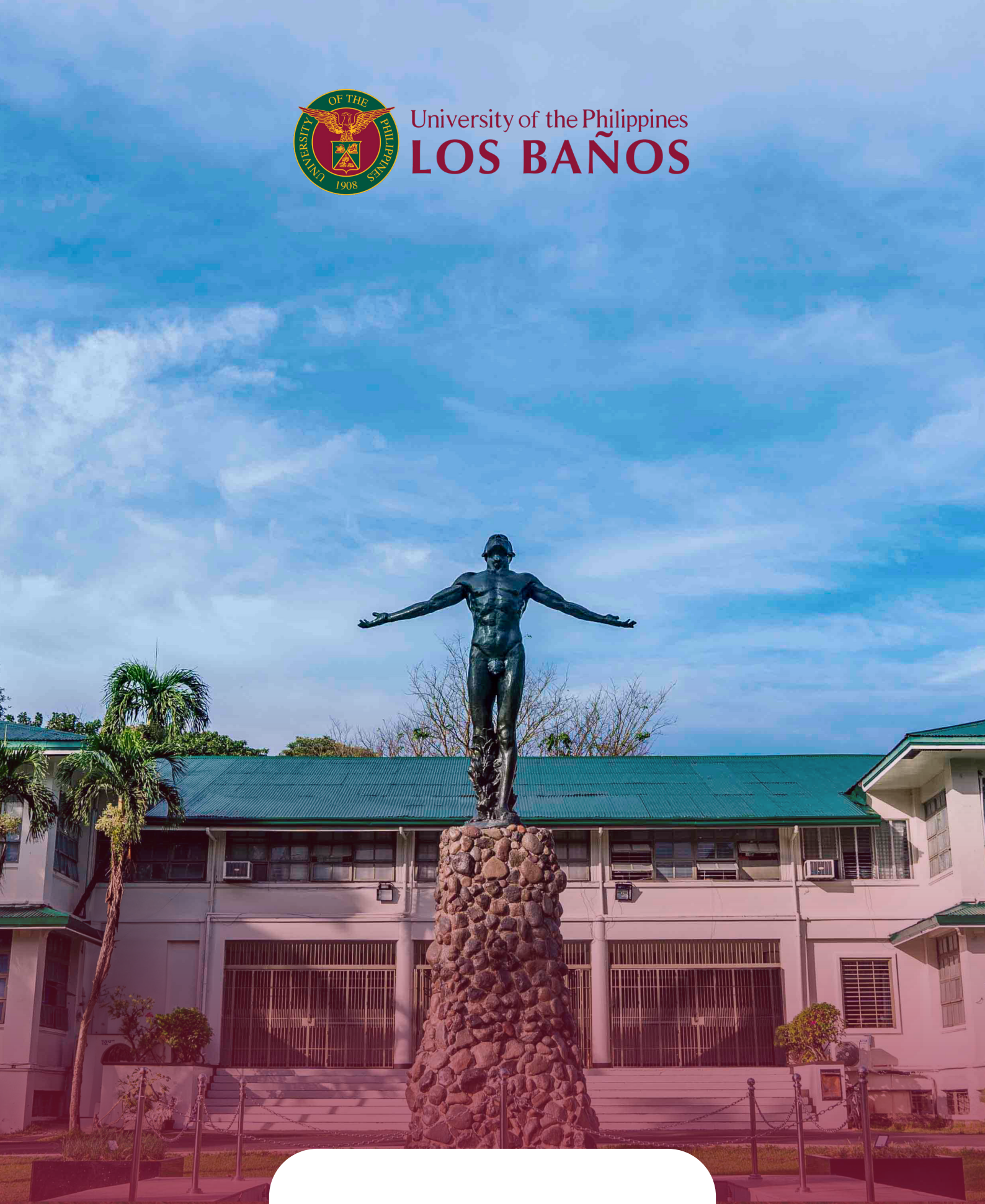
University of the Philippines
LOS BAÑOS



STUDENT HANDBOOK

UPLB Student Handbook 2026 Edition

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The UPLB website provides information on student services and resources to keep you in the loop.
Visit www.uplb.edu.ph

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MESSAGE OF THE CHANCELLOR



Welcome to the University of the Philippines Los Baños!

To our new students, your arrival at UPLB marks the beginning of an important journey. You are joining a community shaped by scholarship, public service, and a shared commitment to the nation. Here, you will be challenged to deepen your knowledge, broaden your perspectives, and discover how your abilities can contribute to the lives of others.

Being an Iskolar ng Bayan is both a privilege and a responsibility. It calls on you to pursue excellence with integrity, remain curious and open-minded, and use your education in the service of the Filipino people. Your years at UPLB will demand discipline, perseverance, and courage, but they will also offer opportunities to build meaningful relationships, explore new interests, and grow as a responsible citizen.

Your education will extend beyond the classroom. You will learn from your professors, classmates, mentors, and the communities with whom the University works. Approach these experiences with humility, respect, and a willingness to listen. At the same time, remember that you do not have to face every challenge alone. Seek guidance when you need it and extend the same care to those around you.

This ***Student Handbook*** contains essential information about the University's policies, services, resources, and opportunities. Use it as a practical guide throughout your stay at UPLB and as a reminder that membership in this community carries standards rooted in honor, excellence, accountability, and respect.

As you begin or continue your UPLB journey, study with purpose, ask meaningful questions, participate in the life of the University, and learn from both your achievements and your mistakes.

May your years at UPLB prepare you not only for a profession, but also for a life of meaningful service. May you leave this University equipped with knowledge, strengthened by experience, and ready to help build a more just, humane, and sustainable future.

Welcome to UPLB. May your journey as an Iskolar ng Bayan be purposeful and fulfilling.

JOSE V. CAMACHO JR.

MESSAGE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS



Welcome, dear freshies, to the University of the Philippines Los Baños (UPLB)! Congratulations on joining the ranks of Iskolar ng Bayan Para sa Bayan. It's a privilege to have you join our vibrant community of scholars, artists, athletes, and future leaders.

UPLB is more than just an institution of higher learning; it's a melting pot of diverse cultures, innovative ideas, and transformative experiences. As you step onto our sprawling campus, nestled at the foot of the legendary Mt. Makiling, you'll soon discover that this is a place where the extraordinary becomes ordinary. Here, the scenic beauty of the campus is just the beginning of the wonders you'll explore. Remember, the journey through UPLB is not just about earning a degree; it's about cultivating a lifelong
passion for learning and contributing to nation building with honor and excellence.

I understand that the transition to university life can be both exciting and challenging. Rest assured, the Office of the Vice Chancellor for Academic Affairs (OVCAA) and the Office of the Vice Chancellor for Student Affairs (OVCSA) are steadfast partners in your academic journey. We are dedicated to furnishing you with the requisite tools needed to fulfill your role as a true Iskolar ng Bayan. These tools extend beyond mere learning facilities; they encompass interactions, collaborations, and the nurturing support of the
entire UP community.

I take this opportunity to extend my heartfelt congratulations to the Office of the Vice Chancellor for Student Affairs (OVCSA) for this student handbook. This invaluable resource will serve as your compass, providing you with a comprehensive overview, a succinct summary, and fundamental insights into the rules, regulations, policies, and guidelines that govern our university.

As you begin this new chapter, I encourage you to be curious, be bold, and be yourself. Welcome to the UPLB family, where every journey is unique, and every story is a step towards making a difference. We're thrilled to see the incredible impact you'll make in the years to come.

Welcome to your new home!

AGHAM C. CUEVAS



MESSAGE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

Welcome, Freshies!

On behalf of the Office of the Vice Chancellor for Student Affairs, I warmly welcome you to the University of the Philippines Los Baños.

You enter UPLB at a time when the world asks much of young people. Uncertainty has become familiar. Differences are louder than ever. Challenges, both personal and societal, can often feel overwhelming. Yet if there is one thing your presence here tells us, it is this: you have already shown that you have what it takes to persevere.

As you begin this new chapter, allow me to leave you with three values that I hope will guide your years in UPLB.

Accountability.
Freedom is one of the greatest privileges of university life. With that freedom comes responsibility. Be accountable for your choices, your words, and your actions. Own your successes with humility and your mistakes with honesty. Learn to admit when you are wrong, to make amends when you have caused harm, and to do what is right even when no one is watching. Excellence is not measured only by what you achieve, but by the integrity with which you achieve it.

Kindness.
The people around you carry stories you may never fully know. Some are celebrating victories. Others are quietly carrying burdens they have never spoken about. In moments when the world feels difficult, kindness is never a sign of weakness. It is one of the strongest choices you can make. Be generous with respect, patient with differences, and compassionate toward yourself as much as toward others. The communities we build are shaped not only by brilliant minds but also by generous hearts.

Grit.
There will be days when things do not go according to plan. You may fail an exam, question your abilities, or wonder whether you truly belong here. Those moments do not define you. What matters is your willingness to stand up, learn, adapt, and continue moving forward. Grit is not about never falling; it is about refusing to let setbacks have the final wordx. Your greatest growth will often come from the challenges you choose to face with courage.

UPLB is more than a place where knowledge is pursued. It is where character is formed, where convictions are tested, and where future leaders learn that excellence must always be anchored in integrity, compassion, and service.

The Office of the Vice Chancellor for Student Affairs is committed to walking alongside you throughout this journey. We look forward to seeing you grow, not only as scholars, but as individuals who lead with accountability, choose kindness even in difficult times, and face every challenge with grit.

Welcome to your new home!

And as you pursue your dreams, may you never lose sight of the privilege and responsibility of being an Iskolar ng Bayan: one who learns not only for oneself, but always in service of the Filipino people.

JANETTE H. MALATA-SILVA



FOREWORD

The UPLB Student Handbook promotes awareness of university policies and services that will aid students to have a fruitful, harmonious, and efficient stay at the university.

Students will learn more about the Office of the Vice Chancellor for Student Affairs (OVCSA) and its services, including financial assistance, counseling services, learning resources, housing and dormitories, and organization-related services, among others.

The handbook also contains information about academic information and support, the University library system, health services, textbook rental, safety and security information, emergency hotlines, and more. This handbook contains a copy of the Rules and Regulations on Student Conduct Discipline, the UP Anti-Sexual Harrasment Code, Dormitory Agreement, answers to commonly asked questions about academics, and general information about the university.

The information in this handbook will make students knowledgeable about their privileges, rights, and responsibilities as Iskolar ng Bayan para sa Bayan.

To complement this handbook, OVCSA regularly updates its website and assists clients via email (**ovcsa.uplb@up.edu.ph**), website (**https://ovcsa.uplb.edu.ph**), and chat (**https://www.facebook.com/uplbovcsa**).





Welcome to UP Los Baños!

A bustling academic community. Established in 1909, UPLB is steeped in the same tradition of honor and excellence upheld by UP. UPLB's forebears generated countless breakthroughs in research and established trailblazing leadership in agriculture, veterinary

medicine, and forestry education in the country and in Southeast Asia. Its pioneering programs in these fields have been the models and norms of colleges and universities offering the same programs nationwide. The younger programs have, likewise, become models for universities in the Philippines and in the Southeast Asian region.

UPLB alumni are leaders in scientific research and university administration. More than a third of the Philippines' National Scientists are from UPLB.

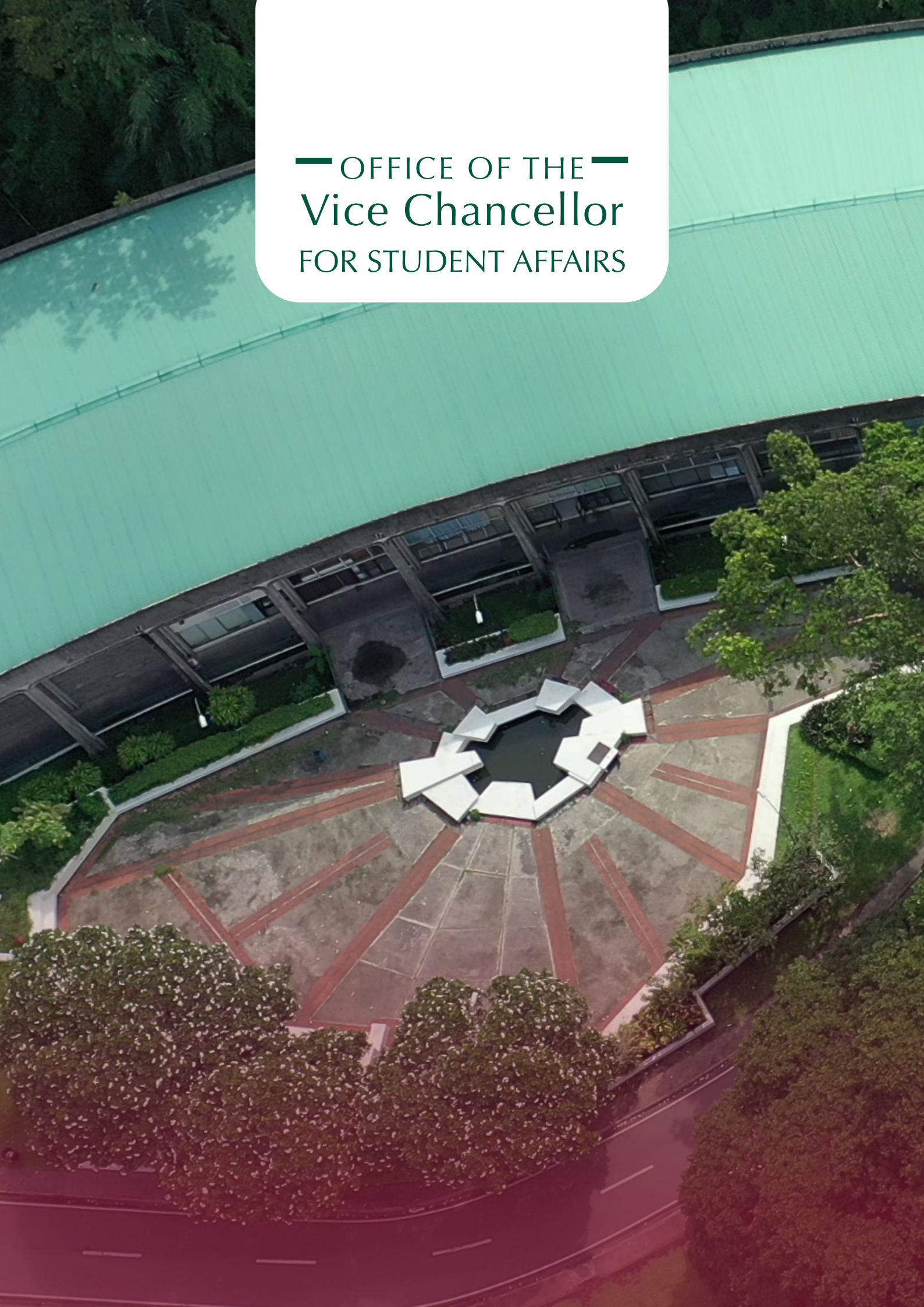
Some degree programs in UPLB are internationally certified while others are preparing to undergo certification. These certifications mean that UPLB graduates of these curricular programs are at par with their ASEAN counterparts and are globally competitive. The University is made up of nine colleges and two schools. It also has national research centers and institutes which were created by Philippine Law. The Commission on Higher Education has designated these colleges and schools as Centers of Excellence, and academic institutes as Centers of Development.

UPLB gives students the perfect relief from restricted, confined spaces through immersion in nature's very own playground. Being at the University brings surprises and new experiences every day, in an extraordinary community of the best and brightest students from across the country prepared for a successful career and responsible citizenship.

UPLB is home to many groups and individuals whose passion is in the arts- visual arts, poetry, theater, and dance, creating a vibrant arts and culture community. The University has become a dynamic melting pot with people from various cultures taking up residence inside and within the vicinity of the campus.

Sports and physical development is also a priority of the University. It is home to much sought-after sports clinics in soccer and baseball. It offers programs providing all students opportunities for athletic participation and physical fitness at varying levels of skill and interest as well as activities promoting health and wellness.

Source: **https://uplb.edu.ph/uplb-at-a-glance/**



OFFICE OF THE

Vice Chancellor

FOR STUDENT AFFAIRS

Office of the Vice Chancellor for Student Affairs
Main Office

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Vision

To be a leader in achieving the goals of UPLB by providing globally competitive programs and services that empower students in meeting their psychosocial, emotional, financial, and academic needs

Mission

We empower students by providing an environment that encourages academic growth and personality development.

We support students financially by providing scholarships, loans, and other forms of financial assistance.

We assist students by providing them access to information that helps them make informed decisions regarding their psychosocial, emotional, financial, and academic needs.

Values

Honor and Excellence

We serve in accordance with the University's principles.

Integrity

We perform duties with honesty and fairness.

Commitment

We devote time and effort to provide responsive, high-quality, and proactive student service.

Innovativeness

We take advantage of forward-looking practices and technologies in order to meet the dynamic needs of students.

Compassion

We consider the contexts of our students to ensure that we serve with a caring heart.

Functions

OVCSA shall assist the Chancellor in promoting the welfare of students and maintaining discipline among them.

OVCSA shall implement programs relating to student affairs and services such as information and orientation, guidance and counseling, scholarships and financial assistance, student discipline, student activities, student organizations, assistance to foreign and international students, research on student affairs, public service, and other related programs and services.

OVCSA shall perform other functions as the Chancellor or other University authorities may assign.

The Office of the Vice Chancellor for Student Affairs (OVCSA) complements the instructional program of the University. The service units under OVCSA are:

- Research, Communication, and Information Technology (RECOMMIT)
- International Student Relations (ISR)
- Student Disciplinary Tribunal (SDT)
- Learning Resource Center (LRC)
- Office of Counseling and Guidance (OCG)
- Office of Student Activities (OSA)
- Office of Scholarships and Grants (OSG)
- Office of Student Housing (OSH)

The major thrust of the OVCSA Main Office is to provide support services to all offices/units of OVCSA for efficient implementation of programs and services and for efficient delivery of students' needs. The office also serves the students by assisting in the processing of their university clearance, certificate of good moral character, and other needs.

Student Services and Programs

Assists in the processing of College clearance

1. Students must email the OVCSA Main Office through **request_ovcsa.uplb@up.edu.ph** and provide the form from their respective OCS needed for signing.
2. OVCSA Main Office shall provide the student with the OVCSA clearance form.
3. Once the student has filled out and returned the form, this will be forwarded to OVCSA offices and units, namely International Student Relations (ISR), Office of Counseling and Guidance (OCG), Office of

Scholarships and Grants (OSG), Office of Student Housing (OSH), and Student Disciplinary Tribunal (SDT), for clearance from their office.
4. Once cleared from OVCSA offices and units, the college clearance form shall be signed and returned to the student.

Issues Certificate of Good Moral Character (CGMC)

1. Students must email the OVCSA Main Office through **request_ovcsa.uplb@up.edu.ph**.
2. OVCSA Main Office shall forward the request to SDT for clearance.
3. Once cleared from SDT, OVCSA Main Office shall provide the requesting student with the CGMC.

Provides venues for student-related activities through the OVCSA-managed spaces

1. Requesting parties must email the OVCSA Main Office through **request_ovcsa.uplb@up.edu.ph.**
2. Approval of the request is subject to availability of space/s through the OVCSA Space Reservation System.
3. OVCSA Main Office shall provide the requesting party with the reservation slip once approved.

Processes Leave of Absence (LOA) and waiver of prerequisite

Kindly contact your respective college.

UPLB BARKada at CATropa - This kind of intervention aims to provide an alternative venue for the students to destress, to promote socialization with animals and with humans to reduce the negative effects of isolation and depression, and to help strengthen mental health referral program of the university.

OVCSA
Units



Research, Communication, and Information Technology *(RECOMMIT)*

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RECOMMIT supports all the offices of OVCSA and assists in the preparation of research proposals, communication materials, and the development of OSAM System. RECOMMIT also creates, manages, and administers the Information Communication Technology resources of OVCSA and provides centralized technical assistance to all UPLB students availing of OVCSA OSAM services.

Student Services and Programs

The Office of Student Affairs Management (OSAM) System is a modernization project of OVCSA. OSAM is an advanced web application with web and mobile components to eradicate the need for students queuing up for services.

Some of the significant components of the OSAM System developed are listed through the following:

Student Helpdesk

Students no longer have to visit the office physically to inquire about OVCSA programs and services. The Helpdesk allows students to send their inquiries through SMS, Facebook chat, and email, which OVCSA staff can access. This, in turn, makes the inquiry process more convenient for students, and the documentation of questions are easier for staff members.

Automated Organization Registration

Student organizations no longer submit a 30-page recognition form because of the organization registration system. Instead, their application forms are uploaded to the OSAM System, which has significantly reduced paper usage over the years. The system also checks the forms automatically, reducing the manpower needed. Details of the Organization Registration are under the programs and services of OSA.

Automated Student Assistantship (SA) Salary Processing

RECOMMIT assists the Student Assistantship Program of the Office of Scholarships and Grants (OSG) in developing and maintaining an online, automated, and efficient SA Salary processing system. Details of the SA program and implementation are under the programs and services of OSG.

Queuing System

To make the services efficient and to manage the long lines in the OVCSA offices, the Queuing System was relaunched.

SU Logs System

The SU Logs System was launched to monitor the in and out of people in the Student Union Building for more data on future guidelines and policy making.

UPLB Online Clearance System

The Online University Clearance System was developed for transparency, and to make the processing of students' clearances simultaneous across offices. A clearance application kicks off the process as the system enables involved offices, and the applicant to view and act on the application. Both parties can immediately address deficiencies, significantly reducing processing time. OVCSA through RECOMMIT provides continuous monitoring, assistance, and communication with the assigned clearance offices of the Online University Clearance System in order to provide fast and smooth transactions.

Online Dorm Reservation System

Students can easily apply for a dorm reservation using the OSAM. Their requirements are uploaded to the website and will be processed by the dormitory managers. Students will be able to track the status of their application real time through the OSAM.

OVCSA Spaces Reservation System

The OVCSA Spaces Reservation System is an additional module to the OSAM, which seeks to ensure better services and equity in their use. Reservation of facilities managed by the OVCSA Main Office will be accommodated in the system to ensure their availability for university constituents as well as paying individuals and groups.

Online Counseling Appointment System

RECOMMIT in coordination with the Office of Counseling and Guidance (OCG) developed the Online Counseling Appointment System which aims to provide students mental health care and psychosocial wellness with a more streamlined process of

managing counseling appointments, documentation, monitoring, and after care.

Online Study Permit Application

Aligned with the Research, Communication, and Information Technology's (RECOMMIT) mandate to assist OVCSA offices and units with innovative automated systems that maximize time, effort, and resources, the Online Study Permit Application for international students was launched last 25 January 2024. This new module is an additional component of the OSAM System that digitizes the processing of study permit for international students in a more accessible and convenient environment.

The Online Study Permit application expands the mode of delivery of the study permit application service provided by the UPLB International Student Relations (ISR). It anchors on the vision-mission statement of UPLB in future-proofing programs and services for international students to effectively mitigate the disruptions brought by a volatile, uncertain, complex, and ambiguous future.

Online PEER Tutorials System

The Online PEER Tutorials System was launched as a new component of the OSAM System that was recently realized last 22 September 2025 in collaboration with the UPLB Learning Resource Center (LRC). The online booking system is an initiative to digitalize the Promoting Excellence through Educational Review (PEER) Tutorials Program of LRC

International Student Relations *(ISR)*

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The International Student Relations (ISR) is the center of information, activities, and services for international students of UPLB. ISR helps in ensuring and maintaining the legal status of international students, assists in their adjustment to the UPLB way of life, and looks over their health, safety, and well-being.

Vision

ISR envisions itself as an international proactive promoter of the University's prestige in the academic community.

Mission

To maintain an excellent relationship with the members of the international community by building friendship and camaraderie, and by winning their trust and confidence.

Student Services and Programs

Cultural Exchange and Development aims to orient international students about the University, the Filipino culture and norms of behavior, and basic Filipino communication. It further provides an avenue for local students and staff to learn and understand the culture of international students and vice versa.

- **Kalinangan: A Cultural Exchange Program**. This provides opportunities for international students to share and discuss their respective country's traditions, cultures, and values. This program also aims to equip university personnel and students with the necessary skills and knowledge to better interact with international students.
- **Lakbay Kalinangan**. This program aims to promote Filipino culture and arts and accustom international students to Filipino values and traditions.
- **Tulay.** Tulay is an orientation program for new and continuing international students. This activity features awareness seminars to equip international students with the right information to help them adjust to UPLB campus life and the Filipino way of living.
- **Katig.** Katig is a program designed to celebrate the International Students Day. It aims to unite international students through engaging activities. It fosters a sense of community, celebrates

diverse cultures, and showcases the university's support for the International Students Association.

- **Tipanan.** Tipanan is a program for international students to prioritize their well-being. It's an opportunity to take breaks from their academic life and explore fun activities. These activities are designed to help reduce stress and improve mood while building friendships with fellow international students
- **I-aSsistance.** I-aSsistance offers support services for international students. It is an all-year-round program where international students can seek any assistance from ISR including but not limited to tours, organizing ISA events, living adjustment advice, and many more.

International Relations are valuable in allowing students of different nations to cooperate with one another, help pool resources, and share pertinent information for further learning, engagement, and resolution of issues and other concerns.

Recognition Programs aim to strengthen the role of international students especially the graduating international students in the promotion of the University and further its purpose while living up to the ideals of honor and excellence.

- **UPLB Ambassadors Program**. The University of the Philippines Los Baños (UPLB) in its mission of maintaining its good standing in the world ranking of universities in the world can capitalize on its strong international alumni to showcase the legacy of honor and excellence of UPLB. Through the UPLB Ambassadors Program, deserving international alumni will be recognized from the different countries represented. UPLB Ambassadors are found to be deserving of this recognition given their impressive academic performance and active involvement in campus activities during their stay at UPLB. They have manifested good behavior while on campus and are committed to:

  Leadership Trainings for international students are opportunities to develop and improve their leadership, communication, and teamwork skills.

  Inter-school Cultural Exchange Activities refer to collaborations

with other universities/institutions for the promotion of cultural exchange. It seeks groups or institutions that provide activities for training, personal development, and cultural activities. ISR further seeks and coordinates with award-giving institutions to provide for international students where they could participate, learn and represent the University.

Mentoring Programs for International Students are designed to help international students adjust to the University with the help of upper-class students, compatriots, and other significant individuals who can provide guidance from the admissions process all the way to graduation.

ISR also facilitates the following:

- provision of supporting documentation for immigration-related and academic-related requirements such as issuance of study permits and certification(s) related to visa extension and passport renewal;

  Visa Processing. ISR provides assistance with the following:

  - Application for student visa from the Bureau of Immigration
  - Application for a multiple re-entry visa
  - Application for student visa extension
  - Downgrading of visa
  - NBI clearance
  - Medical clearance, particularly for new arriving students, from any level 3 hospitals in the Philippines.
  - Application/Cancellation for Alien Certificate of Registration (ACR)
  - Application for Exit Clearance Certificate (ECC)
  - Assistance/Authentication of documents to the Department of Foreign Affairs (DFA)

  Issuance of Study Permit. All international students must secure a study permit every semester prior to enrollment. Application can only be done through the Study Permit portal using an OSAM Account.

  A processing fee (OVCSA Fee) amounting to 2,000.00 Pesos must be paid through the Landbank Link.Biz Portal. The proof

of payment must be uploaded to the study permit application platform. Upon payment verification from the cashier's office, the study permit will be available to download.

- evaluation and monitoring of international students' records such as tagging/untagging of AMIS;;
- coordination of registration and scholarship/financial assistance before and upon arrival of international students;
- assurance of health and wellness such as coordination with the University Health Service, other local hospitals, Office of Counseling and Guidance, the Graduate School, and other concerned offices and units;
- provision of socio-cultural immersion and further development and implementation of programs beneficial to international students;
- provision of information about UPLB, its services, and the Philippines;
- collaboration with the International Student Association (ISA) in their programs and activities relevant to international students;
- collaboration with other student organizations such as the Society of Exchange Students and the Graduate School Council; and
- coordination and implementation of programs and activities with other concerned UPLB offices/units relating to student services and welfare.

Student Disciplinary Tribunal *(SDT)*

CONTACT INFORMATION



1/F Left Wing, Graduate School Dormitory,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines



sdt.uplb@up.edu.ph

The unit responsible for the implementation of the University rules and regulations on student discipline. Aims to correct misbehavior of the students and let them learn from their mistakes. Penalties imposed range from warning as the minumum penalty to expulsion as the maximum penalty. The unit implements the University Rules and Regulations on Student Conduct and Discipline, the Revised Rules and Regulations on Student Council and Discipline, the Revised Rules and Regulations Governing Fraternities, Sororities, and Other Student Organizations, and other related issuances concerning conduct and discipline. It also keeps records of the student offenders that are sent to their respective colleges, the OUR, and their parents.

Student Services and Programs

The SDT, in coordination with the specific offices and units of the OVCSA, continues to conduct the issuance of waivers of pre-requisites, clearances, certifications of good moral character, etc. to graduating students, students filing for leaves of absence and continuing students using the online system for processing of the integrated University clearance through the RECOMMIT and the OVCSA Main Office.

Students and alumni requesting a (1) Certificate of Good Moral Character (CGMC), or a (2) Clearance Form send an email to **request_ovcsa.uplb@up.edu.ph** for the forms to be provided and filled out by the clients. After the essential information has been provided, the OVCSA Main Office will then send the filled-out forms to the SDT and other offices of the OVCSA for verification.

For the CGMC, if the client's name is not on the List of Students with Cases and/or the List of penalized Students, the Form is countersigned and immediately emailed back to the OVCSA Main Office for the subsequent issuance of the CGMC. For the Clearance Form, the offices give clearance if clients have no obligations based on their records. Both forms exhibit the necessary signature of the Vice Chancellor for Student Affairs.

Learning Resource Center *(LRC)*

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facebook.com/uplblrc

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x.com/uplblrc

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The Learning Resource Center (LRC) at UPLB was established in June 1978 in conjunction with the implementation of the Agricultural and Rural Development Scholarship (ARDS). The UP System LRC was institutionalized much later on April 17, 1997 by the Board of Regents.

It is tasked to supplement, complement and coordinate all learning assistance programs in each campus to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment.

Beginning 2000, the LRC Coordinating Committee took over but with limited functions. It served as a coordinator of the Summer Bridge Program (SBP).

In December 2007, the UPLB LRC was integrated into the Office of Student Affairs (OSA) as a Learning Resource Program (LRP).

However, in February 6, 2014, LRP was reverted to LRC in line with UPLB's quest to become a world- class university in preparation for ASEAN 2015, and to further its goals of promoting and ensuring academic excellence among its students and in producing more globally competitive graduates.

LRC continues to provide learning support and assistance to students as it finds its new home at the Office of the Vice Chancellor for Student Affairs.

With its enhanced and expanded programs, LRC has been mandated to take on the following tasks:

- Expanding existing academic-related programs and activities to include not only local undergraduate students but also international undergraduate and graduate students, including but not limited to customized academic support systems;
- Institutionalizing and sustaining the UPLB Recruitment Program for the Best and the Brightest Students;

- Providing support services to would-be or international/exchange students including, but not limited to, customized language programs and thesis and journal writing; and
- Complementing the UPLB Office of International Linkages (OIL) in facilitating exchange programs that would provide opportunities for students to expose themselves to various programs offered by other competent and esteemed universities in the world.

Student Services and Programs

Agricultural and Rural Development Scholarship (ARDS) Plus Program

Since 1977, the Agricultural and Rural Development Scholarship (ARDS), which was created under Presidential Decree 1209, has provided assistance and opportunities to intellectually deserving students of rural poor families to take development-oriented courses in UPLB. UPLB LRC is constantly recruiting scholars and yields fresh graduates of ARDS.

LRC together with OVCSA and OSG reopened applications for the ARDS Plus Program, offering a one-semester scholarship to current UPLB students from farming families or rural communities who are pursuing agriculture or related degree programs.

Funded by the Department of Agriculture (DA), the scholarship aims to cultivate professionals dedicated to advancing the agricultural sector by empowering students to contribute significantly to rural development and agricultural innovation.

This initiative represents a critical step toward shaping the future of agriculture by investing in the education of passionate individuals.

The scholarship program provides an array of benefits such as:

- Monthly Living Allowance
- Learning Materials / Connectivity Allowance
- Transportation Allowance
- One-time Laptop Grant
- One-time Educational Activities Grant, for activities such as:
    - ARDS Plus' Nurturing Initiative (ANI), also known as ANIhan sa Sandigan
    - Community-based extension work
    - Farm immersions
    - Trainings and workshops

- Fieldwork
- Agricultural summits

The scholarship is open to enrolled UPLB undergraduate students who meet the following requirements:

- Currently enrolled UPLB undergraduate student
- Enrolled in agriculture or agriculture-related degree programs
- From a farming family or rural/agricultural community
- With Student Learning Assistance System (SLAS) Bracket of FDS, FD, PD80, or PD60
- No other scholarships (e.g. DOST, CHED. SLAS is not a scholarship)
- Minimum of 2.50 GWA
- Demonstrated commitment to a career in agriculture
- Must not have been found guilty of any misconduct with disciplinary action notice from any act involving moral turpitude.

In addition to the regular cohort of Scholars, the ARDS Plus Program launched the UP Sierra Madre Land Grant (SMLG) Cohort in collaboration with the College of Forestry and Natural Resources (CFNR) in 2025. The UP SMLG Cohort is composed of Associate of Science in Forestry (AScF) students from farming families or rural/agricultural communities surrounding the Sierra Madre Mountain Range. Under the ARDS Plus Program, these students are expected to pursue their studies and reside at the UP Laguna-Quezon Land Grant (LQLG) in Siniloan, Laguna until the completion of their academic program.

The ARDS Plus Program has also expanded to provide one-time grants to students through ARDS Plus sub-components, such as the ARDS Research, Conferences, and Workshops (RCW) Grant/Assistance, and the ARDS Borrow-A-Laptop (BAL) Program.

The ARDS RCW Grant provides one-time financial assistance to undergraduate students who participate in agricultural or rural development research projects, conferences, workshops, training, and fieldwork, whether individually or as part of class or organizational activities.

Through its semestral laptop unit lease program, the ARDS BAL Program assists undergraduate students who are at a considerable disadvantage in asynchronous learning or who urgently need reliable laptops for thesis data analysis and manuscript writing.

Applications for the scholarship and grant components of the ARDS Plus Program are announced through the official social media pages of the LRC and the OVCSA.

Bridge Program (BP)

The BP is a skills enhancement activity designed for incoming first-year students identified by the Admissions Office as needing additional support in Mathematics and/or English, based on their UP College Admission Test (UPCAT) scores. The program aims to bridge the gap between students' high school competencies and the academic demands of their initial semesters at the University. Each Bridge course is equivalent to a summer course with 48 class hours.

In addition to their subject classes, participants also attend psychosocial sessions facilitated by the Guidance Services Specialists of the Office of Counseling and Guidance (OCG). These sessions are intended to support students' physical, emotional, and mental well-being as they transition to university life, helping them adapt more effectively to the academic and social environment at UP.

Tutorial Services: Together Everyone Achieves More (TEAM) Learning Sessions

LRC provides free tutorial services through its Together Everyone Achieves More (TEAM) Learning Sessions, which cater to all currently enrolled UPLB students seeking additional learning sessions in order to better understand and appreciate lessons in Mathematics, Chemistry, Physics, Biology, Statistics, and other subjects.

LRC offers student-led review sessions called PEER (Promoting Excellence through Educational Review) Tutorials, which are facilitated by the Center's in-house student tutors. Tutorials may be conducted on a one-on-one basis or in small or large groups, depending on students' learning needs.

Another variety of tutorials is called TEAM-UP with LRC, which features tutorial sessions conducted in partnership with registered student organizations and UPLB faculty members.

Students may schedule tutorial sessions with LRC PEER Tutors through the Online PEER Tutorials System at **https://uplbosa.org/peertutor**.

Recruitment Program for the Best and the Brightest (RPBB)

The RPBB aims to attract the country's best and brightest students, particularly those from geographically isolated and disadvantaged areas (GIDA), to pursue their studies at the National University. It seeks to promote diversity among applicants and increase enrollment in UPLB's three pioneer colleges: the College of Agriculture and Food Science (CAFS), College of Veterinary Medicine (CVM), and College of Forestry and Natural Resources (CFNR).

The recruitment team conducts orientation sessions for prospective students, providing information on admission pathways, undergraduate degree programs, scholarships and other financial assistance opportunities, and the University's student support services. Prior to the COVID-19 pandemic, the program was conducted by LRC in collaboration with selected faculty members from participating colleges, who served as resource persons during recruitment activities.

During the COVID-19 pandemic, the program shifted to a virtual format through webinar series, namely Nowhere to Go but U.P. in 2021 and The Future is B.R.I.G.H.T. in 2022. In 2023, the LRC resumed onsite recruitment activities by conducting orientations in Ballesteros, Cagayan, and the Province of Dinagat Islands to reach prospective students in underserved communities. Beginning in 2025, the LRC partnered with the UPLB Ugnayan ng Pahinungód through its Affirmative Action Project (AAP), integrating recruitment orientations with academic enhancement sessions for high school students.

P.L.A.Y. (Providing Learning Alternatives to the Youth)

PLAY is an alternative learning initiative of the LRC that promotes the concept of "learning at your own pace." Developed during the COVID-19 pandemic, the program primarily featured engaging and educational Open Education Resources (OER) accessible online, such as audiovisual presentations, games and activities, and problem sets to help students better understand their lessons.

At present, PLAY is conducted face-to-face, with each session intentionally video-recorded and edited for inclusion in the LRC's online content library, allowing learners to access the materials at their convenience.

S.O.A.R (Send-Off, Onboarding, And pre-depaRture) Orientation for Outbound Exchange Students

In partnership with the Office of International Linkages (OIL), LRC conducts the S.O.A.R. Orientation to assist outbound exchange students in preparing for their travel and stay at their host universities as UPLB ambassadors of goodwill.

Through the orientation, students are equipped with practical tips and strategies for navigating common challenges encountered during their exchange program, including adapting to life at their host universities and demonstrating cultural sensitivity. S.O.A.R. aims to build students' confidence and readiness to become exemplary Iskolar ng Bayan and represent UPLB in the international community.

Exchange Students' Challenges Experienced and Lessons Learned (EXCELL) Sharing Series

LRC spearheads EXCELL, an echo seminar that provides returning UPLB exchange students with a platform to share with the UPLB community their experiences, challenges, and insights from their host institutions abroad.

Through EXCELL, returning exchange students inspire fellow Iskolar ng Bayan by sharing their personal journeys, motivations, and practical tips on maintaining academic excellence while studying overseas. The program also serves as an avenue for interested students to learn about the benefits, opportunities, and realities of participating in student exchange programs, thus promoting internationalization and encouraging greater participation in global learning experiences.

LRC C.A.R.E.S. (Creative Activities, Recreational and Educational Services)

LRC C.A.R.E.S. is the social media initiative of the LRC that features regular, thematic content promoting self-care, health and wellness, and inspirational messages. Developed during the COVID-19 pandemic, the program aims to bring the Center's activities and services to UPLB

students and other constituents, provide accessible mental health support, and promote well-being through the Center's online platforms.

At present, LRC C.A.R.E.S. is primarily maintained through partnerships and the promotion of student organization activities that align with the Center's mission, while prioritizing the timely dissemination of relevant information and announcements from various UPLB offices and units to the UPLB community.

Animal-Assisted Education Program

The Animal-Assisted Education (AAE) Program is a sub-category of the UPLB BARKada at CATropa Animal-Assisted Intervention Program of the OVCSA. AAE is implemented by LRC through the integration of animal-assisted activities into its academic support programs and services.

Compared to animal-assisted therapy and enrichment activities, AAE consists of structured, goal-oriented interventions that incorporate animal interaction, stimulating interest in educational activities and enhancing participants' academic performance and learning outcomes.

The Center houses therapy dogs-in-training, collectively referred to as the "Fur Staff," which students can visit and interact with during office hours. These interactions aim to support emotional well-being, reduce stress, and promote cognitive development.

LRC COLABS (Creating Opportunities for Learning and Building Synergies)

LRC COLABS is the LRC's flagship program that fosters partnerships with organizations through the provision of learning spaces, resources, and institutional expertise. Since its inception, the program has primarily facilitated requests for the use of LRC-managed spaces—such as the LRC Learning Hub and the Sunken Lobby 2 at the Student Union Building—as well as audiovisual equipment to support educational and developmental activities.

In recent years, LRC COLABS has expanded its scope to include the participation of the Center's staff as resource speakers in orientations and other collaborative initiatives organized by partner offices and organizations. Through this enhanced model, the Center promotes

knowledge sharing, strengthens institutional partnerships, and advances learning and community engagement.

Office of Counseling and Guidance *(OCG)*

CONTACT INFORMATION

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facebook.com/ocgovcsa

ovcsa.uplb.edu.ph

The Office of Counseling and Guidance assists the Office of the Vice Chancellor for Student Affairs in providing psychological, social, emotional, educational and occupational needs of the students.

Testing Services

Pre-employment & Students Psychological Testing

Psychological tests are assessment tools used to objectively measure an individual's personality traits, aptitude, intelligence, abilities and behavioral style.

Psychometric assessments are also used in career guidance and employment to match a person's abilities and personality to a suitable career or role.

Student Services and Programs

Counseling

Individual or group counseling sessions are held to provide students with an opportunity to express and clarify feelings, ideas, conflicts, plans, projects, etc. that affect the moral values and various aspects of life, such as aspirations, educational career, physical, social, spiritual, psychological, personal and emotional problems in an atmosphere of harmony, acceptance and privacy.

Using your OSAM Account, book your counseling appointment through the Online Counseling Appointment System (OCAS):
https://uplbosa.org/counseling

Career Guidance and Job placement

This service assists students and graduates in career planning by providing information on job opportunities and employment trends through the annual **UPLB Career Convention**.

Career Email Address: **careers.ocg@uplbosa.org**.

Guidance Instruction

A module on group growth and development was designed, so students can become more socially effective and well-adjusted individuals. This is also known as the Guidance Instruction Program.

Readmission

As part of the readmission process, the Office of Counseling and Guidance interviews students to ensure they are mentally prepared for the academic challenges ahead once they are readmitted. It becomes an avenue to confirm if they can acknowledge their challenges and concerns, and if they have a specific plan of action to address them. During the interview, students will also be reminded of the various support services available through the Office of the Vice Chancellor for Student Affairs, which they can access as deemed necessary.

KASAMA KA (KAagapay at SAma-sama sa MAlusog na KAisipan)

The program encourages participants to engage in various activities that foster self-reflection and emotional expression.

- **Mental Health Awareness Activities** - Aims to raise awareness on mental health concerns and to disseminate a message of hope, support, and knowledge about mental health issues during mental health celebrations.

- **Kumustahan** - A program designed to check on students' mental well-being, listen to their experience, and help them cope. Usually held as a small group session, Kumustahan is a great avenue for students to also get advice on various topics such as finance, academics, and establishing relationships.

- **Health Orientation on Problems from Emotional Stress (HOPE)** - It aims to promote awareness on mental health concerns and provide intervention to combat these issues.

- **Art-Based Intervention** - Provides individuals with a creative outlet to express and explore their current feelings through visual art. This is designed to be a safe and supportive space that encourages participants to engage in various art activities that foster self-reflection and emotional expression.

- **Makiling Wellness Series** -This program offers a guided series of wellness activities designed for UPLB constituents, integrating evidence-based practices, nature immersion, and stress-relief interventions. Conducted at the Makiling Botanic Gardens, the series provides structured opportunities for participants to enhance mindfulness, promote relaxation, and restore mental and emotional balance. The activities aim to support overall well-being by encouraging engagement with the natural environment in a reflective and restorative manner.
    - **PLOT TWIST: Healing through Narratives** - Uses narrative therapy techniques to explore, understand, and reshape personal stories. Through guided storytelling activities and reflective exercises, participants will enhance their self-awareness, process past experiences, and envision positive future outcomes.
    - **REALITY REFRESH: A Digital Detox** - This program is a reminder of the benefits of disconnecting from their digital devices and social media platforms to reconnect with the real world. It hopes to promote mental well-being, foster meaningful face-to-face interactions, and help strengthen their time management skills.
    - **Ambient Sound Journey** - This activity combines the calming effects of nature and music through an immersive sound journey. Participants will listen to ambient instrumental music (e.g., Jon Hopkins) while lying or sitting in a forest setting. The music will guide participants into a meditative state, promoting deep relaxation, emotional insight, and mental clarity.

- **Gabay Volunteer Corps** - The official volunteer arm of the Office of Counseling and Guidance (OCG) in the implementation of its various programs and services inside the university as well as nearby communities. Gabay volunteers who completed the Sandigan, Sandals Training Programs serve as peer facilitators to fellow UPLB students.

- **Training and Workshop** - The Office of Counseling and Guidance holds training and workshops on mental wellbeing for the UPLB Community.

Extension Activities

OCG serves the needs of interested constituents of UPLB and other outside agencies

- **Kalinga Kita** - Aims to provide livelihood activities and skill sets to those who need it, as well as to help the financially-challenged to help themselves.

- **Off-the-Street, On-to-School** - Aims to develop a person's "personhood" by giving them the opportunity to grow and contribute to their respective communities.

Follow-up and Referral Services

OVCSA-OCG has established linkages with the different agencies and institutions for referral purposes to assist its clientele in finding solutions to some special types of problems.

Information Services

OCG serves the needs of interested constituents of UPLB and other outside agencies

- **Orientation for Parents and New UPLB Students**- The orientation aims to introduce the programs and services of OCG and OVCSA to parents and new students, and to assess the psychological capacity of students as they gradually transition to the university life.

Office of Scholarships and Grants *(OSG)*

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Office of Scholarships and Grants *(OSG)*

OTHER IMPORTANT CONTACT DETAILS

Grants-in-Aid Program

-Student Learning Assistance System Online
-CHED Tertiary Education Subsidy (TES)
-CHED Tunong Dunong Program (TDP)

https://slasonline.up.edu.ph

sts.losbanos@up.edu.ph
learningassistance_osg.uplb@up.edu.ph
unifast_osg.uplb@up.edu.ph

Student and Graduate Assistantship Program

https://uplbosa.org/assistantships

saga_osg.uplb@up.edu.ph

Student Loans and Claims

https://uplbosa.org/slb

studentloan_osg.uplb@up.edu.ph *(SLB and CLAP)*
insurance_osg.uplb@up.edu.ph *(Insurance)*

Private and Government Scholarships

-Adopt-a-Student Program
-Akay Iskolar Program

https://uplbosa.org/scholarships

scholarships_osg.uplb@up.edu.ph

OSG is the central implementing unit administering student financial and learning assistance, grants-in-aid, and scholarships in UPLB.

To implement the following programs, services and activities such as, Student Learning Assistance System (SLAS) Program, Student Assistantship (SA) Program, Scholarship Program and Student Loan Program.

Student Services and Programs

Programs that reduce cost of tuition and other school fees

- Iskolar ng Bayan Act
- Student Learning Assistance System (SLAS)
- Free Education (Universal Access to Quality Tertiary Education Act)
- Other scholarships and Grant Program that waive tuition and other school fees offered by UP's constituent

Programs that provide living allowance on monthly or per semester basis

- Student Assistantship (SA)
- Student Learning Assistance System (SLAS)
- UP System Funded Scholarship Programs
- Adopt-a-Student Program (AASP)
- Other student programs that grant cash allowance offered by UP's constituent universities

Programs that provide learning assistance needs

- Student Learning Assistance System (SLAS)
- Borrow-a-Laptop (BAL) Program

Program that defer cash payments during the semester

- UP Tuition Loan Program
- Other tuition loan programs offered by UP's constituent universities

Grants-in-Aid Program

To apply for any of the above, you need to access the UP Office of Student Financial Assistance's portal also known as SLAS Online at **https://slasonline.up.edu.ph/**. If you already have an account, you may now use your credentials to log in. If you don't have an account yet, you need to contact SLAS Helpdesk of UPLB via this email address: **sts.losbanos@up.edu.ph**.

As a program, SLAS Online collects information needed to process your applications to various student financial assistance including the socialized tuition system, scholarships among others.

Student Assistantship Program

Apply as Student Assistant

The SA Application Process will follow the process flow as stated and reflected in **https://uplbosa.org/assistantships**.

SA Guidelines

- The maximum work hours per month will be based primarily on the academic load of students (their allotted SA hours);
- Student Assistants (SAs) are allowed to work up to six (6) hours per day except for Saturday, Sunday and Regular/Special Holidays;
- Student Assistants are expected to render service consistent with the prescribed tasks and time schedule;
- Supervisors of SAs will still be basing the work of hours of SAs on their plotted class schedule in the OSAM System;
- Supervisors shall not assign security-related activities and hazardous tasks to SAs;
- Supervisors shall not assign duties that will give SAs access to confidential, electronic and printed records such as student grades, transcripts, faculty and staff compensation, performance evaluation, health, legal, financial and related sensitive records; and
- Supervisors are not allowed to assign tasks to SAs for private needs, such as nanny duties, fetching children, and buying meals, snacks, or groceries.

Student Loans and Claims Program

Tuition Loan or the Student Loan Board (SLB) Program

The Tuition Loan / Student Loan Board (SLB) Program allows students to defer registration payment up to 80% of the total assessed fees during the enrollment period. This is payable within the semester with an interest rate of 6% per annum.
One hundred percent (100%) loan may be granted provided a request to avail of 100% Tuition Loan/SLB is approved by the Chancellor. The request form should be accomplished first before applying for the Tuition Loan/SLB application.

Qualifications

1. The Tuition Loan / SLB Program is open to all qualified undergraduate and graduate students except to those students taking-up non-degree programs.
2. Students with outstanding loans will not be allowed to avail of any further Tuition Loan/SLB unless there is a promissory note approved by the Chancellor. Promissory notes should be processed first before applying for Tuition Loan/SLB.

Requirements

1. Updated OSAM profile (home address, college and academic program, year level)
2. Scanned copy of your co-debtor's valid I.D.
   (Valid IDs include Driver's License, SSS ID, GSIS ID, PhilHealth ID, current company/office ID, Postal ID, BIR TIN ID, Barangay ID, Voter's ID, or Passport) The picture and signature in the valid ID must be clear and readable.

   Note: Qualified co-debtors are parents and immediate relatives by consanguinity which include grandparents, uncles and aunts from both sides, and brothers and sisters who are of legal age. Your co-debtor's middle or last name should reflect your relationship with each other. Please provide your birth certificate or other supporting documents as proof of your relationship.

3. E-signature of your co-debtor. This should match the signature in the attached valid ID. To apply, log in to OVCSA Website at **https://ovcsa.uplb.edu.ph/** and navigate to Student Services> Financial Assistance>Tuition Loan/SLB Program.

Request to Avail of 100% Tuition Loan/SLB

The approved application will grant you to avail the 100% tuition Loan/ SLB excluding the change matriculation fee/s amounting to ₱10.00 per transaction and the student fund amounting to ₱45.50. This will be attached to your SLB application after approval.

This request should be accomplished before the registration period. Processing of applications usually starts a month prior to the start of the registration period.

Qualifications

Applicants must have no outstanding balance from the Tuition Loan/ Student Loan Board (SLB) Program and must not be currently a beneficiary of the Cash Loan Assistance Program (CLAP) except for the CHED-SAFE Loan.

Requirements

1. Formal letter addressed to the Chancellor. The letter must have the following information:
   a. Reason(s) for the 100% SLB request and of the delayed payment
   b. Specific settlement date of loan (the settlement date must be within or at the end of the coming semester)
2. Clear E-signature of your guardian (we may request another e-signature copy if the attached file is blurry). To apply, log in to OVCSA website at **https://ovcsa.uplb.edu.ph/** and navigate to Student Services > Financial Assistance > Tuition Loan/ SLB Program.

Tuition Loan/SLB Promissory Note Application

The Tuition Loan / SLB Promissory Note application is designed for students with existing loan balance/s from previous semester/s under the Tuition Loan / Student Loan Board (SLB) program.

The approved application will allow you to register for the upcoming online enrollment even with outstanding loan/s and will extend your payment deadline until the end of the coming semester. Also, you will be eligible to apply for another Tuition Loan/SLB.

Requirements

1. Formal letter addressed to the Chancellor. The letter must have the following information:

a. Reason(s) for the delayed payment
b. Specific settlement date of loan (the settlement date must be within or at the end of the coming semester)
c. Indicate if your promissory note is for general clearance or for your registration for the coming semester.

2. Clear E-signature of your guardian (we may request another e-signature copy if the attached file is blurry). To apply, log in to OVCSA website at **https://ovcsa.uplb.edu.ph/** and navigate to Student Services > Financial Assistance > Tuition Loan/ SLB Program.

How to Settle Your Tuition Loan/SLB:

Easy Payment Procedures to Settle your Tuition Loan / SLB Program

1. Request for a statement of accounts through this link: **https://bit.ly/StatementOfAccountRequest**
2. Pay through online banking or over the counter. Kindly follow the step by step payment guidelines in your SOA form.
3. Submit your confirmation slip for verification and posting to your AMIS account to this link: **https://bit.ly/TuitionLoanPaymentReceipt**

Cash Loan Assistance Program (CLAP)

The Cash Loan Assistance Program (CLAP) is categorized into the following:

1. The long-term CLAP, or CHED SAFE Loan, is an interest-free loan payable two (2) to five (5) years after graduation of the student. The loan program aims to provide assistance of ₱8,000.00 to financially needy 3rd, 4th, 5th - year or graduating college students with General Weighted Average (GWA) of 3.0 or better. To qualify, the applicant must be officially enrolled student in the CHED identified priority courses such as BS Agriculture, BS Food Technology, BS Applied Mathematics, BS Applied Physics, BS Biology, BS Chemistry, BS Computer Science, BS Mathematics, BS Math and Science Technology, BS Statistics, BS Industrial Engineering, BS Agricultural Biosystem Engineering, BS Civil Engineering, BS Chemical Engineering, BS Electrical Engineering, BS Agri-Business Management, BS Agricultural Economics, BS Forestry, BS Nutrition, Doctor of Veterinary Medicine, and BS Agricultural Chemistry.

   To apply, accomplish the google form found in this link: **https://bit.ly/CHEDSafeLoanApplication**

2. The short-term CLAP, a loan of up to a maximum of ₱5,000.00, depending on the course and academic standing of the student. An applicant for the short-term Cash Loan Assistance Program must be officially enrolled and must have a good academic standing or at least a warning status during the preceding semester. The loan must be paid within the current semester, with interest rates that range from four (4) to eight (8) percent per annum. At present, there are 14 short-term CLAP implemented by the OSG which include the following:

   A. PCIB-UPLB Student Financial Assistance Program (PCIB-UPLB SFAP)
   B. Pacita F. Yaptenco Student Financial Assistance Fund (PFY SFAF)
   C. PNB-UPLB Educational Assistance Fund (PNB-UPLB EAF)
   D. Dr. Fernando C. Ordoveza Veterinary Student Loan Grant (FCO VSLG)
   E. Senator Jose D. Lina Educational Assistance Fund (SJDL EAF)
   F. Dr. Gaudencio R. Lapuz, DVM'55 Veterinary Student Loan Grant (GRL VSLG)
   G. Senator Francisco S. Tatad Educational Assistance Program (SFST EAP)
   H. Zeta Beta Rho Mussaenda Student Financial Assistance Program (ZBR-M SFAP)
   I. Dr. Teresita Marquez Hernandez-Sollano, DVM'79 Veterinary Student Loan Grant (TMSH VSLG)
   J. Allen Torrenueva Student Financial Assistance Program (AT SFAP)
   K. Dr. Edelwina C. Legaspi Student Financial Assistance Program (ECL SFAP)
   L. UPAA Sacramento and Vicinity Student Loan Fund (UPAASV SLF)
   M. UPLBAAA Loreto E. Oliva and Josefina Malang-Hsiao Student Emergency Loan Fund (UPLBAAA LEO-JMH SELF)
   N. The UPLB Alumni Group in America Lifetime Members Student Emergency Loan Fund (UPLBAGA LIME SELF)

To apply, accomplish the google form found in this link:
https://bit.ly/CLAPApplication

How to Settle Your Cash Loan Balance

A. Easy Payment Procedures to Settle your Cash Loan Assistance program (CLAP)

1. Request for a statement of accounts through this **https://bit.ly/CLAPStatementOfAccount**
2. Pay through online banking or over the counter. Kindly follow the step by step payment guidelines in your SOA form.
3. Submit your confirmation slip for verification and recording of your payment to this link: **https://bit.ly/CLAPPaymentReceipt**

B. Update your CHED SAFE PROFILE

Your CHED SAFE loan is payable on or before, or within 2 to 5 years after graduation. However, you are required to update your profile through **https://bit.ly/CHEDSafeLoanProfileUpdate** before the start of each registration period to prevent your account from being put on hold in AMIS.

U.P. Student Insurance Policy

The policy is intended to cover a portion of the accident costs, hospitalization, medical care, among others, especially in cases when students participate in academic and similar experiential learning activities outside classrooms. The insurance coverage is for the enrolled undergraduate students who are eligible for the grant of Higher Education Subsidy (Free Tuition).

1. Who is covered?
   The UP Student Insurance Claims covers undergraduate students who are qualified for the Higher Education Subsidy (Free Tuition) and are officially enrolled at the time of the incident.

2. What accidents are covered?
   All types of accidents are covered by this insurance (e.g. vehicular, non-vehicular, animal bites, among others).

3. How do I file for an insurance claim?
   Step 1: File an Insurance Claim by filling out this google form link: **https://bit.ly/FileInsuranceClaim**
   Step 2: Download the checklist of the documents with the submission instruction though this link:

https://bit.ly/Checklist_InsuranceClaim

Step 3: Submit the application and the documentary requirements at the Office of Scholarships and Grants by following the enumerated guidelines in Step 1 and Step 2

"Qualified students can generate their UP Student Insurance - Certification of Coverage that can be used for Practicum and Internship

How to generate?

1. Access the OVCSA website at **https://uplbosa.org/** and log in to OSAM using your account.
2. After logging in, navigate to Student Services > Financial Assistance > UP Student Insurance Policy.
3. Find and click the "CLICK HERE" button for the UP Student Insurance - Certificate of Insurance Coverage request.
4. Download or save your certificate"

For inquiries:
Mailing Address: 1/F Right Wing, Graduate School Dormitory, University of the Philippines Los Baños College, Batong Malake, Los Banos, 4031, Laguna, Philippines

Email Address: **studentloan_osg.uplb@up.edu.ph**

Private and Government Scholarships

OSG administers and implements various government and private scholarships. These programs are unique because the benefits will not incur obligations to recipients other than to be regularly enrolled for standard semestral units and maintain a satisfactory academic progress fulfilling their responsibilities as students.

Online Application Process:

1. Visit **https://ovcsa.uplb.edu.ph/scholarship** or **https://facebook.com/uplbosg** for available scholarship offerings and their requirements;
2. Apply to SLAS online at **https://slasonline.up.edu.ph** (if there is no available application period, continue to next step);
3. Completely fill-out the google form in the link given at the website/ fb page; and
4. Wait for an email on the result of the application.

For the list of scholarships and student financial assistance offered, check the OVCSA's official website at **https://ovcsa.uplb.edu.ph/**. You may check the tab under financial assistance. For more specific inquiries about scholarships, grants, and other student services, contact the OSG using the email address relevant to your inquiry:

Office of Student Activities *(OSA)*

CONTACT INFORMATION

1/F Left Wing, Graduate School Dormitory,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

osa.uplb@up.edu.ph

Mobile No. +63-999-227-2793

SOCIAL MEDIA

facebook.com/uplbosa.ovcsa

x.com/uplbosa

ovcsa.uplb.edu.ph

The Office of Student Activities is the lead unit of OVCSA that provides opportunities to students and student organizations to hone their leadership skills, socio-cultural values, and to be of service to the studentry, the University, and the people.

OSA assists the VCSA as the University's coordinating office which deals with activities concerning students and student organizations; and to implement programs, services, and activities related to Organization Recognition and Merit Awards, Student Activities Monitoring and Management, and other Specialized Activities in the aim to encourage student participation, innovation, and leadership.

Student Services and Programs

Processing of Organization Registration

1. Attendance of student organizations to Organization Orientation
2. Submission of fully-accomplished Registration Forms (signed by organization officers and advisers)
3. Evaluation and approval of Registration Forms
4. Recording of duly registered organizations in the OSAM System

*The Guidelines Governing the Registration of Student Organizations in UPLB can be accessed at: **https://uplbosa.org/org/guidelines**

Process Flow of Activity Permit and Letter of Information (LOI)

1. Generate the AP/LOI form at uplbosa.org.
2. Secure the signatures of the organization head, faculty adviser, and venue administrator, and prepare necessary attachments based on the activity classification.
3. Submit the forms online to OSA for evaluation and approval.

Process Flow of Request for Certification

Email your letter request at **osa.uplb@up.edu.ph**. For adviser certification, indicate the period of service as adviser.

- Certificate as Organization's Adviser
- Certificate as Organization's Member
- Certificate as Registered Organization

Activities

- Organization Orientation
- Student Organization Advisers' Forum
- Organization Space Utilization Forum
- Leadership Summit
- Student Organization Leaders' Assembly
- Pulong Bayan
- Freshie Welcoming Activities
- Recognition of UPLB Natatanging Organisasyon (UNO) Awards
- Recognition of UPLB Natatanging Iskolar ng Bayan (UNIK) Awards

Office of Student Housing *(OSH)*

CONTACT INFORMATION

1/F Left Wing, Graduate School Dormitory,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

osh.uplb@up.edu.ph

Mobile No. +63-999-221-1483

SOCIAL MEDIA

facebook.com/uplbosh

ovcsa.uplb.edu.ph

The UPLB Office of Student Housing (OSH) is a newly created unit under the Office of the Vice Chancellor for Student Affairs (OVCSA). It was the former Student Housing Division under the UPLB Housing Office (UHO).

On May 5, 2010, Chancellor Luis Rey I. Velasco issued Administrative Order No. 065, (Series of 2010) transferring the administrative control and supervision of the Student Housing Division (SHD) from the Office of Student Affairs (OSA) to the UPLB Housing Office (UHO). Added to its responsibility is the supervision of 10 UPLB dormitories serving 2,137 undergraduate students and 150 graduate students.

With the elevation of OSA into the Office of the Vice Chancellor for Student Affairs (OVCSA) at the 1350th Board of Regents meeting on 3 February 2020, the Office of Student Housing (OSH) was also established, along with other units, that would cater to the needs and well-being of the UPLB students.

Chancellor Fernando C. Sanchez, Jr. then issued Administrative Order No. 195 S. 2020 on 10 June 2020 to transfer the functions and resources of SHD, UHO to OSH, OVCSA.

At present, OSH now supervises 9 UPLB dormitories namely - the ATI-NTC, Forestry, International House, Makiling, Men's, New Dormitory, New Forestry, VetMed, and the Women's Residence Halls.

Mandate

OSH is mandated to manage, maintain and expand student housing services; implement programs and activities relating to student services and welfare; monitor commercial/ business services in dormitories (e.g. food, laundry, etc.).

Mission

To provide for the needs of the UPLB students of safe, secure, and comfortable housing accommodations.

Vision

The UPLB students enjoy a comfortable, conducive, and enabling environment for studying and living inside the UPLB campus.

Services and Programs

- On-campus regular dorm accommodations for UPLB Students

  OSH dormitories aim to provide safe, comfortable, and affordable communal living spaces to any bonafide UPLB student, whether graduate or undergraduate, who is enrolled, has no outstanding dormitory balance, and has no record of gross violations during their previous stay in any of the residence halls.

- Transient accommodation for UP- and non-UP constituents

  OSH dormitories also offer transient accommodations to any UPLB guests or visitors usually during midyear. Those who wish to avail this service may make a reservation through our google form.

Guidelines for Regular Dorm Applications/Reservations

Link for Dorm Applications: **https://ovcsa.uplb.edu.ph/**

1. Dorm applicants must have their own OSAM (Office of Student Affairs Management) accounts. If you have no account yet, please contact RECOMMIT. For OSAM account creation and update concerns, please email recommit-it.uplb@up.edu.ph or contact +63 (49) 536 2238. Wait for an email confirmation of your OSAM Account creation within 2-3 business days. Note: Your OSAM Account email confirmation will most likely go to your SPAM folder. Make sure to check there as well. For OSAM Account Problems: Proceed to the offices listed below and bring validated UPLB ID or any other valid ID plus Form 5.
   a. OSAM: Research, Communication, and Information Technology, Room 7, 2/F Student Union Building.
   b. e-UP/UP Mail: Information Technology Center, 2/F AG Samonte Hall.
2. Go to **https://ovcsa.uplb.edu.ph/**.
3. Click the "LOG IN" button found at the upper right side of the screen and choose "SIGN IN USING YOUR UP.EDU.PH or GMAIL ACCOUNT". Enter your UP Mail and password.
4. Once logged in, hover mouse over your profile picture then click "Dorm" (accessible only during dorm reservations).
5. Update your profile information if instructed to do so.
6. Follow the directions stated on the webpage.

a. Fill-out the form.
b. Upload your requirements.
c. Wait for your requirements to be checked by an OSH representative.
d. Wait for your application to be approved by the dorm wherein you applied to.
e. Request for a Statement of Account (SOA) from the dorm head.
f. Pay the bill and upload your receipt.
g. Check-in at the dorm and bring the hard copy of your requirements (if needed).

7. Requirements for regular dormitory application (Spaces for signature of dorm head should be left blank)
   a. Updated personal information in OSAM system
   b. For undergraduate students:
      i. Residence Hall Agreement (signed by the student and parent)
      ii. Waiver and Quitclaim (signed by the student and parent)
      iii. Parent's government-issued ID with visible signature of parent who signed in the Residence Hall Agreement and waiver
   c. For graduate students:
      i. Residence Hall Agreement (signed by the student)
8. Deadline of payment of 1st-month dormitory fees is on or before check-in or the 1st day of classes (whichever comes first).
   a. For new applicants, initial payment includes reservation fee and key deposit.
   b. Please be reminded to always keep an extra copy of your actual dorm receipts.
   c. No refund will be allowed for cancellation of applications during any step of the process.
9. Copy of Form5 or screenshot of SAIS account with enrolled classes must be submitted as soon as available to the respective dorm head.
10. The dorm office staff are only available from Monday – Friday, 8:00 AM – 5:00 PM. All requests and messages should be made within office hours.
11. Dorm accommodations per semester are usually only from a day or two before the University's General Registration until the last day of submission of grades (based on the official UPLB academic calendar). Final dates for accommodation will be announced via the OSH Facebook page.

12. A new set of applications will open for each academic term (per semester or Midyear).
13. Please refer to the Residence Hall Agreement for the comprehensive dorm policies.

Guidelines for Transient Accommodation

1. Please bring upon check-in all guests' government-issued ID/ passport for verification.
2. Modes of payment:
   Online payment through Link.BizPortal. Please make sure to take a screenshot of the successful transaction, before closing.
   (**https://www.lbp-eservices.com/egps/portal/index.jsp**)
3. For the reservation of facility/room, an advance payment of at least 50% should be made prior to the date of accommodation; and the remaining balance will be paid on the day of check-in or until the check-out date.
4. Check-in time is 12:00 NN and check-out is 9:00 AM the next (or last) day.
5. Beddings, specifically one (1) each of pillow, pillowcase, and fitted bed sheet are provided. No towels or toiletries are available in the dorm.
6. Dorm staff are only available from Monday – Sunday from 8:00 AM – 5:00 PM. All requests should be made within the staff duty.

Room Policies (for Transient Guests)

1. Rooms are furnished with dormitory-style beds. Each occupant is permitted to use one bed only, except in the case of family bookings. Upon booking, guests will be assigned a specific room and entrusted with its corresponding room key. Transferring between rooms is strictly prohibited without prior notification and approval from management.
2. Confirmed Booking. A tentative booking must be confirmed within 7 days with a 50% deposit to consider the reservation Confirmed and Guaranteed.
3. Delayed Deposit. A Promissory or Letter of Guarantee must be accomplished to keep the Booking.
4. Early Check-in - ECI will only be allowed if the room is available or prior advice has been given. Rooms are subject to availability.
5. Late Check-out - LCO will only be allowed if there are no blockings and prior advice has been given. Rooms are subject to availability. Otherwise, another night's rate will be charged.

6. Damages and Lost key - Damages to any dormitory facility or a lost key will be charged.
7. Children - Children are not allowed to be left alone in the room.
8. PWD (persons with disability) - A PWD is not allowed to be left alone in the room. At least one able adult must accompany the PWD.
9. Married couples - Only married couples with presented Marriage Certificate or valid IDs with the same last name are allowed to stay in one room. However, since comfort rooms are communal, male and female bathrooms are separated per floor.
10. Single (Male and Female) - Single occupants are lodged in separate areas due to the communal comfort room.
11. Visitors - Visitors are only allowed in the receiving area of the dorm.
12. Confidentiality - Names and other details of in-house guests are kept confidential. Guests are advised to inform the front desk of expected calls or visitors to whom their names may be disclosed.
13. Valuables - Please secure your valuables (cellphones, laptops, chargers, flash drive, jewelry, cash, expensive bags, clothing and shoes, etc.). As much as possible, please refrain from bringing these unless necessary. In case you suspect any of your belongings have been taken, room search may be conducted only with consent.
14. Cleanliness - Please observe cleanliness and orderliness within and outside of your room.
15. Lost and Found - Items left behind will be considered L&F items and the dorm management will advise the occupant or coordinator immediately. Food, shampoo, lotion, perfume, etc. are considered L&F items. However, after the occupant/coordinator is advised, items will be disposed within 24 to 48 hours for safety and hygienic purposes. The dormitory has no facility to store such items.
16. Eating - Bringing in and eating of food and drinks are allowed inside the rooms. Deliveries are allowed, only up to the guardhouse. Access to the dorm's microwave can be requested from the dorm management. However, drinking of alcoholic beverages within the premises is prohibited.
17. Smoking (and vaping) - Smoking is prohibited in any part of the premises.
18. Appliances - Any heating appliances are prohibited to be brought inside the dorm.
19. Biodiversity - Common wildlife is found near the dorm. "Tuko" or Gecko, Monitor Lizards or "bayawak", insects, and other wildlife may occasionally be heard and or spotted around. Please inform the staff

immediately should you find one within the dorm so we can help with their relocation. Stray cats that permanently reside along the perimeter of the dorms are protected and fed by the Cats of UPLB Organization, please do not harm or try to feed them.

Procedure for the Payment of Dorm/ Transient Fees

FOR ONLINE PAYMENT 1 (through Link.BizPortal)

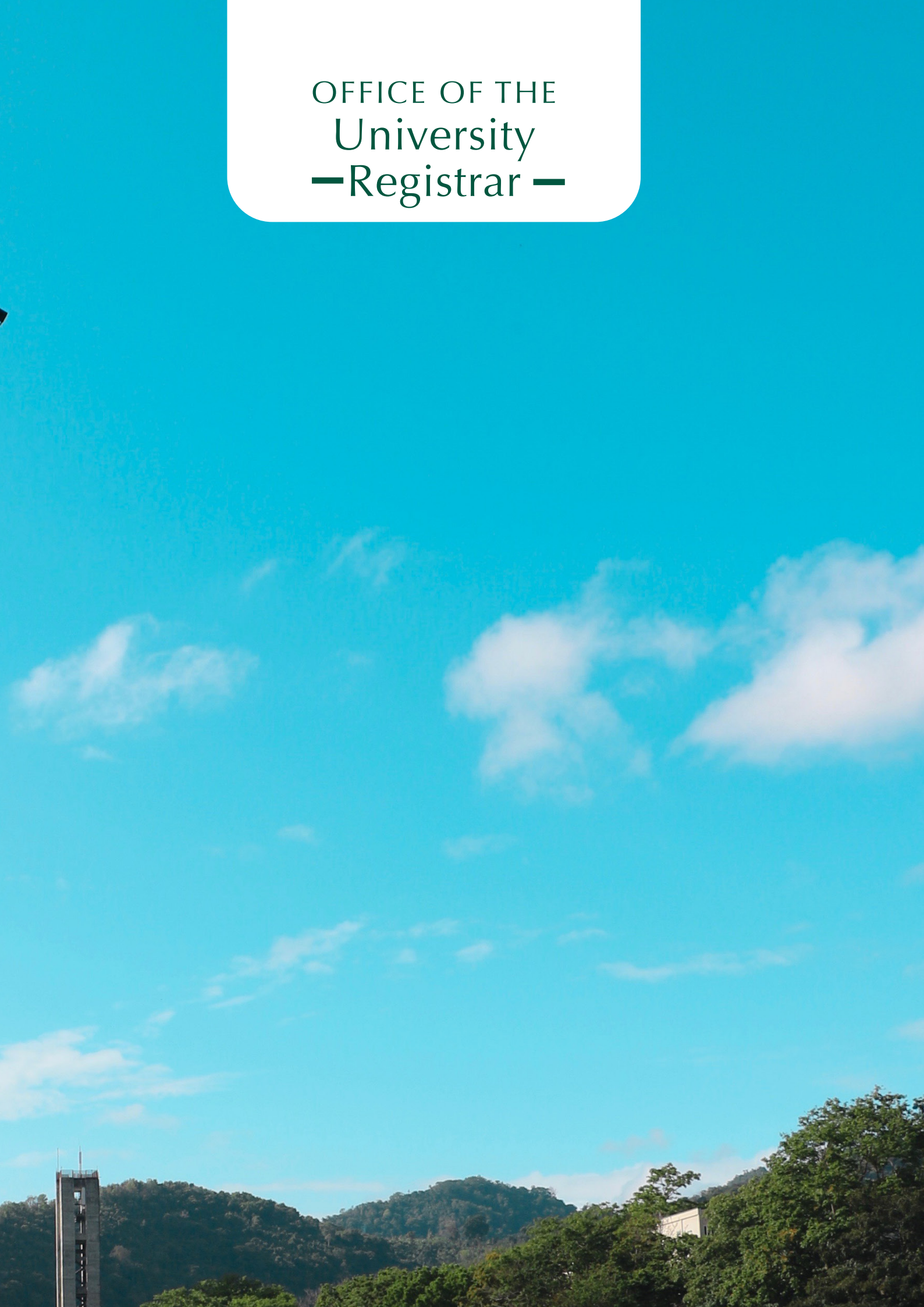
a. Get a Statement of Account (SOA) from the dorm management.
b. Go to www.landbank.com.
c. Click CLICK HERE under Link.BizPortal (**https://www.lbp-eservices.com/egps/portal/index.jsp**) then PAY NOW
d. Enter Merchant Name – University of the Philippines Los Banos then click CONTINUE.
e. Select transaction type - Student Housing
f. Enter other information needed
g. Click Submit and wait for the payment confirmation.
h. Submit a printed copy or email screenshot of the payment confirmation together with a copy of SOA to the dorm management.
    - LandBank of the Philippines will charge a transaction fee.
    - Bank transfers through Online Payment Portals/ Systems (i.e. Gcash, Maya, Paypal, Dragonpay, Grab, etc. to LandBank) are not accepted.

Residence Hall Agreement

*The Rules and policies for regular dormitory accommodation can be accessed at:
Link here: **https://uplbosa.org/download/osh-rha**



OFFICE OF THE
University
Registrar



Office of the University Registrar *(OUR)*

CONTACT INFORMATION

G/F CAS Annex 1 Building,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

our.uplb@up.edu.ph

Admission: admission_our.uplb@up.edu.ph
Transcripts/Certifications: transcript_our.uplb@up.edu.ph
Curricular matters: secretariat_our.uplb@up.edu.ph
Clearance/HD/Verifications: records_our.uplb@up.edu.ph
Registration/AMIS Matters: dps_our.uplb@up.edu.ph

Phone No. +63-049-536-2426
Phone No. +63-049-536-2553

WEBSITE

https://our.uplb.edu.ph/

The Office of the University Registrar (OUR) attends to the needs not only of the students but also of the faculty, personnel, parents, alumni, and the general public. It serves the students before, during, and after their stay in the University – from the time of application, to admission, to every registration period, through graduation or withdrawal from the University, and even after they leave the University.

In general, the OUR screens undergraduate applications for admission, issues official transcripts of records, maintains records of students, and in coordination with each college administration and other University offices, registers qualified students and attends to preparations relative to graduation. It also renders secretariat services for the University Council and some of its committees. Moreover, the OUR coordinates with the colleges the printing of information materials such as the Catalog of Academic Programs.

The OUR maintains the academic records of students enrolled in the University, and evaluates the records of candidates for graduation and for honors. It issues certificates of completion of requirements and units earned. The OUR also processes applications for deferment of enrolment, honorable dismissal and student clearance, prepares and issues transcripts of records.

The billing and assessment aspects of registration and other registration needs of the students are handled by the OUR in collaboration with the colleges and other university offices. It prepares statements of accounts for scholars and processes the refund vouchers of students who either withdraw, had a change in SLAS bracket assignment or were overassessed in their registration.

The OUR is also in-charge of the maintenance of all University Council proceedings, as well as excerpts of BOR meetings and related communications that need to be filed for record purposes.

The following are the sections of the OUR and the services they render.

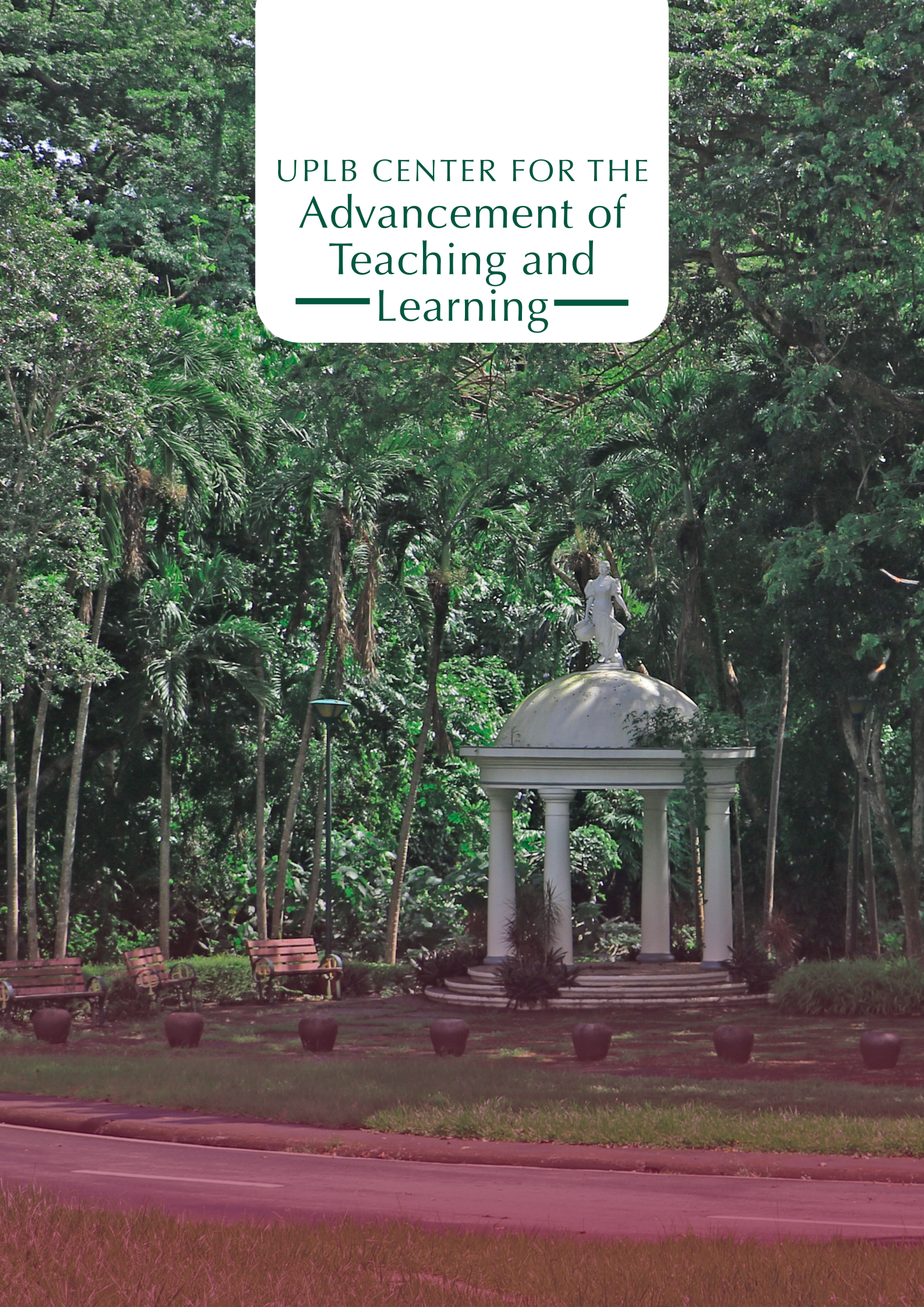
- The Secretariat and Publication Section provides secretariat services to the University Council and is in charge of information materials such as the Catalog of Academic Programs.

- The Admission Section handles transactions related to incoming first years and applications transfer, second degree and non-degree admission.

- The Student Records and Appraisal Section processes issuance of diploma, university clearance, transfer credentials/honorable dismissal, requests for verification, and processing of some scholarships.

- The Transcript of Records Section is responsible for the issuance of transcript of records, certified copy or English translation of diploma, certification of enrollment or graduation, among others.

- The Data Processing Section handles concerns related to registration and student records using the Academic Management Information System (AMIS).



UPLB CENTER FOR THE Advancement of Teaching and Learning

UPLB Center for the Advancement of Teaching and Learning *(UPLB CATL)*

CONTACT INFORMATION

3/F CAS Annex 1 Building,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

catl.uplb@up.edu.ph

SOCIAL MEDIA

facebook.com/catl.uplb

The UPLB Center for the Advancement of Teaching and Learning (CATL) serves as the central hub of the university, guiding and empowering faculty and students in incorporating cutting-edge and interactive technologies to enhance the overall teaching and learning journey of its members.

The Center performs the following functions:

1. Lead in the development and management of knowledge products and appropriate instructional materials that adapt to changing educational environments;
2. Recommend policies, standards, and guidelines toward the improvement of instructional delivery in the University;
3. Guide the adoption and improvement of educational technologies aligned with flexible modes of delivery;
4. Conduct research related to the improvement of teaching and learning;
5. Provide essential services and personalized support for the design and assessment of appropriate instructional methods and materials, including student and peer evaluations of the University;
6. Implement short courses and training programs on relevant and innovative teaching pedagogies and assessments that harness research and all available resources toward independent learning.

Student Services and Programs

As a dynamic learning center that champions the advancement of scholarly teaching and inclusive, student-centered learning environments, UPLB CATL provides the following student services and programs:

CATL Learning Hub

The Center provides safe learning spaces for teachers and students where they can conduct their remote classes, independent learning, or out-of-class activities (eg. production of outputs, research, independent study). These hubs are operational from Monday to Friday, 8:00AM to 5:00PM).

Trainings and Tutorials on Pedagogy and Use of Educational Technology

The Center provides technical assistance on the use of learning applications. It also conducts training programs and short courses

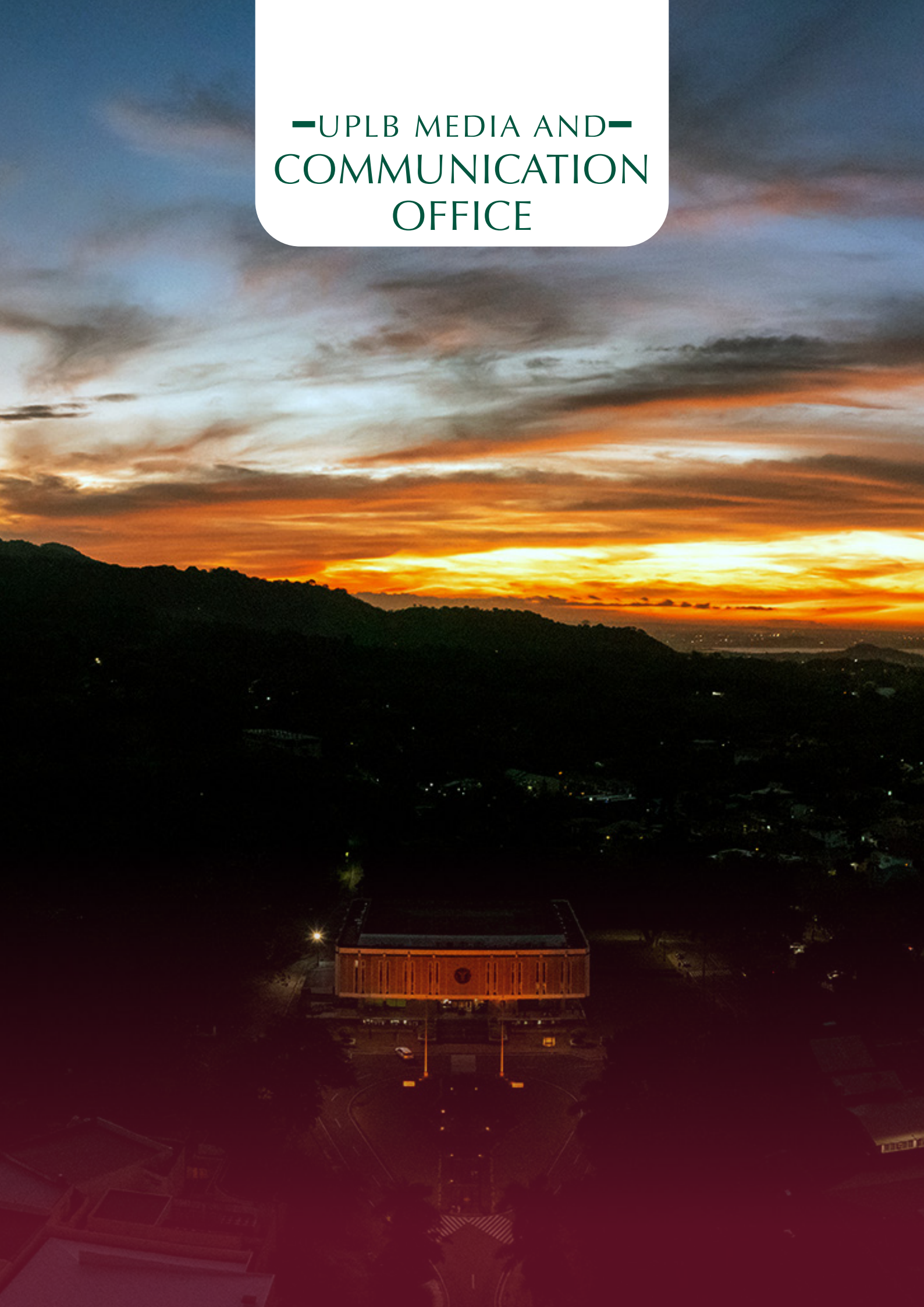
on innovative learning tools and technologies and pedagogical best practices.

Management of University Learning Management Systems

The Center manages the Canvas accounts of students.

Administrative concerns such as account creation, password reset, and troubleshooting may be requested through the website.

To request for training and tutorial sessions, consultation, troubleshooting of LMS accounts, and use of CATL Learning Hubs, students may visit the CATL website at **https://catl.uplb.edu.ph**.



UPLB MEDIA AND COMMUNICATION OFFICE

UPLB Media and Communication Office *(MCO)*

CONTACT INFORMATION



Room 201, Abelardo G. Samonte Hall,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines



mco.uplb@up.edu.ph



Mobile No. +63-998-864-4258

The **UPLB Media and Communication Office (MCO)** serves as the University's central and integrated media, public information, and communication policy implementation unit.

We offer the following services to students and student organizations:

Posting of banners at the DL Umali Hall billboard and university lamp posts

Requirement: Approved permit from MCO

Steps:

1. Secure activity permit from OSA
2. Fill out the permit form from MCO and attach banner design
3. Once permit and design of the banners are approved, print the banners and forward to the University Planning and Maintenance Office (UPMO) for posting/installation in the designated area

Publishing of news/feature articles on the UPLB website

Requirements: Email request, draft copy of the article, and photos

Steps:

1. Send an email to **mco.uplb@up.edu.ph** with subject line: MCO article: Request for publication
2. Attach the draft article and HD copies of photos. The article will go through the editorial process.
3. Once approved, it will be published on the website.

Chancellor's speech/message for events/souvenir programs

Requirement: Approved request letter addressed to the Office of the Chancellor

Steps:

1. Send a letter of request to the Office of the Chancellor at least 10 working days prior to the event
2. Attach relevant information about the event/activity/program
3. The speech/message will be sent to the requesting party once available through the Office of the Chancellor

Publishing of event ad on the UPLB LED wall

Requirements: Approved online form

Steps:

1. Accomplish the request form via bit.ly/LEDwallrequest
2. Attach the layout
3. Pay the appropriate fees at the UPLB Cashier's Office The person-in-charge will contact the requesting party once the request is approved.

UPLB Talent Pool

Requirement: Audition video, interview

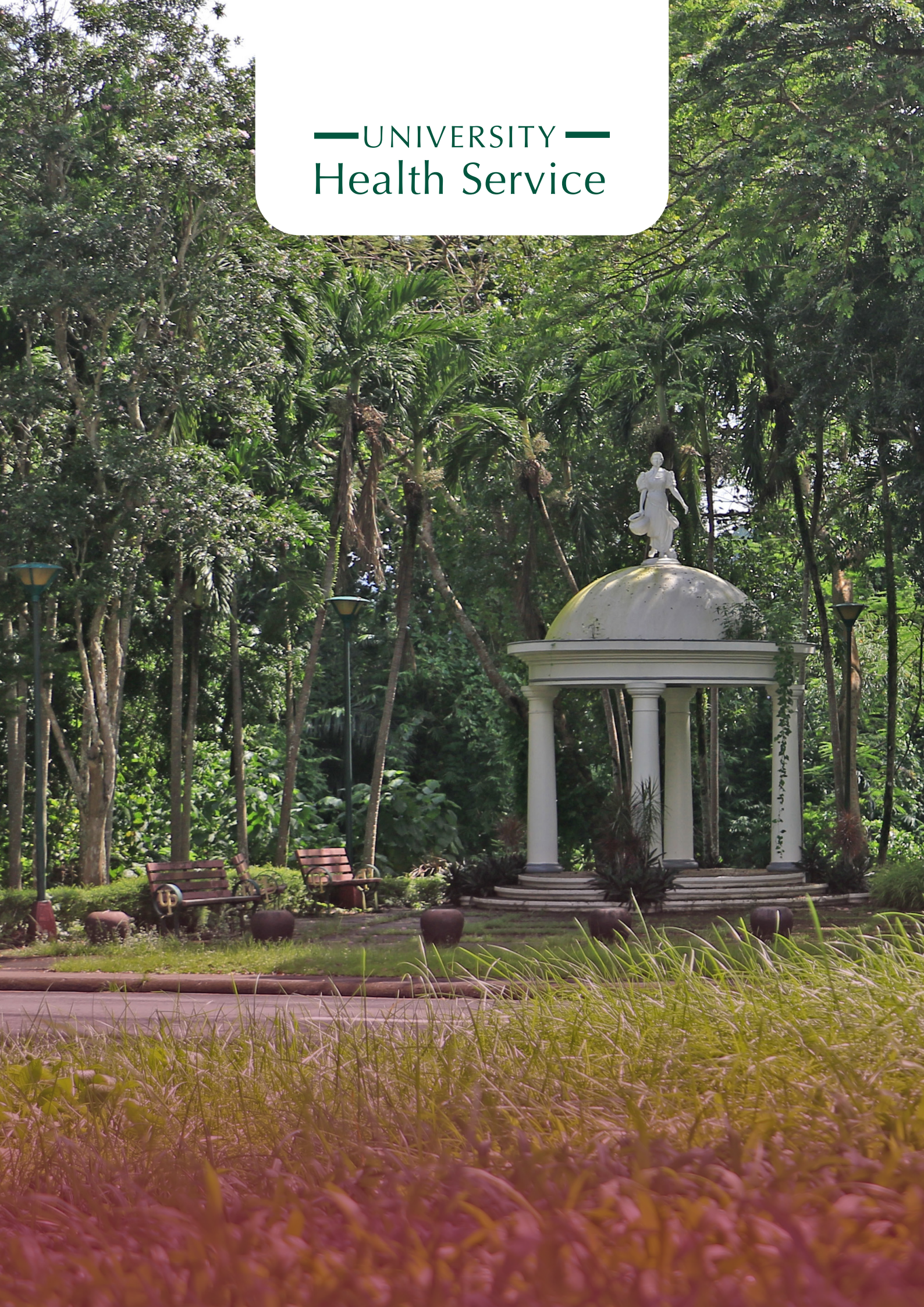
MCO manages individual students who have talents in singing, dancing, photography, videography, hosting, etc. They perform in various events sponsored by the university.

Accepted auditionees receive allowance through SUPSA.

Request for UPLB Live Events Production Team services
Requirement: Email request, one month before event

Steps:

1. Email MCO via **mco.uplb@up.edu.ph** with subject LIVE EVENTS, attaching a copy of the event program and other details
2. Request will be reviewed
3. Meet with client to clarify needs and expectations
4. Prepare cost estimate
5. Engage with the client



UNIVERSITY

Health Service

University Health Service *(UHS)*

CONTACT INFORMATION

Domingo M. Lantican Road,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

uhs.uplb@up.edu.ph

Emergency Hotlines:
+63-998-346-6070
+63-921-786-5285
+63-915-802-2211
+63-966-224-2377

SOCIAL MEDIA

facebook.com/uplbuhs/

University Health Service

The University Health Service (UHS) is one of the oldest support services of UP Los Banos. Since its creation as a school clinic in 1914, it is now a DOH-accredited first level general hospital of the university, primarily catering to the health care needs of its students, employees and their dependents, and secondarily to the Los Banos community and other neighboring communities.





Facilities and Services

Students of the university can access the following services of the UHS:

24/7 Emergency Room Services

Room Services Patients needing acute care for illnesses and injuries that are life or limb threatening are seen at the Emergency Room.



UHS Emergency Room

24/7 Ambulance Services

Equipped with two state-of-the-art ambulance vehicles, emergency transport of patients is available round the clock.



Inpatient Hospitalization

The UHS has 30 beds for medical treatment that requires confinement in the hospital. For students, accommodation in the Ward Rooms is free-of charge.



Outpatient Consultation

The outpatient service is open from Monday to Friday, from 8:00AM to 5:00PM (except on holidays and declared non-working days). It caters to sick consultations, wellness check-ups and medical clearances.



Medical Certificates and Clearances

For university-sanctioned activities or pre-participation academic activities such as field trips, practicums, field works, immersions, and the like. The faculty activity coordinator should make a formal letter of

request addressed to the UHS Medical Director listing the purpose of the request, names of the students, date/s and venue of the activity, name and contact details of the faculty coordinator, and other pertinent details. The letter may be submitted to the UHS Administrative Office, or sent through email at **mrs.uhs.uplb@up.edu.ph** with the subject: Request for Pre Participation Medical Clearance: <Purpose>

Students may secure an appointment through their faculty-in-charge. Pre-Enrollment and Pre-Participation Medical Certificates are valid for one (1) year from the date of issuance, and may be used for different university-sanctioned activities and other related purposes such as scholarship applications and sports participation.

To expedite completion of requirements for the said actIvItIes, the students should keep a personal copy of the said medical certificates throughout the validity period, and submit a photocopy to the faculty in-charge as the need arises. This shall minimize their number of visits to the UHS and unnecessary expenses for the diagnostic tests within the validity period of their medical certificates.

For absences. When the student becomes sick and could not attend classes, they should seek medical consultation within the same day of illness at any healthcare facility and with their physician of choice.

A medical certificate will only be issued if seen by a physician, and will cover only the date/s recorded in the chart. Only medical certificates issued by the UHS will be honored by the university to be used for excuse slips.

For those who opt to seek medical consultation in another healthcare facility, medical certificates to be issued by other hospitals will have to be validated at the UHS before they are presented to the Office of the College Secretary. For the validation of medical certificates issued by non-UHS physicians, the medical certificate should:

1. Be written on letterhead

2. Bear the following information of the attending physician:
    a. Complete name
    b. License number

c. Clinic address
d. Contact number/s
e. Email address

3. Indicate the following:
   a. Diagnosis
   b. Date/s of absence

4. Be presented with the following documents:
   a. Prescription of medications
   b. Laboratory results as needed (if sick for more than 3 days)

Only medical certificates from doctors will be honored. Letters from parents, relatives, guardians, dormitory managers, or even friends will not be accepted.

Pre-Enrollment Health Assessment (PEHA)

To determine the physical fitness to study in the university, all incoming new students are required to undergo a complete Pre-Enrollment Health Assessment (PEHA) that includes a chest X-ray, a complete blood count (CBC), and a physical examination by a physician. Students are given the option to have all or part of these done at the UHS, or for those living far from the university, at the health facility of their choice. Those who opt to have their PEHA done at the health facility of their choice must have all their medical documents validated at the UHS because **ONLY the UPLB-UHS Medical Certificate will be honored by the University Registrar.**

If during the PEHA, the student has been found to have a medical illness or certain medical conditions that need treatment, prompt intervention is encouraged so that a fitness to enroll certificate may be secured. Though the PEHA should not, in any way, deny the student his/her rightful slot for enrollment, any delay in the treatment or management may cause a delay in enrollment until the medical condition has been addressed.

Also included in the PEHA is the mental health assessment of the student that is conducted by the Office of Counseling and Guidance.

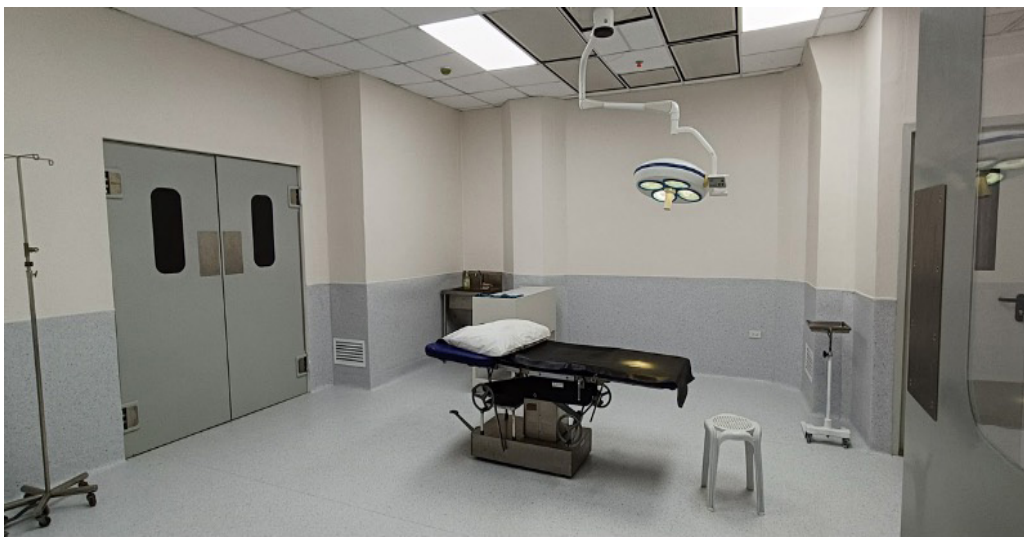


PhilHealth YAKAP

The University Health Service is an accredited provider of the PhilHealth Yaman ng Kalusugan Program (YAKAP). All students are strongly encouraged to register as YAKAP beneficiaries to access free select diagnostic tests, including chest X-rays, complete blood counts (CBC), and other essential laboratory services.

Registration is conducted at the UHS from Monday to Friday, 8:00 AM to 4:00 PM. Applicants must present their PhilHealth Member Data Record (MDR) along with one (1) photocopy of a birth certificate or a valid government-issued ID displaying their date of birth.

Operating Room Services



The UHS is capable of performing surgical procedures that range from minor surgeries such as suturing of lacerations from accidents, and common surgeries such as appendectomies and orthopedic surgeries from sustained fractures and dislocations.

Clinical Laboratory

The clinical laboratory of the UHS has a vast selection of tests that can cater to the needs of the students such as request for CBC, blood typing, urinalysis and special tests such as hepatitis profile. Blood chemistry is also available.

The clinical laboratory regularly participates in the National External Quality Assessment Scheme Program to ensure the quality and reliability of its test results.

The list of laboratory tests available at the UHS, how to avail, and instructions for specimen collection may be accessed by going to this link: **https://m.me/UHSUPLBLaboratory**.



Radiology

Various X-ray and ultrasound procedures are available at the UHS. Equipped with a digital X-ray machine and ultrasound machine, the captured images from the tests performed by skilled radiologic technologists are interpreted by the Radiologists that are very important in disease detection and treatment options. A list of the imaging procedures, how to avail, and instructions may be viewed upon access to this link: **https://m.me/UHSUPLBRadiology**.



Heart Station

The Heart Station renders special diagnostic procedures to assess the health status of the heart. These services are the electrocardiogram (ECG) and 2D echocardiography with doppler. Also available are the carotid duplex scan, duplex scan of the arteries and veins of the lower extremities, all of which are important to check for occlusion and obstruction that can affect the heart.

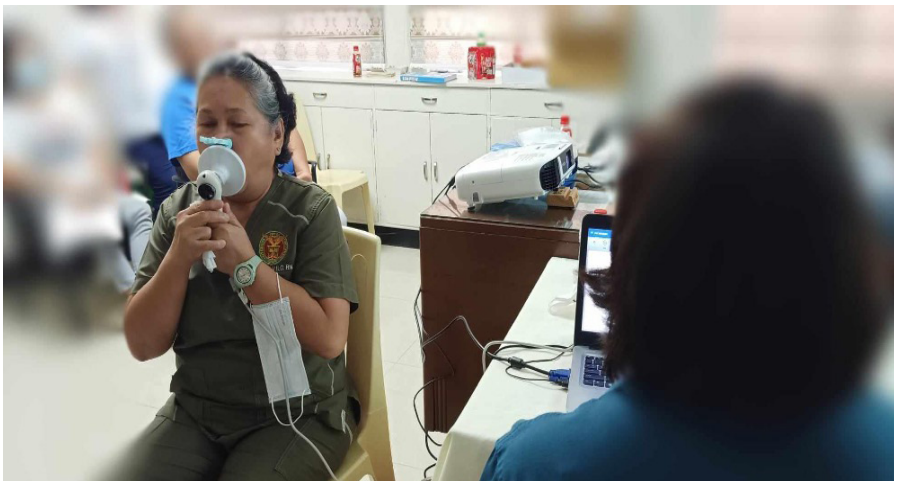
The latest acquisition of the Heart Station is a new Holter monitor that provides more comprehensive data on the electrical activity of the heart.



Lung Clinic

Another new service of the UHS is the Lung Clinic which is a complement to the Heart Station. The Lung Clinic has the service of a pulmonologist. It can also cater to requests for a pulmonary function test that can detect the occurrence of asthma and can evaluate the severity of obstructive and restrictive airway disease.

To access the services of the Heart Station and the Lung Clinic, send a message to +63-919-417-1020.



Eye Clinic

The UHS Eye Clinic offers specialized ophthalmic care to the UPLB community and neighboring localities. Consultations are available every Monday from 1:00 PM to 4:00 PM.

For inquiries or to schedule an appointment, contact +63 967-275-6751 during regular office hours (Monday to Friday, 8:00 AM to 5:00 PM).

Pharmacy

Vaccines and medications for inpatient and outpatient care can be availed at the UHS Pharmacy. Students are privileged to buy them at a discounted rate. A list of available medicines and vaccines can be viewed here:
http://bit.ly/UHSUPLBAvailableMeds
http://bit.ly/UHSUPLBAvailableVaccines

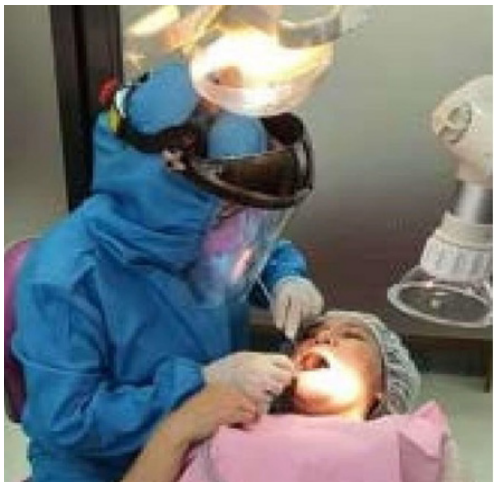
For convenience, online reservations and pick-up of medicines and vaccines are also made available through this link:
https://m.me/UHSUPLBPharmacy.

Nutrition Clinic

The UHS Nutrition clinic is headed by a Registered Nutritionist-Dietitian. Nutrition counseling is one of the most sought after services of the UHS for students.



A student may schedule an appointment to discuss weight problems like obesity or underweight concerns. The service is free-of-charge for students. To view the clinic schedule and set an appointment, the following link may be accessed: **https://m.me/UHSUPLBNutritionClinic**.



Dental Clinic

The Dental Clinic is equipped with 2 fully motorized dental chairs for general preventive and interceptive dental procedures such as oral prophylaxis, fluoride application, fillings, root canal treatment, and routine tooth extraction. It also has a periapical X-ray machine for tooth specific views in aid of diagnosis.

To enhance infection control, the clinic is equipped with floor-to-ceiling glass partitions, and high-volume evacuators for suctioning aerosols.

To view and access the services, reminders, and instructions of the dental clinic, access the following link: **https://m.me/UHSUPLBDentalClinic**.

Student Welfare Clinic

This is the Psychiatry Service of the UHS that attends to the psycho-emotional health of the students. Students presenting with depressive episodes may consult with our in-house Psychiatrist. Actively enrolled students are entitled to a free consultation with the Psychiatrist. Currently, consultation is done remotely and in narrative format with a list of questions to serve as a guide. The Psychiatrist responds through a narrative as well.

Clinic schedule is on Tuesdays and Thursdays (except on holidays and declared non-working days), from 8:00 AM to 3:00 PM, with queuing cut-off at 12:00 noon. Students may avail of this service by sending a message to **mhc.uhs.uplb@up.edu.ph**.

Diabetes Education and Wellness Clinic

This specialized clinic is composed of a Nurse, Nutritionist-Dietitian, and a Physician where individuals with diabetes can consult for medical

management and have their diet corrected, monitored, and controlled. Annually, the UHS participates in the National Diabetes Awareness Week conducted every 4th week of July.

Reproductive Health Services

HIV Screening

Individuals who would like to know about their HIV status are welcome to undergo free HIV screening at the UHS. Our trained counselors give pre-test and post-test counseling as part of health education in undergoing HIV testing. Our counselors are trained in the highest standard of data privacy and confidentiality. HIV screening is free-of-charge.

HIV screening is available from Monday to Friday, from 8am to 4pm (except on holidays and declared non-working days) at the laboratory. It is the commitment of the UHS to keep all collected information confidential.

Adolescent Reproductive Health

Students may be oriented on Adolescent Reproductive Health. Delaying sexual debut may be discussed. Or for those who are already sexually active, safety precautions against unintentional pregnancy and sexually transmitted infections may be discussed and explored during consultation. Our midwives trained in Family Planning methods may give relevant information. You may queue at the Medical Records Section from Monday to Friday, 8:00AM to 4:00PM (except on holidays and declared non-working days).

Immunizations

Regular Stock Vaccines

Rabies vaccines are administered at the UHS for prophylactic immunization of individuals who have potentially high risk of exposure to rabies, and as treatment for those who have been accidentally bitten by suspected or potentially rabid animals.

Tetanus toxoid vaccines are also available for those with open wounds or punctures that could potentially be contaminated with bacteria that causes tetanus, as a

result of an injury. To verify the availability of stocks, this link may be accessed: **http://bit.ly/UHSUPLBAvailableVaccines**.

Scheduled Vaccinations

Vaccines for preventable diseases such as influenza and pneumonia are available on a scheduled activity basis. An announcement via the UPLB University Health Service Facebook Page is made for pre-registration.



Specialty Clinics

To provide a wider array of clinical expertise to its patients, the UHS is continuously accrediting visiting consultants to render clinic hours for outpatients, and on-call services for inpatient cases in the following fields:

- Anesthesiology
- Cardiology
- ENT (Otorhinolaryngology)
- General Surgery
- General and Cancer Surgery
- Infectious Diseases**
- Internal Medicine*
- Obstetrics and Gynecology*
- Ophthalmology
- Orthopedic Surgery*
- Pathology (clinical and anatomic)
- Pediatrics*
- Psychiatry (through the Student Welfare Clinic for students)**
- Pulmonology
- Radiology
- Urology

Appointments for these available outpatient clinics should be coordinated directly via the following:

*Visiting consultants' Medical Secretary through mobile no. +63-922-697-4331.

Medical Records Services (University Clearances, Requests for Medical Records, Requests for Records of Accounts)

- University clearances shall be attended to through the OVCSA Clearance Portal or through the Office of the College Secretary.
- A copy of certain medical records for personal, academic, or medical purposes may be secured by accomplishing first a Request to Access Medical Records Form over-the-counter, or by sending an e-mail at mrs.uhs.uplb@up.edu.ph with subject: Request to Access Medical Records. The attending physician in the specific medical record being requested, and the UHS Medical Director should give consent by signing the request form prior to the release of the said document.
- Inquiries of individuals with liabilities or records of accounts at the UHS may be attended to in-person, or via e-mail.

Fees

Outpatient consultations are free-of-charge for students, as well as inpatient accommodation for up to ten (10) days per semester in a Ward Room. Nominal fees are charged for medicines, laboratory examinations and other clinical procedures upon presenting a validated UP ID and latest Form 5.

Emergency Contact Information

Via Mobile No.:
0998-346-6070

Information required for a return call:

- Name (last, first, middle)
- Age
- Sex
- Current location
- Emergency chief complaint
- Presence of fever
- Landline No/s.
- Cellphone No/s.


THE UNIVERSITY
Library

The University Library

CONTACT INFORMATION

Bienvenido M. Gonzalez Hall,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

universitylibrary.uplb@up.edu.ph

+63-998-537-2407;
+63-998-867-8251

SOCIAL MEDIA

facebook.com/uplblibrary

x.com/uplblibrary

instagram.com/uplblibrary

library.uplb.edu.ph

The University of the Philippines Los Baños Library (formerly the UP College of Agriculture Library) was established at the founding of the College of Agriculture in 1909. Presently, it is composed of the Main Library, seven College Libraries, three Research Libraries, and a High School Library. It offers a wide range of information sources in both print and electronic formats.

The UPLB Library provides library services both online and face-to-face (F2F) to meet the instructional, research, and extension and public service needs of the various constituents of the University. It also offers learning and collaborative spaces to support students, faculty and staff in their pursuit of academic advancement, as well as in developing collaborative, creative and critical thinking skills.

It conducts InfoSkilled Program, recognized as the 2025 Outstanding Library Program by the Philippine Association of Academic/Research Librarians (PAARL). The program empowers library users and individuals to search for, evaluate, and use information effectively and responsibly, while promoting awareness of their social and legal responsibilities.

Additionally, the UPLB Library provides assistance in the use of Information Communication Technology (ICT) for research and study and ensures protection and preservation of its materials through effective digitization and archiving efforts.

Student Services and Programs

E-Library Accounts Registration and Renewal

ID Validation (Online & F2F)

ID validation is being done every semester in order to update the students' library records and enable access to the UPLB libraries' resources and services. A complete filled out online validation form of the student's specific college and attachments (i.e. 2x2 picture for NF, student's ID for old students, Form 5, AMIS screenshot, or Certificate of Enrolment) is required for this service. Claiming of updated ID stickers is available in-campus, subject to the University safety protocols.

The option to receive an online copy of Certification of ID Validation is available in the registration form and accessible through this link:
https://library.uplb.edu.ph/index.php/id-registration-validation/

Koha Account Registration and Password Reset (Online & F2F)
Students can log in using their assigned username and password via **http://koha.uplb.edu.ph/** which also serves as the student's e-library card and is used in borrowing library materials in all the UPLB Libraries. It also provides the borrowing history, current item/s on loan, reservation list, and titles recommended by the student.

To request a new Koha account or to reset/update an existing account, completely fill-out the online form at **https://library.uplb.edu.ph/secure-koha-account-now/** and attach all the needed requirements. An email will be sent as a confirmation of successful account registration or reset.

OpenAthens Account Authentication Service
OpenAthens Account Authentication Service enables a UPLB bonafide student to remotely access all licensed electronic resources via a single sign-on solution. A bonafide UPLB student may drop by at the Main Library E-Resources and Multimedia Services Section located at the Basement of the Main Library or directly to the College/Unit libraries for assistance or may send an email request for account registration or renewal. To register or to renew account, please access the following link:

To Register - **https://register.openathens.net/up.edu.ph/register**
To Renew - **https://register.openathens.net/up.edu.ph/renew**
The student will be notified via email of the access credentials.

Access to the Library Information Sources (Online & F2F)

Online Resources

The UPLB Libraries subscribes to various online resources (e.g. e-books, e-journals, research databases and other online tools) to support the instructional, curricular, research, and recreational needs of students and faculty.

These digital and online collections are accessible through the library website at **https://library.uplb.edu.ph/** and through login using the OpenAthens account at **https://my.openathens.net/**

Book Borrowing (Online & F2F)

Lending, reservation and renewal of printed books is subject to the existing borrowing privileges and circulation policy.
A student can reserve a library material through email or through this link: **https://library.uplb.edu.ph/index.php/online-book-reservation-new/**

Book checkout procedures and circulation policies

Library materials may be accessed through the online public access catalog (OPAC) via KOHA at **https://koha.uplb.edu.ph/** Students may search the library's holdings for books, digital records, periodicals, and more through the OPAC. This service is available 24/7.

Online Transaction. Students may fill out the online book reservation or the Book Takeaway Service (BTS) at **https://library.uplb.edu.ph/online-book-reservation-new/** in reserving the books they intend to borrow. The student will provide the information of the book needed for reservation such as CALL NO., AUTHOR, and TITLE. Once received, the library user will be notified via text message, call or email once the requested materials are ready for pick-up.

All requested materials will be checked out and ready for pick up at the library's designated area. Students are encouraged to bring their own pen for writing/signing as well as their own eco-bags.

Pick-up time is from 9:00 AM – 4:00 PM*, Monday to Friday. Students are required to present their valid UPLB ID upon pick-up. A representative may get the material/s on behalf of the student, provided that the student's UPLB ID and the representative's ID are presented. Sanitizing hands upon entry and wearing of a facemask while inside the library premises shall be strictly implemented.

Failure to pick up the materials within two (2) working days from the day of notification, this would mean forfeiture of the request.

Face-to-Face Transaction. Upon checking the OPAC and locating the materials on the shelves, students then proceed to the circulation counter presenting their validated ID and the materials for book check-out.

Access to Theses, Dissertations and Special Collections

Online Access

Students are advised to check the Koha database to verify the details of the specific material and its location. Requests should be coursed through the online request link at **https://library.uplb.edu.ph/index.php/access-to-spcol/**

The library staff will check the availability and restrictions of the thesis or dissertation. Should the materials be found to be from another Unit library, the student will be informed, and the requests will be forwarded to the appropriate library for action.

As per the memorandum (Memo No. PAEP 2012-03) access given is only limited to abstract, review of related literature, and bibliography of materials with "public access" status. For full-text access to either public or restricted materials, the student should secure a letter of approval from the author. In some cases that the author's contact details are available, the library will contact the author to secure permission and will update the student once approval is given.

The requested materials will be scanned and stored in the Library's google drive. Once ready, view-only access shall be provided to students via email, and they will be informed of the fair access

and distribution policy. Access to scanned materials is valid only during the current semester.

Face-to-Face Access
Library users should submit the filled-out request form with their UP ID to the library staff.

The library staff checks the materials requested in the system and retrieves them. If the requested materials are restricted, the student must secure an approval letter from the author/ adviser to gain access.

Used materials must be returned to the library staff.

Library Services (Online & F2F)

Originality/Plagiarism Check Service
Originality/Plagiarism Check Service is provided to assist students in ensuring the quality and integrity of their academic/research writings.

Bonafide UPLB students, faculty, and staff may request this service by visiting the E-Resources and Multimedia Services Section located at the Basement of the Main Library, or by approaching their respective College or Unit Libraries. The requesting client may also submit their documents via email to learningcommons.uplb@up.edu.ph, attaching the file they wish to be checked using Turnitin along with proof of enrollment for the current semester (Form 5 and Validated UPLB ID).

The similarity/originality report will be sent through email once the check is completed.

Document Delivery Service
Students may request assistance in securing or retrieving book chapters or articles in digital format (subject to copyright restrictions and availability). Students may send the details of the request through email or through the following links:

For Online Article Request :
https://library.uplb.edu.ph/index.php/article-request/

https://library.uplb.edu.ph/index.php/article-request-dds-sdi/

For Literature Search Assistance:
https://bit.ly/LitSearchService
The Literature Search Assistance is an online service that provides a reference list, including article abstracts and links to full-text resources, based on a student's research topic or area of interest.

Collab Rooms Reservation and Use
The Collab Rooms, located at the E-Resources and Multimedia Services Section (ERMSS) in the Basement of the Main Library, are designated spaces for group discussions, academic collaborations, and multimedia presentations.

Two types of rooms are available: the Viewing Room, which seats up to 15 and is ideal for presentations or video viewing with a flat-screen TV; and the Discussion Room, a more private space for small groups of up to 8 people.

Use of the Collab Rooms is limited to currently enrolled students, faculty, and staff of the University. Rooms may be reserved from Monday to Friday, 8:00 AM – 8:00 PM, and Saturday, 8:00 AM – 5:00 PM. Reservation is required and can be made online through the library website. Users must wait for a confirmation email to ensure room availability. Upon arrival, users must surrender their validated ID at the ERMSS Monitoring Counter before entering the room.

For special cases or events, a written request is required for approval, addressed to the University Librarian, Dr. Mary Ann M. Ingua at **mmingua1@up.edu.ph** cc'd to **learningcommons.uplb@up.edu.ph**.

Reference and Information Services
Librarians are available to answer queries from Monday to Friday from 8:00 a.m. to 5:00 pm. Reference queries are addressed by the concerned Sections or College/Unit Libraries through various platforms: E-mail, Social Media accounts, Phone, and Library Virtual Assistants.

Recommend a Title for Acquisition

To further support the teaching and research programs of the University, requests, and suggestions for procurement of library materials are processed in coordination with the College/Unit Libraries and must be endorsed/ approved by the College Library Committee. To recommend a title please access this link: **https://library.uplb.edu.ph/index.php/recommend-a-title/**

Referral Letter Request

Referrals are issued to students who wish to visit and conduct research in other libraries and institutions subject to the visiting schedule and policies set by the institution visited.

To request this service, please accomplish the form through this link: **https://bit.ly/MainLibraryReferralRequest**

Library Clearance

Student clearance shall be processed through the online university clearance system via: **ovcsa.uplb.edu.ph**

Library Programs (Online & F2F)

InfoSkilled: UPLB Fostering Lifelong Learning

InfoSkilled: UPLB Fostering Lifelong Learning is the information literacy program of the UPLB University Library which aims to equip individuals with knowledge and skills in accessing information effectively and efficiently and to develop information-literate individuals through a series of learning activities geared towards lifelong learning.

Library Instruction Service. This service is carried out whenever a request is received by the Library, usually from a faculty member. A LibSmart+ session is conducted for the class. This session is a course-related library instruction with a combination of lecture and hands-on training for immediate and lifelong use of information. This service can be availed and rendered either in-person or via an online platform (Zoom or Google Meet).

Online Tutorial Service. This is a one-on-one tutorial conducted to groups or individuals held virtually via Zoom or Google Meet.

This is to assist end-users in accessing online resources and research tools of the Library.

Student can request this service through this link:
https://bit.ly/uplblibonlinesession

University Library Fair: Celebrating Cultural Diversity and Knowledge

This festive event is an annual activity of the library that aims to showcase and promote the University Library's services, programs, and resources in an effort to engage and inspire our students as they begin their academic journey.

UPLB ALIVErary BOOKS

This adopted program was developed in Copenhagen, Denmark in 2000. Formerly called the UPLB Human Library Project, it was first launched in April 2019. As the University Library has decided to have its own version inspired by the original Human Library, the UPLB ALIVErary BOOKS was re-launched in September 2019. It is no longer just a one-time event, but rather a continuing library service. It was designed to create a platform coordinated by the library to build a positive framework for conversation that can help readers overcome their stereotypes and prejudices through meaningful dialogues, make a difference and empower communities. In addition, this also provides an optimistic learning experience for each individual to develop their skills and talents through the LIVErary Sessions of Human Books that focus on one's strengths instead of their weaknesses. Each story and experiences being shared and told hopes to become part of someone else's survival guide.

UPLB Library of Things

The Library of Things is an initiative aimed at bringing extra value to the Library wherein students may borrow non-traditional library materials including but not limited to peripherals such as headset, mouse, data cable, mobile charger, calculator, and among others. It hopes to expand its collections through item donations that would suit their interests, hobbies, and talents.

UPIANA Heritage Quiz Bee

UPIANA Heritage Quiz is an annual event organized by the University Library in partnership with CAS, Department of Humanities and Department of Social Sciences. The aim of this event is to promote among our students the rich heritage of our beloved UP. UPIANA refers to things, events, personalities, and milestones in UP and UPLB. Used as a term to describe the officially published and/or unpublished materials emanating from and pertaining to the UP System, UPIANA takes inspiration from the term Filipiniana, which refers to library resources about the Philippines.

National Book Week Celebration

It is an annual activity celebrated by the Philippine Libraries nationwide. There are various programs and activities conducted mainly during the last week of November. This is to promote reading interest and literacy, as well as the resources and services offered by the libraries.

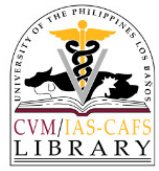
InfoPower: Sharing Knowledge, Empowering Roles

InfoPower is the UPLB Libraries' capacity-building program for Faculty, REPS, and Administrative Staff. It offers training, workshops, and resource-based learning sessions that enhance professional competencies, strengthen digital and research skills, and promote continuous learning in support of the University's instruction, research, and public service.

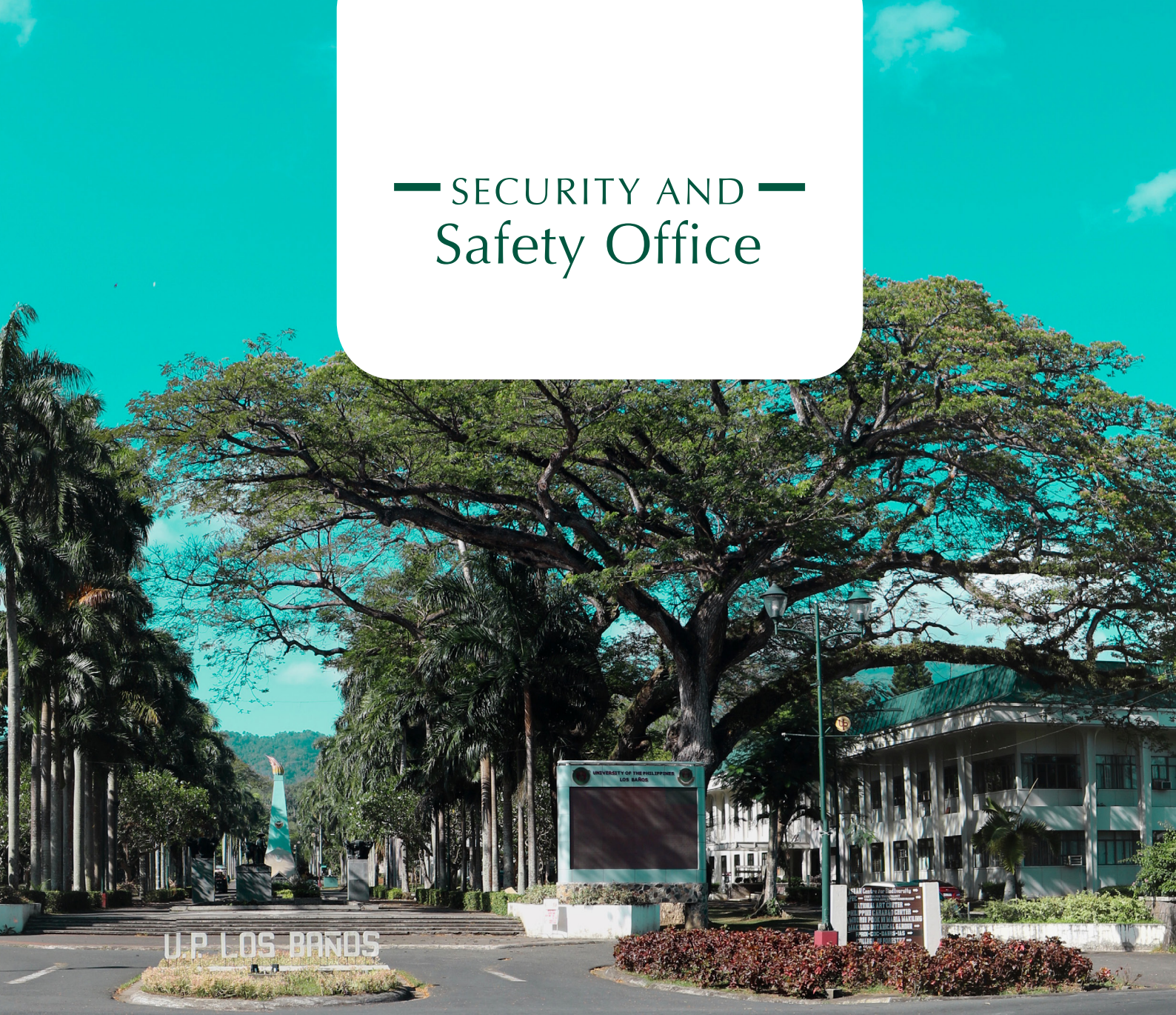
UPLB Library Directory

Libraries	Official Email / Telephone No / Website	Social Media	College Librarian / Contact Person
Main Library	universitylibrary.uplb@up.edu.ph +63 9985372407; +63 9988678251 https://library.uplb.edu. ph	**FB:** UPLB University Library **Twitter:** @uplblibrary **IG:** @uplblibrary	**Dr. Mary Ann M. Ingua** *University Librarian* mmingua1@up.edu.ph Nirvana G. Ramos *User Education and Services Division (UESD)* ngramos@up.edu.ph Maria Victoria R. Altiche *University Archives and Knowledge Repository Section (UArKS)* uscs-mainlib.uplb@up.edu.ph Angeline A. Bueno *General Reference and Information Services Section (GRISS)* genref-mainlib.uplb@up.edu.ph Irene L. Delos Santos *Filipiniana and Serials Section (FSS)* fss-mainlib.uplb@up.edu.ph

			Pius S. Murillo *E-Resources and Multimedia Services Section (ERMSS)* learningcommons.uplb@up.edu.ph Angelic A. Bautista *Acquisitions Section* Aabautista6@up.edu.ph Myra S. Panday *Acquisitions Section (AS)* mspanday@up.edu.ph Elsa D. Escalante *Financial and Administrative Services Section (FASS)* edescalante@up.edu.ph Virginia P. Alcantara *Research, Communication, and Public Services Section* vpalcantara@up.edu.ph Eduardo S. Barrera Jr. *Information and Technology Services Section* esbarrera@up.edu.ph
CDC	✉ cdclibrary@devcom.edu.ph https://sites.google.com/devcom.edu.ph/uplb-cdc-library/	**FB:** UPLB CDC Library	Amy A. Maducdoc ayarnaiz@up.edu.ph
CEAT	✉ ceatlibrary.uplb@up.edu.ph https://library.ceat.uplb.edu.ph/	**FB:** UPLB CEAT Library **Twitter:** @uplbceatlibrary	Lina C. Copioso lccopioso@up.edu.ph
CEM	✉ cemlibrary.uplb@up.edu.ph ✆ +63 9087637720 https://uplbcemlibrary.com https://linktr.ee/CEMLibrary	**FB:** UPLB CEM Library **Twitter:** @cemlibrary	Angelica G. Masiglat acgarcia20@up.edu.ph
CFNR	✉ cfnrlibrary.uplb@up.edu.ph https://library.cfnr.uplb. edu.ph	**FB:** UPLB CFNR Library **Twitter:** @uplbcfnrlibrary **IG:** @uplbcfnrlibrary	Sarah Jane B. Pomay sbpomay@up.edu.ph
CHE	✉ che_library.uplb@up.edu.ph https://che.uplb.edu.ph/che-library/	**FB:** UPLB CHE Library	Jhenny P. Encina jpencina@up.edu.ph

 CPAF	✉ cpaflibrary.uplb@up.edu.ph https://sites.google.com/up.edu.ph/uplbcpaflibrary	**FB:** UPLB CPAf Library	Rhea O. Sabrido rosabrido@up.edu.ph
 CVM	✉ cvmiascafslibrary.uplb@up.edu.ph library.cvmiascafs.uplb.edu.ph	**FB:** UPLB CVM IAS CAFS Library **Twitter:** @uplbcvmiaslib **IG:** @uplbcvmiaslib	Adelina M. Esperante amesperante@up.edu.ph
 BIOTECH	✉ biotechlibrary.uplb@up.edu.ph ✆ (049) 536-2721 loc. 129	**FB:** UPLB Biotech Library	Maria Lynette B. Aquino mbaquino4@up.edu.ph
 PHTRC	✉ phtrclibrary.uplb@up.edu.ph ✆ 0917 164 6352 https://postharvestlib.uplb.edu.ph https://phtrc.uplb.edu.ph/facilities/library	**FB:** PHTRCUPLB	Jeanybeth D. Casa jdcasa@up.edu.ph
 SESAM	✉ sesamlibrary.uplb@up.edu.ph ✆ (049) 536-3080 https://sesamlibrary.uplb.edu.ph	**FB:** Sesam-Uplb Library	Evangeline L. Alcantara elalcantara@up.edu.ph Nirvana G. Ramos ngramos@up.edu.ph
 UPRHS	✉ uprhslibrary.uplb@up.edu.ph ✆ (049) 503-0048 https://linktr.ee/UPRHSLibrary	**FB:** UPRHS Library	Danilyn B. Cao dbcao@up.edu.ph
 DTRI	https://elibrary.dtri.cafs.uplb.edu.ph	**FB:** UPLB CAFS Dairy Training and Research Institute Library	Joey M. Domingo jmdomingo6@up.edu.ph

SECURITY AND
Safety Office



Security and Safety Office (SSO)

CONTACT INFORMATION

Andres Aglibut Ave, Headquarters
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

sso.uplb@up.edu.ph

Mobile No. +63-921-890-1259

SOCIAL MEDIA

facebook.com/UPLBSSO

The UPLB Security and Safety Office (UPLB-SSO) formerly UPF was created through the University's Board of Regents, in its 1355th meeting held on 29 October 2020, to ensure the University's compliance with government-mandated laws concerning crisis management (Executive Order No. 82 series of 2012), disaster risk reduction (Republic Act 10121 s 2009), and information security (R.A.10173, R.A. 10175 s 2012, E.O. No.189 s 2015). The SSO is composed of four (4) sections, as follows: Patrol Operations Unit (POU), Logistics and Administrative Services Unit (LASU), Crime Watch and Investigation Unit (CWIU), and Crisis and Emergency Response Unit (CERU).

Mandate

To institutionalize UPLB safety and security by providing rapidly deployable qualified, competent, and trained personnel, assets, and resources;

- To engender a safe and secure university that will create and maintain safety and security for all;
- To ensure campus security through reliable surveillance, cybersecurity solutions, and improved security intelligence; and
- To establish critical infrastructure and facilities for emergency and disaster response programs to provide a coordinated response to different levels of emergencies.

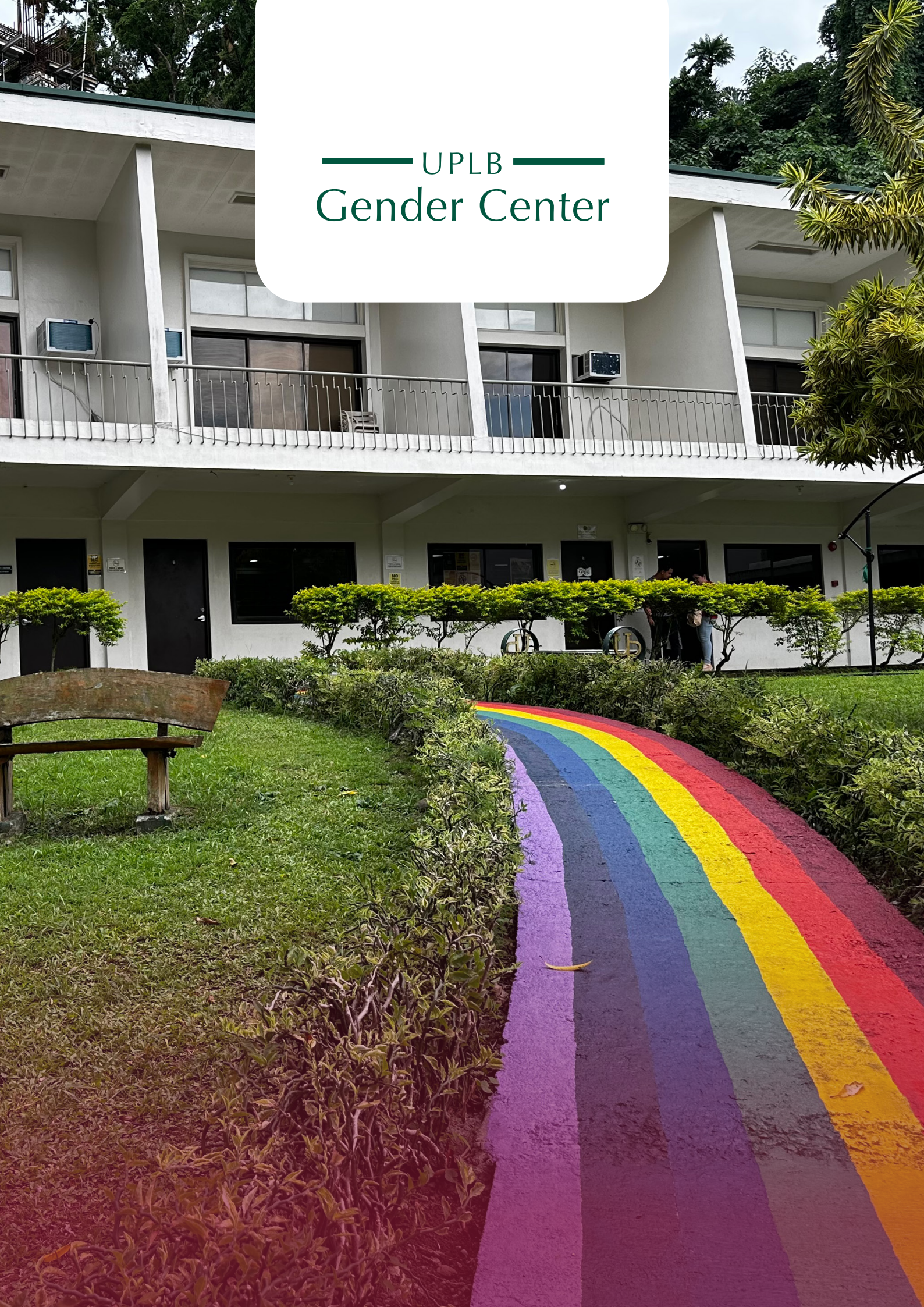
Student Services and Programs

F2F Transactions

1. Investigation services through SSO-CWIU.
2. Security and Safety Services through SSO-POU.
3. Lectures on the National Service Training Program, Fire Safety, and Disaster Risk Reduction and Management, conducted through SSO-CERU, cover campus safety and emergency preparedness, including active shooter prevention, bomb threat response, and disaster evacuation.

Online Transactions

To improve access and parking inside the university, UPLB implemented an online Vehicle Sticker System from 2021 to 2023. Due to COVID - 19 pandemic, all applications were submitted online. The SSO set up a Help Desk at Headquarters to assist applicants (OC Memorandum No. 079, series of 2021).



UPLB

Gender Center

UPLB Gender Center

CONTACT INFORMATION

Rooms 4-6, 2nd Floor, International House Complex
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

gendercenter.uplb@up.edu.ph

SOCIAL MEDIA

facebook.com/UPLBGenderCenter/

instagram.com/@UPLBGenderCenter

The University of the Philippines Los Baños Gender Center was created during the 1234th meeting of the Board of Regents held on 31 July 2008 at U.P. Manila. It merges the Gender Program for Rural Development, the Adolescents Reproductive Health Committee and the Office of Anti-Sexual Harassment to strengthen the strategic thrusts of the University as a proactive protector of gender-related human rights. It likewise addresses gender concerns in instruction, research, extension and services and avert incidence of sexual harassment and improve adolescent reproductive health among UPLB constituents.

Committees under the UPLB-GC

- GAD Focal Point System (GFPS)
- GAD Technical Working Group
- Gender for Rural Development Office Committee
- Reproductive Health Office Committee
- Men Opposed to Violence Against Women Everywhere Committee (MOVE)

Vision

UPLB GC envisions a gender-responsive UPLB community.

Mission

To create safe spaces in a gender responsive university

Core Values

Respect DIVERSITY,
Promote EQUITY,
Ensure INCLUSION,
Create BELONGING

Mandates

- Strengthen instruction, research, extension, and advocacy programs on gender and development, and reproductive health;
- Establish the integration of gender perspective in the academic curricula through inter and transdisciplinary programs;
- Develop gender databases information and monitoring systems and participatory action-oriented research, methodologies, and policy analyses;
- Undertake vigorous information and educational activities;

- Provide security and support measures to parties with special needs (counseling, legal, and medical assistance); and
- Serve as academic and service unit within UPLB for the promotion of gender-based and rights-based education in higher learning.

Student Services and Programs

The Center can conduct the following trainings and seminars available for F2F and Online:

- Gender and Sensitivity
- Gender Mainstreaming
- SOGIESC
- Reproductive and Sexual Health
- Gender Based Violence (Sexual Harassment, VAWC etc.)
- Gender Fair Language
- Gender in Research
- Emotional First Aid and Psychosocial Response, and Active Listening

Students can request for the above mentioned training through sending a letter addressed to the Director.

Gender Related Counseling and other Gender Concerns are also available upon appointment.

UPLB OFFICE OF

Anti-Sexual Harassment



UPLB Office of Anti-Sexual Harassment *(OASH)*

CONTACT INFORMATION

Room 3, 2nd Floor, International House Complex
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

oash.uplb@up.edu.ph

Mobile No. +63-991-896-9602

SOCIAL MEDIA

facebook.com/UPLB.OASH

Each constituent university shall have an Office of Anti-Sexual Harassment (OASH). The OASH shall be directly under the Office of the Chancellor.

Policy standards and guidelines of the ASH Code:

- The Code shall apply to all teaching and non-teaching personnel, and students of the University.
- Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the dignity of the members of the UP community. The University shall undertake measures to prevent and eliminate sexual harassment.
- All reported incidents or cases of sexual harassment, including incidents between member/s of the UP community and partner entities, shall be appropriately acted upon by the University.
- The University shall provide appropriate services to parties to sexual harassment cases.
- Retaliation, in any form, against persons directly or indirectly involved in any incident report or case involving sexual harassment, shall be a ground for disciplinary action.

The OASH shall:

1. design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
2. undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment are disseminated and become part of academic culture;
3. formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
4. coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
5. serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
6. prepare and submit an annual report to the Chancellor of the University;
7. monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
8. perform such other functions which this Code and the Chancellor may delegate.

Student Services and Programs

The University shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.

Filing complaints

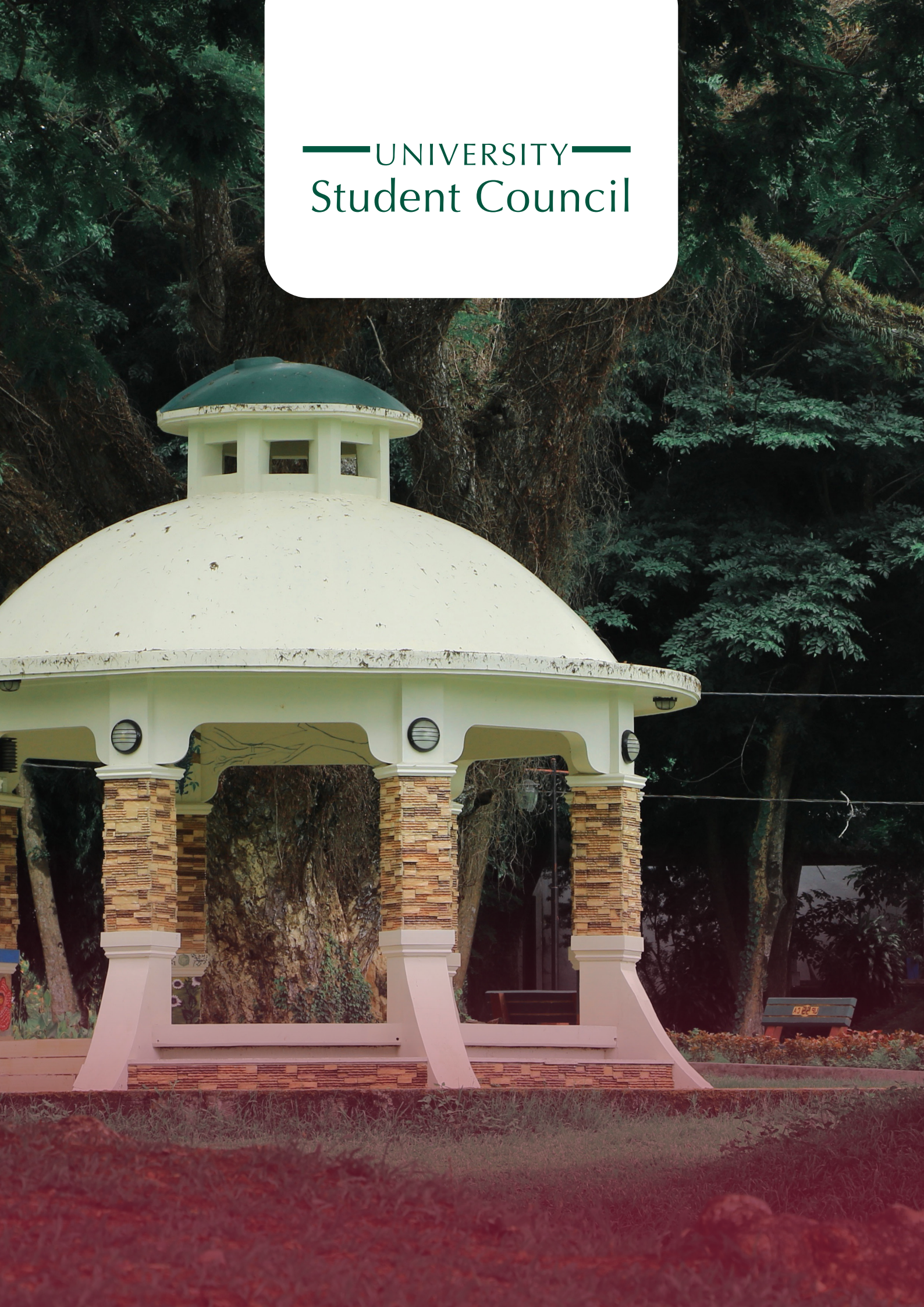
- Any sexual harassment committed may be reported orally or in writing, in English or Filipino, to the OASH by an aggrieved party, or by any person for the aggrieved party.
- No particular form is required for the report, but it must be in writing, signed by the aggrieved party or person, and notarized. Deans/Directors/Heads of units who receive such reports shall communicate the report to the OASH.
- A report made orally, or thru a text message, or thru other non-written means, shall be reduced in writing by the OASH person-in-charge using a prescribed case in-take form and signed by the aggrieved party, or any person serving as the aggrieved party; Provided, that reports or statements in writing and other documents submitted shall be attached thereto.
- A report filed by any member of the UP community against a non-member of the UP community with the University shall be dealt with similarly; Provided, that the report against the latter shall proceed in accordance with the terms of their engagement with the University.
- A report filed against any member of the ASH Council and the OASH staff shall be referred to the Office of the Chancellor for investigation and appropriate action.
- Reports/complaints involving UP System officials and employees shall be referred to the UP Diliman OASH for investigation and disposition.
- A report filed against the Chancellor shall be referred to the Office of the President of the University for investigation and appropriate action.
- A report filed against the President shall be referred to the Board of Regents of the University of the Philippines for investigation and appropriate action.
- A designated OASH case interviewer shall determine the particulars of the incident/s reported by asking specific questions to elicit details, record the answers and ensure that the record of the interview is attested to by the aggrieved party or person.
- Within five (5) days from receipt of the report, the OASH shall serve a notice of the report upon the person complained of and his/her

parent or guardian, if the student is below 18, with copies of all pertinent documents.

- Within a period of five (5) days from receipt of the notice of the report, the person/s complained of shall submit to the OASH a written and notarized response, with a copy furnished the aggrieved party.
- Upon receipt of the response to the report or the expiration of the period for the submission thereof, whichever comes first, all pertinent documents shall be forwarded to the ASH Council for evaluation and determination whether or not a prima facie case for sexual harassment exists, and if there is basis for issuance of preventive suspension.
- After finding a prima facie case, the Chancellor or President, as the case may be, shall issue a Formal Charge against any or all of the respondents within fifteen (15) days from receipt of the OASH report and recommendation/s.

Support services

- The OASH may, at any time, in either formal or informal procedure, coordinate with, refer to, and/or provide appropriate support services to both aggrieved party or person/complainants and persons complained of/respondents.
- Support services may include but are not limited to: temporary shelter, medical and legal services, counseling, transportation, communication, safety and security measures, and laboratory procedures.
- For this purpose, the OASH shall provide orientation/training to all those who are involved in providing support services to parties in the sexual harassment case.



UNIVERSITY

Student Council

University Student Council *(USC)*

CONTACT INFORMATION

Room 10, 2nd Floor, Student Union Building
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

usc.uplb@up.edu.ph

SOCIAL MEDIA

facebook.com/UPLBUSC

instagram.com/uplbusc/

x.com/UPLBUSC

tiktok.com/@uplb.usc

linkedin.com/company/uplbusc/

The University of the Philippines Los Baños University Student Council (UPLB USC) is the highest governing student institution democratically elected by the students. Its mandate is to nurture a student council that is autonomous, democratic, and truly representative in all of its campaigns and activities for the advancement of the rights and welfare of the UPLB students and the Filipino people in general.

Born out of the struggle against the Marcos dictatorship, UPLB USC was the first student government to be reestablished after student associations were forcibly shut down under Martial Law. Since then, the USC, together with the nine college student councils of UPLB, has been at the forefront of lobbying the demands of its constituents:

- It upholds the welfare of the studentry by advancing academic easing measures, from distance learning support to policies addressing extreme heat and worsening climate conditions, to help students navigate both past and emerging challenges.
- It fights for the rights of its constituents by launching campaigns which have led to victories such as the development of a better academic registration system, the approval of all readmission appeals, and the passage of a safe haven resolution after the unilateral abrogation of the UP-DND Accord.
- It safeguards the autonomy of the UPLB Perspective by assailing any intervention on the collegial process of selecting its editor-in-chief.
- It provides services to its constituents and the broader community through various projects and outreach initiatives, primarily by convening the Serve the People Brigade, which serves as the relief arm of the USC.

Organizational Framework

The UPLB USC is composed of one Chairperson, one Vice Chairperson, ten Councilors, and one representative from each college. It also includes ex-officio members representing various student alliances.

Currently, the 47th UPLB USC is composed of one Chairperson, one Vice Chairperson, four Councilors, and seven College Representatives, all working under various committees that implement the Council's mandates and programs. It also includes ex-officio officials from student alliances such as University Freshman Council (UFC), Alliance

of Varsitarian Organizations (AVO), Alliance of Dormitory Associations (ADA), (Alyansa ng mga Manlalaro ng UPLB) AMU, Intersorority Council (ISC), Interfraternity Council (IFC), and Kulturang Ugnayan ng Kabataan Alay sa Bayan (KULAYAN).

Committees	Description	Committee Heads
Executive Council	Make decisions on urgent matters, recommend policies and rules, coordinate Council programs, and form ad hoc committees or task forces and appoint their respective chairpersons as necessary.	Zeadric Joseph S. Roxas zsroxas@up.edu.ph
External Affairs	Supports the Vice Chairperson in serving as the liaison for external alliances, activities, and other matters requiring the Council's engagement.	Shaine Andrea Winna F. Jariel sfjariel@up.edu.ph
Documentations	Assists with the functions and tasks handled by the Secretary, such as taking minutes of meetings and managing documentation.	Alexander Viktor C. Mendoza acmendoza30@up.edu.ph
Finance	Oversees the operations of the USC before, during, and after project implementation, and ensures the proper financial management.	Rochelle Ann M. Macatangay rdmacatangay@up.edu.ph
Students' Rights and Welfare	Responsible for developing, launching, and implementing activities and campaigns that promote and protect student rights and welfare.	Josh Stephen A. Astillero jaastillero2@up.edu.ph
Community Rights and Welfare	Implements initiatives that advance people's campaigns both within and beyond the university, promoting deeper student engagement and critical consciousness.	Dave A. Sariola dasariola@up.edu.ph
Gender Rights and Welfare	Strengthens multisectoral alliances, organizations, institutions, and formations to act against gender-based violence and oversees gender-based campaigns and initiatives, recognizing their anti-imperialist and anti-machofeudal nature.	Rein Justine D. Montano rdmontano1@up.edu.ph
Information and Publicity	Manages publicity of USC activities across multimedia platforms including digital, print, and face-to-face campaigns, and oversees press and public relations.	Lana Kristine V. Victorio lvvictorio2@up.edu.ph
Education and Research	Gather relevant data, raise awareness on key issues, and lead initiatives on academic freedom, excellence, and student concerns.	Princess Jana M. Oria pmoria@up.edu.ph Almer Jacob A. Albarracin aaalbarracin@up.edu.ph
Students' Legal Affairs	Assists the Council in legal matters, including cases arising within and beyond the University.	Riea Nicolle B. Atienza rbatienza2@up.edu.ph
Volunteer Corps	Develop mechanisms for volunteer recruitment, retention, welfare, and development, while fostering engagement and involvement in the Council's campaigns.	Lawrenz Christian M. Fabico lmfabico@up.edu.ph
Logistics	Oversees logistical tasks, including legwork, material transport, event setup, and related operational arrangements.	Tetchie "Chichi" Margareth V. Macaraig tvmacaraig@up.edu.ph

UPLB

Perspective



UPLB Perspective

CONTACT INFORMATION

Room 11, 2nd Floor, Student Union Building
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Laguna, Philippines

perspective.uplb@up.edu.ph

SOCIAL MEDIA

facebook.com/uplbperspective

facebook.com/PananawUPLB

instagram.com/uplbperspective

x.com/uplbperspective

uplbperspective.wordpress.com

issuu.com/uplbperspective

The UPLB Perspective is the official student publication of the University of the Philippines Los Baños. Its goal is to serve as a training ground for students in alternative journalism and responsible leadership in thought, opinion, and action. It has been in the forefront of campus press freedom and has been fulfilling its duties to raise awareness and mobilization of the UPLB community for a pro-people and pro-student university.

Currently on its 51st year of service to the students, immediate communities, and the Southern Tagalog region, [P] continues bringing relevant news, interesting features, thought-provoking culture analysis, and informed opinions from its line-up of multimedia student journalists through its releases of regular print issues, Pananaw- [P] literary folio, continuous coverage of national, regional, university-wide, and campus events.

History

UPLB Perspective traces its root from the UP College of Agriculture's Aggie Green and Gold. However, when martial law was declared, the Marcos regime seized virtually all forms of media – including the campus press. Nonetheless, with the mandate of continuous publication and dissemination of information, campus journalists from UPLB took a defiant step. They have consolidated their efforts to establish a new student publication under the name of UPLB Perspective. In 1973, as [P] released its first issue, it became the first student publication in the country to be reestablished after the media blackout of martial law.

In the following year, May 30, 1974, [P] was able to ratify its constitution. The same year also saw the campus paper name its first Editor-in-chief, Rogelio Sese, together with his Associate Editor, Engelbert Peralta.

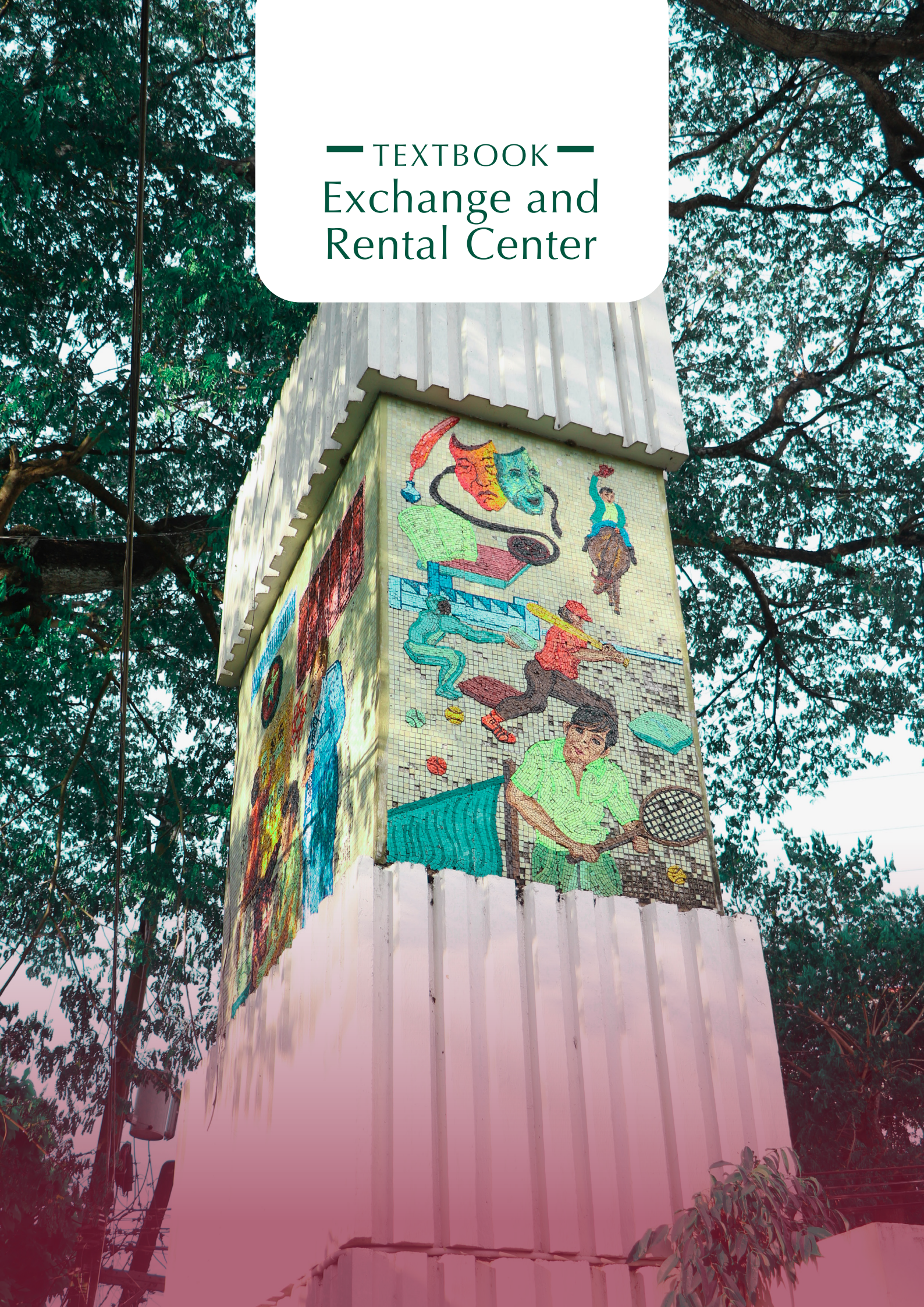
Perspective, however, is not exempt from repression, from budget cuts, funds withholding and selection process controversies to even student journalist persecution and detention. Nonetheless, [P] continued to serve as a "staunch defender of truth and of the people's inalienable right to information".

Perspective gets its funding from the Php 45.50 student fund paid by students during the registration. Php 40.00 from the student fund goes to the student paper.

Roster of Editors-in-Chief

Year	Editor-in-chief
1973	Roger Sese
1977-1978	Charles Belgica
1978-1980	Judith Uy
1980-1981	Ma. Victoria Ortega
1981-1982	Robbie Guevarra
1982- 1983	Carlos Basilio
1983- 1984	Bernard Garcia
1984- 1985	Mavic Cabrera
1985-1986	JJ Dela Rosa
1986-1987	Rachel Aquino
1987-1988	Rita Villadiego
1988-1989	Juliet A. Labog
1989-1991	Teodoro Casino
1991-1992	Charmaine Bigornia/ Emily Paunlagui
1992-1994	Ma. Lourie Victor
1994-1995	Erwin Escubio
1995-1996	Marco Polo
1996-1997	Geoffrey Dela Cruz
1997-1998	Gretchen Shagami Colting
1998-1999	Rene Vidallo
1999-2000	Ma. Cristina Rubio
2000-2001	Clarice Coltin
2001-2002	Lawrence Ramos
2002-2003	Nicolo Masakayan
2003-2004	Karen Dagnalan
2004-2005	Katrina Ross Tan
2005-2006	Raymond Oliver Morfe
2006-2007	Samuel Jay Pasia
2007-2009	Christian Ray Buendia
2009-2010	Arbeen Acuna
2010-2011	Estel Lenwij Estropia
2011-2012	Samuel Jay Pasia
2012-2013	Mark Ian Billante

2013-2014	John Paul Omac
2014-2016	Jil Danielle Caro
2016-2017	Jose Lorenzo Lim
2017-2018	Julianne Afable
2018-2019	John Albert Pagunsan
2019-2020	Juan Sebastian Evangelista
2020-2021	Mark Ernest Famatigan
2021-2023	Sonya Castillo
2023-2024	Claire Sibucao
2024-2025	Aira Angela Domingo
2025-Present	Yasmin Vera Criste



TEXTBOOK

Exchange and Rental Center

Textbook Exchange and Rental Center *(TERC)*

CONTACT INFORMATION

1/F Left Wing, Graduate School Dormitory,
University of the Philippines Los Baños
College, Batong Malake, Los Banos, 4031
Laguna, Philippines

usc.uplb@up.edu.ph

SOCIAL MEDIA

facebook.com/UPLB.TERC/

The Textbook Exchange and Rental Center (TERC) is a project of the UPLB University Student Council (USC). Since 1978, TERC has been serving the studentry of UPLB by providing academic support. It solicits and exchanges reference books that are required in UPLB academic courses and lends them at a very affordable amount. It also maintains books for room use in its reading room. It aims to supplement the shortage of required books in the University Main Library to accommodate the needs of the students, especially those who cannot afford to buy these books.

Rental Procedures

1. Present your Form 5 and UPLB ID to the TERC personnel if you wish to apply for membership.
2. Fill out the borrower's card. Old members only need to present their borrower's card.
3. Pay the donation/renewal fee.

Rental Guidelines

1. Rental is on a first come, first served basis. Reservation of books is not allowed.
2. Borrowers are requested to donate/pay at least P20-40 monthly for books with a P200 and above value. Books are already color-coded with corresponding prices:

Yellow-Green	Php15	Pink	Php40
White	Php20	Yellow	Php50
Gold	Php25	Orange	Php70
Blue	Php35	Violet	Php100

3. All borrowed books are subject for monthly renewal. Renewal fees are to be paid at the TERC office.
4. A fine of P2 per day (excluding weekends and official holidays) will be charged for every overdue book until returned.
5. Lost borrower's card should be immediately reported to TERC. The student must pay P5 for a new borrower's card.
6. Lost books should be immediately reported to the TERC committee to avoid fines. The borrower shall be given two weeks to avail the replacement. After the said period, a deposit of the market price plus a procurement fee of P100 shall be collected by TERC, which will purchase the replacement.

7. All members shall be responsible for the good condition of the book. Books returned should be free from any writing, mutilations or damages. Any damaged book should be replaced by the borrower.
8. All books must be returned on or before the finals week or as designated by the TERC. Failure to return the book on the said date will require the student to secure a clearance from TERC before they can register for the following semester. The fine will also continue to accumulate after the last day of classes.

For the list of available books, students may want to visit the following links:
List of Available Books - **tinyurl.com/TERCbooks**
Feedback - **tinyurl.com/feedbackTERC**



Academic Policies



Frequently Asked Questions on Academic Policies

1. How will my performance as a student be rated?

Performance as a student will be rated at the end of each semester according to the following grading system:

1.0 – Excellent	4.0 – Conditional Failure
1.5 – Very good	5.0 – Failed
2.0 – Good	Inc – Incomplete
2.5 – Satisfactory	Drp – Dropped
3.0 – Passed	

You may also be given grades of 1.25, 1.75, 2.25 and 2.75. For courses which do not require numerical grades, you may be given rates of S (Satisfactory) or U (Unsatisfactory).

2. How will my weighted average be computed?

All the grades in all the subjects prescribed in your curriculum, as well as your elective courses, shall be included in the computation of your weighted average. In cases where your electives taken are more than those required in your program, the following procedure will be used:

- For students who did not shift programs, the required number of electives will be considered in chronological order; and
- For students who shifted from one program to another, electives will be considered according to an order of priority.

3. How will I get a complete copy of grades every semester?

Log in to your account in AMIS to view your grades in courses that you have already taken.

4. How can I qualify for honorific scholarship?

a. If you obtain a weighted average of 1.45 or better at the end of the semester, you qualify as a university scholar (US) and will have your name included in the Chancellor's list of Scholars.
b. If your weighted average grade is 1.75 or better, then you qualify as a college scholar (CS) and your name will be listed in the Dean's List of Scholars.

c. In addition to the general weighted average prescribed, you must have taken at least 15 academic units during the previous semester or the prescribed normal load.

5. Are there penalties given for scholastic delinquencies?

The penalties for scholastic delinquencies are as follows:

A. Warning is given when the final grades obtained at the end of the semester are below 3.0 in 25 – 49% of the total number of academic units registered.

B. Probation is given if final grades obtained are below 3.0 in 50% -75% of the total number of academic units registered, a student is placed on probation for the succeeding semester. The load will be limited to the extent determined by the Dean of your College. The probationary status may be removed by passing with grades of 3.0 or better in more than 50% of the units in received final grades in the succeeding semester.

C. Dismissal

- If final grades obtained are below 3.0 in more than 75% of the total academic units in which you received your final grades, you will be dropped from the rolls of the college;
- If you are on probation and fail again in 50% or more of the total number of units in which you received your final grades, you will be dropped from the rolls of the college subject to the provision of the following article; and
- If you are dropped from one college, you will not ordinarily be admitted to another unit of the university, unless in the opinion of the Director of the Office of Student Affairs, your natural aptitude and interest qualify you in another field of study.

D. Permanent Disqualification

- If at the end of the semester, you obtain final grades below 3.0 in 100% of the academic units in which you are given final grades, you will be permanently barred from readmission to any college or school of the university.
- If you were admitted to another unit or college in accordance with item 3 in the above rules on Dismissal, and fail again which makes it necessary to drop you again, you will not be eligible for readmission to any college of the university.

- Permanent disqualification does not apply to cases where, on recommendations of the instructors concerned, the faculty certifies that the grades of 5.0 received were due to the unauthorized dropping of subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and your class standing is poor, your grades of 5.0 shall be counted against you for the purpose of the scholarship rule.

6. What must I do if I was absent from class?

Get an excuse slip from the Dean of your college through your college secretary. Present the excuse slip to your instructor not later than the second class session following your return. If you were sick, secure a certificate from the University Health Service.

7. What is the maximum number of absences I can incur in a subject?

The number of your absences from a class should be less than 20% of the total class hours or you will be dropped from the rolls. If the majority of your absences were unexcused, you will be given a grade of 5.0 upon being dropped. Time lost due to late enrollment is considered time lost due to absence.

8. What must I do if I have to discontinue my studies?

If it is necessary for you to stop studying temporarily, file a leave of absence (LOA) from the university. Submit a written petition to the Dean of your college at least two weeks before the end of classes for the semester. The leave of absence must not exceed one (1) year but may be renewed for at most another year. You are only permitted to apply for LOA for a maximum of two (2) years (aggregated) during your whole stay in the University.

9. What happens if I fail to file a leave of absence?

If you withdraw from the college without a formal leave of absence, your registration privileges will be curtailed or entirely withdrawn. You will have to seek for readmission before you can register.

10. Is PE or HK a requirement during my first year in college?

Basic physical education (PE) or Human Kinetics (HK) is a prerequisite for graduation and is encouraged to be taken during your first and second years, or as indicated in your curriculum.

11. How do I get advanced units in PE or HK?

If you are skillful in one or more kinds of sport, you may take a proficiency examination in PE/HK (PEPE/HK) and get advanced units.

12. Are foreign students required to pay additional fees?

In lieu of the non-citizenship fee, all foreign students are required to pay an Education Development Fee (EDF) every semester: Five Hundred (US$500.00) dollars for graduate students and Three Hundred (US$300.00) dollars for undergraduate students.

International students are required to pay an OSA Fee of ₱2000.00 before the issuance of a study permit. This goes to the International Student Relations (ISR) for visa assistance and other documentation processing and for the facilitation of other programs and services for international students.

13. If I am a foreign student, how many times do I have to get a study permit from the Office of the Vice Chancellor for Student Affairs?

All international (foreign) students are required to get a study permit from the International Student Relations (ISR) - Office of the Vice Chancellor for Student Affairs (OVCSA) before enrolling every semester.

14. Can I register in another college outside the UP System?

You may cross-register in any UP constituent units subject to the approval of the Dean through the college secretary of the home and the accepting units/college.

15. Can I register less than the prescribed number of units in my curriculum per semester?

If you wish to underload, you need to file and underload permit along with the necessary documents during the semester of underloading:

- For health reasons – medical certification to be confirmed by the University Health Service.
- For unavailability of courses – certification by the major adviser and copy of the schedule of classes.
- For Employment – copy of payroll and appointment papers indicating among others the duration of employment.

- For no more courses to take based on curriculum - Certification by the adviser that there are no more courses to take based the curriculum.

NOTE: You will not qualify to graduate with honors if you registered for an underload apart from the reasons stated above.

16. How long can I stay to complete my course in the University?

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length prescribed for the course. Otherwise, they will not be allowed to register further in that college.

This rule, however, does not apply to students governed by existing rules regarding a maximum period.

17. What are the requirements for graduation with honors from the University?

You may graduate with honors if you complete your course with the following minimum weighted average grade:

Summa cum laude	1.2000
Magna cum laude	1.4500
Cum laude	1.7500

You also need to have completed in the university at least 75% of the total number of academic units or hours for graduation, and and must have been in residence in the semester of graduation. Only resident credits will be included in the computation of the final average of candidates for graduation with honor. In addition, you must not have taken less than 15 units of credit during each semester or the normal load prescribed in the curriculum.

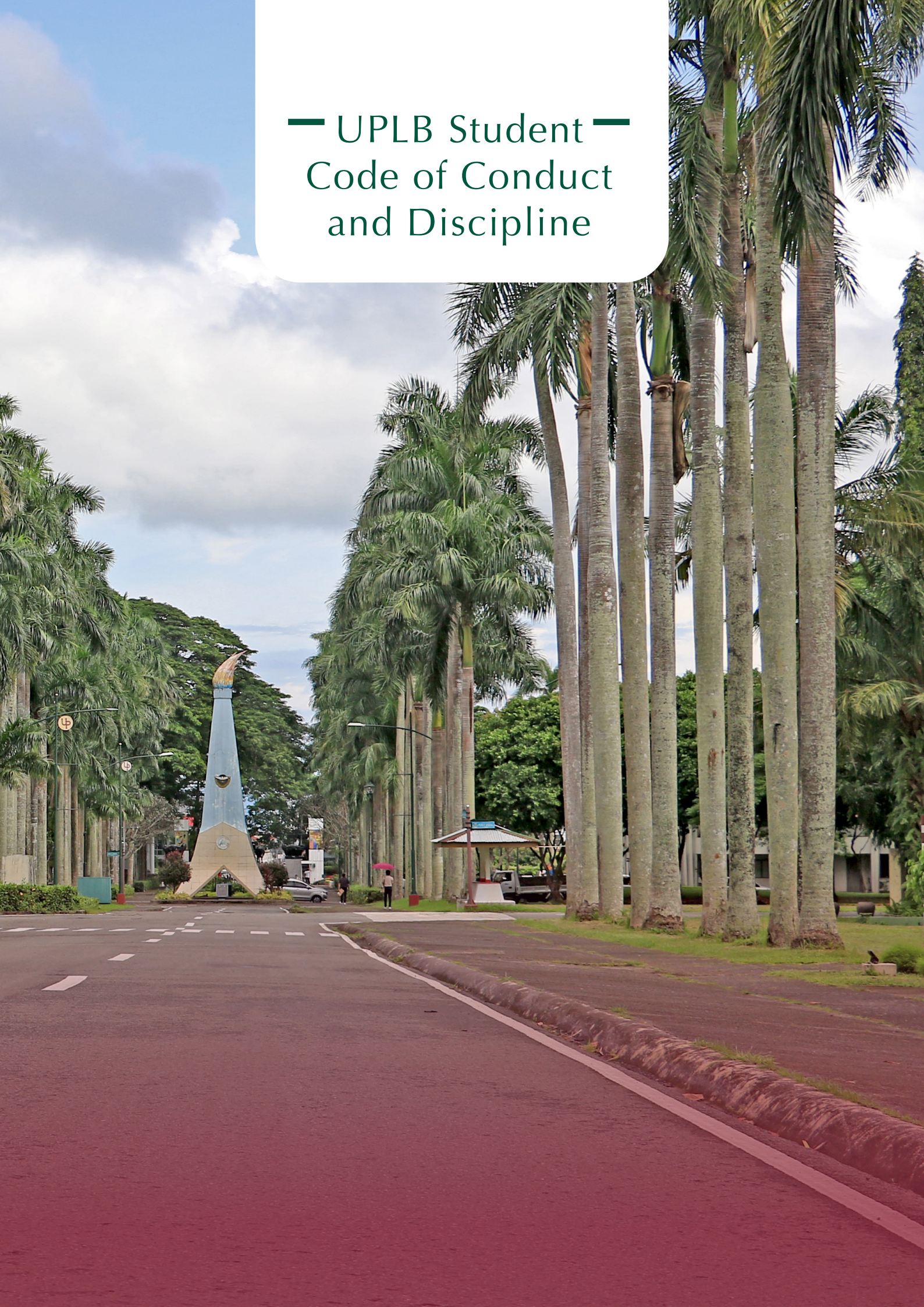
18. If I need to leave the University for good, what must I do?

If you are leaving the University for reasons of suspension, dropping or expulsion due to disciplinary action, you are not entitled to an honorable dismissal. If you will be permitted to receive your transcript of record or the certification of your academic status in the University, it shall contain a statement of the disciplinary action rendered against you.

If the reason for leaving is other than those mentioned, you must secure a university clearance in order to be issued a transcript of records.



UPLB Student Code of Conduct and Discipline



UPLB Student Code of Conduct and Discipline

I. RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

(Approved by the Board of Regents at its 876th Meeting on 2 September 1976, and amended on its 923rd Meeting, 31 January 1980; 1041st Meeting, 4 July 1991; and 1051st Meeting, 25 June 1992.)

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

SECTION 1. Basis of Discipline - Student shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

SECTION 2. Specific Misconduct - A student shall be subject to disciplinary action for any of the following acts:

a. Any form of cheating in examination or any act of dishonesty in relation to his studies;
b. Carrying within the University premises any firearm, knife with a blade longer than 21/2 inches or any dangerous or deadly weapon; Provided, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the Dean or Director of his college or school;
c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premise thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Acts of 1972 (as amended), such as LSD, marijuana, heroin, shabu, opiates and hallucinogen drugs in any form within the University premises;
e. Gambling within the University premises;

f. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
g. Creating within the University premise disorder, tumult, breach of peace, or serious disturbance;

h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
i. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant;
j. Damaging or defacing University property;
k. Disgraceful or immoral conduct within University premises;
l. Unlawfully taking of University property
m. Any other form of misconduct

SECTION 3. Rules and regulations Promulgated by Deans or Directors of Units - Deans or directors of various units may, after due consultation with the Faculty Student Regulations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to written approval of the President or Chancellor and to the rules on circularization and date which it is effective, as herein provided.

SECTION 4. Student Disciplinary Tribunal - There shall be a Student Disciplinary Tribunal composed of a chairman, who shall be a member of the Integrated Bar of the Philippines, and two (2) members to be appointed for a period of one (1) year, from among the faculty and other staff of the University. In any disciplinary case before the tribunal, a respondent may request that two (2) students to be appointed to sit with the tribunal.

The Chairman and non-student members shall render full-time service in the tribunal. They shall receive monthly honoraria in the amount of P500.00 and P400.00, respectively.

The tribunal shall be under the supervision of the Vice-Chancellor for Student Affairs, who shall designate, whenever, requested, the student member to sit with the tribunal.

Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

SECTION 5. Jurisdiction- All cases involving discipline of students under these rules shall be subject to the jurisdiction of the student disciplinary tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

a. Violation of college or unit rules and regulations by students of the college, or
b. Misconduct committed by students of the college or units within its classrooms or premises or in the course of an official activity;

Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

SECTION 6. College Investigation- Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the dean, one of whom shall be a student of the college.

SECTION 7. Filing of Charges- A disciplinary proceeding shall be instituted motu proprio by the appropriate authority or upon the filling of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complaint or upon submission of an official report of any violation of existing rules and regulations. Upon the filling of said charge or report with the student disciplinary tribunal or the office of the Dean, as the case may be, an entry shall made in an official entry book kept for the purpose; specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substance of the charge.

SECTION 8. Preliminary Inquiry- Upon receipt of the complaint or report, the tribunal or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the student charged shall be finished with a copy of the same.

SECTION 9. Answer – Each respondent shall be required to answer in writing within three (3) days from the receipt of the charge or charges. Formal investigation shall be held on notice as provided below.

SECTION 10. Hearing –Hearings shall begin no later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

SECTION 11. Duration of Hearing – no hearings on any cases shall last beyond two (2) calendar months.

SECTION 12. Notice of Hearing – All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

SECTION 13. Failure to appear at Hearing – Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noticed and the hearing shall proceed ex parte without prejudice to the party's appearance in subsequent hearings.

SECTION 14. Postponement – Application for postponement may be granted for good cause for such a period as the ends of justice and the right of the parties to a speedy hearing require.

SECTION 15. Committee Report – The college investigating committee shall forward to the dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation signed by the majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

SECTION 16. Action by the Dean – The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his decision or recommendation, to the President of the University or the Chancellor of an Autonomous unit, as the case maybe.

SECTION 17. Decision of the Tribunal - The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

SECTION 18. Finality of Decision – Any decision of the tribunal or of a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executor after fifteen (15) days from receipt of the decision of the respondent unless within (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after (15) days of receipt of the action on the motion for reconsideration.

SECTION 19. Appeal to the President or the Chancellor – In all cases in which all final decision is not conferred on a Dean or the tribunal, the respondent may file an appeal with the President or the Chancellor within ten (10) days exclusive of Sundays and official holidaysb after receipt of the appeal.

SECTION 20. Action by the President or Chancellor – Action of the president or the Chancellor on recommendation coming from the Dean an appeal from a decision of a Dean or the Tribunal shall be rendered within ten (10) days exclusive of Sundays and official holidaysb after receipt of appeal.

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (1) year or more, expulsion, and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the case under review.

The decision of the Executive Committee shall be final and executory after fifteen (15) days from receipt of the decision of the respondent

unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.
SECTION 21. Action by the Board of Regents – The Board may review on appeal decisions of the President or Chancellor when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

SECTION 22. Rights of Respondents – Each respondent shall enjoy the following rights:

a. Not to be subjected to any disciplinary penalty except upon due process of law;
b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
d. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University;
e. To depend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him from among the members of the University constituency.

SECTION 23. Effect of Decision – Decision shall take effect as provided in these rules. However, final decision of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall immediately take effect.

SECTION 24. Records – All proceedings before any tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice Chancellor for Students Affairs. Such records are hereby declared confidential and no person shall have access to the

same for inspection or copying unless he is involved therein, or unless he has legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

SECTION 25. Sanctions –

a. Any student found guilty of the misconduct defined in Section 2 (a) shall be penalized with suspension for not less than one (1) year.

    1. All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.
    2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

b. Any students found guilty of the misconduct defined in Section 2 (b) shall penalized as follows:

    1. For the first offense, suspension for a period of not less than fifteen (15) calendar days but not more than thirty (30) calendar days.
    2. For the second offense, suspension for a period of not less than thirty (30) calendar days but not more than one (1) semester,
    3. For the third offense, the penalty shall be Expulsion; Provided that should the deadly weapon be a firearm, the penalty for the first offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester, for the second offense, the penalty shall be Expulsion.

c. Any student found guilty of the misconduct defined in Section 2 (c) shall be penalized with suspension for not less seven (7) calendar days but not more than thirty (30) calendar days, Provided, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
d. Any student found guilty of the misconduct defined in Section 2 (d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days,

Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.

e. Any student found guilty of the misconduct defined in Section 2 (e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days, Provided that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
f. Any student found guilty of the misconduct defined in Section 2 (f) shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; Provided that the penalty for the second offense shall be Expulsion; and Provided further, that should the student assault, strike or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be expulsion.
g. Any student found guilty of the misconduct defined in Section 2 (g) shall be penalized with suspension for not less than (15) calendar days but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.
h. Any student found guilty of the misconduct defined in Section 2 (h) shall be penalized as follows:

    1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one year.
    2. For the second offense, the penalty shall be Expulsion.

i. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:

    1. For the first offense, by suspension for a period not less than one (1) semester, but not more than one year,
    2. For the second offense, the penalty shall be Expulsion.
    3. Any student found guilty of willfully withholding or misrepresenting information in his application to the Socialized Tuition and Financial Assistance Program (STFAP) shall be subject to the following guidelines on penalties for STFAP violations:

        a. If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended

penalty is one (1) semester suspension, reimbursement of STFAP benefits received, plus permanent disqualification from STFAP benefits received and other scholarships.

b. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one (1) year suspension, reimbursement of STFAP benefits received and permanent disqualification from STFAP and other scholarships.
c. If the information withheld is substantial such as car, income, employment, real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefits.
d. If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.
e. If the student is found guilty, he should be made to reimburse all STFAP benefits received either before the decision is made or reimbursement is made a pre-condition for enrolment.

Furthermore, if the information withheld is grave such as in Nos. 3 (c) and 3 (d) above, the recommended penalty is two (2) years suspension and permanent disqualification from STFAP and other scholarships.

j. Any student found guilty of the misconduct defined in Section 2 (j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.

k. Any student found guilty of the misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.
l. Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen 915) calendar days, but not more than forty-five calendar days; provided, that should the student be found guilty for the third time, the penalty

shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.

m. The disciplinary action that may be imposed of violations of the misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrolment, exclusion from any class, reprimand, warning or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.
n. The Dean or Direction of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision.
o. Any disciplinary action taken against a student shall be reported to his parents or guardians.
p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his future enrolment in any unit of the University.

SECTION 26. Summary Actions

Notwithstanding the provision of the foregoing sections, a Dean may proceed summarily against a student of a college in the following cases:

a. Violation of rules and regulations issued by the Dean of the unit in accordance with section 3 of these rules;
b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

The respondent shall be summoned to appear before the dean of the unit, informed of the charge against him, and afforded the opportunity to present his side.

Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final

and executor upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days.

The Vice Chancellor for Student Affairs may likewise proceed summarily against students in cases of:

a. Misconduct committed as provided in paragraph (b) of this section, when committed within the University premises not falling within the jurisdiction of any college, school, or unit or in the course of an official function sponsored by the University or a unit other than a college, school, or academic unit
b. Misconduct as defined in Section 2, (g) above whether or not the acts are committed within the premises of, and by the persons belonging to, one or several colleges, schools, or units.

SECTION 27. Definitions – the following terms shall have the meaning set forth below for purposes of this regulations:

a. "Autonomous unit" refers to such universities or units of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;
b. "Regional Unit" refers to units outside of Diliman and manila which are not autonomous;
c. d"Student" shall refer to any person (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, or expulsion or expiration of the period allowed for maximum residence; of the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University at the time at the filing of the charge or during the pendency of the disciplinary proceedings against him;
d. "Laws of the Land" shall refer to general enactments in force in the Philippines;
e. "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any

member of the University security force, any officer of any college or unit, or any officer of the University administration.

SECTION 28. These rules shall supersede all previous rules on student discipline and shall take effect upon approval. Amendments to these rules shall be circularized within ten (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within five (5) days after its approval.

II. SPECIAL POWER AS REGARDS STUDENT DISCIPLINE GRANTED TO BY CHANCELLOR FOR STUDENT AFFAIRS

A. Power of the Vice Chancellor for Student Affairs of UP Diliman

At its 946th meeting on December 18 and 22, 1981, the Board of Regents approved the "Grant of Special Power" to the Vice Chancellor for Student Affairs, to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition. "As recorded on page 6 of the minutes of the 946th BOR meeting the justification presented is quoted below for ready reference:

"This is necessarily to immediately prevent further recurrence of offenses and thereby prevent harm to other students and innocent bystanders."

"Such powers will be used sparingly and only cases in fraternity rumbles or tumultuous affray, boycotts by force or coercion, or illegal demonstration, and can be restricted by appeals to the president, if necessary."

B. Power of other Deans of Students

At its 959th meeting on May 26, 1983, the Board of Regents approved the "Grant of similar power previously to the previously given to the Vice Chancellor of Student Affairs, Diliman (946th BOR meeting, December 18 and 22, 1981) to comparable officials in the University of the Philippines Los Banos, Manila, Visayas to suspend

erring students at any time for a maximum period of thirty (30) days, effective immediately upon imposition"

III. IMMEDIATE REPORTING OF STUDENTS WITH PENDING DISCIPLINARY CASES

On August 8, 1978, president Onofre D. Corpuz issued Memorandum NO. 16 prescribing procedures for the immediate reporting of students with pending disciplinary cases as follows:

"Our attention has lately been called to the fact that some students who have pending disciplinary cases are nevertheless given clearances to leave the University even before their cases are finally resolved.

"Delays in reporting regarding these cases seem to work for students concerned, who on the same day of the incident, or immediately thereafter, work for clearance to leave. If the University Registrar and the Vice Chancellor for Student Affairs are not immediately notified of their pending case, their applications for clearance are given due course.

"We ought to correct this situation.

"The U.P. Police force, aside from filing the complaint directly with the Student Disciplinary Tribunal and furnishing copies of its report to the Office of the President, should also furnish copies of the same to the following units; (a) the College in which the student is enrolled at the time of the incident; (b) the Vice Chancellor for Student Affairs and (c) the University Registrar. Such police Report is sufficient for purposes of listing the name of the students in the registrar's List of Students with pending Disciplinary cases.

"The Dean and Directors of academic units ought also to follow the same or a similar procedure as outlined above.

"The usual procedure of notifying the Registrar's Office and the Vice Chancellor for Student Affairs of the decisions in disciplinary cases ought to continue.

"In the meanwhile, no clearance will be issued to any such student unless so certified by the Unit Dean/Director or the Chairman of the SDT that the pending case is dismissed or that the student has been appropriately penalized if found guilty".

IV. REVISED RULES AND REGULATIONS GOVERNING FRATERNITIES, SORORITIES AND OTHER STUDENT ORGANIZATIONS*

(Approved at the 1091st BOR Meeting, October 24, 1995)

Whereas, the University aims to create an environment that promotes constructive and meaningful interaction among students, fraternities, sororities and other student organizations.

Whereas, in order to nurture that environment, there is a need for the University to promulgate and strictly implement policies, guidelines, rules and procedures which are responsive to the dynamics of interaction among fraternities, sororities and other student organizations;

Whereas, existing rules and regulations on the conduct of fraternities, sororities and other student organizations have proven inadequate purposes of instilling discipline and proper conduct among fraternities, sororities and other student organizations;

Whereas, the University condemns any and all interactions among fraternities, sororities and other student organizations which result in violence, thereby exposing the student and the University to harm, physical danger and damage to property;

Whereas, the University impresses upon the members of the fraternities, sororities and other student organizations that it condemns the continued existence of the culture of violence and finds the presence of erring students on campus reprehensible;

Whereas, there is a need to adopt clear-cut guidelines on the imposition of penalties, in addition to the definition of possible actionable misconduct by the members of fraternities, sororities and other student organizations in order that University authorities may be more effective in dealing with fraternity and other student organization-related

misconduct, and impress upon the members of fraternities and other student organizations that the University is all out against hooliganism and violence on campus and that it would not tolerate the continued presence of these erring students on campus;

NOW THEREFORE, by virtue of the powers vested in the U.P. Board of Regents, the following Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student organizations are hereby promulgated.

RULE I. – ACTIONABLE MISCONDUCT AND PENALTIES

These rules shall apply to all fraternities, sororities and other student organizations, regardless of whether or not they are officially recognized by the University, and without prejudice to the provisions of Republic Act No. 8094, otherwise known as the "Anti-Hazing Law."

Section 1. – Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows;

a. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:

    1. Participating in any rumble, engaging in fisticuffs with, or physically attacking a member of other fraternities, sororities or student organizations, or
    2. Physically attacking any other student or official, faculty member or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

    A rumble is a violent confrontation between two or more students belonging to different fraternities, sororities or other student organizations.

b. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as

the neophyte who allows himself/ herself to be subjected to Hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.

c. Any such member or officer who commits acts of provocation which results in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one (1) year provided, however, that in case the provocation results in rumble, fisticuffs or physical attack, the erring student shall be expelled in the University.

There is sufficient provocation when a person or party excites, incites or induces another to execute an act; when one irritates or annoys one with improper or unjust acts, or words or deeds that are vexing.

There is a heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.

d. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority, and the other student organization-related incident shall be suspended for at least one (1) year.

e. Any such member or officer found carrying or possessing within University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer that two and a half (2 ½) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drug Act (Republic Act No. 6425, as amended) shall be expelled from the University provided, however, that stones, baseball bats, nightsticks, rattan sticks or similar wooden instruments, paper cutters, tear gas, scalpels, ice picks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before, during or after an attack, confrontation, or rumble, provided, further that possession of such objects by two or more members or officers

shall be deemed to be in preparation for an attack, confrontation or rumble.

f. Any such member or officer who willfully fails to comply with Summons by the Vice-Chancellor for Student Affairs or equivalent Official in the autonomous university, the Student Disciplinary Tribunal, deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority, and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; provided, that such suspension shall not exceed sixty (60) calendar days.

g. Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the occasion of rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year, provided, that, if any death or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; provided, further that if University property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage and no clearance shall be issued until such damage is fully compensated by the respondent.

h. Any such member or officer of fraternities or sororities who recruits a college freshman or a first year student taking a first undergraduate degree shall be suspended for at least one (1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

   The recruitment of two or more college freshmen or first year students in any manner shall be taken as evidence of the fraternities or sororities policy of recruitment in violation of the foregoing provision; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

As used in these rules, the term college freshmen shall refer to students in first year of their first undergraduate course, as well as any college student who has earned not more than thirty (30) units of academic credits in any baccalaureate or certificate program, but not including graduate program, post-baccalaureate program or any non-degree program of the University: provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

i. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct, whether within or outside University premises, which affects the good order and welfare of the University of which has a negative effect on the discipline, general welfare, or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) year.

In case of a second offense committed under paragraphs C, D, G, H and I above, the erring students shall be expelled from the University.

Section 2.

A. In case any misconduct defined in the preceding section is committed by two or more members or officers of fraternities, sororities, or student organizations, and a conspiracy is established, all officers of such fraternities, sororities, or student organizations participating in that conspiracy shall be expelled from the University.

A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.

B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities, or student organizations shall be suspended for at least one (1) year, provided that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities, or student organizations shall be expelled from the University.

Section 3. Penalties of suspension shall take effect immediately upon the finality of the decision. A student under suspension shall not be allowed to enroll, attend classes, take examinations, use University facilities, or graduate during the affectivity of the suspension; provided, that, use of University facilities shall be understood to include using library facilities, residing in residence halls or dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, etc.; provided further, that a student under suspension shall not be allowed to enroll until his/her suspension shall have been fully served, except where the period of his/her suspension expires on the last day for late registration.

The period of suspension shall be counted as part of the academic residency requirement of the student; if for any reason the student was able to take an examination or submit any academic requirement during the effectivity of suspension, such examination or submission shall be considered invalid.

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned. All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors, and department chairpersons, as the case may be.

Notwithstanding the foregoing , nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal of recognition of the fraternities, sororities and other student organizations under existing University and college rules and regulations.

RULE II- JURISDICTION

Section 1. The Student Disciplinary Tribunal (SDT) shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic and administrative personnel of the respective autonomous universities,

as well as the two other members, student and parent jurors provided for under Rule IV, Section 4.

Section 2. The Student Disciplinary Tribunal shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

The presence of at least a majority of the members shall constitute a quorum for the Tribunal to conduct formal investigations of all cases within its jurisdiction.

The members so appointed shall be entitled to such honorarium, allowance or benefit as shall be fixed by the President.

Section 3. Unless otherwise superseded by subsequent issuances from the appropriate University official, existing student disciplinary tribunals, which shall continue to be under the supervision of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, shall continue to have jurisdiction over all cases involving fraternities, sororities and other student organization-related incidents as defined in these rules.

RULE III - FORMAL CHARGE

Section 1. No member or officer of fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary inquiry has been conducted by any member of the SDT, which must be finished not later than five (5) working days from the date of filling of the complaint; provided, that where the misconduct is committed within the premises of a college, it shall be the responsibility of the Dean concerned to ensure that an appropriate complaint is expeditiously filed with the SDT within the same period of five (5) working days in any other case, such responsibility shall lie with the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university.

Section 2. A fraternity, sorority or student organization member or officer caught in flagrante by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization-

related misconduct shall be formally charged before the SDT without the need for a preliminary inquiry.

Section 3. The formal charge shall be served on the student/ respondent(s) through the Dean of the college, a copy of which shall be furnished the parents and or guardians or the student - respondent(s).

RULE IV - PROSECUTION OF CASES

Section 1.- Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private lawyers appearing before the SDT shall be under the direct control and supervision of the University Prosecutor.

Section 2.- In case no lawyer from the Legal Office is available to act as counsel for the University, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall deputize any lawyer in the University to act as Counsel. The lawyer so deputized shall report directly to the Chief Legal Officer of the other autonomous university for instruction on the case.

The lawyers so deputized shall be entitled to an honorarium to be fixed by the President.

Section 3.- No lawyer employee of the University shall be allowed to defend cases before the SDT, unless the respondents are within the third-degree of affinity or consanguinity.

Section 4.- For each case investigated pursuant to these revised rules, the Student Disciplinary Tribunal shall include one student juror and one parent juror whose names shall be drawn by the Dean of Students or the Vice-Chancellor for Students Affairs from a list of possible student and parent jurors.

The list of students jurors shall be submitted by the Chairman of the University Student Council in the respective autonomous university to the Vice-Chancellor for Student Affairs or the equivalent, official in the autonomous university within thirty (30) days from the start of every academic year, provided that, the list of students shall be valid until a

new one is submitted to the Vice-Chancellor for the Students Affairs or equivalent official by the next duly elected Student Council Chairman, and provided further, that no parent or student related by affinity or consanguinity to a student respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first fifteen (15) days of the school year.

The Chairperson of the Student Council concerned shall make sure that the students included in the said list shall undertake to serve as student representatives in the Tribunal upon designation. The Vice-Chancellor for the Student Affairs or equivalent official in the autonomous university shall ensure attendance of the parent juror. Both jurors shall sign an undertaking regarding their willingness to serve for this purpose.

The student and parent jurors so appointed shall be counted for purposes of determining a quorum. They shall voting rights in the final deliberation and resolution of the case only if they have been actually present in a majority of the hearings where witnesses were presented and have actively participated in the formal investigation of the case.

Section 5. The SDT shall commence the hearing of the case within five (5) days after all parties have been duly furnished copies of the formal charge, and the hearings shall continue from day to day until the case is submitted for resolution, which shall not be later than forty-five (45) days after the commencement of said hearings.

Section 6. The SDT shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of the sworn affidavits, subject to cross- examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

Section 7. The filing of the following pleadings and the motions is prohibited**:

a. Motion for extension of time to file an answer;
b. Motion to dismiss or to quash, except on questions of jurisdiction;
c. Appeal to higher University authorities on the ground of lack of jurisdiction;
d. Appeal to higher University authorities from interlocutory orders;
e. Motion for bill of particulars,
f. Motion for new trial:
g. Motion for reconsideration of SDT rulings and/or resolutions:
h. Motion to reopen the case;
i. Demurrer to evidence:
j. Motion for postponement,
k. Reply;
l. Intervention; and
m. Other dilatory motions.

RULE V- DECISION AND APPEAL

Section 1. The SDT shall render decisions within (15) days from the time the case are deemed submitted for resolution.

Section 2. Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executor, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous University concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision.

Section 3. The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal which shall include his recommendations to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

Section 4. Decision imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision

by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

Section 5. In imposing the proper penalty, the SDT shall take into consideration the following justifying, exempting or aggravating circumstances.

A. Circumstances may be considered justifying

1. Self- Defense- When the respondent has shown by clear and convincing evidence that there was a previous and immediate unlawful attack or aggressive act against the respondent involved, and that such act placed the respondent in danger and for which he/she was forced to commit the act(s) charged and that in doing so, the respondent employed such reasonable means to resist the unprovoked attack and there was no sufficient provocation on the part of the respondent.
2. Defense of Relatives or Stranger- If the respondent committed the act(s) charged in the defense of a spouse, ascendant, descendant or brother or sister and against the aggressor immediately before, during or immediately after the act or aggression being inflicted on the respondent. Such defense may extend to stranger or third parties within any area subject to University jurisdiction, who are being subjected to acts of aggression provided that the conditions required for in act(s) of self-defense are present.

B. Circumstances that may be considered exempting

1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified to by a competent and qualified psychiatrist.
2. In cases of accident where it is established that (a) respondent was performing a lawful act with due care; (b) injury is caused by mere accident and (c) there must be no fault or intent of causing the injury.

C. Circumstances that may be considered aggravating

1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules, or the rules prior to the revised rules.
2. When the respondent is found to have employed such means i.e.., goons, firearms and dangerous device to aid him in committing the acts for which he is charged.
3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

Section 6.- Whenever there are justifying exempting, or aggravating circumstances present and proven during formal investigation, the SDT shall be guided as follows:

a. The presence of any exempting circumstances will extinguish the liability of the respondent.
b. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the penalty next higher for succeeding offenses.
c. Aggravating circumstances shall serve to increase the penalty imposed on that next higher in degree.

RULE VI - SUMMARY ACTION

Section 1. In case a fraternity, sorority or student organization is involved in a rumble with, or attack against, another fraternity, sorority or student organization, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days without prejudice to any other liability under these rules.

Section 2. In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization shall be preventively suspended by the Vice-Chancellor for

Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

Section 3. The Order of Preventive Suspension issued by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

Section 4. Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities, and student organizations are require to appear without necessity of summons before the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university within twenty four (24) hours, from the start of the rumble or attack; provided, that either or both of the top two (2) ranking officers who fail to appear may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than thirty (30) calendar days without prejudice to any other liability under these rules.

Section 5. Each fraternity, sorority or other student organization shall, within fifteen (15) days from the start of every academic year, submit to the Office of the Vice- Chancellor for Student Affairs of the equivalent office in the autonomous university, a list duly approved, subscribed and sworn to by the top three (3) ranking officers thereof, containing the names, addresses, and telephone numbers, including recent pictures of all the officers and members thereof regardless of whether or not they are in good standing; provided, that any change therein must be reported within one (1) week to said Office.

Failure to comply with the foregoing provision despite written notice from the Vice Chancellor for Students Affairs or the equivalent official in the autonomous university including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under Rule I, Section 1, (l) of these rules.

RULE VII- SUNDRY PROVISIONS

Section 1. All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on 02 September 1976 as amended, which are not inconsistent with these rules shall continue to apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

Section 2. The existing summary powers of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, Deans and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these rules.

Section 3. Notwithstanding the summary powers provided under existing, SDT rules, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean concerned may preventively suspend any student for a period not exceeding thirty (30) calendar days in the following circumstances:

a. When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Vice –Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean.
b. When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean; or
c. When the student has just committed the misconduct or prohibited act as defined in these rules.

When the erring student committed the misconduct or prohibited act in the premises of the college where he/she belongs, the summary powers herein provided shall be exercised by the Dean of said college; provided, that where the misconduct or prohibited act is committed in any other place within the University premises, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall exercise such summary powers.

Section 4. The Chancellors of the autonomous universities are hereby empowered to create their respective student disciplinary tribunals which shall operate pursuant to these rules and existing SDT rules.

Section 5. The office of the registrar of the autonomous university shall make a permanent entry in the transcript of records of all members and officers of fraternities, sororities and student organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

Section 6. All existing disciplinary case against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the date of approval of these rules shall be investigated or prosecuted, as the case may be pursuant to or under such rules that are favorable to the respondent.

RULE VIII- EFFECTIVITY

Section 1. These rules and regulations shall take effect upon approval by the Board of Regents and thirty (30) days after these are circularized by the Chancellors of the autonomous universities of the System.

V. IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT ACT OF 1995

(Approved by the Board of Regents at its 1324th Meeting on 26 January 2017, revising the 1998 UP Implementing Rules and Regulations of the Anti-Sexual Harassment Law of 1995 approved at its 1121st Meeting on 25 June 1998)

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

Section 1. Affirmation of Policy
In affirmation of the Declaration of Policy set forth in Section 2 of the Republic Act. No. 7877, the University of the Philippines shall establish

and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 2. Definitions
As used in these Rules and Regulations

A. "Student" means a person duly enrolled for a degree course or in short-term training or review in any academic unit or training center of the University;
B. "Employee" means any person who holds an official appointment or designation in any unit or office (academic or administrative) of the University and includes casual or contractual employees as well as graduate and student assistants; and
C. "Faculty member" means any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker as well as graduate student with teaching responsibilities.

Section 3. Sexual Harassment Defined

A. Sexual harassment is committed by an officer, faculty member, employee, coach, trainor, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.
B. In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:

    1. The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable

compensation or promotion or any other terms, conditions or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or her or diminish employment opportunities or otherwise adversely affect such faculty member or employee.

2. The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service law, rules or regulations;
3. The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.

C. In the academic, teaching or study environment, sexual harassment is committed:

1. Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
3. When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
4. When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Section 4. Inducement or Cooperation to Commit Sexual Harassment

Any person connected with the University as an officer, faculty member, employee or a student, who directs or induces 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 be held accountable under these Rules and Regulations.

Section 5. Policy Standards and Guidelines Concerning Sexual Harassment

In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University of the Philippines System:

A. These Rules and Regulations cover all officials, faculty members,employees, and students within the jurisdiction of the University of the Philippines System. Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit or campus of the University System, after the application has been received by such unit or campus.
B. Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in faculty- faculty, employee-employee or student-student relations, or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.
C. Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.
D. Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct prejudicial to the best interest of the service, as each may warrant.
E. All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any legal action will be taken by the University authorities, with the consent of the victim and taking into account the integrity and other preponderant interests of the University.
F. University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.

G. The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
H. Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 6. Procedures

A. Each campus of the University, or where appropriate its constituent institution, shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.
B. Informal procedure refers to University action through appropriate officials or committees which does not involve formal investigation nor filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.
C. The Chancellor shall establish facilities for informal procedures. Until the Sexual Harassment Office is created as provided in Section 8 hereof, the Center for Women's Studies or the Women's Desk of the Chancellor's Office shall provide informal facilities.
D. If the case or situation requires resort to formal charge of sexual harassment, the procedure set out together with the definition of penalties therein, shall be complied with.

Section 7. Responsible Officials

Under the general supervision of the President of the University, Chancellors shall be directly responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

Section 8. Sexual Harassment Office

A. A Sexual Harassment Office is hereby created in each autonomous campus of the University under the Office of the Chancellor. It shall be composed as follows:

    1. As Chairperson on a rotating basis, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Administration, the

Vice-Chancellor for Student Affairs and other Vice-Chancellor, or equivalent officials: Provided, however, that the Vice-Chancellor for Academic Affairs, or equivalent official, shall, under the direction of the Chancellor, be the chairperson in charge of organizing the Office and shall preside over its initial business meeting;

2. One representative each from the faculty, employees and student sectors, who shall be appointed by the Chancellor upon consultation with the respective sectors, for a term of years each;
3. The Director of the Women's Studies Center, or Chairperson of the Women's desk of the Chancellor's Office; and
4. The Coordinator of the Office, who shall be a non-voting member.

B. The Office shall:
   1. Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture.
   2. Creatively design or formulate informal procedures of suchnature as to elicit and confidence on the part of interestedparties in resolving problems arising from cases or incidents of sexual harassments, including counseling and grievance management.
   3. Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
   4. In every appropriate case, constitute a Hearing Committee as required in formal procedure set out in thereof.

C. The Coordinator shall be appointed by the Chancellor to serve on full-time basis for a term of three years, which may be renewed.

   He or she shall be the one responsible for the efficient implementation of the decisions of the Office and the Chancellor involving sexual harassment cases.

D. The Office shall every year constitute a pool of such number of students, faculty members, and officers or employees as may be necessary, from which shall be drawn the members of a Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with University policy, rules, regulations, and procedures concerning sexual harassment.

E. Within sixty days from the effectivity of these Rules and Regulations, the Chancellor shall complete the organization of the Office and shall by appropriate public notice inform the academic community of the date it becomes thereby operational.

Section 9. Annual Report
The Chancellor shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-a -vis the implementation of the University policy, rules and regulations contained herein, together with his
recommendations.
Section 10. Effectivity
These Rules and Regulations shall take effect seven days from the publication in the Philippine Collegian or its counterpart University student publication of the autonomous university.

VI. REPUBLIC ACT No. 11053

An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof, Amending for the Purpose Republic Act No. 8049, Entitled "An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities Sororities, and Organizations and Providing Penalties Therefor.

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

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

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

Section 2. Section 1 of the same Act is hereby amended to read as follows:
"Section 2. Definition of Terms. - As used in this Act:
"(a) Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for

admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

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

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

"(d) Schools refer to colleges, universities, and other educational institutions."

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

Sec. 3. Prohibition on Hazing. - All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities and organizations: Provide, That the physical, mental, and practices to determine and enhance the physical, mental,

and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: Provided, further, That the exemption provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

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

Section 4. Section 2 of the same Act is hereby amended to read as follows:
"Sec. 4. Regulation of School-Based Initiation Rites. Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

"(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to scheduled initiation date;

"(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

"(d) The initiation rites shall not last more than three (3) days;

"(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

"(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two(2) other

conspicuous places in the school or in the premises of the organization; and

"(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

"The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.1âwphi1

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

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

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

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

Sec. 5. Monitoring of Initiation Rites.- The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

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

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

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

"Upon registration, all fraternities, sororities, or organizations shall submit a comprehensive list of members, which shall be updated not

later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

"School official shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school's guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.
"Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization."

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

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

"The faculty advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization established or registered.

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

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

Sec. 8. Role of Educational Institutions. - The responsibility of schools to exercises reasonable supervision in loco parentis over the conduct of its students requires the diligence that prudent parents would employ in the same circumstances when discriminating and protecting their children. To this end, it shall be the duty of schools to take more proactive steps

to protect their students from the dangers of participating in activities that involve hazing.

"Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

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

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

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

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

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

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

"Sec. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations. - Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:
"(a) A written application to conduct the same shall be made to the punong barangay in the barangay or municipal or city mayor in the

municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the schedules initiation date;

"(b) The written initiation shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

"(c) Such written application shall further contain an undertaking that no harm or any kind shall be committed by anybody during the initiation rites;

"(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing under the definition of hazingas used in this Act;

"(e) The initiation rites shall not last more than three (3) days;

"(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of initiation rites;
"(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority or organization is based, and the bulletin board of the office of the community-based fraternity, sorority or organization; and

"(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites."

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

Sec. 11. Monitoring of Initiation Rites of Community-Based and All Similar Fraternities, Sororities or Organizations. - The punong barangay of the barangay or the municipal or city mayor of the municipality or

city where community-based fraternity, sorority or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and document the entire proceedings. Thereafter, said representatives who are present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or the city mayor regarding the conduct of the initiation: Provided, That if hazing is still committed despite their presence, no liability shall attached to them unless it is proven that they failed to perform an overt act prevent or stop the commission thereof."

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

Sec. 12. Nullity of Waiver and Consent. - Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.1âwphi1

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

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

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

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

"Sec. 14. Penalties. - The following penalties shall be imposed:

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

"(b) The penalty of reclusion perpetua and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:
"(1) All persons who actually planned or participated in the conduct of the hazing;

"(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

"(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or adviser or advisers can do so without peril to their person or their family;

"(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That

said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

"(5) Officers ir members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

"(6) members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

"(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

"(d) The penalty of reclusion temporal and fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident member, alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident members, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board."

"(e) The penalty of prision correccional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be prima facie evidence of vexation for purposes of this section; and

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

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

"The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by the

fraternities, sororities, other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

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

"The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.
"Any person charged under this Act shall not be entitled to the mitigating 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 businesses or corporation engaged in hazing as a requirement for employment in the manner provided herein.

"Any conviction by final judgment shall be reflected on the scholastic record, personal, or employment record of the person convicted, regardless of when the judgement conviction has become final."

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

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

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

Section 17. Repealing Clause - Republic Act No. 8409 and all other laws, decrees, executive orders, proclamations, rukes or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified acordingly.

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

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UP Naming Mahal

Composed by Nicanor Abelardo

UP naming mahal, pamantasang hirang
Ang tinig namin, sana'y inyong dinggin
Malayong lupain, amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin.

Luntian at pula, Sagisag magpakailanman
Ating pagdiwang, bulwagan ng dangal
Humayo't itanghal, giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan.



University of the Philippines
LOS BAÑOS