. Diploma Program in Training Development and Management

F. Diploma Program in Marketing Management

G. Diploma Program in Professional Retail Store Management

H. Diploma Program in Fund Raising Management in partnership with Ventures for Fund Raising

I. Diploma Program in Real Estate Management in partnership with Chamber of Real Estate and Builders Association Inc. (CREBA)

J. Diploma Program in Executive Management and Leadership Development
3.1 Admission Requirements

Students in Diploma Programs must submit the duly accomplished Admission Form with the following requirements:

3.1.1 For Diploma Programs:

3.1.1.1 Must be a degree holder

3.1.1.2 Official Transcript of Records or Photocopy of PRC License or Integrated Bar of the Philippines

3.1.1.3 Two pieces of recent 2x2 picture

3.1.1.4 Valid Student Visa and Valid Passport for six months (for international students who intends to enroll for more than one year)

3.1.1.5 Special Study Permit and valid Passport for six months (for international students who intends to enroll for more than six months)

3.1.1.6 Marriage Certificate (for women enrollees)

3.1.1.7 Memorandum of Agreement (for company sponsored students)

3.1.1.8 Letter of Endorsement (for company sponsored students without MOA)

3.1.2 For Certificate Programs:

3.1.2.1 Two pieces of recent 2x2 picture

3.2 Admission Procedures

3.2.1 For New Students

Step 1 Secure/fill up Student Admission Form from your Program Associates and attach all specified requirements.

Step 2 Submit all required documents to your Program Associates.
3.3 Bona fide DLS-CSB Student

A bona fide student of DLS-CSB is someone who has submitted all the necessary documents required by the admitting School and who has enrolled for a particular program or module. Submitted documents found to be tampered or faked nullifies the student’s admission to the College.

3.4 Identification Cards (IDs)

3.4.1 Issuance and Validation. The Office of the Registrar issues students their identification card (ID) upon confirmation to the College. Thereafter, the ID is validated upon payment of tuition and fees for the duration of the program or module. 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.)

3.4.2 No valid ID, No Entry Policy. Students must present their ID when entering the campus. Entering the campus without an ID is a record against the student (See related provisions in Section 7.6.2.1) In case of damaged or lost ID, the following procedures shall apply:

- **3.4.2.1** When a student’s ID is damaged or defaced, the student shall be referred by the Security Office to the Office of the Registrar for ID replacement.

- **3.4.2.2** Students with invalid ID due to unsettled accounts shall be referred by the Security Office to the Finance Department for accounts update.

- **3.4.2.3** In case of lost ID, students are referred by the Security Office to the Office of Student Behavior.

3.5 Enrollment

Enrollment of students to DLS-CSB is subject to the policies and requirements of the College. Enrollment is on Saturday or before the start of class.
3.5.1 Enrollment Procedures

**Step 1** Submit the Enrollment Slip and pending documents at the Registrar’s Office in SDA

**Step 2** Secure Registration Assessment Form from Records-in-Charge

**Step 3** Pay at the Finance Department.

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd floor SDA campus</td>
<td>Wednesday</td>
<td>8:00 am - 5:00 pm</td>
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<tr>
<td></td>
<td>Saturday</td>
<td>10:00 am - 3:00 pm</td>
</tr>
<tr>
<td>2nd floor Taft Campus</td>
<td>Monday-Friday</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>8:00 pm - 12:00 pm</td>
</tr>
</tbody>
</table>

No payments will be accepted by SPaCE or the Office of the Registrar. The RAF is stamped “Enrolled” after payment.

**Step 4** ID Picture Taking/Validation

*For New Students:* Proceed to the SDA Registrar’s Office for picture taking and validation

*For Old Students:* Proceed to Finance Department for validation

**Step 5** Infonet Account Proceed to Information Technology Department, Room A911 in SDA for activation of your account

3.5.2 Late Enrollment

Late Enrollment is accommodated only up to the second class meeting of the diploma program a student is enrolled in. No enrollment will be accepted on the third class meeting of the diploma program.

Deterrent fees are imposed in order to stress the importance of following the enrollment procedures and safeguarding ID cards, receipts, and similar documents related to admissions and enrollment.

3.5.2.1 Only students whose names appear on the final class list are considered officially enrolled in that class.
3.5.2.2 Students shall not be allowed to attend a class/session if their names do not appear on the final class list. Students who are officially enrolled, but whose names are not on the final class list, must secure a clearance from the Office of the Registrar and present this to the faculty/facilitator concerned in order to be admitted to the class.

3.5.2.3 Internal arrangements between faculty and students in relation to changes in sections/schedules and venues are not allowed. Any change in section/schedule must be processed and approved by the Office of the Registrar (RO) upon the recommendation/endorsement of the Office of the Dean.

3.6 Dissolved Classes/Modules

Classes that fail to meet the required minimum number of student enrollment shall be dissolved. The Office of the Registrar, in coordination with the Office of the Dean, shall make the necessary announcements. The list of dissolved classes/modules is posted on the bulletin board of the Office of the Registrar and appropriate announcements are posted in the classrooms of such dissolved sections. Students in dissolved sections must report to their respective program associates immediately.

Students enrolled in dissolved classes/modules may enroll in other course offerings within the first week of classes.

3.7 Dropping of Courses/Modules

Dropping of courses/modules is discouraged to help ensure that the students earn their certificates/diploma on schedule and closely follow their program curricula. However, for meritorious reasons, the facilitator and dean may approve dropping of course. This is applicable only for SPaCE students.

3.7.1 Courses/modules dropped anytime during the first two meeting of sessions will not appear in the students’ Transcript of Records (TOR).

3.7.2 Students who qualify to drop a course within the first two meeting of sessions shall accomplish and submit the Request for Course Dropping Form and Application for Refund Form (if applicable) to the Office of the Registrar for evaluation and approval.
The following retention fees shall apply:

3.7.2.1 25% of the course’s assessment if the course/s is dropped during the first meeting sessions of diploma course enrolled.

3.7.2.2 50% of the course’s assessment if the course/s is dropped during the second meeting sessions of diploma course enrolled.

3.7.2.3 Beginning the third meeting sessions, students who will decide not to continue with the course module will earn a failing grade. In addition, the College reserves the right for a 100% retention of fees paid.

3.8 Advanced Credits

SPaCE reserves the right to grant advanced credits for appropriate course modules provided that the course contents and the number of hours of credits are the same. The maximum courses that can be credited is equivalent to 20% of the total course requirements towards the diploma program.

3.9 Schedule of Fees and Confirmation of Enrollment

All financial business should be transacted through the Finance Department at the Students Accounts and Cashier Windows or in any authorized collecting agency (e.g. UCPB). Enrollment is not official unless payment is received by DLS-CSB through the Finance Department. Payment confirms enrollment. Information regarding tuition and other fee is posted on the bulletin boards of the Finance Department. A copy of the tuition and fees breakdown may be requested from the Office of the Registrar.

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

3.9.1 Students may opt to pay at the Finance Department in cash or by check, or through the bank.

3.9.1.1 Payment by check is encouraged for security reasons. Post-dated checks shall not be accepted. Checks shall be currently dated and not stale, dated six months or more prior to the actual date of payment.
3.9.1.2 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.

3.9.1.3 At the back of the check, write the following information: student’s name, ID number, diploma program, address and telephone number.

3.9.2 Schedule of Fees

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

3.9.2.1 Payment of 50% of total assessment upon enrollment and 50% is on the second Saturday of classes.

3.9.2.2 For company-sponsored students, the concerned company must submit a letter of endorsement that specifies the list of personnel including the specified date of payment and their current enrolled courses to SPaCE and Office of the Registrar.

3.9.2.3 For public offerings students, the student must be able to submit an endorsement letter specifying that the said student is being sponsored by his/her company. Another option is to present a check payable to De La Salle-College of Saint Benilde.

3.9.2.4 Students may pay through UCPB but the deposit slip must be presented to the Finance Department to be converted to official receipt.

3.9.2.5 Students with unpaid accounts after the third meeting or session will be dropped from the final class list.

3.10 Returned Checks

The responsibility for ensuring that the validity of the check issued to DLS-CSB rests with the students. They should make sure that the bank honors their check. Otherwise, they should settle their account immediately by paying in cash. 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 10% of the amount of the check.

Students whose checks are not honored may no longer make subsequent payments to DLS-CSB using personal checks; only cash and manager’s checks will be accepted from them.

3.11 Refunds

Refunds due to students overpayment, course dropping and course withdrawal.

3.11.1 In case of total dropping, total course withdrawal or cancellation of enrollment, student shall secure and submit to the Office of the Registrar, within the first week of class, the Application for Refund Form which is completed in duplicate. The Registrar shall verify the validity of the reason for refund.

3.11.2 Checks for approved claims may be collected from the Finance Department.

3.12 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 offering financial assistance or scholarship grants.

3.13 Separation from the College

Students shall be asked to separate from the College if they are dismissed or expelled from the College. Expulsion carries the warning that other educational institutions may not accept students forcibly separated from the College.
CHAPTER 3
ACADEMIC PERFORMANCE

The following policies and procedures aim to help develop students achieve their full potentials in the pursuit of personal and professional excellence.

Section 1 Guidelines on Academic Honesty

All work submitted—assignments, papers, projects, 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. The responsibility of learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated. A student who reiterates or draws on ideas or facts used in another paper that he or she is writing, or has written, must cite that other paper as a source. A computer program written to satisfy a course requirement is, like a paper, a design concept expected to be the original work of the students. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another. A student’s papers and other form of projects are expected to be submitted to only one course. If the same or 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, the prior written permission of all instructors involved must be obtained.

Section 2 Academic Requirements, Grading System, Crediting and Retention Policies

2.1 School of Design and Arts

School of Design and Arts (SDA) utilizes the TESDA Circular # 4 Series of 2011 (Refer to TESDA Circular found in Appendix H).
2.1.1 A grade of F (Failed) means that the student has to re-enroll the course.

2.1.2 A student who earns a grade of Inc. (Incomplete) means that he/she has to complete the course requirements within one year, beyond which, the grade reverts to F or Failed.

2.1.3 Policy on Change of Grade (COG)

Grading sheets submitted to the Registrar’s Office are deemed final. However, the following occasions may merit a COG.

2.1.3.1 Teacher’s error. Request for change of grade shall be supported by the original and the corrected class record, duly signed by the School Dean. The deadline for submission of COG is two weeks after the deadline of submission of grades.

2.1.3.2 Lifting of an incomplete grade. Request for change of grade shall be supported by the original and the corrected class record, duly signed by the School Dean. The student has one year to lift the incomplete grade, beyond which the grade reverts to F or Failed.

2.1.4 Students have the right to verify the basis for their grades. Therefore, they are expected to personally collect from their respective teachers their course cards during the scheduled course cards distribution period. Failure to do so means that they waive their rights to such clarification/verification. If teachers are not available during course card distribution as scheduled, students are enjoined to consult with the program chairperson or coordinator concerned (See also Chapter 1, Section 2.1).

2.1.5 Students are considered enrolled in all the courses that appear on their Registration Form upon initial or full payment of the tuition and fees. A student who stops attending class without officially withdrawing from the course, or has been absent beyond the allowable number of absences, will automatically receive a failing grade.

2.1.6 Disciplinary and Scholarship/Grants Retention Policies

Eligibility for Enrollment. A student who incurs two major offenses, which are not due to accumulation of minor offences, shall be ineligible for re-enrollment.
2.1.7 Attendance

Examinations and course requirements are determined by each school in consultation with the facilitators/teachers. Students are expected to make up for lessons/quizzes/requirements missed during their absence. The teachers are expected to discuss the course requirements and the basis for grading system during the first meeting of the course.

The following are the criteria on attendance:

SDA students are allowed a maximum of three absences. Three instances of tardiness is equal to one absence. Tardiness means the student arrives in class thirty minutes after classes have started.

2.2 School of Hotel, Restaurant and Institutional Management

School of Hotel, Restaurant and Institution Management (SHRIM) utilizes the TESDA Circular # 4 Series of 2011 (Refer to TESDA Circular found in Appendix H)

2.2.1 A grade of F (Failed) means that the student has to re-enroll the course.

2.2.2 A student who earns a grade of Inc. (Incomplete) means that he/she has to complete the course requirements within one year, beyond which, the grade reverts to F or Failed.

2.2.3 Policy on Change of Grade (COG)

Grading sheets submitted to the Registrar’s Office are deemed final. However, the following occasions may merit a COG.

2.2.3.1 Teacher’s error. Request for change of grade shall be supported by the original and the corrected class record, duly signed by the School Dean. The deadline for submission of COG is two weeks after the deadline of submission of grades.

2.2.3.2 Lifting of an incomplete grade. Request for change of grade shall be supported by the original and the corrected class record, duly signed by the School Dean. The student has one year to lift the incomplete grade, beyond which the grade reverts to F or Failed.
2.2.4 Students have the right to verify the basis for their grades. Therefore, they are expected to personally collect from their respective teachers their course cards during the scheduled course cards distribution period. Failure to do so, means that they waive their rights to such clarification/verification. If teachers are not available during course card distribution as scheduled, students are enjoined to consult with the Program Chairperson or Coordinator concerned (See also Chapter 1, Section 2.1).

2.2.5 Students are considered enrolled in all the courses that appear on their Registration Form upon initial or full payment of the tuition and fees. A student who stops attending class, without officially withdrawing from the course, or has been absent beyond the allowable number of absences, will automatically receive a failing grade.

2.2.6 Disciplinary and Scholarship/Grants Retention Policies

Eligibility for Enrollment. A student who incurs two major offences, which are not due to accumulation of minor offences, shall be ineligible for re-enrollment.

2.2.7 Attendance

Examinations and course requirements are determined by each school in consultation with the teachers. Students are expected to make up for lessons/quizzes/requirements missed during their absence. The teachers are expected to discuss the course requirements and the basis for grading system during the first meeting of the course.

The following are the criteria on attendance:

**SHRIM** students are allowed a maximum of three absences. Three instances of tardiness is equal to one absence. Tardiness means that the student arrives in class thirty minutes late.

2.3 School of Professional and Continuing Education

For SPaCE, grades lower than 2.0 merit only a certificate of attendance. Grade of 2.0 and above merit a certificate of achievement and units towards the diploma.
Alpha- Numeric Grade Point System:

<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>Below 80</td>
<td>R</td>
<td>Repeat</td>
</tr>
<tr>
<td>Inc.</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

2.3.1 A grade of R means that the student has to re-enroll the course in order to earn credits.

2.3.2 A student who earns a grade of Inc. (Incomplete) means that he/she has to complete the course requirements within one year, beyond which, the grade reverts to R or Repeat.

2.3.3 Policy on Change of Grade (COG)

Grading sheets submitted to the RO are deemed final. However, the following occasions may merit a COG.

2.3.3.1 Facilitator’s error in the computation of grades. Request for change of grade shall be supported by the original and the corrected class record, duly signed by the School Dean. The deadline for submission of COG is two weeks after the deadline of submission of grades.

2.3.3.2 Lifting of an incomplete grade. Request for change of grade shall be supported by the original and the corrected class record, duly signed by the School Dean. The student has one year to lift the incomplete grade, beyond which the grade reverts to R or Repeat.

2.3.4 Students have the right to verify the basis for their grades. Therefore, they are expected to personally collect from their respective teachers their course cards during the scheduled course cards distribution period. Failure to do so means that they waive their rights to such clarification/verification. If teachers are not available during course card distribution as scheduled, students are enjoined to consult with the Program Chairperson or Coordinator concerned (See also Chapter 1, Section 2.1).
2.3.5 The computation for the cumulative grade point average (CGPA) on all credited courses of SPaCE is as follows:

\[
\frac{\text{hours} \times \text{grades}}{\text{total hours}}
\]

ex. \( \frac{35 \times 2.0}{35} = 2.0 \)

2.3.6 Students are considered enrolled in all the courses that appear on their Registration Form upon initial or full payment of the tuition and fees. A student who stops attending class without officially withdrawing from the course, or has been absent beyond the allowable number of absences, will automatically receive a grade of R (Repeat).

2.3.7 Disciplinary and Scholarship/Grants Retention Policies

Eligibility for Enrollment. A student who incurs two major offences, which are not due to accumulation of minor offences, shall be ineligible for re-enrollment.

2.3.8 Attendance

Examinations and course requirements are determined by each school in consultation with the facilitators. Students are expected to make up for lessons/quizzes/requirements missed during their absence. The facilitators are expected to discuss the course requirements and the basis for grading system during the first meeting of the course.

Students are allowed only one absence for every course module. They are expected to make up for lost contact time by consulting with the facilitator on course requirements.

As a rule, only one absence is allowed for each module. For REM, students are allowed a maximum of two absences.
CHAPTER 4
GRADUATION

Section 1  Requirements

1.1  School of Design and Arts

1.1.1  Students expecting to graduate at the end of the program are required to attend the graduation orientation. Guidelines for graduating students are distributed during orientation.

1.1.2  Students are expected to request for the evaluation of their records on the first week of their last term of study. Students who have complied with all the institutional requirements will be issued a Letter of Intent to Graduate (LOI). Qualified graduating students are expected to comply with the deadline for the submission of LOI for them to be included in the official list of candidates for graduation.

1.1.3  Date of submission of LOI shall be posted on the bulletin boards at the Office of the Registrar.

1.1.4  Only students who have successfully completed all the requirements of their programs shall be eligible for graduation. As the case may be, students undergoing the Discipline Formation Program should also complete such program prior to graduation. Otherwise, all graduation credentials shall not be released until full compliance with the Discipline Formation Program is met.

1.2  School of Hotel, Restaurant and Institution Management

1.2.1  Students expecting to graduate at the end of the program are required to attend the graduation orientation. Guidelines for graduating students are distributed during orientation.

1.2.2  Students are expected to request for the evaluation of their records prior to the start of their practicum. Students who have complied with all the institutional requirements will be issued a Letter of Intent to Graduate (LOI). Qualified graduating students are expected to comply with the deadline for the submission of LOI for them to be included in the official list of candidates for graduation.

1.2.3  Date of submission of LOI shall be posted on the bulletin boards at the Office of the Registrar.
1.2.4 Only students who have successfully completed all the requirements of their programs shall be eligible for graduation. As the case may be, students undergoing the Discipline Formation Program should also complete such program prior to graduation. Otherwise, all graduation credentials shall not be released until full compliance with the Discipline Formation Program is met.

1.3 School of Professional and Continuing Education

1.3.1 Students are expected to request for the evaluation of their records upon enrolment of the last module. Students who have complied with all the institutional requirements will be issued a Letter of Intent to Graduate (LOI) to graduate. Qualified graduating students are expected to comply with the deadline for the submission of LOI for them to be included in the official list of candidates for graduation.

1.3.2 Date of submission of LOI shall be posted on the bulletin boards at the Office of the Registrar and SPaCE.

1.3.3 Only students who have successfully completed all the requirements of their programs shall be eligible for graduation. As the case may be, students undergoing the Discipline Formation Program should also complete such program prior to graduation. Otherwise, all graduation credentials shall not be released until full compliance with the Discipline Formation Program is met (A related provision is Section 1.2.4 on Completion of All Curricular Requirements).

Section 2 Graduation Awards

2.1 School of Professional and Continuing Education

2.1.1 Criteria:

2.1.1.1 Plaque of Excellence is given to students with an average grade of 3.800-4.000

2.1.1.2 Plaque of Excellence is given to students with an average grade of 3.600-3.799

2.1.1.3 Loyalty Medal is given to students who have completed two or more diploma programs
CHAPTER 5
PARTNER INSTITUTIONS

This chapter provides information of the De La Salle-College of Saint Benilde’s partner institutions that provide support in the development of Non-Degree programs.

Section 1 School of Hotel, Restaurant and Institution Management

Certificate in Culinary Arts

Center for Asian Culinary Studies

Center for Asian Culinary Studies is DLS-CSB’s partner in culinary studies, and acts as our laboratory for the short-term program. It is the only culinary school with a multi-awarded restaurant, Café Ysabel. The students of CiCA will have their internship in the restaurant before they will be sent to their chosen hotels and restaurant for externship.

“The Center for Asian Culinary Studies (CACS) is operated by the country’s top chefs: food and beverage industry consultants: Gene Gonzalez, Junjun De Guzman and Gino Gonzalez. With their long years of culinary experience and attendance of cooking schools worldwide, an innovative concept in culinary education has been formulated.”

“CACS offers a full range of courses in cooking, baking and pastry, wine, health nutrition, chocolate artistry and food business management. For students who wish to pursue a career in culinary arts, professional chef-training programs are available using the best-equipped classrooms in the country with modern, state-of-the-art equipment from Europe and the United States.”

Reference: http://www.cacschef.com/
Section 2 School of Professional and Continuing Education

The School of Professional and Continuing Education (SPaCE) partners with various organizations to offer the following diploma programs:

Diploma Program in Supply Chain Management

Philippine Institute of Supply Management

The Institute is founded in 1968 and remains at the forefront in the country’s supply chain management excellence.

Society of Fellows in Supply Management

The Foundation of the Society of Fellows in Supply Management Inc. (SOFSM) is a non-profit organization founded in May 2006. It is actively supported by the Philippine Institute for Supply Management and composed of seasoned members with a strong spirit of volunteerism and common desire to elevate the level of expertise in supply management.

Diploma Program in Real Estate Management

Chamber of Real Estate and Builders’ Associations Inc.

CREBA is the umbrella organization of the real estate and housing industry. It is the single biggest organization of about 4,500 professionals and aggregations, comprising the widest cross-section of the housing and real estate industry.

Diploma Program in Fund Raising

Ventures for Fund Raising

Ventures for Fund Raising began operations in March 1999. It is the first and only non-profit organization that serves the fund raising needs of other non-profit groups in Asia.
Executive Course in Leadership

FranklinCovey Philippines/Center for Learning and Change Inc.

The Center for Leadership and Change, Inc. (CLCI) is the authorized distributor of FranklinCovey in the Philippines. Through the years, CLCI has continued to plant the seeds of positive change by providing unique, integrated solutions to its clients, many of whom are leaders in the manufacturing, food, finance, pharmaceutical, Business Processing Outsourcing, as well as in government and educational institutions.
CHAPTER 6
Student Grievances

As an academic community we adhere to the Christian principle of dialogue in addressing grievances among its members. Thus, a student who has grievance against any member of the community is expected to first talk to the person involved and to amicably resolve any issue or concern. If all attempts at resolving the issue directly with the person(s) involved fail, then the aggrieved party may lodge a formal grievance to the appropriate authority.

6.1 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 that may be the cause of a complaint.

For assistance, students are encouraged to approach the officers of the school programs.

A grievance becomes a formal complaint when it is expressed in writing and is duly signed by the complainant/s. Students’ formal complaints should be filed within the term when the conflict took place. However, if students fear that the complaint might affect the outcome of their grades, specifically if the grievance is against a faculty member/facilitator, then they may file the complaint within the following term.

6.2 Grievance Procedures

The following procedures apply in filing formal complaints:

6.2.1 Grievance Against Fellow Students

6.2.2.1 Complaints of students against other students should be addressed through the OSB Head

6.2.2.2 Complaints of students against student groups should be addressed to the head or director of the office in charge of the concerned organization/group.
6.2.2 Grievance Against Academic Personnel (Teaching Faculty and Academic Service Faculty) and Facilitators

6.2.2.1 If the faculty, facilitator or personnel refuses a dialogue, or if after one week of dialogue and the result of the meeting is unsatisfactory to the complainant, a meeting may be planned with the concerned immediate superior to discuss the grievance. The immediate superior shall have three (3) working days to investigate the matter, and shall exert all efforts to resolve the grievance as amicably as possible.

6.2.2.2 Should the student wish to appeal the decision of the faculty member’s/facilitator’s immediate head, then the student may appeal to the Dean.

The Dean in turn convenes an Ad Hoc Committee whose decision is final and executory. If the faculty member/facilitator concerned is an administrator, then the complaint will be addressed to the administrator’s immediate superior:

- If the administrator is a program chair/coordinator associate, the complaint must be addressed to the Dean.
- If the administrator is a Dean, the complaint must be addressed to the Vice Chancellor.
- If the administrator is a Vice Chancellor, the complaint must be addressed to the President.
- 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 not fair, then, he/she may file an appeal within three (3) school days upon receipt of the decision.

6.2.3 Grievance Against Non-Teaching Personnel

6.2.3.1 Complaints against and personnel should be addressed to the Human Resource Department Manager who will in turn refer the complaint to the immediate superior concerned. The immediate superior has five (5) working days to resolve the issue.

6.2.3.2 Appeals on the decision or indecision of the immediate superior may be addressed to the Human Resource Department (HRD). The HRD Manager’s decision is final and executory.
6.3  Ad Hoc Committee for Complaints Against an Administrator

Complaints against an administrator should be addressed to the immediate head who convenes an ad hoc committee to review the case and render a decision. The committee’s decision is final and executory.

The composition of the committee is as follows:

6.3.1 The immediate head of the administrator being complained (who chairs the committee);

6.3.2 A representative from the Office of the Dean or from the HRD;

6.3.3 Student representative from the batch; and

6.3.4 Another administrator

6.4 Policies and Guidelines on Implementing the Anti-Sexual Harassment Act of 1995

De La Salle-College of Saint Benilde shall protect and uphold the dignity and self-esteem of every member of the community. Thus, it considers 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 no place in the institution. Accordingly, anyone who is found to have engaged in such conduct shall be made to bear the full responsibility for such unlawful conduct.

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.

6.4.1 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.

6.4.1.1 The Committee shall have the following powers and functions:

- Conducts meetings and consultations with sectors of the academic community;
- Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment Act of 1995;
- Undertakes activities in information dissemination, consciousness raising, and overall better appreciation by the academic community of the issues relating to sexual harassment;
- Constitutes the proper Sub-Committee for the investigation and hearing of a sexual harassment case; and
- Exercises other powers as may be necessary to implement the Act.

6.4.1.2 The Committee shall have jurisdiction over:

- All employees, whether regular or probationary;
- All faculty members, whether full-time or part-time;
- All other employees who have subsisting and executory employment contracts with the College, verbal or written; and
- All students.

6.4.1.3 The composition of the Committee on Decorum, which shall report to the President, shall be as follows:

- The Vice President for Academics (VPA), who will act as chairperson;
- The President of the Faculty Association, representing the faculty;
- The Representative of the Administrative Staff/Support Staff; and
- The President of the Student Council.
6.4.2 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 committed by any member of the community involving students.

6.4.2.1 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:

- For cases involving a student and an administrator: the President of the Student Council, a faculty representative, and a representative from the administration.
- For cases involving a student and a faculty member: the President of the Student Council, a faculty representative, and a representative from the administration
- For cases involving a student and personnel: the President of the Student Council, a staff representative, and the Manager of the Human Resources Department.

6.4.2.2 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. Taking into consideration 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:

- Investigates, hears and decides on sexual harassment cases over which the Committee has jurisdiction;
- Summons or issues subpoenas and necessary writs and processes and/or compels appearance of all individuals under the jurisdiction of the College;
• Renders the corresponding decisions and appropriate penalties based on factual and administrative findings; and
• Exercises other powers deemed necessary to implement the Anti-Sexual Harassment Act of 1995.

6.4.3 Acts Constituting Sexual Harassment

Acts constituting sexual harassment are defined in Republic Act 7877, detailed in Appendix E of this Handbook.

6.4.4 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:

6.4.4.1 College-initiated educational activities (curricular and extra-curricular)

6.4.4.2 Student-initiated social, cultural and spiritual activities approved by the College or any representative thereof

6.4.5 Forms of Prohibited Acts

6.4.5.1 Physical assaults of a sexual nature, such as but not limited to:

• Rape, sexual battery, molestation or attempts to commit these assaults;
• Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against the victim's body or poking the victim's body.

6.4.5.2 Unwanted sexual advances, propositions, or other sexual comments, such as, but not limited to:

• Sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual 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; and
• 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.

6.4.5.3 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.

6.4.5.4 Overt sexual advances such as but not limited to, requests or demands for sexual favors, i.e., going on dates and outings.

6.4.5.5 Asking questions or giving comments with sexual undertones.

6.4.5.6 Sexually discriminatory displays or publications such as, but not limited to:
  • Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials or any other material which are sexually suggestive, demeaning or pornographic;
  • Bringing to the study environment or possessing any such material to read, display or view;
  • Reading or otherwise publicizing, in the study environment, materials that are in any way sexually revealing, suggestive, demeaning or pornographic;
  • 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;
  • Communicating in whatever form any obscene or sexually suggestive or demeaning message.

6.4.5.7 Retaliation for sexual harassment complaints, such as, but not limited to:
  • Disciplining, hanging work assignments, providing inaccurate information or refusing to cooperate or discuss College-related matters with complainants because of their complaints about,
or resistance to, harassment, discrimination or retaliation;
• Intentionally pressuring, falsely denying, lying or otherwise
covering up or attempting to cover up conduct such as
described in any aforementioned item; and
• 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.

6.4.6 Procedures for Reporting Prohibited Acts

6.4.6.1 Complaint

Complaints must be in writing, under oath, and filed with 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:
• Subject of the complaint, the name of the person or
persons against whom the complaint is filed;
• A narrative report of the incident detailing all pertinent
and relevant facts of the case; and
• Sworn affidavits of witnesses, if any.

The respondent shall be notified by the Chair in writing of the
complaint filed against him, together with a copy of the
complaint attached, at least five (5) days prior to the scheduled
hearing.

6.4.7 Notice of Hearings

Notification and hearings are mandatory requirements 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:

6.4.7.1 The right to administrative process of
complainants and respondents shall be respected and
safeguarded.
6.4.7.2 The Chair of the Sub-Committee shall exercise complete control over the proceedings at all stages.

6.4.7.3 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.

6.4.7.4 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.

6.4.7.5 Any member of the Sub-Committee may propound questions to the parties concerned and their witnesses for clarifications.

6.4.7.6 Any party may avail himself of counsel or a lawyer. However, 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. 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 interpolate and raise 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.

6.4.7.7 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.

- Witnesses shall testify under oath.
- Hearings shall be conducted on the schedule dates. Postponements shall not be allowed except in meritorious
6.4.7.8 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.

6.4.8 Decisions

6.4.8.1 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 beyond thirty (30) working days from its commencement, unless for extremely valid emergency reasons unanimously recognized by the Sub-Committee in an appropriate resolution.

6.4.8.2 The decision must be in writing, clearly stating the facts of the case, the law applicable, and the disposition of the complaint.

6.4.8.3 The decision must be approved and signed by at least a majority of the Sub-Committee members who heard the case. Dissenting members must briefly state the basis of their opinion.

6.4.8.4 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.

6.4.8.5 The Committee shall distribute copies of the resolution to the parties involved and furnish the President with the copy.

6.4.8.6 Sanctions shall be determined according to the gravity of the case. Depending on the gravity of the offense committed, the applicable penalties in cases of proven sexual harassment may be as follows:

- Severe reprimand;
- Suspension without pay, with prejudice to subsequent promotion, reclassification, and grant of permanent appointment; and
• Dismissal from the College upon clearance from the Department of Labor and Employment.

6.4.8.7 An individual's first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal.

6.4.8.8 The commission of acts other than assault may result, if the circumstances warrant so, in 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.

6.4.8.9 Alleged retaliation against a complainant shall result in non-disciplinary oral counseling. However, any form of proven retaliation 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.

6.4.8.10 Even in cases where the applicable penalty appears harsh or incongruent to the offense or the circumstances surrounding it, the Sub-Committee will still impose the appropriate penalty under these rules. The Committee, in said cases, may, however, recommend to the President that such imposed penalty be commuted or reduced according to their discretion.

6.4.9 Appeal

6.4.9.1 The party aggrieved by the decision of the subcommittee may file an appeal to the President through the Committee within five (5) working days from receipt of the decision.

6.4.9.2 The appeal of a decision does not delay the execution of the sanction meted out by said decision, unless the President orders the suspension of the execution of the penalty until the appealed decision has been reached.

6.4.9.3 The decision shall become final and executory if the appeal is not received within the indicated period of time.

6.4.9.4 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.

6.4.10 Resort to the Courts

6.4.10.1 All complainants, respondents, and witnesses, upon
submission to the jurisdiction of the Committee on Decorum
the Sub-Committee on Sexual Harassment, shall be bound to
respect the proceedings therein and to wait for final termination
thereof, including appeal proceedings, before resorting to the
courts.

6.4.10.2 Nothing herein, however, shall be interpreted,
construed or deemed to diminish the rights of the parties
as provided by law.

6.4.11 Malicious Prosecution

6.4.11.1 While the College is 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 baseless or even non-existent.

6.4.11.2 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 instrument to wield power over another.

6.4.11.3 To deter malicious, vindictive or baseless accusation
and prosecution by one against another involving alleged acts
of sexual harassment, the College shall:
• Require that all pleadings filed with the Sub-Committee be
  sworn to under oath and duly notarized;
• Endeavor to place the complainant, respondent, and
  witnesses under oath whenever asked to testify before the
  Sub-Committee; and
• Observe the demeanor of the complainants, respondents
  and witnesses, which may be an indication of their credibility,
  as well as the credibility of their claims and testimonies.
6.4.11.4 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.
CHAPTER 7
STUDENT DISCIPLINE

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 is also concerned with the maintenance of peace and order in the community. It seeks to create and maintain a “safe and orderly educational environment conducive to learning.”

While the College maintains administrative sanctions as necessary to uphold its institutional norms and ensure an atmosphere conducive to the promotion of the common good, it places emphasis on inculcating values, truth, justice and social responsibility. It fosters relationships that engender a cooperative spirit through opportunities which help students make choices based on moral and ethical principles. Furthermore, discipline is aimed at fortifying character by helping students realize their true worth as members of a Christian community.

Discipline also aspires to instill among the students the Benildean Core Values of being deeply rooted in faith, appreciative of the worth of each individual, socially responsible, creative, professionally competent, and having a sense of nationhood.

Given this philosophy, the College expects that students conduct themselves in ways that conform to, and uphold, The Student Code of Discipline that is stated as follows:

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

7.1.1 Exemplify Christian values, ethics, and principle  
7.1.2 Promote a just and humane community  
7.1.3 Respect the rights of others  
7.1.4 Be socially responsible and responsive to others  
7.1.5 Preserve their good name and that of the College  
7.1.6 Help maintain peace and order in the community  
7.1.7 Strive to promote the Vision-Mission of the College
DLS-CSB students shall at all times observe and abide by all the laws of the land, the code of discipline and provisions, norms, rules, and regulation prescribed by the College, as well as those 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 and faculty members shall exercise “special parental authority” and/or “loco parentis” (substitute parental authority) over their 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.

Discipline is a responsibility shared by the 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 the student is caught in the act of committing an offense as provided in the Handbook or in flagrante delicto.

The refusal of a student to present his/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:
7.3.1 In cases of violations of school policies or regulations off campus even if it is not a school-sponsored activity; or

7.3.2 In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.

7.3.3 Students sent to partner institutions

7.4 The Office of Student Behavior (OSB)

In general, the Office of Student Behavior is 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 in overseeing the daily operations of the OSB.

The Discipline Officers enforce the disciplinary rules and regulations of the College. They also assist the 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; and
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 falling under its jurisdiction and brought to its attention by the OSB Head.

Offenses that may be meted with sanction of suspension beyond two 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.

Note: At least two (2) voting members shall constitute a quorum; a majority of votes 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 its attention by the OSB Head, the sanctions for which last for no more than 20% of the prescribed course hours for the term. 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 a valid representative; and
c. A student body representative elected by the respondent

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, who 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 OSB Head’s level:

a. All minor offenses

b. All major offenses where
   1. The respondent executes in writing an open and full admission or confession of guilt, and
   2. The corresponding penalty therein does 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 in the Discipline Panel. He may sit as a resource person in the Discipline Board but at no time does the Head participate in the deliberation.

7.5.2 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.

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

7.5.3.1 Major offenses, the sanctions of which are meted with suspension beyond 20% of the prescribed school days/contact hours for the term; and

7.5.3.2 Investigations of specific factual matters which 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 which had not been available at the time the matter was under investigation of the OSB Head/Panel.

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- or off-campus.

7.6.1.4 Lending, borrowing or using someone else’s ID card, Registration Form (RF), 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 staff 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; 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/she is directly involved in the act defined herein.
7.6.1.11 Perjury, 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 affects the good name of the College.

7.6.1.15 Unauthorized collection or solicitation of funds; 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.

**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; unauthorized possession of drug paraphernalia or possession of any regulated drug without proper prescription inside the College’s premises or outside, during an 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 Chapter 1 Section 3.5.8 for related provision).

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 the College premises in an intoxicated state or found to be positive of alcohol intake.

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 7.6.1.6)

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 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.
7.6.1.23 Gambling in 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 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 7.6.1.25, all individuals present in the hazing who directly or indirectly participated in the hazing process are liable.

All the 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 news stands.
7.6.1.31 Violation of Student Manual rules while on discipline formation/probation; 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; 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 minor offenses of different nature, or accumulation of five minor offenses of same nature within the period of stay in the College.

7.6.1.35 Willful failure to comply with the required drug testing procedures

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 student 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, artworks or language in any academic or technical 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.

7.6.1.38 Unless with 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 medium.

Offenses Against Persons

7.6.1.41 Sexual harassment (See Appendix E).

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

7.6.1.43 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.

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

Offenses Against Property

7.6.1.45 Vandalism; damage or destruction of College property or that belonging to any member of the community or to a visitor while on campus; 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.
7.6.2 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 student of the De La Salle- College of Saint Benilde

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 College/School activities.

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.

7.6.1.49 Harassment; intimidation; menacing; 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.

7.6.1.50 Gross acts of disrespect, in words, gestures, signs or deeds that put, or tend to put, any member of the faculty, administration or non-teaching personnel or 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 student of the De La Salle- College of Saint Benilde

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 College/School 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 cards or any paraphernalia used for gambling within the College premises. (Note: Playing cards mentioned herein are subject for confiscation.)

7.6.2.8 Playing cards inside college premises except collectible cards played in restricted places (i.e., classroom, offices, and study areas.)

7.6.2.9 Wearing inappropriate attire inside the campus or any violation of the dress code and conventions of goodgrooming as provided for in Chapter 1 Section 3.5.7 (See also Appendix F).

7.6.2.10 Entering the campus with an expired temporary pass.

7.6.2.11 Entering the campus without a DLS-CSB ID five (5) times.

7.6.2.12 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.

7.6.2.13 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.

7.6.2.14 Unauthorized/irresponsible use of school facilities or property.
7.6.2.15 Using areas exclusively intended for the opposite gender.

7.6.2.16 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 their approved policies that are disseminated to students concerned.

7.6.2.17 Eating or drinking in the theater, auditorium, classroom, or in other designated non-eating areas.

7.6.2.18 Using and/or failure to turn off mobile phones and similar communication gadgets and electronic devices during class, Holy Mass or any College-sanctioned activity or function.

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; such 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. However, no cruel or physically harmful punishment shall be imposed or applied against any students. It is further provided that no disciplinary sanction shall be applied upon any students 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 diploma, and/or certificate previously issued; deferral or withholding of the released school documents

7.7.1.5 Suspension

7.7.1.6 Exclusion

7.7.1.7 Expulsion

7.8 Penalties

The three categories of disciplinary administrative sanctions for serious offenses or violation of school rules and regulations that may be applied to upon an erring pupil or 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 twenty percent (20%) of the prescribed class days for the school year or term. The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school year or term shall be forwarded to the Commission on Higher Education (CHED) Regional Office concerned within ten 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 the evidence of guilt is strong and the administrators are morally convinced 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, and 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 therefore, shall 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 student 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, selling and/or possession of prohibited drugs such as marijuana. It is also imposed on student exhibiting drug dependency, drunkenness, hooliganism, vandalism, forging or tampering with school records or school forms, and other serious school offenses such as assaulting other student 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 from 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 to 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 minor offenses of different nature of five minor offenses of same nature, the student is charged with a major offense under Section 7.6.1.34 with corresponding penalty under Section 7.7.1.
- f. Any other sanctions/s that may be deemed appropriate by the OSB Head.

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. 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
from 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, and 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 Formal Hearing before the Discipline Board

7.9.2.1 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 on 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.

7.9.2.2 Notice of Hearing

7.9.2.2.1 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.

7.9.2.2 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.

7.9.2.3 The Board Hearing

7.9.2.3.1 A 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. Thus, cross examination shall not be essential; however, 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.

7.9.2.3.2 Should the respondent fail to appear at the initial hearing, after due notice and without sufficient cause, the absence will be noted and the hearing shall proceed ex parte 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 additional evidence is submitted and shall have the right to present evidence on his/her behalf.

7.9.2.3.3 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 days before the scheduled hearing. Notice in writing to parties shall be sufficient notice 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.

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

7.9.2.3.5 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.

7.9.2.3.6 Should a respondent admit to the charges against him, he shall be required to execute a written confession of guilt under oath and shall be made to appear before the Board to affirm their admission or 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.

7.9.2.3.7 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.

7.9.2.4 Decisions

The Board will render a decision within ten (10) working days, or a reasonable time, from the last hearing date. The written decision will state the facts and reasons for arriving at such decision. Copies thereof shall be furnished to all parties concerned and to 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 form part of his record.
7.9.2.5 Appeals

7.9.2.5.1 Should the respondent find the decision of the Board unfavorable, he may file an appeal with the Office of the President within five working days from 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 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.

7.9.2.5.2 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’s rights restored.

7.9.2.6 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).

7.9.3 Procedure for the Discipline Panel

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

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

7.9.3.3 However, as it may be deemed necessary, the Panel may elevate the case to the Discipline Board for formal adjudication.
7.9.3.4 In the event that the student refuses to attend the scheduled conferences, disciplinary action may be imposed summarily.

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

7.9.4 Procedures 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 7.6.2.

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 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 (VC-LMSL) within a period of five working days from 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 students.

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 VC-LMSL under Sections 7.9.2.5 and 7.9.5 may file a motion for reconsideration with the Office of the President within a period of five working days from its receipt.

The motion shall not delay the execution of the penalty unless the President, in the exercise of discretion, 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 7.9.7.2 and the exercise of such special powers provided for under Section 7.9.7.1 shall not prejudice other disciplinary actions that may be brought against the same student for the same incident.

7.9.6 Teacher’s/Facilitator’s Prerogative on Cases of Cheating

7.9.6.1 A faculty member of the College may give a grade of F (Failed) and deny admission to class/session any student caught cheating as provided under, but not limited to, paragraphs 7.6.1.36.a through 7.6.1.36.i and Section 7.6.1.7.

7.9.6.2 The student concerned shall be granted the right to answer the charges against him in writing as well as have access to evidence therein.

7.9.6.3 In case of an admission of guilt, the student may be given an outright failing mark provided a written admission has been secured by the teacher. The written admission and evidence shall be submitted to the OSB within three days from the date of the incident.

7.9.6.4 In case students deny allegations against them, teachers shall submit written reports, together with the material evidence or written testimony of witnesses, if possible, to the OSB within three days after the incident. Teachers shall then
wait for further advice from the OSB. No action shall be taken against students pending outcome of the investigation and resolution of the case.

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 where the respondent belongs. However, the case shall be initiated by the discipline/behavior office holding jurisdiction over where the offense was committed. The office concerned files the required reports and refers the case to the Board concerned. This is without prejudice to the right of the complainant to file the case in any forum other than with the Board.

Both DLSU-Manila and DLS-CSB shall extend cooperative efforts in serving the required documents or pleadings, the safeguarding of evidence and other measures related to the case.

Cases arising from the same incident falling under this section shall be consolidated into one action and shall be filed with an Expanded Board to be constituted for this purpose.

The Expanded Board shall be composed as follows:

a. The Chair, who is the Coordinator 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; and
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 Coordinator of the Board of the school where the offense was committed. In other cases not covered by the preceding sub-sections, the Coordinator of the Expanded Board shall
be determined through a raffle. The rules of procedure of the Board where the Coordinator of the Expanded Board comes from shall govern the hearing of the case. After a decision has been arrived at, 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; or
   b. Those who actually participated in the initiation rites; or
   c. Those who witnessed the initiation rites and made no attempt to end such activities; or
   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.
APPENDIX A
PROCEDURES FOR SECURING A TEMPORARY GATE PASS AND FOR REPLACING LOST/DAMAGED ID

The College issues an official identification card (ID), with a computer-registered student number, to all enrolled students. The ID is valid for the entire duration of the program/course 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: Registration Form (RF), Official Receipt (OR), or any other valid ID.
   1.2. Completion of an entry slip and signing of the logbook at the gate. The student shall accomplish an entry slip and sign on the logbook at the gate and shall be accompanied by a security guard to the Office of Student Behavior (OSB) for the issuance of a 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 the issuance of a clearance;
   2.2. Proceed to the Finance Department for payment; and
   2.3. Present the following documents to the Office of the Registrar for ID processing:
      a. Clearance Form duly signed by OSB and Learning Resource Center (LRC/Library) authorized personnel, and
      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 students)
   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), and
   b. Official receipt.

5. 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 surrender of the Temporary Gate Pass.

6. 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 cooperation with related offices, through the College email system, Intranet and Website. Official announcements may also be posted at all the gates of the College.

When classes are suspended, work is also suspended in the College. All facilities and campuses are closed, except for the CSB Hotel, which shall remain open and fully functional.

1. Suspension of classes due to government proclamation:

The College follows proclamations and announcements of suspension from the following government institutions: the Office of the Philippine President (Malacañang), the Commission on Higher Education (CHED) and the Manila City Hall.

The Center for Institutional Communications Office (CIC) will always require an official document from government and clearance from the DLS-CSB President and/or relevant administrators before releasing any announcements.

2. Suspension of classes in the event of inclement weather (typhoons and floods):

As in suspensions due to government proclamation, the College follows the decision of Malacañang, CHED and the Manila City Hall, and also the National Disaster Coordinating Council (NDCC).

The College facilities and campuses will be closed and all activities will be suspended when typhoon signal no. 3 is announced. Classes may also be suspended due to floods even if no typhoon signal has been announced.

However, if classes are already ongoing at the time of the suspension, suspension shall take effect at the end of the current class period or as recommended by the Office of the Vice Chancellor for Academics to the Office of the President.
In cases of inclement weather and emergencies, CIC and the Information Technology Department shall endeavor to publish announcements via email, Intranet and Website 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, 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 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 see to it that no
physical harm or 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 thereofin the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. the penalty of reclusion perpetual if death, rape, sodomy or mutilation results from the hazing;
2. the penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, an imbecile, impotent or blind;
3. the penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member or becomes incapacitated for the activity or work in which he is habitually engaged;
4. the penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall be deformed or forced to lose the use of a limb, or shall be ill or incapacitated for the performance of the activity or work in which he is habitually engaged for a period of more than ninety (90) days;
5. the penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall be ill or incapacitated for the performance on the activity or work in which he is habitually engaged for more than thirty (30) days;
6. the penalty of prison mayor in its medium period if in consequence of the hazing the victim shall be ill or incapacitated for the performance of the activity or work in which he is habitually engaged for ten (10) days or more, or if the injury sustained shall require medical attendance for the same period;
7. the penalty of prison mayor in its minimum period if in consequence of the hazing the victim shall be ill or incapacitated for the performance of the activity or work in which he is habitually engaged from one (1) to nine (9) days, or if the injury sustained shall require medical attendance for the same period; and
8. the penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries that do not prevent him from engaging in his habitual activity or work nor require medical attention. The responsible
officials of the school or of the police, military or citizen's army training organization may impose the appropriate sanctions on the person or persons charged under this provision even before their 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 from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities through force, violence, threat or intimidation;
d) when the hazing is committed outside of the school or institution; or
e) when the victim is below twelve (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 the same from occurring. 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 the same from occurring. The school authorities including faculty members who consent to the hazing or who have actual knowledge hereof but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although 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 the same from occurring 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 so grave a wrong.

This section shall apply to the president, manager, director or other responsible 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 fifteen (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 Equals;
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; and
   c. extortion.
5.2 60 days suspension of all officers of a fraternity found guilty of acting action that will provoke violence; and
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’ aggrandizements. 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 or request, required 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; or (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; or  
(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
INAPPROPRIATE CAMPUS ATTIRE

It is the goal of the College to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students 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 Chapter 1 Section 3.5.7 should they refuse to do so. 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;
2. Blouses or shorts that have any of the following characteristics: see-through fabric, plunging neckline, spaghetti straps, tube cut (including with those with straps), chemise-or sando-cut, backless, off-shoulder, mid-riff-baring, hanging;
3. Miniskirts, short shorts, cycling shorts;
4. Torn or slashed articles of clothing; and
5. Slippers of any type (whether rubber or leather).

A good general policy regarding the dress code is: When in doubt about an item being inappropriate, DO NOT WEAR IT.
FOR WOMEN (TOPS)

See-through
Tops where undergarments can be seen

Tube tops

Tube with straps

Low-cut back
Garments that are below the bra strap line

Halter tops

String neck

Revealing torso
On a relaxed standing position, there is skin exposure

One-shoulder

Off-shoulder

Spaghetti strap
Straps that are less than 1 1/2 inches wide

Large armholes/racer back
Shoulder blade exposure; straps that are less than 1 1/2 inches wide

Plunging neckline
Necklines exposing cleavage

Backless

Sando type
Straps that are less than 1 1/2 inches wide

FOR WOMEN (BOTTOMS/FOOTWEAR)

Mini skirts
Three (3) inches above the knee

See-through

Short shorts
Three (3) inches above the knee

FOR MEN

Sando top
As distinguished from sleeveless

Short shorts
Shorts that are three (3) inches above the knee

Torn jeans
Where there is skin exposure

Cycling shorts

Slippers

Slippers
APPENDIX F-1
SCHOOL OF HOTEL, RESTAURANT AND INSTITUTION MANAGEMENT STUDENT DRESS CODE AND GROOMING POLICY

DRESS CODE GUIDELINES
CORPORATE ATTIRE - STANDARD ATTIRE

For Men

*Shirt*
- White long-sleeved men’s office shirts
- All shirts must be properly fitted and must be worn completely tucked 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. Therefore, the shirt must be completely tucked to 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

- White collared sleeved dress shirts or corporate blouses may be worn.
- All must be properly fitted and must be worn completely tucked 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 tightfitting blouses.

Skirts

- Only knee-length plain black straight-cut dress skirts may be worn. Knees should not be visible when in standing position.
- There should be a 3-inch walking vent in the back of the skirt for ease of movement.
- The skirt’s waistband must be clearly visible at all times; therefore, the shirt must be completely tucked in to 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 opentoed, slingback, and flat shoes, or stepins, strappy and trendy shoe styles allowed.
- Avoid pencilheeled shoes.
- * No cross-dressing allowed for men and women.

EXECUTIVE ATTIRE FOR SHRM HOSPITALITY MANAGEMENT AND TRAVEL MANAGEMENT SUBJECTS (EXCEPT FOOD SYSTEMS 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 bow-tie secured at the collar.
• Skin-toned stockings with black dress shoes.

A black vest as designed by SHRIM is worn over the white long-sleeved blouses for Bar classes.

NUTRITION AND CHEMISTRY GROOMING AND UNIFORM STANDARDS

For Men
• Uniform as provided by SHRIM. 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 SHRIM. 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 SHRIM. 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 SHRIM campus.

For Women
- As provided by SHRIM. 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 SHRIM 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 (1)-inch long.
• 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
The student 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, or velvet headband 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
APPENDIX G
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.

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 Ph1,000.00 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 thirty (30) days from the time they were deposited to GAS and Finance Department will be disposed of accordingly.
5. GASD shall post announcements about all turned-over items.

Claiming Items from Lost and Found of OSB

1. Claimants looking for lost items can check the Lost and Found Log Sheet of OSB regarding lost items.
2. Individuals redeeming found items are required by the OSB to describe and present proof of ownership (for valuable items) before redeeming found items. 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 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.
5. Prior to the release of items office representatives from GAS/Finance Department shall require claimants to describe and present proof of ownership.
APPENDIX H
GLOSSARY OF TERMS

CiCA     Certificate in Culinary Arts
DSL      Department of Student Life
ID       Identification Card
NC II    National Certificate II
OR       Official Receipt
RF       Registration Form, (Enrollment Assessment Form)
SCHOOL ADMINISTRATORS  Refers to the School Head, Dean, Director, Coordinator
STUDENTS Refers to anybody enrolled in any of the Non-Degree Programs
TESDA    Technical Education and Skills Development Authority

TESDA Circular # 4 Series of 2011

"There is no need for the issuance of a TOR as evidence of the completion of training. In lieu of the said document, a Training Certificate shall be issued by the concerned Technical Vocational Intitution (TVI). The Training Certificate shall be signed by the TVI's officials certifying that the student/trainee whose name appears thereof was able to complete the TVET program indicated therein. The Training Certificate shall reflect the competencies of the completed qualifications and shall bear the Special Order (SO) Number of the student/trainee."

THE PHILIPPINE LASALLIAN FAMILY
Lasallian Terminologies
Br.       Brother
CBM       Capacity Building Measure
FSC       Fratres Scholarum Christianarum
IALU      International Association of Lasallian Universities
LFC       Lasallian Formation Center
LGP       Lasallian Guiding Principles
LSN       La Salle Novitiate
PLFC      Philippine Lasallian Family Convocation
PRV       La Salle Provincialate
SI        Strategic Intent
De La Salle Philippines
DLSASMC De La Salle Andres Soriano Memorial College
DLSAU De La Salle Araneta University
DLSCL De La Salle Canlubang
DLS-CSB De La Salle-College of Saint Benilde
DLSHSI De La Salle Health Sciences Institute
DLS-JBC De La Salle-John Bosco Colleges
DLSL De La Salle Lipa
DLSPII De La Salle Philippines
DLSU De La Salle University
DLSU-D De La Salle University-Dasmariñas
DLSZ De La Salle Santiago Zobel School
JHIS-LS Jaime Hilario Integrated School-La Salle
LSA La Salle Academy
LSCA La Salle College Antipolo
LSGH La Salle Green Hills
LSU La Salle University
SJIR La Salle Ilonggo
SJIS-LS St. Joseph School-La Salle
USLS University of St. La Salle

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 (SY 2009-2010)
Campus Offices, Facilities and Named Spaces
ITD Information Technology Department
AKIC Angelo King International Center
BMMW Br. Miguel Multimedia Workstations
CCS Center for Counseling Services
CCTV Closed Circuit Television System
CHEC Center for Housekeeping and Environmental Concerns
CIC Center for Institutional Communications
CIMO Campus Improvement and Maintenance Office
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
COPs  Council of Presidents
CPD   Center for Partnership and Development
CPO   Career and Placement Office
CSA   Center for Social Action
CSS   Center for Safety and Security
CELAD Center for External Linkages Alumni and Development
DSL   Department of Student Life
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
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
OVCDIR Office of the Vice Chancellor for Development and Institutional Relations
OVCF  Office of the Vice Chancellor for Finance Department
OVCA  Office of the Vice Chancellor for Administration
OVCLMSL Office of Lasallian Mission and Student Life
PEN Lab Post-secondary Education Network Learning Laboratory
PESO  Performance and Exhibit Space Office
PO    Planning Office
RO    Registrar’s Office
SC    Student Council
CSD   Center for Sports Development
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
- PAASCU: Philippine Accrediting Association of Schools, Colleges and Universities
- SMI-IC: South Manila Inter-Institutional Consortium
- TFSS: Task Force Safe School
- WNCAA: Women’s National Collegiate Athletic Association
## APPENDIX I
### EMERGENCY DIRECTORY

### POLICE AND LAW ENFORCEMENT
- **Police Emergency Assistance**: 117
- **MPD Headquarters**: 524-5984
- **Malate Police Station (PS9)**: 524-9435
- **Pablo Ocampo PCP**: 303-0638
- **Arellano PCP**: 524-8453
- **Bomb Disposal Unit**: 523-1251
- **SWAT Team**: 524-8453
- **NAPOLCOM**: 896-4528
- **National Bureau of Investigation**: 523-8231
- **Philippine Drug Enforcement Agency**: 927-9702 / 928-3534

### MEDICAL EMERGENCY
- **Ospital ng Maynila**: 524-6061
- **Manila Sanitarium**: 525-9191
- **Aeromed Ambulance**: 911-1121

### FIRE
- **Volunteer Fire Brigade**: 522-2222
- **Central Fire Department**: 527-6346 / 527-3653
- **Paco Fire Department**: 525-4714
- **Tanduay Fire Station**: 313-0384
- **Chinese Fire Volunteer**: 929-4065
- **TXT Fire**: 0922-6-888-888

### MEDIA
- **ABS-CBN News**: 924-4101
- **GMA (Imbestigador)**: 927-4713

### DISASTER AND RESCUE
- **NDCC**: 911-1406 / 911-1873
- **Red Cross**: 143 / 911-1876

### UTILITIES
- **MERALCO**: 631-2222 / 631-1111
- **Maynilad**: 244-2413
- **MWSS**: 920-5562
DLS-CSB CENTER FOR SAFETY AND SECURITY
Taft Campus : 407-5971
SDA Campus : 497-3630
AKIC Campus : 407-8474

DLS-CSB CLINIC
Taft Campus : 526-7441 loc. 106 / 245
SDA Campus : 536-6752 loc. 139
AKIC Campus : 523-8888 loc. 253
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

_______________________________
Non Degree Program

_______________________________
Parent’s Signature
(Not Applicable for SPaCE students)

_______________________________
Date Signed
STUDENT HANDBOOK COMMITTEE
SY 2013-2014

Ms. Ma. Socorro C. Bacay
Registrar

Members

Ms. Filipinas Olde Guzman
Assistant Registrar for Non-Degree Programs

Mr. Reynaldo A. Mones
Dean, School of Professional and Continuing Education

Mr. Jaime C. Latumbo
Head, Short Courses
School of Design and Arts

Mr. Melbourne Piccio
Special Program Assistant
School of Hotel, Restaurant and Institution Management
ACKNOWLEDGMENTS

Ms. Floretina de Guzman

Mr. Christopher Manlapaz