



LA CONCEPCION COLLEGE, INC.
College Department

LCC AND
YOU:

Official Student Handbook

Revised as of August 2026

FOREWORD



Greetings to the La Concepcion College students!

Congratulations on being part of one of the premier institutions of higher learning in the City of San Jose del Monte, Bulacan. It is with great pride and honor that I present to you the programs and services of the Office of Student Affairs (OSA) of La Concepcion College. True to our guiding philosophy of *“Changing Lives for the Better You,”* this office stands as a cornerstone in the holistic formation of our students.

This Student Handbook is primarily intended for you, new students, to help you adjust to a new environment. It is also designed to provide you with a reference on important matters concerning various aspects of student life at La Concepcion College. It contains vital information about academic policies, campus resources, and the many opportunities available to you. I encourage you to read its

carefully, as it will serve as a valuable resource throughout your stay at LCC.

As Vice President for Academic Affairs, I wholeheartedly extend my full support to the endeavors of the Office of Student Affairs. Together, we remain steadfast in our commitment to quality education and holistic student development—shaping individuals who will become leaders of character, competence, and compassion.

Welcome to La Concepcion College—**where difference is created.**


Dr. Francisco F. Magpantay Jr., MLIS,
Vice President for Academic Affairs
La Concepcion College

MESSAGE FROM THE COLLEGE PRESIDENT



I want to take a moment to introduce myself and to thank you for your interest in **La Concepcion College (LCC)**. Whether you are a student of our institution, a parent supporting your son or daughter, a transfer student, an alumnus, an educator, or a friend of the College, I warmly welcome you as you begin your journey through our **Official Student Handbook**.

I am deeply honored to serve as the College President of La Concepcion College. On behalf of the Board of Trustees, I am committed to strengthening the legacy of our institution—a legacy built on providing affordable yet quality education and on **CHANGING THE LIVES** of San Joseños and other residents from neighboring towns and cities,

shaping them into **BETTER FILIPINOS**.

The achievements of LCC over the past years are the result of the trust and unity among the Board of Trustees, the academic and non-academic staff, and most importantly, our students. This revised Student Handbook is one of our shared efforts, created to further strengthen the relationship among all stakeholders of our beloved College.

Your college journey begins in an ever-evolving academic environment during a time of global change. As new norms of living and learning continue to emerge, LCC also embraces innovative strategies and programs shaped by the lessons of the pandemic years. We remain steadfast in ensuring that our students are prepared not only to adapt, but to excel.

On behalf of our pupils, students, alumni, faculty, staff, and the Board of Trustees of one of the fastest-growing educational institutions in the City of San Jose del Monte, Bulacan, I encourage you to learn more about us by visiting our campuses and engaging in our community. We look forward to welcoming you personally and becoming part of your journey toward growth, excellence, and transformation.

Let us always remember: **We lead, we compete, we excel — We are proud LCCians!**


Dr. Loreto F. Magpantay, LPT. JD.
College President
La Concepcion College

PREFACE



Welcome, dear students, to La Concepcion College!

As you begin or continue your academic journey with us, know that you are entering a community dedicated to *“Changing Lives for the Better You.”* At La Concepcion College, we believe that education is not only about gaining knowledge but also about building character, leadership, and resilience.

The Office of Student Affairs (OSA) stands as one of your strongest support systems, ensuring that your life in the College is meaningful, enriching, and transformative. Through its programs in student welfare, leadership training, cultural and arts development, sports, and student discipline, the OSA seeks to provide you with opportunities to grow holistically—both inside and outside the classroom.

As Vice President for Administration, I assure you that our institution will continue to uphold a safe, inclusive, and nurturing learning environment. With the guidance of your teachers, mentors, and administrators, may you always strive to live out our core values of **Leadership, Competitiveness, and a Culture of Excellence.**

To our new and returning students, welcome to your second home. May your time with us be filled with learning, discovery, and service to others. Together, let us build a future marked by hope, compassion, and excellence.


Noime F. Magpantay, Ph.D.
Vice President for Administration
La Concepcion College

ACKNOWLEDGEMENT



The completion of the La Concepcion College Student Handbook marks an important milestone in our continuing efforts to provide our students with clear guidance, direction, and support throughout their academic journey. This handbook reflects our commitment to “*Changing Lives for the Better You*” by ensuring that our learners are well-informed of the policies, programs, and services that are designed to promote both academic success and holistic development.

I extend my deepest gratitude to the Office of Student Affairs (OSA) team, the faculty, staff, and administrators who contributed their time, expertise, and dedication in putting together this valuable resource. Your collaboration has ensured that the handbook is comprehensive, student-centered, and aligned with CHED’s framework on Student Affairs and Services (SAS).

Special thanks are also extended to the Board of Trustees, headed by our *College President Dr. Loreto F. Magpantay*, together with *VP for Administration Dr. Noime F. Magpantay* and *VP for Academic Affairs Dr. Francico F. Magpantay Jr.* for their unwavering support in the development and completion of this project.

To our students, this handbook has been created especially for you. It is a guide to help you understand your rights and responsibilities, the services available to you, and the values we uphold as a community. May this serve as a reminder that you are not alone in your journey—that the entire La Concepcion College family is here to guide and support you as you grow in knowledge, leadership, competitiveness and excellence.

With gratitude, I dedicate this handbook to every LCCian who continues to inspire us to strive for greater heights in education and service.


Minerva F. Magpantay, Ph.D.
Vice President for Student Affairs
La Concepcion College

LCC HISTORY

La Concepcion College, Inc. (LCC) was founded in 1998 as a non-sectarian higher education institution, offering programs from Pre-Kindergarten, Elementary, Junior High School, Senior High School, TESDA, and College Courses. Strategically situated in the heart of the fast-growing City of San Jose del Monte, Bulacan, LCC has established itself as a young but dynamic institution with rich academic, cultural, and athletic achievements.

LCC takes pride in its founders, the *late Mr. Francisco C. Magpantay* of Batangas and *Dr. Loreto F. Magpantay* of Ilocos Sur, who combined their experiences as a leader and educator to create a school deeply rooted in service and commitment to quality education. Dr. Magpantay's early career as a public school teacher exposed her to the challenges of overcrowded classrooms and the need for better learning environments. Her belief that education is key to national development, coupled with Mr. Magpantay's strong leadership and people skills, inspired them to establish a school despite limited resources.

In 1997, the couple converted a 47-square-meter vacant room in their commercial building at Barangay Narra, Francisco Homes, into a small day care center named *Little Angels' Day Care Center*. With 17 pioneer pupils, its first teacher *Ms. Nancy P. Magkilat*, and the volunteer support of parent *Ms. Maria Luisa E. Estopace*, the school laid the groundwork for what would later become a thriving educational institution.



Encouraged by positive feedback from parents, the school formally evolved into *La Concepcion Learning Academy (LCLA)* on February 28, 1998. The name was inspired by the birthdate of the founders' daughter, *Ms. Noime F. Magpantay (December 8 – Feast of the Immaculate Conception)*. That same year, the school was granted Government Recognition by the then Department of Education, Culture, and Sports (DECS).

By 2001, collegiate courses were offered, and *La Concepcion College, Inc. (LCC)* was formally established with the approval of the Commission on Higher Education (CHED). As one of the pioneering tertiary institutions in San Jose del Monte, LCC became

known as an “oasis” for working students and self-supporting learners, reflecting the founders’ desire to support those with limited means but high potential.

In 2006, under the leadership of the *late College Dean Dr. Nestor Edilberto Costales Jr.*, several college degree and technical programs gained Government Recognition from both CHED and TESDA. That same year, a new and more accessible *Kaypian Campus* along Quirino Highway was acquired. Within its first year of operation, the new campus accommodated over a thousand students across the basic education and tertiary levels. By 2016, a new College Building was constructed in Kaypian to meet the demands of the growing student population.

As enrollment and program offerings continued to expand, the administration envisioned a larger and more modern campus. In 2018, a groundbreaking ceremony was held for the *Muzon Campus*, chosen for its strategic location and accessibility. The construction of the Muzon Campus symbolized LCC’s commitment to providing modern facilities and expanded student services.

During the COVID-19 pandemic, LCC successfully shifted to flexible learning, supported by its upgraded digital infrastructure, ensuring the continuity of education and support services amidst challenges.

Today, with its three campuses—**Francisco Homes, Kaypian, and Muzon**—La Concepcion College takes pride in producing top-notch graduates who excel in diverse fields such as *Education, Criminology, Psychology, Engineering, Accountancy, Information Systems, Hospitality Management, Business, and Communication Arts*. Many of these graduates have gone on to become successful professionals, contributing meaningfully to their communities and to the nation.

Beyond academics, LCC students consistently demonstrate their excellence in academic, sports, and cultural competitions, bringing home championships and recognition that highlight not only their skills and talents but also the institution’s enduring commitment to holistic education and the pursuit of excellence.

Guided by the values of the Blessed Mother Mary Immaculate Conception, the founders and the entire LCC community remain steadfast in their commitment to “*Changing Lives for the Better You.*” As it looks to the future, LCC continues to expand programs and services, shaping graduates who embody the institution’s core values: **Leadership, Competitiveness, and a Culture of Excellence**—graduates who will not only excel professionally but also serve as agents of change for a better society.



GENERAL DIRECTIVES

This **LCC and YOU: Official Student Handbook** is the revised student handbook of LA CONCEPCION COLLEGE, INC. (LCC) College Department. This handbook is intended to help and guide all concerned with institutional policies.

All LCCian and their parents who enroll and register in LCC are under contract and expected to abide by all the policies and rules of the college. A student's enrollment in LCC is considered a clear expression of willingness to abide as they defer themselves before the rules of the school.

First few things to remember:

- This Handbook shall apply to all the students, faculty, staff, parents, and other stakeholders in the College Department of La Concepcion College, Inc. except otherwise provided herein;
- Policies on this Handbook are adopted from the CHED Memorandum Order 40, 2008 or the MANUAL OF REGULATIONS FOR PRIVATE HIGHER EDUCATION (MORPHE) from the Commission on Higher Education (CHED);
- However, as cited on the MORPHE of 2008, Section 17. Minimum Standards or Criteria "The supervision and regulation provided in this Manual are the minimum standards or criteria to operate higher education institutions and degree programs. The institutions may adopt higher standards or criteria consistent with laws, rules and regulations." with the foregoing rule, as a private institution, LCC shall adopt some of its institutional policies higher than what is mandated;

- The management also reserves the right to create new policies that are not clearly stipulated in this handbook whenever the need arises, released through a memorandum order;
- This Handbook is published and is also available online on the LCC's official website for the general public's reference; and
- This Handbook is hereby approved by the School Administrators and shall repeal all the old editions of LCC Official Student Handbooks. This Handbook is effective starting this Academic Year 2025-2026 unless otherwise revised or repealed.

VISION-MISSION STATEMENT

La Concepcion College envisions herself to be one of the forefront educational institutions that serve as a catalyst for change for the holistic development of the community, the country, and the ASEAN region. Inspired by the motherly care and ideals of *Mary Immaculate Conception* and guided by the core values that befits a true LCCian, LCC dedicates herself in the pursuit of her purpose of inspiring her students and stakeholders to be in their fullest potential by cultivating minds, capturing hearts, and changing lives towards becoming better individuals of the society.

Because LCC aims to - ***Change Lives for the Better YOU.***

LCC CORE VALUES

A true LCCian is characterized by

Leadership - Competitiveness - Culture of Excellence

LEADERSHIP - Committed to guiding by example, taking initiative, acting responsibly, and inspiring others to do what is right for the good of the community.

COMPETITIVENESS - Committed to embracing challenges with confidence, creativity, determination, and fairness.

CULTURE OF EXCELLENCE - Committed to achieving quality in all endeavors through continuous learning, discipline, and dedication to personal and professional growth.

LCC QUALITY POLICY STATEMENTS

La Concepcion College is committed to providing quality, accessible, and transformative educational services by adopting relevant educational, scientific, and technological innovations, and by fostering leadership, competitiveness, and a culture of excellence among its students, faculty, and staff.

Every member of the LCC community shall perform their duties and responsibilities accurately, efficiently, and respectfully, with the intention of consistently fulfilling our mission to our students, faculty, staff, stakeholders, and the wider community.

Under all circumstances, La Concepcion College shall adhere to regulatory requirements and recognized quality assurance standards to ensure the continuous improvement and effectiveness of its quality management systems.

Guided by the philosophy of *“Changing Lives for the Better You,”* we strive to develop graduates who are globally competent, values-driven, and dedicated to service, innovation, and nation-building.

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LCC EMBLEM

I. The College Logo

The logo embodies everything the College stands for. Indicated in the seal is the name of the College against a blue background. The year of establishment, and the College philosophy on an upward thrust of ribbon: “Our Thrust is To Serve You” which specifically entails *Changing Lives for the Better You*. The bamboo torch with roaring angelic wings signifies nature and spiritual values and while holding a powerful red flame that embodies strong passion towards quality education.



II. The College Colors

The College colors are blue and white. Blue represents the calm yet strong and steadfast nature of the College. The roots of the color blue in LCC are from the veil and symbolism of Mary Immaculate Conception who is the primary inspiration of the College name. White is for purity and of intentions of the College with its commitment in serving its current students and Alumni empowering the College Philosophy and thrust.



III. The Mary Immaculate Conception

Symbolically enough, to the feast of the *Immaculate Conception* celebrated on every 8th of December is the conception of the Virgin Mary and the inspiration for the College name. LCCians are synonymous for being Her sons and daughters filled with divine grace embodying her characteristics as the Mother of Jesus in the period of conception. LCC embodies the whole vital role of Mary Immaculate Conception on how She conceived Jesus comparable to how LCC continues to conceive its students and alumni and extending its motherly hands to San Joseños and LCCians from other towns, to become well-rounded individuals for nation building.



IV. LCC Saints

Saints are individuals of exceptional holiness who are important in many religions. In as much, LCC Saints are the representatives and pride of the College in sports and recreation competitions having vigorous strength and depicting the core values of being exceptional in their craft and pride as LCCians.



LCC YELL

“Who are you LCCians?”

We *LEAD*, We *COMPETE*, We *EXCEL* - We are proud LCCians!

LCC STUDENT’S PRAYER

Almighty God, Creator of the Universe, Ruler of all mankind. Giver of every good gift, I Pray to Thee to bless me with a good sound mind and body. Grant me the wisdom, knowledge, and understanding of the things that I must learn through the course of my studies. Help me become more persevering and industrious so I can maintain my quest for a good education. Teach me Thy ways, guide me on Thy path, and above all, cultivate in me a deep, abiding faith so I can do all these things. I know that Thou art my Shepherd, and I shall be filled with Thy blessings because I trust in Thee.

Almighty God, help us to learn about each other in our everyday lives and to do all we can to foster peace and happiness among us students of *La Concepcion College*, for we belong to Thee --- here and throughout the nations and the world. Amen

OUTCOME-BASED EDUCATION

Outcome-based education (OBE) is an approach to education in which decisions about the curriculum are driven by the exit learning outcomes that the students should display at the end of the course. It focuses on what students can actually do after they are taught.

The new curriculum regulated by CHED are all outcome-based approach.

INSTITUTIONAL OUTCOMES

Graduates of LA CONCEPCION COLLEGE have the ability to:

- Articulate and discuss the latest developments in the specific field of practice;
- Effectively communicate orally and in writing using both English and Filipino;
- Work effectively and independently in multi-disciplinary and multi-cultural teams;
- Preserve and promote “Filipino historical and cultural heritage” (based on RA 7722);
- Participate in various types of employment, development activities, and public discourses, particularly in response to the needs of the communities one serves. (based CMO No. 46, series 2012); and
- Embody the LCC’s Core Values – Leadership, Competitiveness, and Culture of Excellence that befit a true proud LCCian.

PROGRAM OUTCOMES

Graduates of LA CONCEPCION COLLEGE in a specific degree program are expected to have the specific program outcomes stipulated in the CHED’s policy standards and guidelines for the degree program finished.

LCC HYMN

by: LCC's AB ENGLISH 2017

Verse 1:

We lead, we compete, we excel
We are proud LCCians, proud LCCians!
Forward we march, we all yell
We are proud LCCians, proud LCCians!
Guided with a motherly care
LCC mark we bear

Chorus 1:

We praise you and salute you
Forever we say, 'Thank you.'
For keeping your torch aflame
While we stride heads up high
taking pride in your name

Chorus 2

Dear LCC, Alma Mater
You raise us to be better
Your thrust is to serve us all
Molding us to be bright so
we're here standing tall

Bridge:

We uphold your core values
All we learned will be of use

Coda:

LCC brings out the best in you
Changing lives for the better you.
(repeat Coda 2x)



THE OFFICE OF STUDENT AFFAIRS (OSA)

The *Office of Student Affairs (OSA)* of La Concepcion College was formally established in 1998 to provide organized support for students' holistic development beyond the classroom. Since its creation, the OSA has served as the hub for programs and services that foster student welfare, discipline, leadership, culture, sports, and community engagement.

Originally organized as a unit under Academic Affairs, the OSA evolved into a full-fledged office as the College expanded its academic offerings and student population. True to the LCC philosophy of "*Changing Lives for the Better You*," the OSA has consistently worked to make student life meaningful and transformative by offering opportunities for leadership, responsibility, and service.

Under the leadership of *Dr. Minerva F. Magpantay, Vice President for Student Affairs*, the Office of Student Affairs has further strengthened its role as a vital partner in student formation. Since then, the OSA has enhanced student development programs, professionalized student services, and introduced innovative approaches to student engagement. It continues to uphold systems of fairness and integrity in student discipline while promoting excellence in academics, leadership, culture, and the arts.

Today, more than two decades since its founding in 1998, the OSA remains a cornerstone of La Concepcion College, committed to producing well-rounded LCCians—responsible leaders, competitive professionals, and individuals who embody a culture of excellence and service to the community and the nation.

OSA VISION

The Office of Student Affairs (OSA) of La Concepcion College envisions every LCCian as a leader, competitive professional, and person of excellence. It aims to cultivate a student community that is responsible, service-oriented, and fully committed to *“Changing Lives for the Better You.”*

OSA MISSION

The Office of Student Affairs (OSA) shall promote the development of students’ talents, potentials, and leadership capabilities through comprehensive programs and services. Its initiatives support student welfare, discipline, leadership, culture, and community involvement. Guided by the philosophy of *“Changing Lives for the Better You,”* the OSA prepares LCCians to become leaders, responsible citizens, and well-rounded individuals ready to succeed in school and in life.

OSA IDEALS AND CORE VALUES

OSA Ideals	OSA Core Values
Quality Service	Leadership
Integrity	Competitiveness
Ethics	Culture of Excellence

SPECIAL SERVICES/PROGRAMS

A. STUDENT DISCIPLINE AND REFORMATION UNIT (SDRU)

The Student Discipline and Reformation Unit (SDRU) shall be responsible for the implementation and monitoring of the compliance of students with the LCC Student

Code of Conduct and Discipline and relevant government issuances. Further, it shall implement programs and activities which redound to instilling LCC values to students.

A. Organization

1. The Student Discipline and Reformation Unit (SDRU) shall be attached as a regular unit of the Office of Student Affairs.
2. The Students Discipline and Reformation Unit shall be headed by the Unit-in-Charge where its immediate supervisor is the VP of Students Affairs.
3. The Student Discipline and Reformation Unit shall be divided into two sections: the Student Discipline Section and Student Reformation Section which shall be managed by the section coordinators. The section coordinators for discipline shall act as the ex-officio secretariat of the SDRU.

B. The Sections and Mandates

B.1. The Student reformation Section shall have the following mandates:

- a. To serve as a center for reformation of students.
- b. To conduct programs and activities to promote the holistic well-being of students. Specifically, in instilling moral values, personal discipline, civic conscience, and patriotism to LCC students. The programs and activities shall be facilitated by the Guidance Service Unit.

B. 2. The Student Discipline Section shall have the following mandates:

- a. To serve a centralized office to receive, record and refer to all complaints. In addition, it shall monitor the progress of the complaints.
- b. To act as a Secretary of the Committee on Academic and Official Business, Higher and Lower Offences.
- c. To equip the Committee Chairs and Members with proper training to carry out its function.

C. Committees, Its Scope and Composition

Further, the Student Discipline Section shall be divided into three (3) committees:

C.1. Committee on Lower Offences – The committee shall hear the offences involving miscellaneous and minor offences.

The composition of the Committee shall be as follows:

- a. Student Discipline and Reformation Unit -in- Charge as Committee Chairperson
- b. Representative from the faculty or student sector as a Committee Member
- c. Student Discipline Coordinator as a Committee Member and Secretary.

C.2. Committee on Higher Offences – The Committee shall hear the offenses involving persons, organizations, property, community, other offences and other cases to be transmitted by the Office of the College President.

The composition of the Committee shall be as follows:

- a. Student Discipline and Reformation Unit-in-Charge as Committee Chairperson.
- b. Representative from the faculty sector as a Committee Member
- c. Representative from the student sector as a Committee Member
- d. Student Discipline Coordinator as a Committee Secretary

C.3. Committee on Academic and Official Business Offenses – The Committee shall hear cases related to academics and official businesses.

The composition of the Committee shall be as follows:

- a. Student Discipline and Reformation Unit-in-Charge as Committee Chairperson.
- b. Representative from the faculty sector as a Committee Member
- c. Representative from the student sector as a Committee Member, preferably from the concerned college.
- d. Student Discipline Coordinator as a Committee Secretary

SPECIAL SERVICES

a. Selection of Special Awards for Graduating Students

This aims to provide special recognition to graduating LCC students who have exemplary performance in leadership, journalism, and cultural events. This includes the selection of the Most Outstanding LCC Students (MOLS) and recipients of FCM Leadership Award during the College Recognition Day.

b. Tribute to Graduating Student Leaders, Performer Artists, Varsity Athletes and others.

This also includes the Peer facilitators, ROTC officers and College electoral Board members. This is a homage and distinction given to those students who have served the College in various ways throughout the stay in LCC.

OSA SERVICE UNITS

The student personnel services are primarily undertaken by the following units:

1. Job Placement and Career Development Office (JPCDO)

The Job Placement and Career Development Office (JPDCO) caters to the needs of La Concepcion College students and graduates to make them more globally competitive and productive. It provides employment counselling, career guidance, values development activities and other related pre-employment activities. It also provides placement services to graduates through linkages with private, government, local and foreign agencies.

Services/Programs

A. Career Development Training/Extension Service. This aims to provide career development training to student from first to fourth year through coordination with the Guidance and Counseling Office (GCO) (i.e., Career Orientation Program). This also provides enhancement/skills training for student and job seekers and to provide pre-employment (i.e., Jobs Clinic, Pre-employment Seminar, Pre-employment Testing). Training services are extended to other schools (high schools) as well.

B. Employment Assistance and Linkages. This involves exploration of employment option for graduates. This also provide information about employment trends, establishes internal or external linkages with government agencies, private companies, and other offices and coordinate about employment trends, establishes internal or external linkages with government agencies, private companies, and other office and coordinate with embassies for foreign employment of graduates. The activities include Job fair, Job Listing, Job Opportunities, advertisement, campus recruitment, internet links and MOA signing with government agencies such as Department of labor and Employment (DOLE), Philippine Overseas Employment Administration (POEA) and the like. Job Placement and Career Development Office (JPDCO) also serve as the college's base for Philippine Employment Service Office (PESO).

C. Career Counseling. Through the Job Placement and Career Development Office (JPDCO) coordination with the Guidance and Counseling Office, the Career Counseling service is extended not only to the first-year students, via programs like Career Orientation, but also the La Concepcion College

graduates. They are given Career Testing and interpretation is done in group or individual basis. Career days and career Orientation for first year students are also undertaken to assist the students in making career decisions.

D. Follow-up/Tracer Studies. This includes monitoring of employment status of La Concepcion College graduates for employment assistance. Job opportunities, and monitoring. This aims to keep an updated list of graduates and their employment for record-keeping in coordination with Alumni Relations Office and Quality Service ranking team.

E. Student Part-Time Employment Service. In order to help the financially challenged male and female students of the college, train them in work ethics and empower them personally and economically, the student Part Time employment service had been conceptualized and realized. It is a counterpart of the Special Program or Employment of Students of the Department of Labor and Employment and is comparable to the Student Assistantships program of the college but differs requirement. SPES beneficiaries should meet certain requirements to be accepted in the program. The SPES program is Funded by the College Gender and Development Office.

2. Guidance and Counselling Office (GCO) This unit provides programs and activities that aim at helping students adjust to college life by helping them understand themselves better improve interpersonal relationships. Make intelligent decisions, achieve academic success and prepare for lifelong career. It provides information to enable t student to explore occupational areas to identify prospects for employment.

Services

A. Information and Orientation Service. The information and orientation service aims to equip students with vital information to help them adjust to their environment and make intelligent decisions. Information regarding college policies, programs, services and facilities are provided.

Program and Activities

- Student Affairs Services (SAS) Orientation

A general orientation program is conducted within the first week of classes for all first-year college students and transferees. This aims to inform them of the basics of the LC student life. Topics include overview of academic programs, academic policies library services, health services, security services and the OSA units and their services.

- Guidance Awareness Month

Guidance and Counseling Awareness Month celebrates the vital role of guidance counselors in promoting mental health, resilience, and well-being. Activities frequently include webinars, workshops, and booths focused on self-care, counseling, and breaking stigma, particularly in educational settings.

- Symposium and Forum

Symposium and forum on different topics sponsored in coordination with other units, and college departments. These aim to make students aware of social issues and

equip them with information they need to help them cope and survive in college life. Topics are those that are relevant to student's life and may include timely and critical issues such as Student Rights, Anti-Hazing Law, Anti-Sexual Harassment Law and Drug Abuse Prevention.

- **Updating of Bulletin Boards**

Guidance Bulletin Board are maintained in OSA, college and other strategic places in the LCC to make students well informed of guidance activities and other important matters. The postings are updated by counsellors and certified guidance counsellors.

- **Room-to-Room Announcements**

Through coordination with First Year Block Presidents and Advisers, room-to-room announcements are carried out by LCC Peer Facilitators Group and student volunteers. This is done to disseminate information and ensure that all first-year college students have filled up the Individual Inventory Form and problem Checklist.

- **Educational Information**

Educational Information Materials in printed and electronic copies like pamphlets, brochures, leaflets, flyers and publication materials are prepared to deliver important information and messages to students. Some of them may be inspirational and designed to motivate students in their students and inspire them in life in general.

B. Counseling Service. As the heart of the guidance program, the Counseling Service aims to help each individual understand herself/himself better in order to cope with the stresses of life, to make sound decisions and life goals, and achieve self-direction. Students are assisted through individual and career counseling and group counseling.

Programs and Activities

a. Counseling Program

- **Distribution of Problem Checklist**

Problem Checklists are distributed through college departments and dormitories to help students sort out their concerns and identify the real problems. These problems are discussed with a counsellor in a counselling session where the student is assisted in coming up with alternative solutions to their problems.

- **Walk-in Clients**

Walk-in clients are catered to as they come to the Guidance Office. Those needing information and immediate counselling are immediately attended to. Some maybe scheduled for counselling on a certain time based on class schedule both of the client and the counsellor.

- **Referrals**

Student/s may be referred by their teachers, dorm managers, college administrators, staff and co-students to the counsellor if there are concerns and problems that would be best handled by a professional counsellor. A referral slip is designed for this purpose.,

- **Follow-Up**

Follow-Ups are done on clients to check if they are able to implement plans and decisions made during counselling and to know if they are able to cope with their problems in school, personal or family life, and other situations.

- **Counseling Interview**

Counseling Interview or In-take Interview is conducted for first year students in order to check on their adjustment to college life, career decision and other concerns. Students of Counseling Psychology serve as facilitator.

- **College Counselling**

OSA Counselors are assigned in colleges and do counseling and follow-up in coordination with designated College Guidance Coordinator. Academic Counseling is extended to college students who are identified by the college registrars with academic deficiency (on determined, probation, or warning status) based on their grades the previous semester. They are required to undergo this counselling before proceeding with the enrolment process.

- **Dormitory Counseling**

Dormitory Counseling is also provided where counselor visits dormitories at specific schedule and conduct counselling with dorm residents as needed.

- **Counseling for Offenders and Other Special Cases**

Students who are offenders and violators of Code of Conduct and Discipline are subject ed to counseling. Those with special cases such as delinquency , misadjustment, behavioral and behavioral and emotional disorders are also handled by the counsellors. Serious cases manifesting mental disturbance and psychiatric cases are referred to other professionals.

- **Conferences with Teachers and Parents**

OSA counsellors conduct case conferences with teachers, parents and fellow counsellors as needed. These are the cases of clients who need more in-depth interventions to help overcome difficult situations and solve their problems. Parents and guardians are called to discuss important issues about their children and solicit their cooperation in resolving the case.

- **Rehabilitation Counseling**

Rehabilitative Counseling involves long-term counseling for students with long-standing and chronic problems such as stealing, alcohol use, and other habitual misbehavior. The aim is for them to change their maladaptive behavior and show that they are capable of improving despite their past shortcomings and misdemeanor.

- **Issuance of Certificate for student Exchange Program**

Students who will participate in the Student Exchange Program, Summer Program, On-the-Job training inside and outside the country are being assessed and interviewed by the counselors for the issuance of certificate.

C. Testing Services

The testing service aims to help the students discover their abilities, strengths and limitations (e.g., aptitudes, interest and personality) enable them to know themselves better and make wise career decisions. Psychological tests are also administered for purposes of career counseling and job placement.

Programs and Activities

- **Career Testing for First Year College Students**

Career testing for college first year college students is conducted to assist them in their career planning and decision-making. Schedules of test administration and interpretations are coordinated with block advisers/presidents. The results are also presented during the Career orientation and followed up counseling sessions.

- **Aptitude and Personality Testing**
Aptitude and personality tests are administered for sophomores and juniors to help them in personal adjustment in choosing their majors. This testing is facilitated in cooperation with subject teachers and college guidance coordinators.
- **Pre-Employment Testing for Graduating Students**
Pre-employment Testing for graduating students is scheduled before mid-year and annual commencement exercises. This aims to prepare the graduating students in their entry in the world of work particularly in job hunting. They are given IQ and EQ tests with results being released before they get their transcript of records.
- **Psychological testing for Special Cases**
Clients with special cases are subjected to psychological testing to aid psycho-diagnosis and planning of appropriate intervention. Other methods of assessment are also conducted as needed.

C. Learning Assistance Program

This program aims to assist group of students with common problems/needs in order to facilitate their adjustment to college life and help them resolve personal issues. Experiential learning exercises are also utilized. Under the Learning Assistance Program, tutorial sessions are conducted in dormitories and Study Hall in coordination with selected student organizations and faculty.

Program and Activities

- **Tutorial Sessions**
Tutorial sessions are conducted with student organizations and faculty members as resource persons. These may be conducted in LCC Multipurpose Hall, College Library and classrooms, individually or by group. Subjects include math, chemistry. Accounting and language (English and Filipino) for students in career decision making and educational planning.

D. Human Resource Development and Group Guidance

The objective of this program is to harness the leadership potentials and sharpen the personal and professional skills of students, faculty, staff and trainees through sensitivity and leadership trainings. Group process activities that focus on self-growth, social effectiveness, and leadership trainings. Group process activities that focus on self-growth, social effectiveness, and leadership management and team building are undertaken for student assistants, peer facilitators, dormitory officers, student leaders and requesting student organizations. Request for leadership training and other HRD activities from outside agencies are likewise considered by the GSU.

Programs and Activities

- **Self-Growth Training**
This group process activity is conducted for new recruits of Peer Facilitators as part of their training to be effective facilitators of guidance services. Topics include

self-awareness, self-disclosure, communication, self-management, team building, and interpersonal relationships.

- **Social Effectiveness Training/Team Building**

This activity is intended for student leaders, peer facilitators, and other requesting student organizations. Topics include communication, management, leadership styles, cooperation, team building, conflict resolution and problem-solving techniques.

- **Skills Enhancement Trainings**

All designated College Guidance Coordinators, faculty advisers of student organizations undergo skills enhancement trainings relative to their task of guiding and helping students. OSA counsellors likewise attend this type of training for professional enrichment. Experiments in Guidance and Counseling serve as resource persons.

- **Pep Talks**

Pep talks are small group discussions facilitated in the colleges. Counselors sit together with students in the lobby to discuss matters that are important to the students. These may be open discussion on critical issues affecting them or may focus on specific topics such as studying effectively, time management, getting steady, sibling rivalry and many others.

F. Services for Students with Special Needs and Persons with Disabilities

This service aims to assist and serve better those students with special needs and Persons with Disabilities (PWD's) and those grouped as underserved and marginalized students. Students with Special Needs (SSN) are the students who fall under the following category of solo parent, indigenous people/minority group, DSWD scholar/low income, OFW dependent, LGBT, foreign students, cultural performers, and athletes.

Programs and Activities

- Survey of students with special needs
- Information/orientation/meetings
- Referrals
- Special program for SSN, victims of bullying, harassment and sexual abuse – Stress Management program and Suicidal Prevention Program
- Linkages to CHEDRO, private/government agencies such as DOH, DSWD, PNP, DOJ, NCMH, NDC.

G. College Guidance Coordinator

To further reach out to the students' needs for college, CGSs work hand-in-hand with Guidance and Counseling Office and advocates to provide the best service for the students.

Programs and Activities

- Regular Monthly Meeting
- Capacity Building Activities
- College Guidance Caravan

- Consultation with College Guidance Counselors

H. Individual Inventory

All first-year students accomplish the Individual Record Form (Guidance Form I) as part of the inventory service. These data provide a profile of all first-year students. All Guidance Service and Counseling Unit forms accomplished by students are kept in a folder as a repository for student records. They are stored in storage cabinets that are secured.

Programs and Activities

- Filling up of GSCU Form 1 and Problem Checklist by new students.
- Anecdote Inventory and Cumulative Record
- Informed Consent

3. Gender and Development (GAD) Services

GAD services promote gender equality, inclusivity, respect, and protection from discrimination, violence, and gender-based stereotypes within the school community.

Key services:

1. GAD orientation and awareness programs
2. Gender-sensitive counseling and psychosocial support
3. Prevention of gender-based violence and sexual harassment
4. Safe Spaces and anti-discrimination initiatives
5. Gender-responsive career guidance
6. Advocacy on women's rights and gender equality
7. Referral and support for gender-based violence cases
8. Development of gender-responsive policies and activities
9. Promotion of inclusive language and practices Gender

4. Information Management and Publication Unit (IMPU)

This unit is designated to assist in the best practice of student affairs and services in LCC through the aid of research, publication and information management. The IMPU shall be responsible for the collection, organization, and control over planning, processing, evaluating and reporting relevant information in order to meet client objectives and to enable efficient and effective delivery of services.

Services / Programs

A. Information Management Section. This section is responsible for the acquisition, collection, management, control, processing, dissemination, evaluation and reporting of relevant data and information to Osa stakeholders and clientele. This includes regular evaluation of each OSA unit's activities and monitoring of student services and activities other than those by the OSA.

This section, likewise, takes care of providing training and training support directly or indirectly to students and staff. Training in technical writing, research, information technology and other kinds of training shall be explored to update, upgrade and enhance the skills of OSA personnel and student board.

Programs / Activities

- Development of monitoring and evaluation instruments custom-made for each unit/service.
- Monitoring and regular evaluation of staff activities
- Preparation and dissemination of results.
- Training in technical writing
- The OSA Social Media Account

The IMPU is responsible for the administration, update and maintenance of Official Facebook (FB) page and E-mail of OSA-LCC. The FB page aims to provide

- a) Ease in information dissemination.
 - b) An interactive avenue for OSA practitioners and its clientele; and
 - c) A rich source of information resources for all OSA stakeholders. Regularly, every after OSA activity is conducted, photo news articles are uploaded in OSA FB page.
- Compendium of Researches
 - The IMPU is in-charge of concise and comprehensive compilation of OSA and unit researches. Possible publication of researches to scholarly journals is one of the targets of the section.

B. Publication Section. Publication includes Student Publication and the OSA Publication. This section comprises the publications operated by students such as the LCC Pen, the official student publication and newsletter of the LCC and the Student Organizations publications and LCC Broadcasting Network is the official campus broadcasting and multimedia platform of La Concepcion College.

Programs and Activities

Student Publication

- **LCC Pen**

The IMPU monitors the activities of the LCC Pen, and as such it has the following responsibilities:

- To assure that while the provisions are RA 7079 are upheld, the official position of the student publication respects the Mission statement of the LCC, and that responsible freedom of expression is enjoined;
- To facilitate the conduct of training and provision of training support for the student editorial board, whether internal and external;
- To oversee the management of the publication's fiscal budget and assure that the funds are used and disbursed/liquidated according to the fiscal management of LCC; and
- To assure that facilitates and equipment shall be used properly and accounted for accordingly.
- The LCC Pen gets published once in every semester. There is an Editorial Staff who regularly contributes articles for LCC Pen and members undergo training in news and feature writing to update their skills.
- LCC Pen is the official Student Publication and official newsletter, featuring the services, program activities offered and provided by OSA for the students.

- **LCC Pen Activities:**

- Recruitment
- Orientation
- Training includes internal and external training
- Accounting/inventory
- Production of the paper

- **LCC Broadcasting Network**

The IMPU monitors the activities of the LCC Broadcasting Network, and as such it has the following responsibilities:

- To assure that while the provisions are RA 7079 are upheld, the official position of the student publication respects the Mission statement of the LCC, and that responsible freedom of expression is enjoined;
- To facilitate the conduct of training and provision of training support for the student skills in broadcasting, anchoring, scriptwriting, videography, editing, and digital content creation. whether internal and external;
- LCC Broadcasting Network is the official broadcasting and multimedia publication platform of La Concepcion College. It serves as the institution's student-led broadcast media organization responsible for producing and disseminating news, information, educational content, public affairs programs,

campus updates, and special event coverage through digital and multimedia platforms.

- College Division and SO Publications

The IMPU shall initiate the monitoring of all College and Student Organization Publication and implement a system for the training and development of the members of the editorial staff.

- Student Handbook

The IMPU takes care of the development and annual revision and production of the LCC Student Handbook. Coordination with other units/offices for funding is done. Regular revision of the Student handbook including production, distribution and archiving are maintained. Distribution of the handbook is done through college councils with the help of the College Guidance Coordinator.

C. Research Section. With the help of the different service units of OSA, the IMPU takes charge of the research studies conducted on different student affairs and services programs. Topics of interest distinct to a particular unit is explored using evidenced-based research. Research proposals are prepared after the submission of proposals to funding agencies or organizations is done collaborative work for data gathering and research write up follow.

5. Student Organization Unit (SOU)

The Student Organizations Unit is directly involved in the operation, management, and supervision of all recognized student organizations in La Concepcion College. It is concerned with the planning, programming, and identifying the existing resources that can be fully utilized by the different Student Organizations for the benefit of their members in particular and the LCC students in general.

The Student Organizations Unit also organizes other trainings/symposia in cooperation of other units in the campus such as the Guidance Services Unit, LCC Supreme Student Council, BSBA Society, JPIA-LCC, Psychology Society, Criminology Council, etc.

Service/Programs

a. Supervision of Student Organizations. The SOU takes charge of all recognized student organizations in the LCC. Supervision starts from the planning to recommending for approval, implementation of the SO activities and the completion and evaluation such reports.

b. Monitoring of Activities. Monitoring includes coordination, attendance and participation in the different activities like meetings, screenings/initiations, fora and

cultural/social/community service activities. Proper documentation of these activities is required from the different student organizations.

c. SO Recognition and Awards Program. The status of every student organization is evaluated yearly. As a result, the ones meeting the criteria are given recognition and permit to operate as a recognized/accredited SO within the school year. Furthermore, worthwhile activities and the outstanding performances of SO advisers and student leaders are honored in the Annual SO Recognition and Awards Program.

d. Sending of Student Delegates to Trainings. The Office of Student Affairs through the Student Organizations Unit sends student delegates to local, regional, national and even international conferences, trainings and workshops to enhance their leadership abilities. Interested students are selected through interviews and on the basis of their performance as student leaders.

e. Skills Enhancement Training for SO Advisers and Leaders. The SOU in cooperation with the Guidance Services Unit sponsors leadership and skills enhancement trainings for faculty advisers and student leaders. This aims at further enhancing the potential and skills of advisers and leaders in the campus advising, organizational management, planning and implementation of the different SO activities.

5. Student Discipline and Reformation Unit (SDRU)

The Student Discipline and Reformation Unit (SDRU) shall be responsible for the implementation and monitoring of the compliance of students with the LCC Student Code of Conduct and Discipline and relevant government issuances. Further, it shall implement programs and activities which redound to instilling LCC values to students.

A. Organization

1. The Student Discipline and Reformation Unit (SDRU) shall be attached as a regular unit of the Office of Student Affairs.
2. The Student Discipline and Reformation Unit shall be headed by the Unit-in-Charge where its immediate supervisor is the Vice President of the Office of Student Affairs and managed by the Prefect of Discipline.
3. The Student Discipline and Reformation Unit shall be divided into two sections: the Student Discipline Section and the Student Reformation Section which shall be managed by the section coordinators. The Prefect of Discipline shall be in - charge for discipline shall act as the ex-officio secretariat of the SDRU.

B. The Sections and Its Mandates

B.1. The Student Reformation Section shall have the following mandates:

- f. To serve as a center for the reformation of students.

g. To conduct programs and activities to promote the holistic well-being of students. Specifically, in instilling moral values, personal discipline, civic conscience, and patriotism to LCC students. The programs and activities shall be facilitated by the Guidance Services Unit.

B.2. The Student Discipline Section shall have the following mandates:

d. To serve as a centralized office to receive, record, and refer to all complaints. In addition, it shall monitor the progress of the complaints.

e. To act as a Secretary of the Committee on Academic and Official Business, Higher and Lower Offenses.

f. To equip the Committee Chairs and Members with proper training to carry out its functions.

C. Committees, Its Scope and Composition

Further, the Student Discipline Section shall be divided into three (3) committees:

C.1. Committee on Lower Offenses

The Committee shall hear the offenses involving miscellaneous and minor offenses.

The composition of the Committee shall be as follows:

h. Student Discipline and Reformation Unit-in-Charge as Committee Chairperson

i. Representative from the faculty or student sector as a Committee Member

j. Student Discipline Coordinator as a Committee Member and Secretary

C.2. Committee on Higher Offenses

The Committee shall hear the offenses involving persons, organizations, property, community, other offenses, and other cases to be transmitted by the Office of the College President.

The composition of the Committee shall be as follows:

e. Student Discipline and Reformation Unit-in-Charge as Committee Chairperson

f. Representative from the faculty sector as a Committee Member

g. Representative from the student sector as a Committee Member

h. Student Discipline Coordinator as a Committee Secretary

C.3. Committee on Academic and Official Business Offenses

The Committee shall hear cases related to academics and official businesses.

The composition of the Committee shall be as follows:

- e.** Student Discipline and Reformation Unit-in-Charge as Committee Chairperson
- f.** Representative from the faculty sector as a Committee Member, preferably from the concerned college
- g.** Representative from the student sector as a Committee Member, preferably from the concerned college
- h.** Student Discipline Coordinator as Committee Secretary

LINKAGE

A. LCC Supreme Student Council

The LCC Supreme Student Council (LCC-SSC) was established by virtue of Republic Act (R.A.) 8292 otherwise known as “Higher Education Modernization Act of 1997” (IRR-HEMA '97), the declared policy of the State to establish, maintain and support a complete, adequate and integrated system of higher education relevant to the needs of the people and society. Furthermore, it is stated in the LCC Charter: “The government of the LCC-Collegiate Student Body Organization is vested to the LCC Supreme Student Council (LCC-SSC). It is composed of the President, Vice-President, Secretary, Treasurer, Auditor, P.R.O. and Senators (one from each college)”

The Supreme Student Council is the manifestation of the role that LCC plays as premiere College in fostering better understanding of the students’ needs in which it provides and that the representation of the students in the policy-making body and LCC activities that involves students can contribute to the attainment and fulfillment of a larger vision.

The LCC-SSC is autonomous and maintains a coordinative relationship with the Office of Student Affairs.

The Role of the LCC-SSC

- Formulates rules and regulations, guidelines concerning the provisions in the conduct of affairs of the LCC-SSC, College rules and regulations, DepEd Orders, CHED rulings, Letters of Instruction, Presidential Decrees, laws and legal orders.

Make decisions, plans, programs and projects including budgetary appropriations of the LCC.

Appoint any replacement to vacant position(s) in the LCC-SSC.

Decide disciplinary measure against any erring officers of the LCC-SSC.

Act on any relevant matter brought to its attention including resolutions from whatever source, office or institutions.

Have transitory policy-making power in between sessions.

He/She must be a bona fide student of the La Concepcion College.

He/She must not be in the warning list, or does not have a grade of 5.0

He/She must not have more than one (1) incomplete grade during the preceding semester. (Summer class is considered as preceding semester)

He/She is not enrolled or must not enroll in practice teaching, apprenticeship, on-the-job training or internship and the like during the school year.

He/She is not graduating during the first semester of his/her term.

He/She is not holding any major position in any organization recognized by the Students Organizations Unit, college councils or any editorial staff position in the LCC PEN and ROTC.

He/She must be of good moral character and has not violated the LCC Code of Conduct and Discipline. Strong willed, dedicated and possesses the character of a leader to represent students in the activities of the LCC and to the policy-making-body like the LCC Board of Trustees.

LCC-SSC officers have a privilege to attend and/or conduct seminars, conferences, training, forum and other activities in and out of the campus. LCC-SSC leaders represent the students in the:

- Policy-making-bodies of the LCC like the Board of Trustees, Administrative Council, Council of Deans;
- Decision-making-bodies of LCC such as Fact-Finding Committee, Formal Investigating Committee, and the Committee on Decorum and Investigation (CODI) and other committees created and mandated by the College President; and
- LCC activities that need representation of the students.

The Benefits of LCC-SSC Officer

The LCC-SSC President, as Student Regent and member of the Governing Board (GB) may reimburse the necessary expenses incurred in his/her attendance to the meeting of the Board of Trustees or any other official business authorized by the resolution of the BOT. The greatest benefit of being LCC-SSC officer is the legacy that he/she will leave during his/her administration. The establishment of networks and links during his/her term will surely help in his/her career and future.

B. LCC-PEN

The LCC-PEN is the official collegiate publication of LCC. It gives training on the rudiments of systematic collection/dissemination of information through newspaper production. Just like the LCC-SSC, the LCC-PEN does its work independently but maintains coordinative relationship with the Office of Student Affairs.

- To further train competent student journalists in the application of the communication arts in journalism and of the basic mechanism and technical skills in responsible journalism.
- To disseminate information both from within and outside the school campus as to maximize students' participation in the society's political, economic, cultural and moral issues.
- To develop intelligent and responsible student leadership and good citizenship in the preservation of free and democratic society through active journalism

Application Process

A member of the editorial board shall fulfil the following duties and responsibilities:

Application to the LCC-PEN is open to all bona fide students of any department in LCC. Application shall be filed to the LCC-PEN office during the start of the first semester or the second semester of the current academic year.

Membership

A member of the editorial board must:

- Be a bona fide student of any college department of the LCC
- Not be a member or candidate for any position of the LCC Supreme Student Council or any college student council.
- Maintain the integrity of a journalist.
- Maintain good academic standing (refer to Academic Status)

Uphold the constitution of the LCC-PEN. Abide the policies, decisions, and regulations promulgated by the publication. Accomplish and submit all articles or any assignments in time. Attend and actively participate in all meetings and activities of the publication. Promote and protect the integrity of the publication and its members. Practice responsible, ethical and independent journalism.

Academic Status

The members shall maintain their academic status as students of the LCC to maintain membership in the publication. Any member of the publication who will incur three (3) failing grades (5.00) will be subjected to disciplinary action of the publication.

Editorial Board

The editorial board is composed of the following positions:

- **Editor-in-Chief**—supervises the editorial board; collect and edit all articles submitted for the student publication; call and preside over every editorial staff meeting; cause the accomplishment of all assignments properly and on time.
- **Associate Editor**—assists the Editor-in-Chief in the operation of the student publication; exercise the duties and responsibilities of the Editor-in-Chief in case of the latter's absence; edit all articles in cooperation with the Editor-in-Chief; assists and cooperates in the operation of the lay-out paper.
- **Managing Editors**—handles the financial matters in the publication; plan out fund raising strategies with cooperation of the staff; acts as the property custodian of the publication; submits to the students and to the administration a financial statement approved and audited by the Editor-in-Chief and Publication adviser at the end of the semester; transact business pertaining to the publication; be one of the authorized signatories of the publication bank account.
- **News Editor**—takes charge of all news items for publication purposes; assigns staff writers to cover events relevant to school activities.
- **Feature Editor**—gives assignments to the staff writers; receives and edit features article prior to the submission of the same to the Editor-in-Chief.
- **Literary Editor**—takes charge of all literary pieces for publication purposes; takes charge of contributed literary works duly edited before it will be published.
- **Opinion Editor**—takes charge in the technical editing of all columns and editorials; chooses which opinion articles to publish.
- **Sports Editor**—takes charge of all sports articles for publication purposes; gives assignments to staff writers to cover sports events in which the school is a participant; edits all sports articles received prior to the submission of the same to the Editor-in-chief.
- **Exchange Editor/Circulation Manager**—takes charge of the distribution of the student publication issue in every college department in the campus; keeps files of his/her school information such as class lists, organizational presidents and advisers, administrative officials, etc.; answers any request for copies; keeps every issue in proper circulation.
- **Lay-out Artist**—leads in the preparation of the lay-out of the paper and the paging of the same in cooperation with the Editor-in-Chief; makes or edits all artworks and caricatures to be published.
- **Staff Writer/Probationary Writer**—serves as regular contributor and reporter of the student publication; writes the assigned news and feature articles for publication purposes.
- **Cartoonist/Artist**—assists the lay-out artist in the lay-out of the paper; draws caricatures and artworks to be published in the paper.
- **Adviser/s (optional)**—supervises the Collegian; shall be faculty rank on permanent status; signs reports and financial statements; makes himself/herself available for consultations of the editorial board.

INTERNATIONAL STUDENT SUPPORT PROGRAM

Rationale and Scope

The goal of this proposal is to lay out plans in order to situate La Concepcion College on a much higher plane in the international arena by way of increasing International Students' (IS) interest to study in the LCC. The Proposed Policies on International Student Support Program cover support services and activities that are anticipated to meet international students' needs and expectations before their arrival, during their stay and even after they have finished their study program in LCC. All IS, regular or exchange, shall be covered by these policies. These Proposed Policies encompass certain units/offices in the LCC. Involvement of these units/offices in the planning, implementation, monitoring and evaluation of these services is very crucial and essential.

Policy Statement

LCC is committed to ensuring that all international students receive adequate support so that desired potential is attained. The LCC understands the plight of international students, hence, these Policies set out support services designed to make their study-abroad experience as relaxed and pleasurable as possible from application to graduation.

The Support Services

A. Pre-Arrival Support

1. Admission and Tuition Fee Payments

- An IS Focal Person from the International Affairs Office (IAO) shall be assigned to facilitate and process the admission of the IS to the LCC and their other needs. He/she shall coordinate with the OAD registration in-charge to facilitate smooth flow of transactions from submission of needed documents, payment of necessary fees up to the release of needed documents after the IS has finished the program of study.

2. Accommodation/Travel options

- The assigned IS Focal Person shall arrange possible accommodation of the IS. A list of accommodation choices which includes the LCC dormitory and accredited lodging houses inside and outside the LCC shall be sent to the IS. The focal

person shall ensure that the IS will have a definite lodging place to stay upon arrival.

- The Focal Person is likewise in-charge of the travel arrangements for the arrival of the IS which may include in the Itinerary of Travel a short visit to some tourist destinations along the way. Similarly, the Focal Person shall be in-charge of all travels of IS, locally /and APPROVED internationally during his/her stay in the country.

3. Visa requirements

- The LCC's Liaison Officer shall take care of all visa processors and other needs of IS.

4. Assignment of International Student Mentor

- Once the IS has been admitted to the LCC, the Guidance Counselor assigned in the LCC International Affairs Office (IAO) shall identify, contact and recommend a Faculty to serve as his/her International Student Mentor.
- Likewise, the LCC IAO shall select an individual and/group to be assigned as Student Mentor/s for the IS. Student mentors will undergo screening and training which will be headed by an ad hoc screening committee. Qualifications for student mentor/s should adhere to the institutional guidelines and observe ethical practices.

B. Academic Support

This policy outlines the academic support services available to IS and ensures that all students are aware of these services to gain maximum benefit academically throughout their stay in LCC. LCC IAO is tasked to identify the learning needs at entry interview and ensures that all international students are aware of the available support services and how to access these services.

1. **Academic consultation/mentoring**

- Mentoring consists of individual consultations which can be done on-line or face-to-face.
- Faculty Mentors shall be identified by the LCC-IAO, in coordination with the OSA-GSU. Guidelines on the match up will be determined.
- Faculty members may also volunteer as Faculty Mentor of IS by signing online.
- The pool of faculty academic consultants or mentors will undergo workshops, and regular meet-ups to discuss issues and concerns. The OSA-GSU shall be in-charge of the Mentoring Training Program of Faculty Mentors as well as the Student Mentors.

2. **One-on-One Tutoring/Intervention**

- There is a Learning Assistance Program under the Guidance Services Unit. The IS and his/her Mentor shall identify the needed subjects for one-on-one tutoring and make a request through the assigned IAO Guidance Counselor.
- 3. **Student Assistantship/Part Time Work**
 - There is an established Student Part Time Employment Services (SPES) and Graduate Student Assistantship (Research and Teaching) which an IS may avail of.
- 4. **Short-term Programs** To improve the skills of IS in certain areas, support in the form of workshops and training programs shall be offered. The LCC IAO shall coordinate and make appropriate request with concerned units in the LCC on the following:
 - Customized English Language c/o Dept. of English and Humanities
 - Skills Training Programs Soft Skills - c/o Guidance Services Unit
 - Technical Skills - c/o Dept. or Unit of specialization.
 - Course Progression Webinars/Seminars

C. Non-Academic Support

1. Orientation Program

A week before the semester starts, an Orientation Program for IS shall be conducted by the LCC IAO in coordination with the Information Service Section of the OSA-GSU. The program includes:

- Library tours
- Information sessions on LCC Code of Conduct and Discipline and other Policies for International Students
- Social activities
- Course introduction
- Introduction to facilities and services
- Meeting with student representatives, academic and other LCC staff

2 Health and Wellness Support

Transferring to a new environment with different cultures and beliefs like studying and living in a foreign country can be very distressing on top of the academic routine pressure. To assist in the cultural and educational transition, LCC shall offer holistic health and wellness and engagement in sports and cultural activities, to help alleviate some of the academic stressors that can affect students' health and well-being. LCC, through the different units, shall ensure that the following dimensions of wellness are addressed.

a. **Health:** Aside from the Group Accident Insurance, Student Welfare Fund and Student Charity Fund which address the health and accident expenses of students, the IS may opt to purchase a health insurance policy from the open market.

b. **Physical:** IS are entitled to use the Gym equipment for free with the assistance of a fitness trainer in cooperation with Sports Department. Free attendance to dance fitness sessions.

c. **Spiritual:** The IAO in cooperation with concerned spiritual leaders shall give orientation and schedule a visit to the IS's preferred religious order, should it be available and accessible.

d. **Environmental:** The LCC shall design an orientation program and implement activities to raise the environmental awareness and disaster/crisis preparedness of IS and encourage them to be more involved in socially responsible activities to protect the environment.

e. **Social, Sports, Recreation and Socio-Cultural** The SDO, in coordination with the IAO and in cooperation with Sports Department, shall arrange a sports fest to promote camaraderie and enhance sportsmanship among IS. Likewise, the SDO shall plan and implement outdoor recreational activities like hiking, camping, biking, running, jogging, and fishing APPROVED aside from indoor recreation activities in the dormitory. The Cultural Affairs Office, in coordination with the IAO, shall design a Cultural Exchange activity that will include a one-hour and a half cultural presentation showcasing various talents of the IS.

f. **Emotional, Mental, Crisis Management** The Guidance Services Unit (GSU) of the OSA shall plan and implement programs and activities that include and not limited to seminars, training-workshops, and group guidance activities focusing on topics such as self-growth, career development, interpersonal relations, disaster/crisis preparedness programs, and other relevant areas of interest. Counseling, whether walk-in or referred, individual or group, shall be available to IS. A Registered Guidance Counselor shall be assigned for all IS. He/She shall plan, program and implement guidance and counseling activities for IS.

g. **Career/Occupational** The IS Mentor, in coordination with the assigned Counselor, shall design a career progression plan for the IS. This includes career development monitoring activities, mentoring schedules for consultation and advisement.

3. **Domiciliary Services**

- The LCC shall assign a separate dormitory for all IS, preferably one which exceeds minimum standards.
- The dormitory shall be equipped with complete facilities and added amenities such as free Wi-Fi connection, appliances such as refrigerator, microwave oven, and the like.
- This aims to entice the IS to stay in the LCC dormitory.
- To warrant the safety and protection of IS and ensure that LCC policies are followed, the Student Housing Services shall devise a separate, relevant and appropriate dormitory policies for IS.

4. **Host Family Program** The IAO, in coordination with the LCC Housing Services, shall lay out plans and activities for the Host Family Program.

5. **Student Support Network** The Student Support Network (SSN) is composed of the different Student Organizations (SO) in the LCC. With the guidance of the Student Organizations Unit In-Charge, each SO shall adopt the Study Buddy Program and include it as one of their activities. The Study Buddy Program shall be designed by the SOU.
6. **Disaster/Crisis Preparation and Response** In anticipation of probable disaster, crisis and health emergencies, there shall be proactive advanced preparation and immediate response to assure protection and support to IS. In accordance to and coordination with the LCC disaster risk management policies, the IAO assigned Focal Person shall undertake the following actions; a. Ensure the participation of all IS in all disaster/crisis preparedness activities such as emergency exercises, warning systems, and all other preparedness plans to be implemented by concerned units in the LCC; b. Actively engage in undertakings during and following a disaster/crisis to guarantee safety and health of all IS to include activities such as but not limited to communication, relief operations, search and rescue, provision of temporary shelter, etc.; c. Coordinate with concerned embassy of IS should repatriation is needed.

D. Post-Program Support Services

Post Program Activities will begin upon successful completion of all program requirements by the IS. These activities are made to close the chapter of being an international student and open a new period of being a graduate of the program of LCC. The following are the listed post-program activities:

- **Debriefing Session (with Youth Exchange Action Plan)**— The IS will be requested to craft an action plan which can be implemented in their home country after the program such as, but not limited to, sharing of experiences, virtual meeting with host families and friends, and a courtesy call to home country school/government officials. This shall be handled by the IAO affiliated Guidance Counselor and IS Mentor.
- **Send-Off Ceremony**— The LCC, through the LCC-IAO, shall coordinate the send-off ceremony to IS with their host families, friends, mentor, and teachers.
- **Conference/Meeting**— The International Affairs Office (IAO) shall host a quarterly post-program meeting through the use of social media to nourish the bonds among IS, host families, friends, mentors, and teachers. Moreover, the IAO, in partnership with the LCC Alumni Relations Office (ARO), may conduct an Alumni Homecoming (virtual or traditional) for the graduates of the program.
- **Tracer Study**— The IAO shall track the whereabouts and post-program accomplishments of the IS through a tracer study. The information will be processed and analyzed to craft a responsive policy related to student mobilization and internationalization.
- **National Day**— To nourish the partnership and promote cooperation between the LCC and Partner-Institution, the IAO will send greetings every National Day or any other important occasion to the alumni, institutional Partners, and the Embassy.

- **International Students' Day**— Graduate IS shall be included in this activity which is a part of the Socio-Cultural Activities for IS. An invitation will be sent by the LCC-IAO to graduates and official envoys/ambassadors of the Institutional Partners as well.
- **Linkages and Partnerships**— The IAO shall continue to forge linkages to the Institutional Partners and Embassies through constant communication, renewed partnerships, and close coordination of the activities of LCC with Institutional Partners. LCC IAO shall also continue to forge new linkages and partnerships to interested international institutions

SCHOOL CLINIC / HEALTH SERVICES

The La Concepcion College (LCC) School Clinic provides basic health services to promote the health, safety, and well-being of students while they are on campus and participating in school-related activities.

A. General Policy

The School Clinic shall provide accessible basic health care, first aid, health assessment, health education, and appropriate referral services to students. Students are expected to cooperate with school health and safety procedures and provide accurate health information when necessary for their care.

B. Clinic Services

The School Clinic may provide the following services:

1. First aid and immediate care for minor injuries and illnesses;
2. Basic health assessment and monitoring of students;
3. Medical and dental consultation based on the availability of the School Physician and School Dentist;
4. Basic emergency response and coordination;
5. Referral to hospitals, physicians, dentists, or other health facilities when further evaluation or treatment is necessary;
6. Health education and health promotion activities;
7. Medical and dental assessment and clearance for qualified students, including Student Internship Program (SIPP)/OJT requirements;
8. Assistance during school programs, sports activities, and other institutional events when necessary; and

9. Maintenance of appropriate student health records subject to applicable privacy and confidentiality requirements.

C. Clinic Consultation

Students who feel sick, become injured, or experience a health concern while on campus should immediately report to the School Clinic.

Students shall provide their name, program, year level, section, and other information reasonably required by clinic personnel.

Students who need to stay temporarily at the clinic shall be properly assessed and monitored by authorized clinic personnel.

D. Medication

Students are encouraged to inform clinic personnel of any known allergies or relevant medical information when seeking treatment.

The administration of medicines shall be subject to School Clinic protocols and the assessment of authorized health personnel. Students who require prescribed maintenance medication should follow the instructions of their attending physician.

E. Medical Emergencies

In cases requiring immediate or advanced medical attention, the School Clinic may coordinate the transfer or referral of the student to an appropriate hospital or medical facility.

The student's parent, guardian, or designated emergency contact shall be informed as soon as reasonably practicable.

The safety and immediate medical needs of the student shall be given priority during an emergency.

F. Medical and Dental Clearance for SIPP/OJT

Students required to undergo the Student Internship Program in the Philippines (SIPP)/On-the-Job Training (OJT) shall comply with the medical and dental examination and clearance requirements prescribed by LCC, the concerned academic program, and applicable CHED policies and guidelines.

Students shall complete all required examinations, forms, documents, and clearances before deployment when these are required by the College or Host Training Establishment.

G. Health Records and Confidentiality

Student health information and clinic records shall be treated with appropriate confidentiality and handled in accordance with the *Data Privacy Act of 2012 (Republic Act No. 10173)* and applicable institutional policies.

Health information may be disclosed to authorized persons when required by law or when reasonably necessary to protect the health and safety of the student or the school community, subject to applicable rules.

H. Student Responsibilities

Students are expected to:

1. Observe School Clinic procedures and instructions;
2. Provide truthful and accurate health information when necessary;
3. Immediately report injuries, accidents, or sudden illnesses occurring on campus;
4. Comply with required medical and dental examinations and clearances;
5. Respect clinic personnel, facilities, equipment, and other patients;
6. Observe proper hygiene and health and safety practices; and
7. Follow medical referrals and recommendations when further professional care is necessary.

COLLEGE LIBRARY

The La Concepcion College (LCC) College Library serves as an academic and learning resource center that supports the instructional, research, and educational needs of students, faculty, and other members of the College community.

A. General Policy

The College Library shall provide students with appropriate access to print, digital, and other learning resources that support their academic programs, research activities, independent learning, and personal development.

All library users are expected to observe library policies, respect the rights of other users, and properly care for library materials, equipment, facilities, and other learning resources.

B. Library Services

The College Library may provide the following services:

1. Circulation and borrowing of books and other library materials;
2. Reference and information services;
3. Access to textbooks, reference books, journals, periodicals, and other academic resources;
4. Access to available electronic books, electronic journals, databases, and other digital learning resources;
5. Internet and computer-based research services, subject to availability;
6. Library orientation and user education;
7. Research assistance and information literacy support;
8. Reading and study areas for individual and academic work;
9. Assistance in locating and using appropriate academic sources; and
10. Other learning resource services provided by the College.

C. Library Users

Library services are primarily available to:

1. Currently enrolled LCC students;
2. Faculty members and College personnel; and
3. Other authorized users, subject to existing College Library policies.
4. Students may be required to present their valid LCC Student Identification Card (ID) or other authorized proof of enrollment when using certain library services.

D. Borrowing and Returning of Library Materials

Students who borrow library materials shall:

1. Follow the prescribed borrowing procedures;

2. Observe the allowed number of materials and borrowing period;
3. Return borrowed materials on or before the prescribed due date;
4. Keep borrowed materials clean and in good condition;
5. Refrain from lending borrowed materials under their name to another person; and
6. Immediately report any lost or damaged library material.

Borrowing privileges may be temporarily suspended for failure to return overdue materials or comply with library policies.

E. Lost or Damaged Library Materials

Students shall be responsible for library materials issued under their name.

Lost, damaged, mutilated, or destroyed materials shall be reported immediately to the College Library. Replacement, reimbursement, or other appropriate action shall be determined according to the current Library policies and procedures.

F. Library Conduct

To maintain an environment conducive to learning and research, students shall:

1. Maintain appropriate silence and proper behavior;
2. Keep mobile phones and electronic devices on silent mode and use them without disturbing others;
3. Keep the library clean and orderly;
4. Handle books, equipment, furniture, and other resources with care;
5. Observe designated areas for individual and collaborative activities;
6. Follow instructions of authorized library personnel; and
7. Respect the rights, privacy, and study needs of other library users.
8. Eating, smoking, vaping, disruptive behavior, vandalism, and other activities that may damage library resources or disturb other users are prohibited.

G. Use of Computers, Internet, and Digital Resources

Library computers, internet facilities, electronic databases, and other digital resources are primarily intended for academic, instructional, and research purposes.

Students shall not use library technology resources for activities that violate College policies, applicable laws, intellectual property rights, cybersecurity rules, or acceptable-use standards.

Access to subscribed electronic resources shall be subject to the terms and conditions of the College and the respective service providers.

H. Academic Integrity and Responsible Use of Information

Students are expected to use library and information resources responsibly and ethically.

Proper acknowledgment and citation of sources shall be observed in academic and research work. Plagiarism, unauthorized reproduction, copyright infringement, and other forms of academic dishonesty shall be subject to applicable College policies.

Students are likewise expected to exercise responsible and ethical use of digital resources and artificial intelligence tools in accordance with the academic integrity policies of LCC.

I. Library Clearance

Students shall settle all outstanding library accountabilities, including unreturned books, materials, equipment, or other obligations, when library clearance is required by the College.

Students with unsettled library accountabilities may be subject to appropriate clearance procedures in accordance with College policies.

J. Library Hours

The College Library shall operate according to the official schedule announced by the College. Library hours may be adjusted during examinations, holidays, special activities, suspension of classes, or other circumstances as determined by the College.

Students are advised to refer to official LCC announcements for current library schedules.

K. Violations

Violation of library rules, including theft, unauthorized removal of materials, deliberate damage, mutilation of books, misuse of facilities, or repeated disruptive behavior, may result in suspension of library privileges and/or referral for appropriate disciplinary action in accordance with the LCC College Student Handbook.

ACADEMIC POLICY

1. STUDENT ADMISSION AND RECORDS

A student who graduated from the secondary level education or its equivalent from schools and institutions duly approved by Department of Education shall be eligible for admission to any degree and non-degree programs. However, a student who has not completed the secondary level, but who have qualified in the PEPT and ALS, etc. may be eligible for admission.

POLICIES ON ADMISSION

A. Freshmen Admissions

Admission and enrollment to the LCC is a contractual relationship between the student and the LCC whereby the student agrees to abide by the rules and regulations of the institution.

a. Admission of first-year students to the LCC requires the following:

1. Satisfactory completion of secondary education or its equivalent (e.g. Philippine Educational Placement Test (PEPT) or a Non-Formal Equivalency test both given by the Department of Education).
2. Accomplishing the LCC College Career Test (LCC-CCT).

b. Admission to the LCC is initially recommended and processed by the Admissions Office (AO) located on the ground floor of the CBAS Building. There are two basic classifications of degree programs that students can be admitted to:

1. Board Programs – Admission to board programs requires passing the prescribed cut-off score in the LCC-CCT. The following are the approved board programs of the LCC:

- BS Accountancy
- BS Civil Engineering
- BS Criminology
- BS Elementary Education
- BS Secondary Education
- BS Psychology

2. Non-Board Programs – Admission to non-board programs requires passing the LCC cut-off score in the LCC-CCT.

B. LCC Admission Office College Student Enrollment Process

For New Applicants (Incoming Freshmen / Transfer Student)

STEP 1 REGISTRATION	<i>For faster transaction in the Admission's Office, Scan the QR Code and REGISTER via online using the New Student Application Portal (N-SAP). See steps at the back on how to use the LCC N-SAP</i>
STEP 2 ASSESSMENT / ENCODING	<i>For <u>incoming Freshmen</u>:</i> Proceed to the Admission's Office WINDOW 1 / 2 / 3 / 4 • Presentation of Admission Requirements • Encoding of Subjects <i>For <u>Transfer College Students</u> from other college/university:</i> Proceed to the Admission's Office WINDOW 1 / 2 / 4 • Evaluation of Subjects taken from previous college/university • Presentation of Admission Requirements • Encoding of Subjects
STEP 3 PAYMENT	Proceed to the Cashier's Office (Mezzanine) or ONLINE Payment via DragonPay Note: You can pay your bills at any of the three LCC Campuses (Kaypian, Francisco Homes, and Muzon)
STEP 4 PRINTING OF C.O.M.	Proceed to the REGISTRAR's Office For the PRINTING OF C.O.M. Present your Official Receipt (proof of payment)
STEP 5 CAREER EXAM	Proceed to the Guidance Office ROOM 207 Present your Official Receipt of payment for Career Examination
STEP 6 CLASS SCHEDULE	Updated Class Schedules will be posted in your LCC SIS Portal

Note: Like the LCC FB Page and
Join the LCC College Department FB Group for more updates.
Scan the appropriate QR codes available at the back of this paper.

How to register online using the N-SAP:

1. Scan the QR code for N-SAP and register the student's valid address that you would like to associate with LCC.
2. Check your E-Mail inbox for an email containing your temporary login details.
3. Log in to N-SAP to enter all your personal and academic information in the 4 tabs (APPLICANT | GUARDIAN | EDUCATIONAL |

REFERENCE). Always click the SAVE APPLICATION button before proceeding to other tabs. Under the last REFERENCE tab, click the SUBMIT APPLICATION and read the instructions carefully.

After successfully completing the N-SAP registration process, you may proceed to the next step (STEP 2) of the ENROLLMENT PROCESS.

N-SAP 	LCC – DragonPay 
LCC SIS Portal 	LCC College Department FB Group 

C. Admission Requirements

The following requirements must be submitted to the Registrar's Office before admission to any academic program, however, LCC reserves the right to ask additional admission requirements not stipulated on this section if deemed necessary. LCC can also refuse admission of students whose behavior or academic standing is at variance with the school's philosophy.

All credentials submitted for enrollment become part of La Concepcion College's records and cannot be withdrawn after registration.

1. New (Incoming Freshmen)

- SF 9 / Form 138 (Original Copy of un-canceled high school report card)
- SF 10 / Form 137 (Original Secondary Permanent Record with remarks "Copy for La Concepcion College")
- Certificate of Good Moral Character
- PSA / NSO issued Birth Certificate
- Career Examination Fee / Application Fee (Online)
- 4 pcs. 2x2 I.D. Picture in white background with name

2. Old (Continuing)

- Accomplished Previous Enrollment Clearance
- Report of Rating (Class cards)
- Updated Student Directory Form

3. Transferee

- Certificate of Eligibility to Transfer (Honorable Dismissal)
- Proof of grades, with the course title and credit units
- Transcript of Records (TOR) with remarks "Copy for La Concepcion College"
- Career Examination Fee / Application Fee (Online)

- PSA / NSO issued Birth Certificate
- Certificate of Good Moral Character
- 4 pcs. 2x2 I.D. Picture in white background with name

3. Alternative Learning System (ALS) Graduates

- Original Certificate of Rating
- PSA / NSO issued Birth Certificate
- In lieu of Form 137 and Form 138-A and Good Moral Character Certificate any of the following clearances: Barangay, Police, NBI
- 4 pcs. 2x2 I.D. Picture in white background with name

5. Cross Enrollee

- Permit to cross enroll from the mother institution
- Certificate of Good Moral Character
- 4 pcs. 2x2 I.D. Picture in white background with name

3. Foreign Students with Scholastic Records from Foreign School

- Transcript of Records/Scholastic Records duly authenticated by the Philippine
- Foreign Service Post (PFSP) located in the student-applicant's country of origin or
- legal residence
- Photocopy of the student's passport showing date and place of birth and
- certificate or its equivalent duly authenticated by the PFSP
- Student Visa or SSP to be applied by LCC Bureau of Immigration representative
- 4 pcs. 2x2 I.D. Picture in white background with name

D. Student Registration

Enrollment or registration is effective for the entire semester. A student may enroll after the lapse of the registration period specified in the collegiate calendar, and be admitted in accordance with reasonable reasons, but in the case shall exceed two (2) weeks after the opening of classes with a financial penalty for continuing students.

A student is deemed officially enrolled after he/she has submitted appropriate admission documents, made an initial payment of tuition and the school fees, and are allowed to attend classes.

E. Withdrawal of Registration

A student who withdraws enrolment before or after the beginning of classes must submit a written request stating a valid reason for the withdrawal. Attachment of documents that support the reason will be necessary if it applies. An exit interview maybe necessary and shall only be done after being cleared with accountabilities.

“Section 100. Refund and Other Charges, CHED Memorandum Order 40, s. 2008”

On the basis of the rules for private higher educational institutions LCC adopts its own rules and regulations in cases of Refund and Other Charges for Withdrawal of Enrolment:

- A student who withdraws enrolment before or after the beginning of classes must submit a written request stating valid reason for the withdrawal. Attachment of documents that support the reason will be necessary if it applies;
- There will be no refund or transfer on the Registration and Miscellaneous Fees of the student;
- When a student **withdraws before the start of classes** and who has already paid the pertinent school fees in full or instalment will be charged with in full pertinent fees in Registration and Miscellaneous Fees. The remaining fees for the tuition, laboratory and other fees will be refunded if paid in full cash basis;
- When a student **withdraws within the first week of classes** and who has already paid the pertinent school fees in full or instalment will be charged twenty-five percent (25%) of the prescribed fee during the semester including Registration, Miscellaneous Fee, Tuition, Laboratory, and Other fees regardless whether the student attended classes or not. The remaining seventy-five (75%) of the said fees will be refunded if paid in full cash basis;

- A student who **withdraws within the second week of classes** and who has already paid the pertinent tuition and other school fees in full or instalment will be charged fifty percent (50%) of the prescribed fee during the semester including Registration, Miscellaneous Fee, Tuition, Laboratory, and Other fees regardless whether the student attended classes or not. The remaining fifty percent (50%) of the said fees will be refunded if paid in full cash basis;
- A student **who withdraws after the second week of classes** and who has already paid the pertinent tuition and other school fees in full or instalment will be charged for all or 100% of the school prescribed fee during the semester including Registration, Miscellaneous Fee, Tuition, Laboratory, and Other Fees regardless whether the student attended classes or not, hence no refund shall be made; and
 - When **no written notification is made**, the student is considered to commit AWOL (Absence Without Leave). The student will be charged in full amount or one hundred percent (100%) of the prescribed fee during the semester including Registration, Miscellaneous Fee, Tuition, Laboratory, and Other fees regardless whether the student attended classes or not, hence no refund shall be made.

F. Student Records

1. Clearance

Before any student can process a request for records including the certificate of grades, certification of good moral character, and other records for whatever legal purposes including transfer to another college or university, it is necessary that a clearance must be accomplished. The key offices needed clearing include the Accounting Office, Registrar's Office, and the Library. The student can obtain clearance form from the Accounting Office.

2. Contents of School Records

The academic record of any student must contain the seal of the school bearing its authenticity. For the certificate of grades and transcript of records, the final rating in each subject with the corresponding credits or the action taken thereon.

3. Schedule of Processing of Document Requests

Any academic record requests will have a prescribed timeline of days of processing.

4. Transfer Credentials

Transfer credentials and certification/s shall be issued only if the admission documents of the student into the college is complete and with no outstanding academic and financial obligation whatsoever.

As a general rule, transcript of records can be hand-carried directly to the student but sent to the school where the student has enrolled. Otherwise, fees will be a charge for additional services of mailing.

2. STUDENT PROGRESS

A. Classification of Students

A. Regular, Block Section, or Full-Time Students - Students whose actual program of study follows the straight year and semester sequence prescribed in the curriculum, and finishes the program in the prescribed number of years

B. Irregular Students - Whose actual program of study does not follow the straight year and sequence of the semester. The program may or may not be finished in the prescribed number of semesters and years.

C. Cross Enrollee - Students who are officially enrolled or graduated in another college or university who wish to take subjects in LCC.

B. Classification of Year Level

1. Freshmen (1st Year) – passed less than 75% of the total 1st semester of the 1st-year, GE subjects including PE, excluding NSTP
2. Sophomore (2nd Year) - passed less than 75% of the total 1st-year curriculum including PE, excluding NSTP
3. Junior (3rd Year) - passed 100% of the total 2nd-year curriculum including PE, excluding NSTP
4. Senior (4th Year) - passed 100% of the total 3rd-year curriculum including PE, excluding NSTP

C. Attendance

Punctual and continuous attendance in all classes is required for all students. All class activities organized by the school are treated as part of a regular class

period. Thus students are required to participate in all curricular, co-curricular, and extra curricular activities organized by the school, where attendance is deemed required. There are no excused absences, according to the rules of CHED, every student is required to attend no less than 80% of all class periods given to earn the corresponding units. 20% is deemed as absences for illness or emergencies.

Units of Subjects	Tolerated Hours of Absences
5 unit subjects	15 class hours
4 unit subjects	12 class hours
3 unit subjects	9 class hours
2 unit subjects	6 class hours
1 unit subjects	3 class hours

D. Cancellation of Classes

Suspension of Classes

Basically, there are three (3) conditions where the announcement of the cancellation of classes is given:

1. **Automatic Suspension of Classes** - College classes are automatically suspended when typhoon signal no. 3 is raised by PAG-ASA.
2. **Localized Suspension of Classes** - The City Mayor of the City of San Jose del Monte or the Provincial Governor of Bulacan may announce the suspension of classes if there are threats to public health and safety such as heavy rains, earthquakes, floods, high tide, transport strikes and other circumstances.
3. **Institutional Suspension of Classes** - The College President may announce the suspension of classes if there are threats to public health and safety such as heavy rains, earthquakes, floods, high tide, transport strikes and other circumstances. Suspension of classes will be announced via school publications (Facebook, Twitter, School Premises, etc.).

E. Other Student Progress Policies

Certificate of Matriculation (COM)

It is the official document that serves as proof of being officially enrolled on the prescribed semester.

Credit

Credit hours for the said program in this institution is equivalent to (1) one unit is to (1) one hour of classroom contact or direct faculty instruction per week. A regular semester is (18) eighteen weeks in total duration.

Overload and Simultaneous Enrollment

A maximum of 6 units of overload will be allowed to irregular students, and a maximum of 9 units to graduating students on the registering semester, moreover student academic standing and prerequisite of subjects taken are the primary consideration on allowing overload.

Dropping of Subjects

Students may drop or change of subjects officially for valid reasons. No fees shall be refunded in case of dropping of subjects. Dropping of subjects after the Midterm Exam is will not be allowed.

Completion of INC grades

Students who receive a grade of incomplete (INC) have to file for the completion of INC grades, this can be requested from the Registrar's Office and the student has to pay an accompanying fee depending on the incomplete subject(s). Only Officially Enrolled students can undergo the completion of INC grades otherwise, the completion is void. If the students fail to comply with the said completion within one academic year, the student will have to repeat the subject/s with INC.

Shifting

A student may shift in an existing program to a new program. The receiving department shall enforce the admission requirements for the student.

Cross Enrollment

Students are not allowed to take subjects in another college or university while being officially enrolled in any academic program of LCC.

Leave of Absence (LOA)

Students who may not plan to enroll for the succeeding semesters may apply for LOA to avoid penalties and other charges.

Absence Without Leave (AWOL)

Students who do not officially file an LOA or Cancellation of Registration and all of the sudden do not attend his or her classes, will receive a grade of UW or unauthorized withdrawal equivalent to 5.0 or failed. Please Check Authorized Withdrawal under Refund of School Fee.

Transfer-out

A student may voluntarily transfer out from LCC. The student must request an exit form from Registrar's Office and file a formal letter addressed to the Vice President of Academic Affairs regarding the intention to leave the school signed by the parents, guardian, or a faculty representative. The student must have an exit interview with the Vice-President for Academic Affairs for clearance purposes. The student is obliged to secure clearance signature from all departments indicated in the withdrawal clearance form. The said form must be submitted when complete to the Registrar's Office to facilitate the processing of credentials. No records shall be supplied to any student whose accounts have not been settled with the Cashier and Accounting Office.

3. GRADING SYSTEM

A. Grade Point System

Grade	Point System	Descriptive Equivalent
98-100%	1.00	Superior
95-97%	1.25	
92-94%	1.50	Very Good
89-91%	1.75	
86-88%	2.00	Good
83-85%	2.25	
80-82%	2.50	Fair
76-79%	2.75	
75%	3.00	Barely Satisfactory
Below 75%	5.00	Failure
Pass	Pass	Passed
Fail	Fail	Failed
AW	AW	Authorized Withdrawal
UW	UW	Unauthorized Withdrawal
INC	INC	Incomplete

B. Computation of Grades

All academic subjects including P.E. excluding NSTP subjects (*Section 6, IRR-NSTP of 2006*) adopt four (4) grading periods, such as Preliminary, Midterm, Semi-Final, and Final where each period comprises one-fourth (1/4) of the term grade per subject.

The periodic grade is computed with **60% Class Standing** taken from class standing activities like quizzes, recitation, written and oral reports, homework, and seatwork and the like, and **40% Major Examination** taken from the student's score in the periodical test.

To determine the score in every raw score earned in each criterion (e.g. Quizzes, Recitation, Assignment, and Major Examinations) they are transmuted into Transmuted Score (TS) using this formula:

$$TS = ((\text{Raw Score} / \text{Total Number of Items}) \times 50) + 50$$

60% - Class Standing (CS)

DISTRIBUTION OF CLASS STANDING	
Quizzes (Written or Performance)	50%
Recitation	30%
Assignment	10%
Attendance	10%
TOTAL	100%

40% - MAJOR EXAM

Taken from the student's score in the periodical test in the Preliminary, Midterm, Semi-Final, and Final Examinations.

Final Examinations can be in a form of performance and portfolio assessments.

C. Selective Retention Policy

The following rules shall govern the retention of students in the College:

SITUATION	ACTION
Failure in 25% or less than the prescribed academic load for the semester / academic year	Given warning. Repeat subjects failed

Failure in 26% to 49% academic load for the semester / academic year	1 st Probation. Repeat Subjects failed. Loading will be at the Registrar's discretion
Failure in 50% to 74% academic load for the semester / academic year	2 nd Probation. Repeat Subjects failed. Loading will be at the Registrar's discretion
Failure in more than 74% academic load for the semester / academic year	No readmission to the College

Additional retention policy not indicated above will be prescribed for programs that require licensure examination from the Philippine Professional Commission (PRC) including Accountancy, Criminology, Engineering, Teacher Education, and Psychology programs.

Retention Policy for BSA Students

1. The Bachelor of Science in Accountancy (BSA) Retention Policy is established to maintain high standards of academic quality and ensure that students demonstrate the knowledge, competencies, professional values, and academic readiness necessary to successfully complete the BSA program. The policy shall apply to all students enrolled in the Bachelor of Science in Accountancy (BSA) program.
2. For all students admitted to the BS Accountancy program, they must maintain the required grade in all their accounting, finance, taxation, and law courses from their first to third year in the program. A Grade of 2.5 or higher is required to remain in the BSA Program. Non-compliance to the grade requirement will automatically disqualify the student in the program. Retake will not be allowed.
3. Obtain a passing grade in all General Education, Business, and other required courses in accordance with the general academic policies of the College.

4. No Incomplete (INC) Grade. BSA students shall not be allowed to incur an Incomplete (INC) grade in any Professional Accounting Education course as a means of avoiding the prescribed retention requirements.

5. No Dropping of Professional Courses. BSA students shall not be allowed to drop or withdraw from any Professional Accounting Education course after the prescribed period for adding, dropping, or changing subjects, particularly when such action is intended to avoid a failing or deficient grade.

6. Students must also meet specific Quality Point Average (QPA) requirements and strictly pass the department's qualifying examinations.

QPA Maintenance: Students must meet the program's required Quality Point Average (QPA) to progress to the next year level. **No-Retake Policy:** The BSA program strictly implements a "one-strike" policy. Failing a qualifying exam results in permanent disqualification from the BSA program.

7. **Non-Qualifiers**

- If a student fails to meet the retention standards or fails the qualifying exams, they are disqualified from continuing in the BSA program.
- Non-qualifiers are typically advised or required to shift to related business programs, such as the Bachelor of Science in Accounting Information System (BSAIS) or Bachelor of Science in Business Administration (BSBA).

8. To qualify for graduation with the BSA degree, the student must pass a written comprehensive examination for Integrated Accounting Review in their senior year (fourth year); A student who fails an integrated course or the third time shall re-enroll at least nine (9) units of major subjects as recommended by the Dean or Program Head. Passing the written comprehensive examination is an absolute requirement for graduation.

D. Scholarships and Discounts

The following rules shall govern the continuation of privileges of the students who have scholarships and discounts:

SCHOLARSHIP	RULES AT THE END OF EVERY SEMESTER
LCC SHS Graduate	• No discipline record • Maintaining General Weighted Average (GWA) of 2.25 (83-85%) or better

(50% Scholar)	• With no incomplete or failed grades • Enrolled in the regular number of units prescribed
High Honor SHS Graduate (50% Scholar)	• No discipline record • Maintaining General Weighted Average (GWA) of 1.75 (89-91%) or better • With no incomplete or failed grades • Enrolled in the regular number of units prescribed
Highest Honor SHS Graduate (100% Scholar)	• No discipline record • Maintaining General Weighted Average (GWA) of 1.50 (92-94%) or better • With no incomplete or failed grades • Enrolled in the regular number of units prescribed

Academic Merit Scholar (100% Scholar)	• No discipline record • Maintaining General Weighted Average (GWA) of 1.25 (95-97%) or better • With no incomplete or failed grades • Enrolled in the regular number of units prescribed • By application
Athletic or Cultural Scholar 50% Scholar 100% Scholar	• No discipline record • Maintaining General Weighted Average (GWA) of 2.50 (80-82%) or better • With no incomplete or failed grades • Continuous recommendation from the Athletic-Cultural Coordinator and College President
Student Leader Scholar 50% Scholar 100% Scholar	• No discipline record • Elected as Supreme Student Council Officer (Key Position) • Maintaining General Weighted Average (GWA) of 2.00 (86-88%) or better and or 1.50 (92-94%) or better • With no incomplete or failed grades • Enrolled in the regular number of units prescribed • Continuous recommendation from the SSC Adviser and College President
LCC Student Assistant (100% Scholar)	• No discipline record • With no incomplete or failed grades • Continuous recommendation from the College President

4.REQUIREMENTS

Candidates for graduation shall satisfactorily complete all academic and non-academic requirements prescribed by the program of study and formally accomplish the clearance for all financial liabilities and responsibilities before the final examination and moreover with no grave disciplinary record from the Discipline Office and Guidance and Counseling Office.

A. Graduation

Policy Statement

It is the policy of the College to confer upon a candidate the degree, which he/she seeks, upon satisfactory completion of all academic and other requirements prescribed for graduation.

Policy Guidelines and Conditions

1. To be eligible for graduation, a candidate should meet the following conditions:

- a. Satisfactory compliance with all academic, non-academic and other requirements of the given faculty/college/school/institute of the LCC;
- b. Residence in the LCC for at least the last two years of his/her program; and
- c. Payment of all financial and property obligations to the LCC.

2. An academic program should be completed within the prescribed period. In no case should the completion go beyond two (2) years more than the required number of years.

3. A candidate for graduation should file an application for graduation (Graduating Form) within the first month of the last academic year. Graduating Form may be secured from the Registrar's Office.

B. Academic Honors

The computation of the general weighted average (GWA) of the student who is a candidate for honor shall include all academic subjects excluding PE subjects and NSTP subjects (Section 6, IRI-NSTP of 2006) taken by the student from first year of enrollment up until the last semester. For transferees or shiftees, only subject(s) that is/are credited based from the curriculum program will be counted in the computation. Additional policies include:

- Candidates with a grade of 2.00 or below in any subject cannot be awarded with Latin honors;
- Candidates with a grade of 5.00 and UW will be disqualified for academic honors;
- Students who had LOA will be considered upon presenting of valid reasons, e.g. Illness
- Records of grave misconduct shall disqualify the student from being part of the honor here will be no application for honors;
- The Registrar's Office will be the one responsible for preparing for the candidate's base from the semester grades.

Hereunder are the classification of Honors:

Cum Laude (with Honor)

- If the student obtains a Curriculum Weighted Average of 1.75 or better, provided that at least 75% of subjects are taken from LCC or a residence of at least 6 semesters preceding graduation.

Magna Cum Laude (with High Honor)

- If the student obtains a general weighted average of 1.50 or better, provided that at least 75% of subjects are taken from LCC or a residence of at least 6 semesters preceding graduation.

Summa Cum Laude (with Highest Honor)

- If the student obtains a general weighted average of 1.25 or better, provided that at least 75% of subjects are taken from LCC or a residence of at least 6 semesters preceding graduation.

C. Dean's List

Policy Statement

The LCC recognizes the excellent academic performance of the students in the immediately preceding term with the issuance of the list of Honor Students or the Dean's List.

Policy Guidelines and Conditions

1. A general weighted average of at least 1.750 in the immediately preceding term is required.
2. Student must be a regular student, meaning having a full load or enrolled in all courses scheduled for his/her section. In the case of shifter or transferee, the student must have enrolled for as many units scheduled for the year level to which he is classified.
3. No failure and incomplete grade are incurred, including failure and incomplete in PE and NSTP.

D. Loyalty Award

Policy Statement

The LCC acknowledges the loyalty of students who have stayed and completed basic and higher education in the LCC.

Policy Guidelines and Conditions

1. Silver medal is given to a regular student who completed ten (10) years of education in the LCC (i.e., 4 years in Junior High School, 2 years in Senior High School, 4- or 5-year undergraduate program in the tertiary level).
2. Gold medal is given to a regular student who completed twelve (12) or more years of education in the LCC (i.e., 4 years in Junior High School, 2 years in Senior High School, 4- or 5-year undergraduate program in the tertiary level, post baccalaureate program or graduate program).
3. The Office of the Registrar issues the official list of Loyalty Awardees to the Offices of the Dean, of which list becomes the basis for requisition of medals at the Office of the Student Affairs.

E. Francisco Cabrera Magpantay (FCM) Leadership Award

Policy Statement

La Concepcion College recognizes and promotes exemplary student leadership through the FCM Leadership Award, named in honor of ***Francisco Cabrera Magpantay***, the ***First College President of La Concepcion College***.

Policy Guidelines and Conditions

1. The award is a special institutional leadership recognition given to selected graduating students who have demonstrated outstanding leadership, service, responsibility, and meaningful contribution to the College and the student community.
2. The award shall be open only to graduating students who have served as officers of the Supreme Student Council (SSC) or duly accredited student organizations of La Concepcion College.
3. Qualified recipients must be in good academic and disciplinary standing and must have satisfactorily performed their duties and responsibilities as student leaders.

4. Selection of recipients shall be based on the Leadership Performance Evaluation administered and validated by the Office of Student Affairs, subject to the approval of the appropriate College authorities.
5. The FCM Leadership Award shall be conferred exclusively during the College Recognition Ceremony and shall be awarded only to qualified graduating student leaders.
6. The FCM Leadership Award is a special leadership recognition and not an academic honor. Qualification does not automatically guarantee receipt of the award.

FINANCIAL POLICY

1. STUDENT ACCOUNTS

All school fees prescribed per student in a semester are required to be settled before or at the end of the semester regardless of actual participation in the said activity.

No permit, no examination policy is implemented. Privileged discounts or scholarships will be suspended or cut off if payments are delayed.

A. Modes of Payment

Cash Basis:

Registration, Miscellaneous Fee, Tuition Fee, Laboratory Fee, and Other Fees are paid for the entire semester.

Installment Basis:

For installment, the minimum downpayment is P500, the remaining balance will be divided into 4 months. As a general rule, the higher the downpayment, the lower the installment amount is.

B. Schedule of Payments

It is advisable to secure accountabilities (*permit validation*) earlier or before the deadline of payments, rather than suffering from long lines of a queue. Schedule of payments and amount to be

settled are available at the back of your Certificate of Matriculation (COM).

C. Schedule of Fees

Tuition and other fees are subjected to change upon due notice in accordance with the guidelines and approval of the Commission on Higher Education, everyone will be informed of any changes from the tuition and others fees.

D. Promissory Note

Students without a permit or cannot pay their Installment Fee on time are allowed to apply for "PN" however subjected for the approval of the Accounting Office.

Once failed to comply with the Promissory Note or failed to pay on the promised date, no more second chances for PN.

E. Refund of School Fees

Tuition fees and other fees may be refunded to students who have erroneous computation in accounts. A letter has to be made signed by the student, or any authorized person before a refund will be done.

If a student, however, withdraws under certain circumstances as described below. However, all pertinent fees, are always charged in full and are not refundable under any circumstances.

A distinction is made between students who withdraw and students who drop subjects or withdraws. When no written notification is made, the student is considered AWOL, and charged in full for the entire semester, regardless of actual attendance.

STUDENT CONDUCT POLICY

1. STUDENT CONDUCT AND DISCIPLINE

The completion of one's registration upon enrollment binds the student and his/her parent or guardian to agree to and abide by the school policies, rules and regulations; to accept the prescribed course of study; and to meet the requirements as to attendance, diligence in study, personal conduct and complete settlement of financial obligations. The continuance of the student in the rolls and his/her completion or graduation, the awarding of academic credits, and the granting of any certificate are strictly subject to the authority of the school.

A. Requirements in Campus

1. Identification Card (ID)

Identification Card is secured from FCMH Room 203. Upon entry and while inside the campus, the student ID is required to be worn by all currently enrolled students.

The ID card is to be worn slung over the neck and is required when borrowing books from the Library and for other on-campus identification purposes. In the event that the ID card is either lost, destroyed or damaged, a replacement card may be requested from upon submission of duly accomplished ID Replacement Form and the payment of ID Replacement Fee.

The ID card will be renewed every semester by placing the sticker that states the specific semester of enrollment.

2. Dress Code and Uniform

All students are required to wear the prescribed and official school uniform during class days. The prescribed uniforms are only available at the Books and Uniform Section. Students should follow the schedule of days on when to wear the Campus Uniform, Department Uniform, and LCC Official Event or Student Organization T-shirts.

SCHEDULE OF UNIFORMS IN A WEEK		
DAY 1-2	DAY 3-4	Day 5 onwards
Campus Uniform (All Levels)	Campus Uniform (1st Year) Department Uniform (2nd to 4th Year)	LCC Official Event or Student Organization T-shirts (All Levels)

A. Campus Uniform

(a) Boys

- White polo with navy blue piping on the top third portion of the button section with the LA CONCEPCION COLLEGE College Department logo sewed on the left chest side, it should be worn with a plain white sando or t-shirt as an undershirt.
- Partnered with a navy blue pants, altering the style into a skinny fit or “*baston*” style is prohibited.
- Shoes should be black leather or leatherette. No sports shoes allowed.

(b) Girls

- White blouse with navy blue piping on sleeves with the LA CONCEPCION COLLEGE College Department logo sewed on the left chest side, with a navy blue ribbon on the collar.
- Partnered with a navy blue pants, altering the style into a skinny fit or “*baston*” style is prohibited.
- Shoes should be black leather or leatherette. No sports shoes allowed.
- Girls are prohibited to wear a colored brassiere. If girls have no choice but to wear such, she must also wear white sando as an undergarment to cover it.

B. Physical Education Uniform

(a) Boys and Girls

- Students who are scheduled to have their P.E. classes are only

allowed to wear the P.E. uniform during P.E. classes.

- White v-neck with sky blue piping on the side t-shirt with LCC logo on the left side and PHYS. EDU. printed at the back.
- Sky blue jogging pants or shorts with white lining and LCC initial printed on the right leg
- White or any rubber shoes with white socks.
- White sando undershirts are optional for boys. While girls are prohibited to wear a colored brassiere. If girls have no choice but to wear such, she must also wear white sando as an undergarment to cover it.

C. NSTP Uniform

Since National Service Training Program (NSTP) is mandatory for all First Year students, as stated on NSTP Act of 2001, all first-year college students who are enrolled in NSTP/ROTC1 and 2 must wear the prescribed NSTP uniform.

Students who are scheduled to have their NSTP/ROTC classes are only allowed to wear the NSTP/ROTC uniform during their NSTP/ROTC classes.

D. Departmental Uniform

Each department are assigned with their respective uniforms, that will be subject for approval, and will be worn for at least once a week (e.g. BSHM Service Uniform, Chef Uniform, Teacher Education Practice Teaching Uniform, BSCRIM GOA, OJT Uniform, etc.)

3. Hairstyle, Personal Grooming, and Style

All college students have the freedom to style themselves, including hair, piercings, tattoo, and grooming as long as it is decent looking.

But for Criminology, Hospitality Management, and Teacher Education students, and those who will undergo specific training that requires professional ethical standards on looks and grooming must have a clean haircut for the boys and decent hair-style, hair color for girls are strictly imposed.

4. Student Personal Belongings

Students are advised to take care of their personal belongings such as books, bag, money, jewelery, mobile phone, gadgets, etc. The college is not responsible for any loss that may occur within the campus. School bags and other valuables are to be attended at all times.

Report immediately the loss of anything to Security Guard on duty or at the Dean's Office. Lost and Found objects are brought to the Dean's where they can be claimed.

B. Conduct Outside Campus

Students while wearing the LCC uniform or LCC official t-shirts must observe proper decorum anywhere and at all times. They must not represent or use the name of the College in any off-campus activity without prior approval from the school authority, nor participate in any manner in any unauthorized situation that may cause humiliation, embarrassment or dishonor to the College.

2. STUDENT DISCIPLINE OFFICE

In line with its function to provide optimal conditions conducive to learning, the school may constrain students under pain of disciplinary action to observe such norms of conduct and behavior which are expected of them, whether on or off campus.

Discipline Body

Each student deserves equal chances if they have committed offenses or disobeying the policies on this student handbook. LCC administration, faculty, and staff together with the parents are partners in values formation of our learners.

The Student Discipline Office is the central discipline governing body that will adjudicate incidents concerning student's discipline in the college. Below is appropriate bureaucracy whenever disruptive behavior or unwanted incidents pertaining to discipline arises.

- Subject Teacher
- Program Head/Dean
- Prefect of Discipline
- Guidance Counselor
- Dean of Instruction

3. DISCIPLINARY MEASURE

Minor Offenses		Sanctions		
		1 st Offense	2 nd Offense	3 rd Offense
UNIFORM, ID, HAIR, AND JEWELLERIES				
M-U 1	Untidy manner of dressing, incomplete official school uniform, wearing uniform that are not prescribed in the schedule, and or inappropriate shoes and socks, apparel, accessories, etc.	Verbal Warning	Warning, and written memo	Discussion with parents or guardian for the appropriate action
M-U 2	Not wearing ID at all times within the premises of the school and adding unnecessary design, stickers, etc. on the ID and on its lace	Place under 1 st probationary status	Place under 2 nd probationary status	Candidate for major offense
M-U 3	Improper styling or haircut, for BSCRIM, BSHM, BEED, BSED, and BPE (boys and girls)		With appropriate disciplinary action	With appropriate disciplinary action

Major Offenses		Sanctions		
		1 st Offense	2 nd Offense	3 rd Offense

MJ 1	Those students who committed minor offenses more than the third offense	Warning and written memo	Warning, and written memo	Discussion with parents or guardian for appropriate action
MJ 2	Bringing obscene media, adult (e.g. cigarette) and harmful materials without the authority of the teacher			
MJ 3	Refusing to obey a teacher's order or criticize and insult a teacher with malicious intent and publicity			
MJ 4	Cheating or cooperating with others cheating, during quizzes, seatwork, assignments, projects and copying works of others.	Place under 1 st probationary status	Place under 2 nd probationary status	Candidate for Grave offense
MJ 5	Disturbing the peace and order during school activities such as classes, programs, and etc.			

Grave Offenses		Sanctions
		1 st Offense
G1	Those students who committed multiple major offense more than the third offense (depending on the gravity of offenses)	Immediate expulsion from the school and supporting appropriate action for the said offense
G2	Smoking inside the school premises	
G3	Inflicting serious injury or death in any student of LCC in any form (truancy, hazing, fight, steal, etc.)	
G4	Use or enter the school with the influence or with prohibited drugs, alcoholic beverage and deadly weapon	
G5	Falsification of school documents and illegal use of college seal or name without the consent of the administrators	

G6	Bringing ill-repute to the name of the school, that resulted to scandal and bad image to the school (including social media)
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4. FORMS OF DISCIPLINARY ACTION

The following are the forms of disciplinary sanctions for minor, major, and grave offenses or violation of school rules and regulations that may be applied upon an erring student.

Suspension

a. Preventive Suspension

A student may be immediately placed under preventive suspension during the period of the investigation or the pendency of the disciplinary proceedings against him or her. This must be done to maintain an atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

b. Punitive Suspension

After a due process has been observed, a student may be suspended from attending class, the number of days of which shall commensurate to the nature and gravity of the offenses committed.

Exclusion (Dismissal/Forced Transfer)

After a due process has been observed, a student may be excluded from the rolls during the same year if he/she is found guilty of a serious breach of school rules. It takes immediate effect and prevents the student from finishing the academic year.

Expulsion

This punishment is reserved for extremely grave matters inasmuch as no transfer credentials will be issued, and therefore the erring student will be unable to continue his/her studies even in another college or university.

5. STUDENT LIABILITY ON DAMAGES

A student who is found to have been directly responsible for damages to school property or property of others or inflicting physical injuries to another person while within the campus or during an official off-campus activity is liable to make financial compensations on the damages caused as determined by the disciplinary committee and the Principal.

A. Liability of Students

Financial compensation involves the payment by the erring student of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost. A student may also be required to shoulder expenses incurred as a result of physical damage against one's victim from a fistfight or any act of misbehavior. In any case, the amount of the fine is commensurate with the offenses committed.

B. Procedure for Payment

Once the cost of the damages has been established by the disciplinary committee and the cost has been approved by the Principal, the student (through his parents/guardian) will be required to settle the cost as soon as possible.

STUDENT RIGHTS

LCC has the implicit or “built-in” obligation of providing students with atmosphere that promotes or assists in attaining its primary undertaking of imparting knowledge. It is the legal responsibility of the LCC to ensure that adequate steps are taken to maintain peace and order within the campus premises and to prevent the breakdown thereof.

The student while in LCC, is in the custody and hence, the responsibility of the College authorities as long as the student is under the control and influence of the LCC, whether the semester has not yet begun or has already ended, or even if the student is just relaxing in the campus in the company of their classmates.

The student, by enrolling and attending the College, places themselves under the custodial supervision and disciplinary authority of the College authorities, which is the basis of the College’s correlative responsibility for the student’s torts, committed while under the College’s disciplinary authority.

Hence, the LCC student is expected to exhibit a high degree of maturity and personal integrity; they are entitled to their rights with corresponding obligations and is therefore responsible for their own actions. That being stated, hereunder are the rights of LCC students.

A. ACADEMIC RIGHTS

Section 1. Academic Freedom

- a. Students have the right to choose their field of study from among existing curricula without prejudice to the pre-existing requirements for admission in certain programs of the College.
- b. Students shall express their opinion inside and outside the classroom in a respectful manner and subject to existing College policy.
- c. Student shall resort to procedures, as provided for in the Students’ Handbook, for the redress of their grievances concerning faculty, grades, class policies, and other academic-related matters.

Section 2. Academic Procedures

- a. A copy of the updated Student Handbook must be made available to each student.
- b. Students have the right to complete information on their individual program of study.
- c. No regular classes shall be conducted during activity periods.
- d. Students must not be required to attend any academic activity during College mandated and/or national holidays.
- e. Students must be provided with course outlines or course information booklet at the beginning of every semester.
- f. Students must be graded according to their merits.
- g. Students have the right to be informed at the beginning of each semester how they will be evaluated in their course.
- h. Any change of requirements which are initiated by the faculty should have the approval of the College Department and prior consent of the class must be secured taking into consideration the individual concerns of the students.
- i. Absences must not be taken against the grades of a student unless they have exceeded the maximum allowable absences.
- j. Students have the right to access and review all their class performance data which may include but not limited to, graded quizzes, exams, and projects, throughout the semester including the midterm and final consultation periods.
- k. Students have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.
- l. In case of group work, the students must be provided with a system of marking by the faculty that ensures just and equitable grading of individual members of the group.
- m. Students must be informed of long examinations at least one (1) week in advance, and the major examinations at least two (2) weeks in advance.
- n. Students must be informed of any major papers, projects, and other requirements, including the due dates thereof during the class orientation at the first day of classes.
- o. In the event that students fail to comply with or submit any major requirement because of some grave reason, such as but not

limited to sickness, hospitalization or accident, they shall have the right to do make-up work pending the presentation of relevant and valid proof.

- p. Students have the right to see their papers and the computation of their final grades from the posting of the grades until the end of the period prescribed for any petition to change said grades.
- q. Grades already given to students can only be changed if there was manifest error in computation or encoding, and for as long as the students will still have passing mark in the course, if such was the case. A passing final grade already given and posted to the student's records can no longer be changed to a failing grade.
- r. Students have the right to consult their teachers at the consultation hours chosen by the faculty, which must be announced to the students during the class orientation on the first day of classes.

Section 3. Security of Tenure

Students have the right to complete their program of study (or any parallel academic program) in the College, except in cases of academic deficiency, violation of Student Code of Conduct, health and safety reasons, behavioral deficiency, or non-payment of tuition and fees.

Section 4. Evaluation of Faculty

Pursuant to the right of the students to quality education through competent and committed faculty as shown in their attendance and punctuality in their classes, their specialization and expertise, and teaching competence, the students have the right to evaluate their faculty towards the end of the semester.

Section 5. School Facilities

The students have the right to adequate academic facilities, such as but not limited to adequate classrooms, library, study area, research, laboratory, and physical education facilities, including open spaces for student academic interactions.

B. ACCESS TO INFORMATION

Section 1. Subject to submission of all requirements and settlement of or

clearance of pending impediments, students have the right to be issued official certificates, diplomas, transcripts of records, record of rating, transfer credentials, and other similar documents within seven (7) working days from the filing of request.

Section 2. Students have the right to be informed of tuition fees, special fees or assessments, and their breakdown, as well as due dates for payments.

C. FREEDOM OF EXPRESSION

Section 1. Students may express their views and opinions inside and outside the classroom in a respectful manner and subject to existing College policy. Any opposition to college policies, which are disadvantageous to the interests of the students, shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students.

Section 2. The privacy of communication and correspondence of students is inviolable. However, any form of private communication and correspondence that violates LCC policies or is injurious to the reputation of the College or any of the stakeholders is not allowed.

Section 3. Rights of Student Publications

- a. Students have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the “Campus Journalism Act”), without fear of persecution from, and without threat of being in any way penalized or punished by College officials for any view responsibly expressed. The student publication shall not be subjected to any kind of coercion, bribe, duress, or censorship.
- b. The student editor-in-chief and their staff shall be selected according to official procedures, without the interference or influence of the College officials.
- c. During their term, the editor and the editorial staff can only be removed upon compliance with both substantive and procedural due process.

Section 4. Right to Religious Expression and Practice

- a. The College recognizes the students' right to religious expression. It shall endeavor to support students with accessible multi-faith religious services and facilities, subject to the Policy on the Management of Faith-Based Groups.
- b. Students shall have the right to practice their respective religions as long as they do not hinder the practice of other faiths and beliefs and do not transgress the policies of the College, as well as its Vision and Mission.

Section 5. Right to Choice of Attire

Students shall have the right to dress according to their respective SOGIE while keeping within the prescribed school attire of the College. In the absence of school attire, students are expected to dress simply, appropriately, and decently.

D. RIGHT TO PARTICIPATE IN POLICY-MAKING

Section 1. Adjustment of tuition fees may only be in effect after students and or their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.

Section 2. Students shall have the right to be consulted on any proposed increase or creation of College fees. The justification for such shall be disseminated and discussed in consultative meetings properly documented and circulated.

Section 3. Involuntary contributions shall not be imposed on students.

Section 4. Students shall have the right to be consulted, through their representatives, before any College policy affecting them is approved and implemented.

E. RIGHT TO ORGANIZE

Section 1. Student Organizations

- a. The LCC prohibits student membership in fraternities,

sororities, and other organizations operating within the College premises not recognized by LCC through the Student Development Office.

- b. Student organizations have the right to seek recognition and accreditation subject to standards and requirements set by the Student Development.
- c. Student organizations shall be given the liberty to create their own leadership structure through their Constitution and By-Laws (CBL) and set their own directions and goals through their General Plan of Activities (GPOA) that complement the thrust of Student Development and their respective Institute. The faculty advisers of the student organizations act in an advisory capacity. The Office of Student Development sets the parameters within which the organizations shall operate.

Section 2. Student Council

- a. The College shall ensure the democratic and autonomous existence of the student councils in each College Department.
- b. While College Department Student Councils represent student body of their respective department, the LCC Supreme Student Council (LCCSSC), as the central student government, shall be the official representative of all the student organizations in the College.
- c. All student councils, including all the other student organizations in the College, shall have their own sets of officers, both elected and/or appointed, and shall have the right to determine their policies and programs on matters within their respective jurisdiction, guided by their respective duly ratified constitution and/or by-laws.
- d. The College shall also provide, free of charge, shared spaces including the Supreme Student Council Office, and all recognized and accredited organizations.

Section 3. Security of Tenure

Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to poor academic standing, academic and or behavioral violations of the Student Code of Conduct, or impeachment.

Section 4. Student Activities Finances

The collection of organizational fees by the College is subject to recommendation of central and college department student councils. The allocation of which shall be in accordance with the existing fund transfer mechanism of student organizations and subject to audit by the Student Development Office.

Section 5. Allocation of Facilities for Student Activities

The College shall provide, free of charge, shared spaces to house the offices of the different recognized student organizations within the campus. Whenever possible, it shall allow student organizations to use the College facilities for their events, free of charge, for their first use during the Activity Periods, subject to the Policy on Use of College Premises, to support and encourage student participation in extra-curricular activities.

F. RIGHT TO SECURITY

Section 1. While the students have the right to be free from any form of unreasonable search and seizure as defined by law, students shall, however, upon entering the campus, submit themselves to inspection by the security officers when requested. Bags, portfolios, brief cases, and packages are subject to inspection at all times. Items prohibited under the Student Code of Conduct shall be confiscated and subject to proper disposal, without prejudice to imposition of sanctions for violation of the Student Code of Conduct.

Section 2. All students shall have the right to be treated with courtesy and respect, to be free from physical and sexual harassment, and to be protected from libelous and slanderous statements.

Section 3. With the pursuit of academic excellence and attainment of the exercise of academic freedom in mind, the College endeavors to have an atmosphere free from fear and unreasonable restraint for the students.

G. RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Section 1. Students have the right to be informed of the complaint against them, to answer the charge/s hurled against them, and to be rendered an

impartial decision.

Section 2. Students have the right to choose whether to undergo informal resolution process or to request for a full investigation on the case by the Ad Hoc Discipline Committee.

Section 3. The students have the right to have their parents witness the presentation of their defense during the hearing conducted by the Ad Hoc Discipline Committee.

Section 4. Sanctions on the students shall not be meted out without affording the students due process, particularly the observance of the following rights: (a) to be presumed innocent until proven otherwise, (b) to be informed of the charge(s), (c) to confront the complainant and the evidence against them, and (d) to be heard.

Section 5. All decisions in any disciplinary proceeding of the students involved shall be based on relevant and substantial evidence.

Section 6. The gravity of disciplinary sanctions shall be proportionate to the seriousness of the violation committed.

Section 7. The students have the right to appeal the decision on their case to the Director of Student Discipline.

H. GENERAL PROVISIONS

Section 1. No policy shall be enforced ex post facto.

Section 2. Students shall have the right to file an appeal on any policy and decision of the College, in accordance with existing procedures.

BEING RESPONSIBLE IN SOCIAL MEDIA

As a student who constantly needs to communicate with fellow classmates, using social media such as Facebook, X (formerly Twitter), and Instagram is almost inevitable. At one click, one might forget their engagement with LCC and the sworn responsibility of adhering to the highest standards of

Leadership, Competitiveness and Culture of Excellence. The following guidelines may help an LCCian craft a responsible social media message:

1. Consider your image and your college. Whether you like it or not, the ideas you post, the pictures you show, and even your interests are somewhat related to LCC. Posting pictures of you and your friends drinking alcoholic beverages, more so while wearing the uniform, may negatively reflect on your priorities and may unnecessarily put LCC, your second home, in bad light.

2. Sometimes, it is better NOT to comment. In the realm of social media where deviant shout-outs and posts seem to solicit more deviant comments, restraining oneself from reacting to such posts is advised. Remember that “whoever wins in a rat race is still a rat.” Remember, too, that self-control is power. If your comment will not do any good, then just press the delete button.

3. Make sure your post is accurate. Your posts should be original. Do not just claim that a picture, video, essay or any text is yours. There is no harm in citing or acknowledging the authors. Double-check the spelling, grammar, and tone of your post. Social media is filled with critics waiting to lambaste erroneous posts.

4. Learn to say “No.” Not everything posted or shared in social media is factual. When in doubt, double-check the information by comparing it with other sources. Reject the post by not spreading lies that may unnecessarily cause panic or misinformation. Better yet, comment that the post is untrue and attach your counterevidence.

CHED MEMORANDUM ORDER FOR STUDENT OFF-CAMPUS ACTIVITY

All student off-campus activities within the Philippines, not including internships, practicums, or on-the-job training must abide with CMO 17 Series of 2017. The following are the covered activities for students: educational tours, degree program-relevant events, field studies, mission-

based activities, seminars and/or conferences, community outreach programs, performances, and competitions.

Approval in the participation in the above-mentioned activities must be in compliance with CMO No. 63, Series of 2017, signed approval by the President or head of the institution. Coordinate with partner institutions with appropriate local government units (LGUs) or non-government organizations (NGOs) when necessary.

The College must ensure the safety and well-being of all student participants. All student participants must obtain written consent from their parents/guardians and medical clearance if applicable.

ACCREDITED/RECOGNIZED STUDENT ORGANIZATIONS

Student organizations serve as the arms of Student Development, and College Departments of degree programs in providing out-of-the-classroom learning experiences for the students to form them holistically.

Membership to these organizations is dependent on students' needs, interests and degree programs.

The organizations usually conduct projects during the Activity Period. Projects range from competitions, seminars, workshops, exhibits and festivals, creative arts performances, etc. which are based on the 5 Cs of the 21st Century Leader (collaboration, critical thinking and problem-solving skills, communication, creativity, and cultural adaption) and anchored on the aspirations of the College.

The following list of organizations are clustered based on their common themes and functions.

LIST OF ACCREDITED AND RECOGNIZED STUDENT ORGANIZATIONS

A. UNDER STUDENT DEVELOPMENT**Student Government**

1. LCC Supreme Student Council (LCC-SSC)
2. The Elite Lingua Blazers
3. LCC – Junior Philippine Institute of Accountants
4. LCC – Junior Philippine Institute of Engineer
5. LCC BSBA Society
6. Criminology Student Council
7. IT IS Protech
8. LCC Hospitality Organization Management Society
9. Educare Intersociety
10. LCC Psychology Society
11. ELOQUENCE (English Club)
12. LCC Sophia (Science Club)
13. LCC MATHEO (Math Club)

Student Media & Publication

1. LCC Pen
2. LCC Broadcasting Network

Cultural & Arts

1. LCC Choir
2. LCC Performing Arts – Theater
3. LCC Arts - Dance

THE LCC ANTI-SEXUAL HARASSMENT CODE

Pursuant to the provision of Section 4, of Republic Act No. 7877 entitled "Anti-Sexual Harassment Act of 1995. the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty, staff, and students of La Concepcion College (LCC) and for the resolution, settlement and disposition of cases of sexual harassment.

Rule I. DECLARATION OF POLICY

The College values and protects the dignity and welfare of every individual and assures the full respect of individuality and human rights of all LCC constituents.

The College shall uphold an empowering, gender-fair, safe and healthy learning and working environment for the members of the LCC community such that NO FORMS of Sexual Harassment shall be acceptable.

Rule II. POLICY STANDARDS AND GUIDELINES ON SEXUAL HARASSMENT

In the prolongation of the Declaration of Policy in Rule I hereof, the following standards and guidelines shall be observed by the College:

- a. This Code shall apply to all teaching and non-teaching personnel, and students of the College.
- b. Sexual harassment is an intolerable conduct which impends the mission of the College and demoralizes the dignity of the members of the LCC community. The College shall undertake measures to prevent and eliminate sexual harassment.
- c. All reported incidents or cases of sexual harassment, including incidents between member/s of the LCC community and partner entities, shall be appropriately acted upon by the College.
- d. The College shall provide appropriate services to both parties of sexual harassment cases such as legal and psychological services.

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.

Rule III. GENERAL PROVISIONS

Section 1. Title. These rules shall be known as the LCC Anti-Sexual Harassment Code (ASH Code) otherwise known as "Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 (RA 7877)"

Section 2. Definition of Terms. As used in the ASH Code, the following terms, shall mean and be understood as indicated below:

- a.** Sexual harassment means an act, or a series of acts, involving any unwelcome sexual advance, request or demand for sexual favor, or other verbal or physical behavior of a sexual nature, and all other gender-based sexual harassment forms committed by any administrator, faculty, staff and student. In work-related or education/training related cases, the person complained of exercises authority, influence or moral ascendancy over another person or individual.
- b.** Administrators refer to the President. Vice Presidents. Dean of Colleges, Center Directors, Department Heads, and Directors of Administrative Offices.
- c.** Faculty members refer to the pool of employees of the LCC holding academic positions and performing teaching, research and extensions functions on a full-time or part-time basis.
- d.** Staff refers to the pool of employees holding non-academic or administrative positions performing tasks in support of the instruction, research, and extension functions of the LCC.
- e.** Student refers to a person duly enrolled for a degree or special course, whether on a credit or audit basis, part-time or full time or in a short-term training, distance learning, review course, thesis writing in any academic unit, training or review center of the College or are students hired as student assistants or graduate teaching assistants during semestral or summer breaks.
- f.** Others refer to those who may have certain dealings/transactions with the College, those who are indirectly hired by the College and those who may have a memorandum of agreement with the LCC (e.g. employees on operators/drivers). contractual basis, tricycle
- g.** Victim-refers to any LCC personnel or student against whom an act of sexual harassment has been committed.

h. CODI refers to the Committee on Decorum and Investigation for cases of Sexual Harassment.

Section 3. Coverage

a. Officials and Employees. These Rules and Regulations shall apply to any administrator, principal, faculty, staff, including other outsourced personnel directly or indirectly hired by the LCC against whom a complaint for sexual harassment is filed.

b. Students. This Code shall also apply to any student of the College who complains of sexual harassment. Should a student be complained of the act, the LCC Code of Conduct shall apply.

c. Others. This Code shall also apply to those who are indirectly hired by the College or those who may have a memorandum of agreement/contract with the LCC and have complaints for or have been complained of sexual harassment.

Rule IV. POLICIES

Section 1. LCC adheres to its mission to empower globally competitive human resources and as such, it shall strongly maintain a school environment where administrators, faculty, staff and students respect one another and behave in accordance with the highest ethical standard. It, therefore, commits itself to the implementation of RA 7877 or the "Anti-sexual Harassment Act of 1995".

Section 2. It is, thus, the ethical obligation of the College to provide an environment that is free from sexual harassment and from fear that it may occur. It is therefore, the declared policy of the College that sexual harassment is an unacceptable behavior and a violation of the laws of the Philippines and the Rules and Regulations of the College. This shall not be tolerated and condoned but rather, the LCC shall take measures to prevent sexual harassment and eliminate conditions that give rise to sexual intimidation and exploitation within the purview of this Code.

Section 3. All members of the College affected by a sexual harassment incident shall be treated with respect and given full opportunity to present their side of incident. 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.

Rule V. SEXUAL HARASSMENT (adapted/lifted from Section 51.A of the 2017 RACCS and IRR of Republic Act 11313)

Section 1. Sexual harassment in the LCC context. As defined, sexual harassment is any unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remarks about a person's sex, sexual orientation, or gender identity.

It is an act, which may be committed physically, verbally, or visually with or without the use of information communication technology.

Sexual harassment may be a demand or request for sexual favor by a person of authority, influence or moral ascendancy in exchange for appointments, grants, grades or favors, or set as terms and conditions for appointments, grants, grades or favors regardless of whether such act or series of acts are accepted by the offended party.

It may be committed inside LCC premises; or outside LCC premises in a work, education, research, extension, or related activity.

It may also take place while on official business outside the College campus or during work or school or training related travel at official conferences, fora, symposia or training sessions; and via telephone, cellular phone, fax machine or electronic mail.

Where the act/s of sexual harassment are shown to be organization-related or organization-based, the liability for sexual harassment shall extend to the officers of the organization, who are registered students during the commission of the offense, and the organization itself.

Section 2. Forms of Sexual Harassment. Sexual harassment can consist of the following:

a. Persistent, unwanted attempts to change a professional or educational relationship to a personal one.

b. Unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people.

Examples include but are not limited to the following:

1. Unwelcome sexual advances;

2. Derogatory, demeaning, or lascivious comments about men and women in general.

c. Verbal

1. Abuse of a sexual nature:

- 2. Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- 3. Repeated sexual-oriented kidding, teasing, joking, flirting, or
- 4. Offensive crude language.
- d. Physical**
 - 1. Leering, whistling, touching, pinching, or brushing against another's body:
 - 2. Malicious touching, or
 - 3. Gestures with lewd insinuations.
- e. Visual** such as the use or display of objects or pictures, graphics, letter or written notes which have sexual underpinnings that would create a hostile or offensive work or living environment.
- f. Serious physical abuse**
 - 1. Sexual assault; or
 - 2. Rape

Section 3. Classification of Offenses. Sexual harassment is classified as light,

less grave, and grave offenses, as follows:

- a. Grave Offenses** shall include, but are not limited to:
 - 1. Touching or groping of private parts of the body such as breast, genitalia, or buttocks;
 - 2. Forced kissing;
 - 3. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
 - 4. Attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner, and
 - 5. Other analogous cases
- b. Less Grave Offenses** shall include, but are not limited to:
 - a. Verbal and/or non-verbal abuse with sexual overtones. including but not limited to, offensive hand or body gestures:
 - b. Derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity:
 - c. Touching or brushing against a victim's body:

- d. Pinching that does not fall under grave offenses:
 - e. Sexual advances or propositions: and
 - f. Other analogous cases.
- c. Light Offenses shall include, but are not limited to:
- 1. Surreptitious looking or stealing a look at a person's private parts or underclothing:
 - 2. Malicious leering or ogling:
 - 3. sexual flirtation or persistent unwanted attention with sexual overtones:
 - 4. Inquiries or comments about a person's sex life and gender orientation:
 - 5. Communicating sexist/smatty remarks causing discomfort, embarrassment, offense, or insult to the receiver:
 - 6. Display of sexually-offensive pictures, materials, or graffiti; and other analogous cases. 7.

Section 4. Persons Accountable. Any member of the LCC community is liable

for sexual harassment when he/she:

- 1. Directly participates in the execution of any act of sexual harassment as defined by this Code:
- 2. Induces or directs another or others to commit sexual harassment as defined by this Code:
- 3. Cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished:
- 4. Cooperates in the commission of sexual harassment by another through previous or simultaneous acts:
- 5. Benefits from the commission of any act of sexual harassment;
- 6. Conceals or hides the commission of any act of sexual harassment; and
- 7. Rest ins or coerces the victim from filing the appropriate complaint.

Rule VI. GRIEVANCE PROCEDURES

The following procedures shall apply to any sexual harassment act committed against a student.

Section 1. Anti-Sexual Harassment Unit, An Anti-Sexual Harassment Unit (ASHU) which serves as a section in the LCC - Gender and Development Office (LCC - GADO), directly under the Office of the President, is hereby created.

This is with reference to Rule VII, Sec 25.1 of the IRR of RA 11313.

Section 2. It shall be headed by a Coordinator, appointed by the College President upon the recommendation of the LCC - GADO Director and composed of selected members of the Gender Focal Point System (GFPS) of the LCC. He or she shall be the executive officer of the unit and shall be responsible for the efficient monitoring of cases from filing to resolution.

Section 3. The Unit shall perform the following functions:

1. Receive complaints of sexual harassment and whenever needed, assists complainant in the preparation of written complaint:
2. Facilitates the submission of the complaint to the Office of the President for appropriate investigation and litigation:
3. Undertake information and educational activities to ensure that the College policy, rules, regulations and procedures on sexual harassment are disseminated and become part of the academic culture:
4. Design and implement a continuing program of activities and initiatives for the prevention of sexual harassment:
5. Creatively design or formulate informal 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;
6. Coordinate security and support measures to aggrieved parties or victims in sexual harassment cases:
7. Monitor the progress of the case from filing to resolution: and

Section 4. Committee on Decorum and Investigation (CODI).

(Adapted/Lifted from Rule VIII, Sec. 33.b-d of the IRR of RA 11313) The College President shall constitute a Committee on Decorum and Investigation (CODI) that shall serve as an independent internal grievance mechanism that will act as the main body in the investigation and resolution of cases involving all Gender Based Sexual Harassment cases.

- a. The CODI shall be composed of at least one (1) representative each from the school administration, the trainers, instructors, professors or

coaches and students or trainees, students and parents as the case may be. The President may include other groups in the CODI as may be applicable. It shall be ensured that there is equal representation of persons of diverse sexual orientation, gender identity and/or expression, as far as practicable. Aside from the regular members of the CODI, the President must designate his/her respective permanent alternate who shall act on his/her behalf in case of absence of the regular member and must have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

b. The CODI shall be headed by a woman and not less than half of its members shall be women.

c. The CODI shall be composed of members who should be impartial and not connected or related to the alleged perpetrator within the fourth degree of consanguinity or affinity and have no prior involvement as a respondent, defendant or accused in any case of whatever nature on Sexual Harassment. Further, in case of relation by consanguinity or affinity to either the complainant or respondent, the CODI member shall inhibit from participating in any part of the proceeding, or be substituted by another.

The complainant or the respondent may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest partiality, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause delay in the proceedings.

The CODI shall, at all times, observe due process and, investigate and decide on written complaints within ten (10) working days or less upon receipt thereof. It shall ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible. The ten-day period will not include the period of appeal which shall be available to either party.

The CODI, in accordance with the Code of Conduct, shall ensure that the respondent is given opportunity to be properly notified of and respond to the charge/s and that parties are given.

Section 5. Functions. The CODI Chair shall receive any complaint of sexual harassment from the ASHU. The Committee shall investigate and hear sexual harassment cases, prepare and submit reports with corresponding recommendations for the decision of the College President.

Rule VII. DUE PROCESS

Section 1. Right to Due Process. No disciplinary sanction shall be applied upon any erring member of the educational community except for cause and after due process have been observed. In sexual harassment cases, the alleged offender must be afforded due process and as much confidentiality during the process.

Section 2. Procedural Due Process Standards. The following procedure must be followed in sexual harassment cases:

1. The alleged offender must be informed in writing of the cause of accusation against him/her.
A copy of the complaint is attached to the notice.
2. S/he shall have the right to answer the charges against her/him.
3. S/he shall be informed of the evidence against her/him.
4. S/he shall have right to present evidence in her/his own behalf.
5. The evidence must be considered by the investigating committee in hearing the case.

Rule VIII. COMPLAINT AND REPORTING SYSTEM

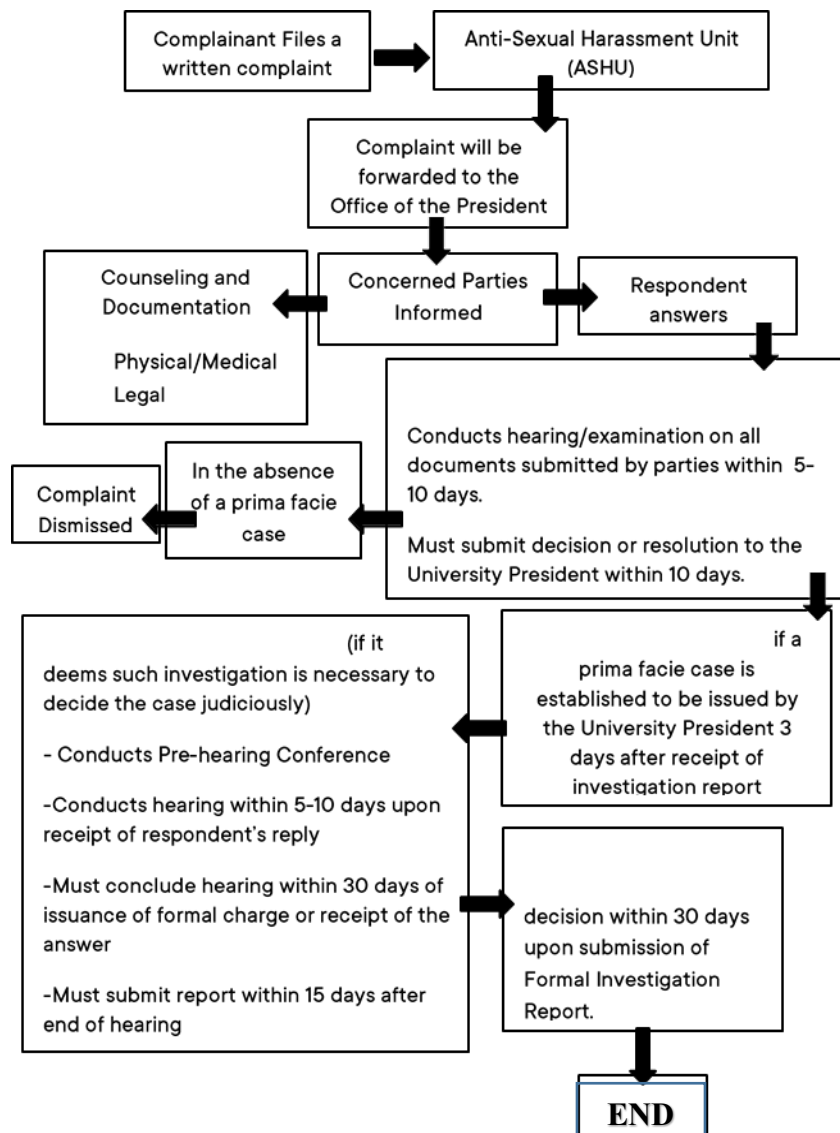
Section 1. Who May File.

- a. Victim (student, administrator, faculty, staff, or others who are directly or indirectly hired by the College) may report or file complaint of sexual harassment. In the case where the victim is a minor, the parent, older siblings or legal guardian may file in his/her stead.
- b. Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of the student, staff, or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of sexual harassment or violence, the LCC should promptly investigate to

determine the veracity of such information or knowledge and circumstances under which the act of sexual harassment or violence were committed, and take appropriate steps to resolve the situation. Concerned LCC officials must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects. This shall include the conduct of an investigation, on its own initiative, and referral of offended party for appropriate psychosocial or medical services. (Adapted from Rule VII, Sec. 25.2 par 2)

Section 2. Where to File. The report/complaint may be received in the ASHU which will be filed directly to the CODI.

Section 3. Flowchart in Handling Sexual Harassment Cases



Section 4. Procedures on the Determination of Sexual Harassment.

a. How Commenced. Any sexual harassment committed may be reported orally or in writing, in English or Filipino, to the ASHU 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 reporting and it should be notarized.

Deans/Directors/Heads of units who receive such report shall communicate the report to the ASHU.

b. A report made orally, or thru a text message, or thru other non-written means, shall be reduced in writing by the ASHU 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.

c. A report filed by any member of the LCC community against a non-member of the LCC community with the LCC shall be dealt with similarly: Provided, that the report against the latter shall proceed in accordance with the terms of their engagement with the College.

d. A report filed against any member of the CODI and the ASHU staff shall be referred to the Office of the President for investigation and appropriate action.

Section 5. Complaint. The complaint must be in writing. It must contain the following as stated in Section 11. Rule 3 of the 2017 RACCS:

1. Full name and contact details of the complainant. However, the filing of an anonymous complaint is not prohibited.
2. Full name, contact details and/or position of the respondent, if known to the complainant.
3. Statement of relevant facts

4. Evidence to support the allegation, provided that non-submission of evidence will not cause the dismissal of the complaint, and
5. Certification or statement of non-forum shopping.

If the complaint is not under oath, the complainant shall be summoned by the CODI to swear to the truth of the allegations in the complaint or require the complainant to submit a sworn complaint within 24 hours from receipt of notice of compliance.

The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for the CODI to continue its investigation and make a report of its findings and recommendation to the disciplining authority when the evidence warrants.

ACTION TO THE COMPLAINTS

1. For complaint against an employee, faculty, or student - proceed with the investigation if the complaint is sufficient in form and substance. A complaint is sufficient in form and substance if all the elements provided in the immediately preceding provision are present.
2. For complaints against personnel or third-party service providers or partner-institutions or guests or visitors of the LCC-recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.

The CODI shall likewise recommend to the college president to provisionally disallow the personnel of third-party service provider or of partner institution complained of, or guests or visitors from entering the premises of the LCC or from transacting with the LCC while the investigation is pending before the service provider, partner institution, or to the proper government authorities.

Section 6. Respondent's Answer

1. The respondent shall submit his/her reply personally within ten days from the receipt of the complaint.
2. The answer shall be in writing, a copy of which shall be furnished to the complainant. No particular form is required but it is sufficient that the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the defense of the respondent.
3. The respondent may submit any evidence s/he possesses, including statements of witnesses and pertinent documents.

Section 7. Complainant's Reply. The complainant may file a reply within five days from the receipt of the respondent's answer.

Section 8. Notification.

1. The parents and/or guardians of a student filing a complaint for sexual harassment are to be immediately notified by the ASHU. Such parents or guardians may attend the hearings.
2. The ASHU is responsible for giving due notice and pertinent materials to the respondent/ complainant and parents, as may be required.

Section 9. Preventive Suspension. The disciplining officer upon motion or in Motu Proprio, may suspend any teaching or nonteaching personnel for a non-extendible period of not more than ninety (90) days from issuance of Formal Charge: Provided, that no suspension shall be beyond the maximum imposable penalty.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of the complained incident and to preclude the possibility of his/her exerting undue influence or

pressure on the witnesses against him/her or destroying, tampering, hiding or suppressing evidence.

A respondent under preventive suspension may be prohibited from any or all of the following:

- a. attending classes and academic activities/rendering work
- b. entering LCC academic/office/ service buildings and their premises:
- c. using LCC campus facilities, including but not limited to, athletic facilities, libraries.
- d. and computer laboratories; except dormitories for dormitory residents, health service, houses of worship, police station, resource generation areas, residences, and others as may be recommended by the CODI;
- e. participating in LCC activities within college premises:
- f. holding student/office jobs.

The preventive suspension may include other conditions set by the President or the Dean, as the case may be.

Section 10. Protection Order. The President, as the case may be, may issue a Protection Order, on his/her own initiative, or upon recommendation of the CODI for the purpose of preventing retaliatory acts or continuing acts of sexual harassment against the complainant and granting other necessary relief. The reliefs granted under a Protection Order serve the purpose of safeguarding the complainant from further harm, minimizing any disruption to her/his daily life, and facilitating her/his opportunity and ability to independently regain control over her/his life.

The following support may be availed by the complainant:

1. Psychosocial counseling

2. Referral to an agency offering professional help
3. Support from the LCC Gender and Development Office
4. Coordination with women's organizations and advocacy groups
5. Transfer to another class, office or partner institution, if needed, and
6. Available legal support such as financial assistance, not exceeding P6,000 per semester, charged to the Student Charity and Financial Assistance Fund or from the GAD fund.

The provisions of the Protection Order shall be enforced by the Academic Unit or Office that has authority over the respondent.

A Protection Order may be temporary or permanent. A Temporary Protection Order (TPO) may be issued for not more than ninety (90) days unless the charge is for a grave offense, in which case the TPO is issued for the duration of the proceedings. A Permanent Protection Order (PPO) may be issued as part of the corrective measures.

The Protection Order may include any, some or all of the following reliefs:

- a. prohibition of the respondent from threatening to commit or committing, personally or through another, any of the above acts prohibited in this Code:
- b. prohibition of the respondent from directly or indirectly harassing, annoying, discriminating or committing any other acts that tend to damage the reputation of the complainant;
- c. removal and exclusion of the respondent from the place of work or study of the complainant, if they are officemates or classmates, either temporarily or permanently for the purpose of protecting the complainant:

d. directing the respondent to stay away from the complainant and to stay away from the residence, school, place of employment, or any specified place frequented by the complainant: and,

e. provision of such other forms of relief as may be deemed necessary to protect and provide for the safety of the complainant; Provided, that the complainant consents to such relief. Violation of the TPO/PPO shall be subject to immediate disciplinary action as recommended by the Hearing Committee to the President.

RULE V DECISION ON THE CASE

Section 1. The disciplining authority shall decide the case within thirty (30) days of receipt of the CODI Investigation report and Recommendation.

Section 2. A decision rendered by the disciplining authority where the penalty of reprimand, serious reprimand, suspension for not more than thirty (30) days, or a fine in the amount not exceeding thirty (30) days' salary is imposed, shall be final and executory and not appealable, unless a motion for reconsideration is seasonably filed. However, the Respondent may file an appeal within fifteen (15) days before the disciplining authority when the issue raised is a violation of due process.

If the penalty imposed is exclusion, dismissal, suspension exceeding thirty (30) days, or a fine in an amount exceeding thirty (30) days' salaries, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal, and no such pleading has been filed. A motion for reconsideration may be filed before the disciplining authority by the respondent within fifteen (15) days of receipt of the decision of the disciplining authority. The disciplining authority shall act or decide on the motion for reconsideration within thirty (30) days of receipt thereof.

Section 3. The specifics and the penalties for light, less grave and grave offenses are as follows: (Lifted from CMO No.3, Series of 2022)

GRAVE OFFENSES

A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work.

B. Person in a peer relationship with the offended party, e.g. student vs. student, employee vs. employee

C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees.

D. Third-party service providers such as sanitation and maintenance personnel.

E. Personnel or Partner Institutions where school-related activities are conducted.

F. Guests/Visitors

LIGHT OFFENSES

A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work.

	1 st Offense	2 nd Offense	3 rd Offense
surreptitiously looking or staring at a person's private part or worn undergarments	Reprimand	Suspension of one day to thirty days	Dismissal from service; For students, exclusion or dismissal
making sexist statements and smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly			
embarrassing, offensive or vulgar.			
malicious leering or ogling			
the display of sexually offensive pictures, materials or graffiti			

unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's sexual relations).			
making offensive hand or body gestures at the person			
persistent unwanted attention with sexual overtones			
catcalling and/or wolf-whistling			
unwanted sexual misogynistic, transphobic and homophobic remarks and comments online, whether publicly or through direct and private messages			
invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones			

B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee;

C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees.

	1 st Offense	2 nd Offense	3 rd Offense
Same as Above	Written warning	Written reprimand and community service	Suspension

D. Third-party service providers such as sanitation and maintenance personnel.

E. Personnel of Partner Institutions where school-related activities are conducted.

	1 st Offense	2 nd Offense	3 rd Offense
Same as Above	Reprimand by the HEI	Severe reprimand by the HEI	Permanent ban in the HEI; For international partners, permanent ban from entering into contract with PHEI

F. Guests/Visitors

	1 st Offense	2 nd Offense	3 rd Offense
Same as Above	Reprimand by the HEI	Severe reprimand by the HEI	Permanent ban in the HEI

NOTE:

forth in the Revised Rules on Administrative Cases in the Civil Service (RRACCS) issued by the Civil Service Commission.

IMPOSITION OF PENALTIES

Minor students who, at the time of the commission of the act of GBSH, are found guilty under these Guidelines by the disciplining authority, shall likewise undergo gender- sensitivity training and psychosocial counseling sanctioned by the Institution's Guidance Office.

If the penalty of expulsion or exclusion is imposed upon a student, the same shall be subject to the confirmatory authority of CHED pursuant to Section 21 of the Implementing Rules and Regulations of the Safe Spaces Act.

If the penalty of dismissal is imposed upon an employee of the HEI, the same shall be in accordance with the Civil Service Commission (CSC) or Department of Labor and Employment (DOLE) issuances, as the case may be.

If the penalty imposed is other than those provided above, e.g. termination of contract or permanent ban from the HEI, the same shall be final and immediately executory, and notice shall be furnished the Respondent or notice shall be posted around the premises of the institution as the case may be.

If the perpetrator committed the offense twice against the same victim, the corresponding gravest penalty shall apply.

HEIs may provide gender sensitivity training and counseling to offenders.

The fine penalties provided for in the Implementing Rules and Regulations of RA 11313 may be applied under the conditionalities set

For termination of contract with a partner training organization, the institution shall report the same with the CHED Regional Office having jurisdiction over it.

ACCESSORY PENALTY

A student shall not be allowed to graduate if he or she has a pending case of GBSH. The College reserves the right to revoke a student's diploma if it was inadvertently issued while a case for GBSH is pending against the student at the time of its conferment.

Any fees to be charged in the course of a victim's availment of psychosocial counseling and similar services shall be borne by the respondent proven guilty of the offense/s charges.

Section 4. If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count, and the rest shall be considered as aggravating circumstances.

Section 5. If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count, and the rest shall be considered as aggravating circumstances.

Section 6. Additional Corrective Measures. In addition to the imposable corrective measures, regardless of the number of times the offense is committed, the following corrective measures may be imposed within the period of service of the corrective measure. These include the following, but are not limited to:

- a. Written or oral apology
- b. Counseling, and.

c. Attendance in appropriate or relevant trainings, seminars, and lectures, such as gender sensitivity trainings, or other such activities. similar

In determining whether corrective measures are appropriate or necessary, the following factors may be taken into consideration:

- a. Nature and circumstances of the act committed:
- b. Frequency and severity of the act:
- c. Personal circumstances of the son complained of/respondent (e.g. age, maturity, position, or rank)
- d. Safety of the parties or community, and,
- e. Such other relevant factors.

These corrective measures may also be adopted in complaints submitted for disposition under the informal procedure.

Section 7. Prescriptive Period. All complaints for sexual harassment may be filed with the CODI through the ASHU within four (4) years from the commission of the act complained, the minimum period in which the student is supposed to spend time to finish his/her study in the LCC.

Section 8. Confidentiality Clause. All proceedings and records related to the case are strictly confidential. For purposes of dissemination of Decisions to pertinent LCC offices, only the dispositive portion shall be released.

Parties to the case as well as College personnel and students entrusted with duties and functions in connection with the implementation or enforcement of this Code, are enjoined from

disclosing any matters related thereto and to respect the individual privacy of all parties during the pendency of the case.

Any person who violates the confidential nature of such records shall be subject to appropriate disciplinary action.

The identity of the complainant in the final decision released by the College shall, upon request of the complainant, be under an assumed name; Provided, however, that where the respondent is found not liable for the offense charged, the name shall also be under an assumed name.

Rule VI FINAL PROVISIONS

Section 1. The Policy. All students and College personnel are held responsible for knowing the policies and regulations contained in this Code.

Section 2. Separability Clause. If any provision herein is declared invalid, the remainder thereof shall be in full force or effect.

Section 3. Effectivity. These rules and regulations implementing the Anti-Sexual Harassment Act of 1995 in La Concepcion College (LCC) shall take effect only after this document is duly proved by the Board of Regents.

Section 4. Repealing Clause. This amends and supersedes all resolutions and issuances inconsistent with this Code.

Section 5. Amendments. This act may be amended every two years after its effectivity.

POLICIES ON PROHIBITED SUBSTANCES AND ITEMS

POLICY ON DRUGS AND PROHIBITED SUBSTANCE

Drug addiction and or substance abuse is a disease. The drug addict is a sick person. The drug pusher is most probably also a user and sells drugs to support the addiction. Like any other person, drug addicts need treatment. This is the premise of the College's policy on the issue of drugs and prohibited substances in the community.

Drug addiction is one of the biggest threats that the College and the country are facing. Meeting this threat will require the cooperation of the entire College community and the College is counting on everyone's support.

The College will extend support to those in the community affected by the disease of drug addiction or substance abuse. It will help the students who voluntarily come forward to seek assistance on drug addiction or substance abuse by referring them to appropriate treatment centers. It has launched mechanisms to make it easier for drug addicts on campus to seek help. Students will be given an official leave of up to a year to undergo treatment. Those who sought rehabilitation can resume their studies upon certification by the rehabilitation center that they have completed the prescribed course of treatment. They must also agree to participate in the post-treatment counseling and support group sessions provided by the center. The College, however, will not tolerate individuals who attempt to introduce drugs into the community. Those found guilty of this offense will be separated from the College by expulsion or dismissal. National laws covering these offenses will also be applied.

“Article VIII of the Student Code of Conduct considers the possession, distribution, or use of prohibited drugs or controlled substances or chemicals, and or any drug paraphernalia, and the taking of and or being under the influence of a prohibited drug or controlled substance as major offenses under its Section A2(k). The offense is punishable by sanctions imposed on the erring student under major offenses in Section 3(2) of the same article.”

As part of due process, a student caught in possession of prohibited drugs and or controlled substances, or any drug paraphernalia, or caught under the influence of prohibited drugs and or controlled substances will be immediately subjected to a drug test, upon a valid waiver (issued by them, or by their parents in case of minor). Voluntary appearance of the student and their parents or guardians, if any, at the scheduled date and time of the drug test constitutes a valid waiver.

The College has the responsibility to protect the community from the disease. In accordance with existing CHED regulations, LCC regularly conducts random drug tests on its students. Refusal of a student to undergo random drug testing is considered a major offense under Section 2(b)(25) of Article VIII, Student Code of Conduct.

In accordance with the College's Policy on Drugs and Prohibited Substance, the student upon his/her acceptance at the LCC is required to execute a conformity and waiver form which states the following:

1. that he/she is a student of LCC;
2. that he/she has read and understood the College's Policy on Prohibited Drugs and Controlled Substances;
3. that he/she conforms to and supports the said policy;
4. that he/she has full knowledge of his/her rights under the law and allows himself/herself to be subjected to any drug or medical testing in accordance with said policy;
5. that he/she shall not file any claim or action of whatever nature against the LCC and/ or its officers after submitting himself/herself to the drug testing; and
6. that he/she shall abide by whatever decision rendered by the management in consonance with the results of the tests.

The conformity and waiver forms are attached and made an integral part of the Student Handbook. The student needs to fill out the blanks therein, such as the name of the student, their parent's name (if minor), the Institute and Course they are enrolled in, and their ID number. The form is to be ripped off from the student handbook and submitted to the Institute after the student (and their parents, in the case of a minor) have filled out all the blanks therein and signed the same.

GUIDELINES FOR THE CONDUCT OF MANDATORY RANDOM DRUG TESTING

The CHED Memorandum Order (CMO) No. 18 (Series of 2018) on The Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions (HEIs) enjoins all HEIs to include in the Student Handbook the conduct of mandatory random drug testing of students, with notice to the parents. The same CMO recognizes the academic freedom of all HEIs in implementing a policy on mandatory random drug testing of their students as part of the school's admission and retention requirements.

The conduct of random drug testing of students in HEIs is mandatory pursuant to Section 36(c) of RA 9165 (Comprehensive Dangerous Drugs Act of 2002) and is implemented for drug prevention and rehabilitation purposes. In line with the Dangerous Drugs Board (DDB) Regulation No. 3 (Series of 2009) which amended DDB Regulation No. 6 (Series of 2003), the College shall guarantee and respect the personal privacy and dignity of the students in the conduct of random drug testing, and the results thereof shall be treated with utmost confidentiality and cannot be used in any criminal proceedings against the students.

The College is a drug-free campus. It has an intensive and unrelenting campaign against drug trafficking and use of dangerous drugs and other prohibited substances through policies, plans and programs to ensure the non-availability of drug supply, absence of drug user/dependent, absence of drug pusher, and existence of drug awareness, preventive education and information and other related programs in the campus. As such, and in compliance with the aforementioned CMO No. 18 (Series of 2018) and pertinent law, rules and regulations, the College issues the following guidelines for the conduct of mandatory random drug testing, to wit:

SCOPE OF THE POLICY

The policy applies to all current tertiary level students at the College. The drug tests to be conducted are for the presence of methamphetamine hydrochloride and marijuana.

Additional drug test for presence of Methylenedioxymethamphetamine (also known as the recreational drug ecstasy), cocaine, rohypnol (also known as

date rape drug) and/or ketamine (a dissociative anesthetic), and other similarly regulated/prohibited drugs or substances shall be requested for students who are suspected of ingested the identified drugs aforementioned, upon recommendation of the Student Discipline. The cost of such drug tests will be for the account of the College Health Services.

NATURE OF DRUG TESTING

Drug-testing is the process undertaken to determine the presence of dangerous drugs in a student's system, to include both screening test and confirmatory test. A screening test is a rapid immunoassay test performed to establish potential or presumptive positive results, or to eliminate a negative specimen, while a confirmatory test is a further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen.

MANDATORY RANDOM DRUG TESTING

Mandatory random drug testing refers to the compulsory conduct of random drug testing (unannounced conduct of actual drug testing) of LCC students with each student having equal chance of being selected for testing.

Pursuant to Section 36(c) of RA 9165, the College is mandated to implement a mandatory random drug testing of its students, consistent with implementing guidelines and other relevant rules and regulations of the Dangerous Drugs Board and the Commission on Higher Education, after consultation and other similar requirements, to wit:

- Prior approval of the LCC's Board of Trustees or Management Committee;
- Consultation process

The College shall present to the LCC Supreme Student Council in the consultation the policy requiring mandatory random drug testing of students. Such consultation must be completed before the end of February of the Academic Year preceding the year that the intended mandatory random drug testing will be implemented.

- A DOH-accredited drug facility shall conduct the necessary mandatory random drug testing.

Refusal to undergo random drug testing is considered as a major offense

under the Student Code of Conduct; however, in no case shall such refusal to undergo mandatory random drug testing give rise to a presumption of drug use or dependency.

Mandatory random drug testing fees shall be included in the annual budget of the College Health Services to be able to accommodate all students, or the cost of such drug tests shall be included in the miscellaneous fees to be collected from the students during enrollment.

DRUG TESTING AS A REQUIREMENT FOR RETENTION

Aside from the mandatory random drug testing, the LCC, in the exercise of its institutional academic freedom, considers mandatory drug testing of students (compulsory submission of students for drug testing as required in the Student Handbook and with notice to parents) as part of the College's retention policies, after observance of consultation and other similar requirements, provided the mandatory drug testing shall be conducted in the same manner as the mandatory random drug testing.

RESULTS OF DRUG TESTING

If the test result of the mandatory random drug testing is confirmed positive, the Health Services Director shall conduct a conference to inform both the parent and the student concerned of the results, and to find out whether the student is a drug abuser.

A drug abuser is a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medial approval. They fall under any of the three categories:

- The experimenter or one who out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;
- The casual user or one who, from time to time, uses or administers or allows others to administer to them dangerous drugs to refresh their mind and body or as a form of play, amusement or relaxation; and
- The drug dependent or one who regularly consumes or administers or allows others to administer to them dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

In all cases, the confirmed positive result in the mandatory random drug testing shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the Student Code of Conduct. Nonetheless, if the student is found to be drug dependent, the appropriate intervention, and/or rehabilitation, shall be imposed on the student as follows:

- 1st time Positive Result: Guidance & Counseling Intervention, Meeting with Parent
- 2nd time Positive Result: Guidance & Counseling Intervention, Meeting with Parents, Leave of Absence, Detox Clinic or Rehab Certification
- 3rd time Positive Result: Guidance & Counseling Intervention, Meeting with Parents, Drug Dependency Exam Result from DOH-accredited physician, Leave of Absence, Detox Clinic or Rehab Certification, and appropriate sanction under the Student Code of Conduct

Notwithstanding the frequency of positive result, a student may be imposed a higher level of intervention depending on the severity of his or her drug dependency. In all cases, the College shall also ensure the provision of non-discriminatory intervention services for the students found to be drug dependent.

PROCEDURAL GUIDELINES FOR THE MANDATORY RANDOM DRUG TEST

- The students will be randomly selected (or the unbiased process of selecting students who are to undergo drug testing) from the population by the Selection Board headed by the Director of Health Services, and its members composed of the Vice President for Student Affairs, the Dean of Instruction or the Program Head of College Department), the Director of Student Development, the Director of Student Discipline, and the Vice President for Academic Affairs. The Registrar's Office may be requested to furnish the class schedules of the students randomly selected to set the date for the mandatory random drug test.

- The Director of Health Services shall send to the College Department, thru email, the list of students who will undergo mandatory random drug testing. The College Department representatives shall, on the day set for the drug test, accompany the students in the list to the Health Services for documentation and submission of urine.

CONFIDENTIALITY

The Drug Free Committee, headed by the President of the LCC, and the Selection Board shall ensure the strict confidentiality and integrity of the drug test results.

In no case shall the results, negative or positive, disclose the name of the student, who may then be merely identified by their student number. The LCC shall ensure that pertinent provisions of RA NO. 10173 (Data Privacy Act of 2012) shall be observed at all times, especially in the processing of personal information in order to protect the interests of the students.

POLICY ON PROHIBITED ITEMS

The LCC prohibits the entry of the following items into the campus:

1. Cigars, cigarettes, e-cigarettes, vapes
2. Alcoholic beverages
3. Sharp, pointed, and bladed objects not academically related
4. Firearms, kerosene, pyrotechnics, and explosives
5. Pepper sprays (These may be deposited at the campus gates and then be claimed upon exit)

The deliberate entry of the aforementioned items without proper authorization is a sanctionable offense under the Student Code of Conduct.

SCOPE

This policy covers the guidelines in relation to the prohibition of entry of certain items inside the College.

PROVISIONS

1. Students caught carrying prohibited drugs or controlled substance, including prohibited drug or controlled substance paraphernalia will be charged with a grave offense. The item will be confiscated, and the

student will be liable under the provisions of RA 9165 (Comprehensive Dangerous Drugs Act of 2002).

2. Students caught in possession of alcoholic drink and other intoxicating substances will be charged with a major offense under the Student Code of Conduct. The item will be confiscated.
3. Students caught in possession of items classified as deadly weapons, including all sharp and pointed objects not academically related, will be charged with a major offense under the Student Code of Conduct. The item will be confiscated.
4. Deadly weapons include, but are not limited to, firearms (including spring- type, air, powder, and similar mechanism), explosive materials and pyrotechnics (e.g., firecrackers), brass knuckles, stun guns, toy and pellet guns, lead pipes, stones, lead pipes, sharp/cutting/pointed/ bladed objects not academically related. Any similar object shall be considered deadly weapons if used to inflict physical injury or cause death.
5. Laboratory instruments, kitchen instruments, painting/art items, and other similar items that are commonly used for academic purposes may be brought inside the campus with prior instruction and approval from respective departments and proper endorsement to Student Discipline. In the exceptional cases that the items are used for the commission of acts in violation of the Student Code of Conduct, the one who brought the same shall be equally responsible with the person who inappropriately used it.
6. Laboratory instruments and cutters shall be considered deadly weapons if used to inflict harm.
7. Pepper spray, normally used for self-defense, is surrendered at the campus gates for temporary safekeeping and may only be released to the student when they leave the campus after their classes.

The provision of this policy also applies outside the College during an academic function or school activity.

POLICY ON FRATERNITIES

The College prohibits membership of its students in fraternities, sororities, and other organizations operating within the College premises which are not recognized by LCC.

As a pre-requisite for admission to the College, all freshmen and transferee students are required to execute the Statement and Undertaking which states the following:

1. The student is not a member of any organization operating within the College premises which is not registered with the La Concepcion College;
2. For the duration of the student's stay in the College, the student shall not join and or shall not participate in any organization not recognized by the College;
3. The student acknowledges and understands that the student's admission into the College is a privilege, and that the College has the right and the authority to choose the persons or individuals that may be admitted as students of the College;
4. The student acknowledges and understands that the College has likewise the authority to prescribe rules and regulations governing non-membership of the students in any organization in the College. Pursuant to its right to academic freedom, the College may withhold recognition to organizations, existence of which is considered inimical to the maintenance of peace and order in the school campus;
5. The student recognizes and accepts that the student's continued stay in the College is subject to compliance with prescribed disciplinary rules and regulations, especially those on non-membership in fraternities, sororities or organizations not recognized by the College, the policies relating to prohibited drugs and substance, and the policies relating to other illegal and immoral activities that may destroy the integrity of the College;
6. The student undertakes to abide by whatever College rules and regulations;
7. The student understands that the College can dismiss the student if the student is found to have falsely certified to any conditions of the Statement and Undertaking; and
8. The student executes and submits the Statement and Undertaking as a prerequisite of the student's admission in the College.

The Statement and Undertaking shall be signed by the student and their parents or guardian (if student is a minor).

The Student Code of Conduct provides in its Article 1, Section 14 that “Students shall not be involved in any form of hazing, or any activity, including, but not limited to, coercion, threats which may result in actual or threatened infliction of harm and physical injury upon the person of their fellow students, faculty members or employees of the College. Students shall neither be members nor recruit others to become members of organizations not recognized by the College.”

Moreover, Article VIII of the Student Code of Conduct classifies “hazing and or recruitment to fraternities, sororities, or other organizations not recognized by the College” and “involvement in fraternity-related disorders” as major offense under Section D(2) (j).”

Thus, the College considers the following act as prohibited:

- a. Membership in a fraternity, sorority, or other organizations not recognized by the College. This includes membership in any unrecognized organization that subscribes or participate in any violent act;
- b. Recruiting others to become members of fraternity, sorority, or other organizations not recognized by the LCC. This includes the act of encouraging students to violate their Non-Fraternity Contracts (Statement and Undertaking) by inviting them to join a fraternity, sorority, or any organization not recognized by the College;
- c. Hazing; and
- d. Involvement in fraternity-related disorders. This includes brawls, direct assaults, inflicting physical injuries or causing death, threatening another, and any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.

The College adopts the definition of hazing under Sec. 1 of Republic Act No.8049 (Anti-Hazing Law), to wit: “an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury”. For this purpose, the members who were present shall be liable whether they participated or not. The

officers of the organizations, society or group, shall also be liable, whether or not they were present during the hazing incident.

POLICY ON COMPUTER SECURITY BREACH

- A. Computer security breach refers to the act of accessing a LCC computer or computer network without authority or beyond authorized access and content.
- B. The acts that constitute computer security breach include but are not limited to the following:
 - 1. Hacking or identity theft, or introducing false information (e.g., using someone else's account and sending offensive mail, posting malicious remarks, uploading malicious and sensitive pictures), and downloading or extracting confidential and/or sensitive data;
 - 2. Altering information (e.g., changing the password of someone else's account, unauthorized changing data in files, etc.);
 - 3. Damaging or destroying information (e.g., deleting someone else's files, etc.);
 - 4. Preventing unauthorized disclosure and/or use of confidential information;
 - 5. Downloading and/or installing unauthorized or unlicensed software applications and executing malicious software programs or code, or any software that results in compromising the security of the computer network and its users; and
 - 6. Disrupting normal operations (e.g., changing the configuration or CMOS set-up of a personal computer or laptop, introducing computer virus, etc.) of computers or computer networks of the College.
- C. Students who commit any of the aforementioned acts shall be charged a major offense under the Student Code of Conduct.

POLICY ON ACADEMIC INTEGRITY AND NON-SOLICITATION OF FUNDS

POLICY ON ACADEMIC INTEGRITY

Anchored on the core values of Leadership, Competitiveness and Culture of Excellence, LCC believes that its students, administration, faculty, and staff should always demonstrate academic integrity. Academic integrity means that the members of the entire academic community adhere to the fundamental values of honesty, hard work, originality, respect, and responsibility. LCC students are expected to always adhere to the highest standards of academic excellence.

LCC students are expected to demonstrate beliefs, attitudes, and behaviors associated with academic honesty. Thus, all acts of academic dishonesty in LCC are not tolerated.

The following concepts and characterizations serve as our guide in upholding Academic Integrity:

CHEATING

Cheating is broadly defined as getting unauthorized help on an assignment, quiz or examination. The following are considered as acts of cheating:

- Copying from another student during a test or examination, with or without their knowledge;
- Allowing another student to copy their work;
- Using unpermitted notes during a test or examination;
- Having in one's possession written notes or electronic devices during a test or examination;
- Getting questions or answers from someone else who has already taken a test or examination;
- Turning in work done by someone else;
- Taking a test or examination for another student; and
- Writing or providing an assignment for another student.

PLAGIARISM

Plagiarism is another form of academic dishonesty. All LCC students are expected to turn in work that is a product of their own efforts, study and

research. Thus, copying work of others (in whole or in part) and claiming it as one's own is considered an act of plagiarism. A work is also plagiarized if the student did not properly cite or acknowledge the sources or references for their work. One must remember that plagiarism is identified not through intent but through the act itself. The following are considered acts of plagiarism:

- Repeating someone else's words verbatim without acknowledgement;
- Presenting someone else's ideas without acknowledgement;
- Paraphrasing, translating, or summarizing someone else's ideas without acknowledgement;
- Improperly acknowledging sources, as with incomplete/imprecise documentation; and
- Having one's work done by someone else or having one's work substantially revised by someone else.

UNETHICAL USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

The use of Generative Artificial Intelligence (AI) covers all acts where AI and other derivative technologies are used by the student in performing their academic tasks. While LCC encourages its students to be forward-looking and innovative in their work, the use of modern tools such as AI and other derivative technologies must be in line with the principles and best practices of Academic Integrity. Thus, under the Guidelines on the Use of Generative Artificial Intelligence in La Concepcion College (LCC), the following duties and responsibilities should be strictly followed:

1. Students who used GenAI should verify all the inputs and resources provided by AI – Students will be held accountable regarding the truthfulness and accuracy of the AI resources they used once they submit their work. Likewise, all information that are not common knowledge should be attributed to their respective authors, whether the information was added by the student or the AI.
2. Students who used GenAI should declare all AI platforms and tools they have used in their outputs – Students should list in the references section of their outputs (1) the specific platform/tool they used, and (2) the specific use of the platform/tool.

For Theses/Dissertations: Students will list the GenAI tools and their use in the references section of their paper.

3. Students should not use GenAI in outputs where AI's replication of a specific skill may be mistaken for the students' performance – assessments where the measurement of a specific skill is the sole purpose of the assessment and the use of AI will prevent both the facilitator and the student to accurately measure the student's skill, the use of AI will not be allowed.

Examples of these assessments are:

- outputs that require drawing or painting that are meant to assess the students' artistic skills;
- reflection papers that are meant to measure the students' introspective and speculative abilities;
- expository and argumentative essays that are meant to assess the students' abilities to construct paragraphs and summarize information; and
- identification tests where the students' ability to recall information is assessed.

Note: The examples provided do not in any way imply that the use of AI in essays is prohibited. Rather, these examples only demonstrate instances where the use of AI will prevent the facilitator and student to adequately measure a specific skill intended to be measured by the assessment.

The following actions are considered violations of these guidelines:

- Presenting or submitting works done with the help of AI or were created by AI and other derivative technologies without declaration of their use;
- Claiming works done with the help of AI or were created by AI and other derivative technologies as one's own; and
- Using AI and other derivative technologies to mislead one's facilitator when assessing their skill.

Committing any of these acts, when proven, is a case of Academic Dishonesty. Likewise, students proven to have committed academic

dishonesty under the said guidelines will incur the violation's corresponding sanctions.

STUDENT INTERVENTION PROGRAM ON ACADEMIC INTEGRITY

The College acknowledges that the digital age enables society to continuously improve its access to information, and alongside this improvement are the different iterations of the best practices in upholding academic integrity. It is thereby necessary that LCC students are updated on these practices during their stay in the College.

To re-emphasize academic integrity practices, first time offenders of our Policies on Academic Integrity will be required to attend an intervention program given by the Office of Student Discipline (OSD) and the Center for Learning Enrichment and Research for Students (CLEARs).

The program will be delivered in the form of a workshop. It will be held face-to-face or online for three (3) hours. In this workshop, students endorsed by the OSD will be given activities on the following topics:

1. Principles of Academic Integrity

This topic covers the fundamental principles of academic integrity, including avoiding plagiarism, proper attribution of sources, and the importance of honesty and ethics in academic works. Students will be reoriented on the common mistakes that compromise academic integrity. Likewise, they will understand the impact of such academic misconducts on their overall academic development.

2. Citations

This topic focuses on the proper use of citations in academic work. Students will be reoriented on how to correctly cite sources using the American Psychological Association (APA) 7th edition. The topic will also emphasize the importance of using citations to avoid plagiarism.

3. Paraphrasing

This topic provides a review on how to properly paraphrase information from different sources. Students will learn summarizing and paraphrasing techniques to avoid plagiarism and uphold academic integrity.

4. Identifying and Using Credible Resources

This topic focuses on strategies in identifying and using credible resources when doing academic work. Students will learn how to evaluate sources that are reliable and accurate and will gain an understanding of the importance of using credible sources to support their arguments and research.

These topics are based on the APA 7th edition style guide, which is the default style guide used in the College.

ENDORSEMENT PROCESS FOR THE STUDENT INTERVENTION PROGRAM ON ACADEMIC INTEGRITY

1. Faculty endorses the alleged student violator to the Office of Student Discipline (OSD).
2. OSD investigates the student's case. If OSD's investigation demonstrates that the student committed a violation, OSD includes the student to the list of students with the same violation. OSD then endorses the students to the Center for Learning Enrichment and Research for Students (CLEARs).
3. CLEARs prepares and delivers the program to the students endorsed by OSD. Those who have attended the program and completed its requirements will be given a Certificate of Completion.
4. Students who have been issued a certificate will present it to OSD for verification and lifting of their academic hold.

GUIDELINES ON THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN LA CONCEPCION COLLEGE (FOR STUDENTS)

Introduction

As we align with the evolving landscape of education, LCC recognizes the importance of adapting innovative technologies such as Generative Artificial Intelligence (AI) in our academic programs. This guideline outlines the responsible and ethical use of AI in the LCC, emphasizing our core values of Leadership, Competitiveness, and Culture of Excellence, and our commitment to student-centered learning. Furthermore, in line with LCCs Learning Outcomes (LCCLOs), these guidelines will provide justifications why AI-generated student outputs are not acceptable in specific contexts.

For the purpose of this guideline, Generative AI, Large Language Models, and General AI are defined as such:

- a) Generative Artificial Intelligence is a type of AI that generates new content that could be in the form of images, text, music, or even videos based on learned patterns (OpenAI, 2023). It is unable to generate original work as it relies on existing patterns to generate new content that is similar to the original.
- b) Large Language Models (LLMs) are a specialized subclass of Generative AI. They excel in text generation capabilities and language tasks such as translation, text completion, and question and answer (Anthropic, 2023). However, the models do not have the capacity to think.
- c) General Artificial Intelligence does not exist yet; it is an aspiration to have an AI that can learn, understand, and reason to replicate human thinking (OpenAI, 2023).

These definitions are lifted from Claude and ChatGPT, which are both LLMs. Following these definitions, it is clear that LLMs do not have the capacity to demonstrate persuasive communication, intellectual curiosity, critical thinking, creative problem solving, professionalism, and responsible digital citizenship. Therefore, a student submission generated solely through LLMs or Generative AI defeats the purpose of why and how assessment is done in LCC. Because of this, such an output shall be subject to review and potential violations under the LCC's Academic Integrity Policy.

LLMs and Generative AI, however, are suited to activities that stimulate thinking (i.e., using LLMs or Generative AI to brainstorm ideas, accomplish ungraded formative assessments, generate discussion points, and come up with metacognitive activities such as getting students to reflect on an AI-generated text, cross-referencing information from AI-generated text with peer-reviewed journal articles, etc.); this is similar to treating LLMs like a normal search engine (e.g., Google, Bing, etc.). Students are encouraged to make use of LLMs and Generative AI as tools to develop persuasive communication, intellectual curiosity, critical thinking, creative problem solving, professionalism, and responsible digital citizenship.

These guidelines are also based on the idea that original, critical, and creative thinking is the basis of all academic and scholarly work and the high value placed on academic integrity. Generative AI may be used as a tool to help students transform their ideas into their intended outputs, which must then be evaluated and processed by the user before calling the output their own. It may also be used to assist one in articulating their points and getting feedback about their work. Faculty members need to be circumspect about their roles in ensuring that students are able to build and develop basic skills, such as critical thinking and effective communication, which they may not be able to do if they were imprudent in their use of AI.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE FOR STUDENT ASSESSMENTS AND OUTPUTS

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN WRITTEN WORKS:

1. Stylistic Enhancements

GenAI can be used in cases where the students' writing style may be improved to fit the standards and expectations required in their written output. They may also use GenAI to minimize the typographical errors found in their initial draft.

E.g., Grammar Correction

When students are asked to write an essay, students may use platforms such as Grammarly or Quillbot to improve and correct their style and grammar.

2. Outline/Draft Generation

GenAI can be used when students need an initial draft or rough outline of their academic outputs. This way, students can have an idea or preview of what they will write. They may also use the AI's recommended outline to organize their thoughts.

E.g., Pros and Cons List Generation

In cases where students are tasked to evaluate contrasting viewpoints on a certain topic, they may ask platforms such as Open AI's ChatGPT or Microsoft's CoPilot to provide them a pros and cons list for each

viewpoint, equipping the students with information that may improve their evaluation.

OUTLINE FOR AN ARGUMENTATIVE ESSAY

In cases where students are tasked to write an argumentative essay, they may use the said platforms to help them structure the flow of their paper and/or thematize the sections of their paper.

3. Summaries

GenAI can be used when students need summaries for concepts related to their topic or subject. They may use this to either review materials or as additional texts for their outputs.

E.g., Summarizing marginal notes from a required reading

In cases where students are tasked to provide a brief introduction or background for their paper, from which their arguments and viewpoints will be based on, students may use GenAI to provide them summaries for their topic. The latter can then be evaluated and improved by the students when they add it to their paper.

4. Visual Guides

GenAI can also be used to supplement student outputs with visual guides, such as tables and charts, that present their data in an intuitive and visually appealing way.

E.g., When students are tasked to create an infographic which contains data from their research, they may use Graphy to present their data using visually appealing tables and charts.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN CREATIVE OUTPUTS

1. Draft Generation

Similar to outlines and initial drafts for written outputs, GenAI can be used to provide students an initial draft for their creative outputs (**e.g., poems, stories, drawings, etc.,**).

E.g., When students are tasked to produce creative written works such as poems or short stories, they may use platforms such as ChatGPT or Notion AI for their first draft. Outputs from the platforms may then be improved to suit the standards and expectations of their assessment.

2. Visual Enhancements

Students may also use GenAI to improve the visual aspects of their creative work insofar as it will be closer to what the students initially envisioned for their output.

E.g., When students are tasked to create videos, they may use platforms such as Descript or Wondershare to add B-roll footage or additional cut-scenes to make their outputs more visually appealing.

Note: The said applications do not apply in cases where the students' application of these skills is the intended outcome of the assessment – See Duties and Responsibilities.

DUTIES AND RESPONSIBILITIES IN THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE FOR STUDENT ASSESSMENTS AND OUTPUTS

1. Students who used GenAI should verify all the inputs and resources provided by AI – Students will be held accountable regarding the truthfulness and accuracy of the AI resources they used once they submit their work. Likewise, all information that are not common knowledge should be attributed to their respective authors, whether the information was added by the student or the AI.
2. Students who used GenAI should declare all AI platforms and tools they have used in their outputs – Students should list in the references section of their outputs (1) the specific platform/tool used, and (2) the specific use of the platform/tool.

For Theses/Dissertations: Students will list the GenAI tools and their use in the References section of their paper.

3. Students should not use GenAI in outputs where AI's replication of a specific skill may be mistaken for the students' performance – In assessments where the measurement of a specific skill is the sole purpose of the assessment and the use of AI will prevent both the facilitator and the student to accurately measure the student's skill, the use of AI will not be allowed.

Examples of these assessments are:

- outputs that require drawing or painting that are meant to assess the students' artistic skills;
- reflection papers that are meant to measure the students' introspective and speculative abilities;
- expository and argumentative essays that are meant to assess the students' abilities to construct paragraphs and summarize information;
- identification tests where the students' ability to recall information is assessed.

Note: The examples provided do not in any way imply that the use of AI in essays is prohibited. Rather, these examples only demonstrate instances where the use of AI will prevent the facilitator and student to adequately measure a specific skill intended to be measured by the assessment.

STUDENT USE OF GEN AI AND LLMS TABLE GUIDE

Type of Task	Example	Use of Gen AI/LLMs	Recommended Platforms
1. Stylistic enhancements	Grammar Correction	Improve/correct grammar	Grammarly, Quillbot
2. Outline/Draft generation	Pros and Cons List Generation	Use as a normal search engine	ChatGPT, Claude, CoPilot
3. Summaries	Summarizing your marginal notes from your required reading.	Use as a normal search engine	ChatGPT, Claude, CoPilot
4. Visual guides	Infographic	Design improvement	Graphy
5. Draft generation for creative output	Drafting poems, short stories, drawings	Structuring	ChatGPT, Claude, CoPilot
6. Visual enhancements	Video production	Add B-Roll/additional cut scenes/transitions	Descript, Wondershare
7. Professional course requirement	Drawing/painting that test students' artistic skills	Never	N/A
8. Introspective/speculative tasks	FLJ reflection, CASE reflection paper	Never	N/A
9. Paragraph construction	Expository/argumentative essay	Never	N/A
10. Recall activities	Departmental exams, final exams, midterm exams	Never	N/A

POLICY ON NON-SOLICITATION OF FUNDS

All official fees of the LCC are collected through the Cashier Department. Students should not pay any additional fees such as those for tickets, entrance fees, transportation fees, hand-outs, readings, quizzes, or tests to any faculty or staff member of the College.

POLICY ON HANDLING AND RESOLVING COMPLAINTS AGAINST STUDENTS

Towards an atmosphere conducive to learning, LCC upholds all applicable laws of the land, and the rules and regulations promulgated by the Commission of Higher Education (CHED). The College has also promulgated its own rules and regulations and established the Student Code of Conduct to serve as guidelines for students' behavior in their pursuit of educational and personal goals.

LCC students are expected to exhibit a high degree of maturity and personal integrity. As adult learners, they are entitled to their rights with corresponding obligations, and therefore LCC considers each student responsible for their own actions in and outside the campus. The College holds that privileges are inseparable from responsibilities, thus, at the time the student is accepted into the College, they are deemed to have agreed to observe the College's policies, and therefore, any conduct not in accordance with responsible and/or lawful behavior may be considered as valid cause for the College to take appropriate administrative, disciplinary, or legal action against the student.

Special mention is made of the Education Act of 1982 which governs both public and private schools in all levels of the Philippine educational system. Section 13, paragraph 2 of the law provides, as follows: "The rights for institutions of higher learning to determine on academic grounds (1) who shall be admitted to study; (2) who may teach; and (3) what shall be the subjects of study and research." Students are entitled to freedom of choice of their field of study, or religious and other beliefs, of expression of opinions and suggestions, and of association and peaceful assembly. In the exercise of such freedom of expression, a student may write, speak or discuss on any subject or even debate or disagree with his mentors. Such freedom,

however, is not an absolute right; it should be exercised within the bounds of laws enacted for the promotion of social interests and the protection of other equally important individual rights.

Moreover, Section 15 of The Education Act of 1982 provides, thus: “x x x Every student shall: x x x par. 2. Uphold the integrity of the school, endeavor to accomplish academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity; par. 3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff and other school personnel.” Discipline is one of the means available to the College to carry out its responsibility to help its students to grow and develop into mature, responsible, effective and worthy citizens in the community.

The College, in accordance with the CHED Manual of Regulations for Private Schools, provides three (3) categories of disciplinary administrative sanctions for serious offenses or violation of rules and regulations which may be applied upon erring students, as follows:

- a. Suspension. Suspension is a penalty in which the College is allowed to deny or deprive an erring student of attendance in classes.
- b. Dismissal. Dismissal or exclusion is a penalty in which the College is allowed to exclude or drop the name of the erring student from the College rolls for being undesirable, and transfer credentials immediately issued.
- c. Expulsion. Expulsion is an extreme penalty on an erring student consisting of exclusion from admission to any public or private school in the Philippines and which requires the prior approval of CHED.

The aforementioned penalties may be imposed for acts or offenses constituting gross misconduct, academic dishonesty, theft, hazing, carrying deadly weapons, using and or possession of prohibited drugs and substances, drunkenness, vandalism, and other serious offenses such as assault, instigating or leading illegal strikes or similar concerted activities, preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or

tampering with school records or school forms, securing or using forged school records, and other serious offenses.

Section 78 (on Authority to Promulgate Disciplinary Rules) of the CHED Manual of Regulations for Private Schools provides, “Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of the Manual for the maintenance of good school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification to students in an appropriate school issuance of publication.”

The Student Code of Conduct is a product of consultation with the students. The Student Discipline oversees the development and implementation of the Student Code of Conduct. Faculty members, administrators, or staff members, in their obligation to exercise judgment as special parents, may call the attention of students whose behavior and actions do not uphold the provisions of the Student Code of Conduct and refer them to Student Discipline for appropriate action.

POLICY ON MEDICAL CERTIFICATES (MC)

The College Health Service (CHS) will issue MCs for students who have incurred absences if they sought consultation prior to or on the day of absence. Reporting of illness should be done immediately and within office hours.

- Medical Certificate with Consultation – issued if the student sought consultation with a CHS Physician
- Medical Certificate with Notification – issued if the student was not able to go to CHS for consultation due to ongoing illness but instead sent notice via Teams/email with supporting document/s such as laboratory test results, hospital admission slip, etc. The supporting document must be dated on the day/s covering the period of illness.

A student who did not seek consultation at CHS on the actual day/s of illness or who did not give notification will not be given a MC for their absence/s.

- If the student sought consultation from a private physician and was issued a medical certificate, the MC will be validated by the CHS

- The student shall first present a copy of the MC to the concerned Faculty member who shall endorse the same to the Department Head/College Dean
- The Department Head/Dean shall endorse the MC to the CHS for validation
- If the MC is found valid, the student shall bring the ORIGINAL MC to the CHS for stamping. The student shall then submit the validated MC to the Department Head (and a copy to the concerned Faculty if needed) so that the absence may be excused.
- If the MC is found to be falsified/tampered/forged, the UHS shall refer the matter back to the Department Head/Dean who shall endorse the case to the Office for Student Discipline for appropriate action.

All medical certificates issued by the CHS are valid for school purposes only and shall not be used for any other purposes including medico-legal cases.

POLICY ON ACCIDENT INSURANCE CLAIMS

All active/enrolled students have Accident Insurance coverage which includes Accidental Death, Dismemberment and/or Disablement (AD&D), Accidental Medical Reimbursement (MR), Accidental Burial Expense (ABE), Unprovoked Murder and Assault (UMA)'. This Insurance Coverage is for Accidents only and not for illnesses/diseases.

Injuries from accidents which necessitated medical attention/hospitalization may be entitled to medical reimbursement up to a maximum of P50,000.00, provided that the following requirements are completed and submitted:

- Medical certificate and hospital abstract or hospital records
- Official receipts of expenses, such as medicines and hospital bills
- Photocopy of certificate of matriculation (COM) or school I.D.
- Notarized Photocopy of police report, in case of vehicular accident
- Notarized Accident report form

The student should file their insurance claim within 2-4 weeks from the date of the accident at Office for Student Affairs (for accidents that happened outside of school premises) or CHS (for accidents that happened in LCC campus, accidents during a school activity outside of school premises or the treatment was done in CHS).

The insurance company will pay the actual expenses incurred within the first fifty-two (52) weeks from the date of the accident for such treatment, hospital charges and professional fees but not to exceed the amount stipulated in the insurance policy as the result of any accident.

Reimbursement is subject to review and approval of the Insurance provider. Students can follow-up the status of their insurance claims at the Treasurer's Office.

GUIDELINES ON MEDICAL CLEARANCE FOR INTERNSHIP, ON-THE-JOB TRAININGS AND OFF-CAMPUS ACTIVITIES

Pursuant to the Commission on Higher Education (CHED) Memorandum Order No. 104 S. 2017 (revised Guidelines for Student Internship Program in the Philippines for All Programs), CHED Memorandum Order No. 63 S. 2017 (Policies and Guidelines on Local Off Campus Activities), and CHED Memorandum Order No. 26 S. 2015 (Policies, Guidelines and Procedures on International Educational Trips (IET) of Undergraduate and Graduate Students), the LCC Health Services provides the following general Guidelines for Securing Medical Clearances for Internship/On-the-Job Training and other Off-Campus Activities:

1. Proceed to the CHS Clinic to get a referral/request for complete physical exam, laboratory tests and psychological evaluation.
2. Proceed to the laboratory/hospital/clinic to undergo the required complete physical examination, required laboratory test (based on course) and psychological evaluation.
3. Submit the results of the complete physical exam, laboratory tests and psychological evaluation to the CHS Clinic for final evaluation and vaccination requirements based on course/activity.
4. Have the required vaccines (at the CHS Clinic or other healthcare service provider provided that a valid Vaccine Card/Certificate is submitted to CHS).
5. Get the signed Medical Clearance.
6. If Medical Clearance is secured from private/family physicians, it must be submitted together with the required laboratory test results and psychological evaluation. The Medical Certificate must contain the letterhead, complete name and PRC license with contact information

of the physician. The MC is subject to verification and validation by the UHS.

7. For those with known illnesses or previous diagnoses, a current (not more than 6 months date of issuance), signed Medical Certificate from attending specialist indicating fitness to join the Internship Program/Off-Campus Activity must be submitted. The Medical Certificate must contain the letterhead, complete name and PRC license with contact information of the physician. The MC is subject to verification and validation by the CHS.

Only students included in the list endorsed by the Department shall be processed for Medical Clearances.

MANUAL FOR HANDLING STUDENT DISCIPLINE CASES

I. Jurisdiction of the Student Discipline

The Student Discipline has jurisdiction over alleged incidents of violation of Student Code of Conduct that occurred on campus, that were part of official College functions and College-sponsored programs/groups (regardless of location), or where the complainant or respondent are members of the College community, regardless of whether the violation occurred off campus, or as it relates to College property.

These rules will apply in all instances in which the dispute is between a student and faculty member (with the student as the respondent), or between fellow students, or in complaints brought by the school administration or any of its officials, or any third party, against a student or group of students.

As used herein, the term student refers, but is not limited to:

- a. A person who at the time of the commission of the offense, is enrolled in any academic or non-academic course or courses whether in the undergraduate or graduate school, regular or part-time; or
- b. A person admitted to any college or unit or any academic or nonacademic program of the LCC, whether enrolled or not, or has complied with all the requirements for graduation in the program where the person was admitted, at the time of the filing of the charge or during the pendency of the proceedings; or

- c. A person who has been allowed to graduate from the LCC but has not yet been cleared to take delivery of their certificate of completion, diploma, or transcript of records regardless of whether or not they have been granted by the College an alumnus status.

The Student Discipline (SD) office shall adjudicate all charges brought against any student or group of students for violation of the Student Code of Conduct, as well as the other rules and regulations of LCC. Adjudication shall be taken to mean “to determine the facts, to decide whether any provisions of the Student Code of Conduct, as well as other rules and regulations of LCC have been violated, and if so, to impose disciplinary sanctions.”

Complaints may be filed by students, faculty, parents of students, LCC officials, personnel, and other stakeholders, against a student or group of students. Only written complaints, however, shall be acted upon by the Student Discipline. Student Discipline will not act on any complaint of a third party against a student or group of students unless a verified complaint is personally filed by the third party, and the act allegedly committed by the student besmirched the reputation of the LCC. Complaints in the form of letters and or emails received by or endorsed to the Student Discipline shall not be acted upon unless the complainant complies with the requirements.

When the violation is perpetrated by a non-LCC student within the LCC or in any LCC-approved off-campus activity, with the cooperation or participation of an LCC student, the latter shall be responsible for the acts of the former.

The Director of Student Discipline has the task of ensuring the establishment and maintenance of appropriate disciplinary procedures. The Discipline Officers are primarily responsible for coordinating efforts related to investigation and resolution of cases, implementation of corrective measures, and monitoring of students' actions to put an end, address and prevent willful violation of the Student Code of Conduct.

II. POLICY ON INFORMING PARENTS AND/OR GUARDIANS REGARDING DISCIPLINARY CASES

Introduction:

LCC develops its students to be independent critical thinkers. This policy includes provisions giving students autonomy to decide on how to inform their parents about a disciplinary proceeding. Students having obtained legal age have the capacity to make decisions including how their parents are informed about disciplinary matters. The College, anchored on its values of leadership, competitiveness and culture of excellence, believes that students are adept in making informed decisions on how they communicate with their parents and guardians.

Scope:

This document outlines the policy on student's autonomy in informing their parents and guardians regarding the disciplinary matter wherein which they are involved in either as a complainant or a respondent.

This covers the signing of a Student Consent and Undertaking Form that includes data privacy consent and the options as to how the student/s involved would want their parents to be informed of the case they are involved in either as a complainant or respondent.

Provisions:

1. The LCC recognizes that students are of legal age and have the capacity to make decisions on their own particularly on how they wish to inform their parents/guardians regarding a case which they are involved in.
2. Students involved in any disciplinary case either as a complainant or respondent will sign the Student Consent and Undertaking Form.
3. The Student Consent and Undertaking Form includes the following information:
 - a. Data Privacy consent
 - b. Name of the Student
 - c. Student Number
 - d. Course/Program
 - e. Mobile number
 - f. Citizenship

- g. Age
 - h. Nature of the Case
 - i. Participation Involvement (complainant, respondent)
4. The student is given an opportunity to choose an option with regards to informing the parents/guardians as to their involvement in the case.
 5. The options for student autonomy in informing the parents/guardians are:
 - a. Giving OSD full authority to inform the parents/guardians about the subject student/s case involvement.
 - b. Student taking full responsibility in informing the parents/guardians regarding their involvement in the case.
 6. This policy is in no way deprive the parents/guardians with regards to information in the case involvement of their child/ward.
 7. This policy only gives student autonomy on how they choose to inform their parents/guardians regarding their case involvement.
 8. The LCC, however, still has the final authority whether to grant student autonomy in informing the parents/guardians through the name of the parent/guardian appointed by the student upon enrollment based on the following grounds:
 - a. Severity of the offense/violation committed,
 - b. Student's history of past disciplinary cases or habitual acts of students in violating the Student Code of Conduct,
 - c. As provided in this policy.

If any of the circumstances provided above-mentioned is present or after a careful deliberation of the nature of the case, the LCC through the Office of Student Discipline in the exercise of due diligence has authority to inform the parents/guardians of the case involvement of their child/ward despite opposition of the concerned students.

III. SANCTIONS AND OR REMEDIES FOR VIOLATION OF THE STUDENT CODE OF CONDUCT

As part of its core process of implementation of the Students' Code of Conduct, the Student Discipline takes a formative stance, making sure that due process is at all times observed and the appropriate disciplinary action is judiciously imposed on erring students, in accordance with the Student Code of Conduct.

“Sanctions for violation of the Student Code of Conduct include warning, reprimand, suspension, non-readmission, dismissal and expulsion. Depending on the assessed needs and the nature of the violation, other sanctions and or remedies include, but are not limited to, student and parents’ undertaking, mandatory participation/attendance in educational programs and seminars/ learning sessions, community outreach programs, community service, letter of apology, suspension of library privileges, forfeiture or suspension of privileges, deferment of graduation, if graduating, loss of scholarships, loss of Latin honors, restitution and imposition of special task related to the nature of the offenses committed, temporary withholding of student records, and mandatory referral for psychological or psychiatric assessment and compliance with any resulting treatment plan.”

Not all violations will be deemed equally serious offenses, and the College reserves the right to impose different sanctions and or remedies depending on particulars of each case.

A. Student and Parents’ Undertaking

The Student and Parents’ Undertaking is one of the most important sanctions for any violation of the Student Code of Conduct. A student, with the assistance of their parents or guardian, is made to write their own undertaking not to commit any violation, similar or not, of the existing policies. Breach by the student of his or her own Student and Parents’ Undertaking may result to exclusion from the College.

B. Community Service Hours

In line its formative stance, the penalty of community service (CS) hours may, on a case-to-case basis, be imposed by the Student Discipline as principal or accessory sanction taking into consideration several factors such as, but not limited to the following:

1. nature of and the circumstances surrounding the violation
2. inherent gravity of the offense committed by the student
3. respondent’s prior disciplinary record
4. character and position of the complainant or aggrieved party
5. precedent cases
6. safety concerns of the College
7. pertinent and applicable aggravating and mitigating circumstances

The penalty of community service hours may be imposed to the erring student under any of the following circumstances:

1. In cases when suspension or dismissal is no longer feasible
 - a. Student is on his last term with the College
 - b. Student cannot be suspended because he is under the student apprenticeship program
 - c. Suspending the student will more likely do harm psychologically to the student
2. When student committed a major offense, upon request of the student and his parents, taking into consideration their academic standing and presence of mitigating, exempting or justifying circumstances
3. When the major offense is downgraded to a minor offense
4. As additional penalty in lieu of dismissal in case of appeal of parents and students for lowering of penalty to mere suspension

The number of community service (CS) hours that may be imposed to the student is determined as follows:

- a. For multiple uniform-related offenses (MURO), when student requests for conversion due to meritorious reasons, 70 CS hours per day of suspension
- b. For major offenses other than MURO, 100 hours for the first day of suspension and 50 hours per day thereafter.
- c. Community service of 500 hours in lieu of one semester suspension
- d. Community service of 1,000 hours in lieu of two semesters suspension
- e. For major offenses downgraded to minor offenses, minimum of fifty hours community service.

Community service hours may be offset by attendance to the LCCian Advocacy, Learning Experiences and Services programs, and such other training, educational programs and seminars, as well as socio-cultural activities conducted by the Academic Services departments, the Academic Institutes, and the student organizations, upon proper and prior coordination with the Student Discipline. The students may also be credited

with community service hours for participation in community outreach and extension services programs initiated by the NSTP and Community Relations and attendance at cultural programs and activities of the LCC Center for the Arts. At all times, attendance to these aforementioned activities will be conditioned on a valid waiver signed by the students and their respective parents, and the submission of well-written students' personal reflection paper which will be personally read by the Director of Student Discipline and the Discipline Officers.

Students meted with community service may be allowed, on meritorious grounds as may be determined by Student Discipline and upon substantial compliance with the required CS hours, to be excused from completing the imposed number of community service hours. In such a case, the unserved hours shall be considered waived and the total penalty earlier imposed is considered as having been served by the student.

III. KINDS OF VIOLATIONS OF STUDENT CODE OF CONDUCT

Violations of Student Code of Conduct may be classified into to two major kinds: scholastic (also known as academic) dishonesty and social (also knownas behavioral) misconduct.

A. Scholastic (Academic) Dishonesty

Scholastic (academic) dishonesty is of three kinds: plagiarism, violation of test-taking protocol and policy on the use of Artificial Intelligence (AI). The investigation on cases of plagiarism, violation of test-taking protocol or violation of the College's policy on AI are handled by the Center for Learning Enrichment and Research for Students (CLEARs). The CLEARs reports all cases of plagiarism, violation of the test-taking protocol and violation of the College policy on AI, together with the recommended sanction, to the Student Discipline which will then inform the student of the findings against him, and the corresponding sanction. Any appeal will have to be in writing and addressed to the CLEARs.

B. Social (Behavioral) Misconduct

The Student Discipline handles complaints involving social (behavioral) misconduct through a disciplinary process that encourages the informal resolution of complaints with the agreement of the student, failing which,

complaint undergoes a formal investigation before the Committee on Discipline. The resolution process is used to determine if a student engaged in behavior that violates the Student Code of Conduct understands and accepts responsibility for his or her own behavior.

Once the Student Discipline receives a complaint against a student or group of students for social (or behavioral) misconduct, it will schedule an appointment with the student(s) to discuss the complaint, and the statement of the student(s) will be taken. Students who refuse to respond to summons from Student Discipline will be blocked at the gate and escorted to the Student Discipline for the initial meeting.

The Student Discipline is mandated to finish the resolution process and the Student Conduct Committee, the formal investigation, at the soonest possible time. Requests for delays may only be granted when such a delay is in the interest of the College. In all cases, the College will conduct a fair, timely and thorough resolution process and or investigation, always maintaining the confidentiality of the process. Students who knowingly make false charges or complaints may be subject to disciplinary action.

Students who leave the College with pending complaints against them will not be permitted to return to the College until the case is resolved through the College's resolution process or investigation. Students who leave the College without compliance with the sanction imposed for violation of the Student Code of Conduct will not be permitted to return to the College unless the student executes an undertaking to render the sanction previously imposed.

IV. HANDLING STUDENT DISCIPLINE CASES

A. The Resolution Process

During the initial meeting with the Student Discipline and the student, an initial resolution may be reached. A student charged with violation of the Student Code of Conduct is offered the opportunity to resolve their case without a formal investigation- the student may, at any time prior to the formal investigation, admit having violated the Student Code of Conduct as charged. Initial resolution can also take place at the department and institute level. This process can include addressing violations of institute

policies, minor classroom violations, academic integrity violations (cheating, plagiarism and policy on the use of Artificial Intelligence), and internship or OJT-related violations. If a resolution is reached at this level, the department or institute's decision must still be endorsed to the Student Discipline for documentation, implementation of intervention, and post-case processing, if necessary.

If the student admits the misconduct and is willing to accept corrective actions or sanctions, no formal investigation will be held, and the case is considered resolved. Corrective actions and sanctions range from warning to dismissal from the LCC. A student agreeing to the initial resolution waives the right to a formal investigation and any further appeal. For sanctions involving suspension, non-readmission, dismissal, or expulsion, the students' parents or legal guardian will be invited to a conference to discuss the sanction agreed upon with the student.

B. The Formal Investigation Process

A violation of the Student Code of Conduct undergoes formal investigation if the initial resolution is unsuccessful or if the following conditions are met:

- The student does not want to accept the result of the preliminary investigation and the corresponding sanctions or prefers to have a formal investigation; or
- Student Discipline believes a formal investigation is necessary (i.e., student admits the misconduct, but the Student Discipline finds the same as appalling); or
- A case where the violation committed is a major offense or where the intervention to be imposed for the offense is dismissal or expulsion.

If any of the criteria are met, the case will be endorsed to the Student Conduct Committee.

The student respondent shall have the following rights:

1. To be informed of the charges against them;
2. To answer the charges against them;
3. To be informed of the evidence against them; and
4. To adduce evidence on their own behalf.

The Student Conduct Committee oversees and reviews all disciplinary cases that impose the sanctions of either suspension or dismissal and submits recommendations to the Senior Vice President for Academic Affairs (SVPAA) who decides or make appropriate actions on cases of these nature. The Student Conduct Committee is a composed of seven (7) members headed by a member of the Deans and Directors Council with the Director of the Office of Student Discipline as an ex officio member in addition to five other members who are either faculty, academic officials and at least one student. Whenever necessary, the Student Conduct Committee shall conduct a clarificatory investigation of the case that shall become the basis of their recommendations to the SVPAA.

The Student Conduct Committee will review the allegations and render a decision after hearing or reviewing the testimonies of the witnesses and the supporting documents. The process continues with or without the student's involvement, and a decision is reached based on the information gathered. Non-appearance of the respondent, after due notice, shall be construed as a waiver of his/her right to present evidence in support of his/her defense, if any, and the Student Conduct Committee shall then proceed with the investigation 'ex parte'. Hence, the student may not use his or her own refusal to participate as ground for appealing a decision.

If a student is found, by substantial evidence, to have committed a violation of the Student Code of Conduct, the Student Conduct Committee will decide on the appropriate corrective action or sanctions to be imposed consistent with the LCC's values and community expectations, and/or repair any harm caused, and or worse, exclude the student from campus, if necessary. For sanctions involving suspension, non-readmission, dismissal, or expulsion the student/s' parents or legal guardian will be invited to a conference to discuss the sanction imposed on the student.

In imposing the disciplinary action against a student, the Student Discipline and the Student Conduct Committee after due process, and consistent with Student Discipline's formative stance, take into account the following:

- Nature of and the circumstances surrounding the violation
- Respondent's prior disciplinary record
- Character and position of the complainant or aggrieved person

- Case Precedents
- General safety concerns
- Pertinent and applicable aggravating and mitigating circumstances.

Not all violations will be deemed equally serious offenses, and the LCC reserves the right to impose different sanctions and/or remedies and corrective actions depending on the particulars of each case.

The imposition of the disciplinary sanctions and/or remedies and corrective actions for violation of any rule or rules under the Student Code of Conduct shall not preclude the LCC from endorsing the case to the proper government authorities when the same may involve violations of penal laws.

C. Appeals

In the event that a student is deemed responsible for violating the Student Code of Conduct or any other LCC policy by the Student Conduct Committee, they may initiate an appeal process based on one or more of the five limited bases of appeal:

- Evidence of a significant procedural error;
- The presence of new and compelling evidence that was not accessible during the initial formal investigation procedure;
- Demonstration of partiality on the part of a member of any Student Conduct Committee involved in the case;
- Misconduct on the part of the Student Conduct Committee; or
- Demonstration that any right of the accused has been violated.

The deadline to file an appeal is one month from the date a student is notified of the outcome of the formal investigation process. All documentation intended to support an appeal be submitted along with the appeal itself, within the specified deadline. The Appeals Committee for Student Conduct (ACSC) will endeavor to schedule the hearing at the earliest possible opportunity after the submission of an appeal.

The Appeals Committee for Student Conduct shall consist of the SVPAA, a Dean who is not a member of the Student Conduct Committee who conducted the formal investigation in the concerned case, and a College

Legal Officer. The committee holds the authority to exercise its discretion in determining whether to base its decision solely on the submitted materials or to incorporate live testimony from the appellant and/or other witnesses. The confidentiality of the committee's deliberations is upheld. The decision of the committee will be communicated to the appellant after the completion of the deliberation process.

At the end of the procedures relevant to the appeal, the Appeals Committee for Student Conduct has the following options on deciding the motion:

- To deny the appeal.
- To return the case to the original Student Conduct Committee.
- To convene a new Student Conduct Committee to reevaluate the case.
- To reduce the sanctions to be applied.
- To dismiss the original charges filed against the student.

If the Student Conduct Committee recommends the dismissal or expulsion of a student from the College, the student in question is entitled to file an appeal within 30 days from the date of notification of the formal investigation's outcome. If the student voluntarily waives this right, if 30 days elapsed from the time the panel entered its recommendation, or if the Appeals Committee for Student Conduct denies the appeal, then the recommendation of dismissal or expulsion will be automatically forwarded to the College President. The President has sole discretion to support the recommendation of dismissal or expulsion or impose a lesser sanction.

D. Discipline Records

Discipline records are considered confidential records and only those persons authorized by the student or by the Student Discipline may have access thereto and any information cannot be released to third parties unless authorized in writing by the concerned student.

Discipline records are kept for five years after the recorded commission of the offense. At the end of this period, these records are destroyed or disposed of.

POLICY ON DIVERSITY AND INCLUSION WITH THE LCC COMMUNITY

Affirming the importance of diversity which is the multiple perspectives, experiences, socio-cultural backgrounds, and political inclinations of the various members of our community, LCC and all its members shall promote and defend inclusivity. Inclusivity is the conscious effort of ensuring that all members of our community believe and feel that they have a significant contribution in the classroom, workplace, and other social and digital spaces and that these spaces are safe for open and respectful conversation. Diversity and inclusivity shall be achieved through a learner-centric paradigm which is the belief that learners are in-charge of their own learning by actively leading and engaging in discussions. This policy shall apply to all the students, faculty, employees, and administrators of LCC.

This policy is created and upheld to:

- create a community whose members feel safe, respected, and accepted;
- promote multi- and inter-disciplinary and inclusive approaches to curricular and co-curricular programs and services;
- manage conflicts considering the Safe Spaces Act of 2018; and
- enhance cultural adaptation competencies as one of several skills needed in the 21st Century.

To create an inclusive learning ecosystem, members of the LCC community affirm their belief that:

- an inclusive community thinks and acts in a respectful manner;
- diversity of ideas increases the breadth and depth of instruction, research, extension, and the quality of campus life and workplace;
- diversity always has a convergence point willfully and intentionally created by open-minded and solution-seeking individuals;
- inclusivity is a continuous process of negotiation, assimilation, and adaptation;
- thriving instead of fitting in makes inclusivity more meaningful; and
- an effective and fair means of managing diversity issues in the classroom is through the transparent valuation of scholarly achievement and through the transparent valuation of efficiency and effectiveness in the workplace.

Diversity and Inclusivity are promoted and upheld through quality discourse and the efficient utilization of shared spaces.

EFFICIENT UTILIZATION OF SHARED SPACES

Members of the LCC community recognize that shared spaces are for everyone and should therefore aim for the effective and efficient utilization of these spaces to facilitate a nurturing learning environment and collegial workplace.

This is manifested through the following:

1. creation of a system for equitable access to common spaces such as reservation with time limits and shared responsibility and liability;
2. implementation of a clean-as-you-go policy;
3. immediate reporting of any facility that requires repair or replacement;
4. avoidance of activities or installations that may distract other users or obstruct free movement;
5. bold yet polite call-out of misuse and abuse of facilities; consultation on the configuration of shared spaces subject to the availability of resources; and
6. flexibility in cases of re-allocation of assigned spaces.

IMPLEMENTING GUIDELINES FOR ALL-GENDER RESTROOM

Rationale

The All-Gender Restroom (AGR) is a college-wide initiative to promote gender inclusivity and to create safe spaces for everyone, regardless of the SOGIESC (Sexual Orientation, Gender Identity and Expression, Sexual Characteristics) of students, faculty, employees, and, administrators.

USE OF THE TRADITIONAL RESTROOMS

The rest of the LCC Community stakeholders can still use gender-specific (i.e., pertaining to cisgender – cisman and ciswoman, and those who identify as man and woman – transman and transwoman) restrooms located all throughout the campus. A person whose identity matches their gender expression (e.g. gay male student with masculine gender expression and/or following the associated male school attire) are still free to use gender-specific restroom.

QUALITY DISCOURSE

Members of the LCC community shall always facilitate quality discourse by creating a nurturing learner-centric ecosystem and a collegial and empowering work culture in both face-to-face and online interactions.

Quality Discourse is attained through:

1. Openness to multiple perspectives which is achieved by

1. allowing freedom of expression and exchange of ideas;
2. encouraging critical questions and practicing active listening;
3. accepting divergent viewpoints from being presented for discussions;
4. presenting the opposing sides of issues to have a full appreciation of the subject matter and to guide decision-making;
5. constantly updating professional knowledge, competencies, and skills through research, training, and mentoring with experts from various disciplines;
6. demonstrating techniques in supportive feedback (e.g., piggybacking) instead of downright rejection of ideas during group sessions; and
7. respecting partisan, religious, and other socio-cultural affiliations and promoting equal and fair treatment to all.

2. A positive attitude which is demonstrated through:

1. verbal and nonverbal communication cues that are encouraging;
2. being respectful even in disagreements;
3. using reason rather than threat or coercion as an approach to generate support for personal viewpoints; and
4. accepting failure as part of the process of developing open-mindedness and learning from the best practices of others.

3. Responsiveness to different learning styles and needs which is achieved by:

1. creating several and varied formative and summative assessment tools;
2. providing remedial activities that may help students cope with requirements especially for those that have special learning disabilities; and
3. conducting regular needs analysis and satisfaction surveys to inform programs, services, and policies.

4. A conciliatory, non-divisive, and non-discriminating mindset and expression which is demonstrated through:

1. using nonviolent and peaceful means to manage conflicts;
2. being familiar with preconceived notions, assumptions, and biases in order to foster understanding, empathy, collaboration, and cultural adaptation;
3. always trying to seek solutions;
4. encouraging members of our community to understand their predicaments and encouraging them to seek lawful and creative solutions that foster meaningfulness, fulfillment, relevance, and growth of the self and of others;
5. using the classroom as a venue for the rational, informed, and respectful exchange of ideas and not for personal rants and partisan political campaigns;
6. respecting the sexual orientation and gender identity, religion, physical appearance, disability, age, nationality, indigenous lineage, regionality, creed, socio-economic status of the members of our community; and
7. being aware that sexualized jokes, politically incorrect expressions, or insensitive remarks hurt members of our community and should be avoided.

5. Collaboration which is achieved by:

1. realizing that buy-in from members of our community is a crucial element of program or project implementation;
2. ensuring that all have equal chances of participation including the use of rotation of roles in group work;
3. co-designing learning activities and outcomes with colleagues and students;
4. allotting ample time for a genuine consultation process;
5. empowering members of our community to make decisions, perform duties with minimum to no supervision, and have accountability; and
6. aiming for consensus even in cases of contentious issues.

DATA PRIVACY POLICY

LCC is committed to protecting and upholding the rights of students, including their right to keep personal information private. In compliance with Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and guided by the principles of transparency, legitimate purpose, and proportionality, this policy statement sets out the data-privacy rights of LCC students and describes the information that may be collected from them; the collection methods and timing of collection; the purposes for which the data may be used; the storage, transmission, and method of use of such data; the conditions under which data are shared with third parties; the data retention period; and the rules that govern the students' participation when they are asked to share their personal information.

1. Identity of the Process Owner

LCC Academic Services is the process owner of programs specified in Commission on Higher Education Memorandum Order (CMO) 9 series of 2013 (The Enhanced Policies and Guidelines on Student Affairs and Services) [<https://ched.gov.ph/wpcontent/uploads/2017/10/CMO-No.09-s2013.pdf>]. A cluster of seven (7) offices, LCC Academic Services is composed of Center for Learning Enrichment and Research for Students (CLEARs), Guidance and Counseling (G&C), College Library, National Service Training Program and Community Relations (NSTP& Com Rel), Career and Placement Office (CAPO), Student Development (SDEV) and Student Discipline (SD).

Academic Services also works closely with Information Technology Services, Health Services, Financial Services, and Facilities and Technical Services to foster a healthy, safe, and secure campus environment.

2. Service Description

Being charged with overseeing student life outside the classroom, Academic Services inevitably uses students' personal information in core processes concerning admission, enrollment, selective retention, guidance and counseling, community service, learning enrichment, access to learning resources, student development, student discipline, and career and placement. Seamless coordination between and among the offices in Academic Services is integral to the holistic development of students.

3. The following pieces of personal data are collected:

- a. Personal details such as complete name, birth date, place of birth, sex at birth, birth order, gender identity, civil status, number of siblings, religion, awards received, and identification photos;
- b. Parents/guardians' information such as complete name, occupation, education credentials;
- c. Contact information such as current and permanent address, email address, telephone number, mobile number;
- d. Academic information such as grades, degree program, academic standing, pre-LCC academic credentials; and
- e. Medical information such as physical, psychological, and psychiatric records including medications being taken (if any).

Other information for the purpose of designing and implementing proactive student services and programs may be collected when warranted, which will be specified in consent forms.

4. Collection Methods and Timing of Collection

Personal data are primarily collected through electronic means when students apply for the following: (a) college admission test, (b) scholarship or financial aid grants, (c) job internships, and (d) graduation as well as during enrollment and the annual review/updating of personal records. From time to time, students' personal information including opinions may be asked for in surveys and during school activities.

Closed-circuit TV (CCTV) cameras may also capture images of students whenever they enter, are inside, or exit LCC premises.

5. Purpose(s) for which Personal Data will be Collected and Used

For the efficient management of school records and for students to have a meaningful and secure campus experience, personal data are collected and used for the following purposes:

a. Academic, such as when

- computing and encoding the students' grades
- determining the students' QPAs/QPIs in the course of implementing the selective retention policy
- monitoring the students' academic standing and completion of program degree requirements including their preparedness for internship deployment

- evaluating the students' eligibility to receive scholarship grants or graduate
- assessing the students' access to physical and online facilities to ensure that resources are optimally utilized archiving or retrieving the graduates' education records including transcripts, diplomas, and certifications as well as collecting other personal and relevant information that may be needed to verify a graduate's identity when they request original or authenticated copies of these records.

b. Co-Curricular and Extra-Curricular activities such as when

- students are endorsed as official representatives of the school or their school organizations in conferences, seminars, educational tours, and competitions.
- student organizations apply for recognition, accreditation, or reaccreditation.
- images of student participants in events and programs organized by the college, accredited LCC student organizations, or external parties are published.
- students participate in student elections either as candidates or voters, or when they apply for appointments to vacant student organization positions.
- students participate in pre-departure orientations or apply for waivers for approved off-campus engagements.

c. Research purposes such as for

- exploring the characteristics of the student population;
- assessing student satisfaction of school services or facets of their school experience; and
- academic studies on the student lifecycle, student affairs, and pedagogy

d. Safety and security purposes such as to

- regulate the entry into, mobility within, and exit from the campus of officially enrolled students.
- ensure properly vetted waivers for approved off-campus engagements.

e. Intervention programs purposes including

- guidance counseling, fact-finding in discipline cases, and health advisories and prescriptions.
- mentoring and coaching on personal, social, academic, and professional concerns.

f. Communication purposes or the dissemination of updates on student life such as

- school updates on policies, cancellation of classes, and new programs;
- results of application in scholarship grants;
- results of membership application in accredited student organizations;
- awards or citations conferred by school-based competitions and those organized by reputable external organizations
- proclamation of candidates and winners of student elections; and announcement of official list of candidates for graduation

g. Finance and accounting purposes such as

- assessment of fees;
- processing of payments for tuition and other school fees;
- results of application for the promissory note; and
- implementation of scholarship grants

h. Placement service purposes such as

- endorsements to internship sites.
- endorsements to industry-partner companies including rudimentary background checks.

6. Storage and Transmission of Personal Information

Storage of personal data starts when students personally encode the information during the collection methods cited in Section 4. Personal data are stored in physical and electronic systems with appropriate organizational, physical, and technical security measures.

Transmission of personal data to service providers for services, such as enrollment transactions, access to library resources, class activities, other campus life activities, and security, are appropriately covered by an

outsourcing agreement with provisions for data privacy as required by the Data Privacy Act of 2012.

Office-to-office transmission of personal data can only be carried out based on the purposes cited in Section 5. The Registrar's Office and Information Technology Services have the primary responsibility to access and transmit the academic information for the processing of enrollment-related activities and evaluation of academic standing. All other personal sensitive information especially those concerning guidance and counseling, discipline, and mental health are confidentially stored and transmitted only as needed by qualified professional staff who are mandated to assist students in cases of emergency, fact-finding investigations, and similar intervention programs.

7. Method of Use

Personal data are processed according to the purposes mentioned in Section 5. The term "processing" shall be subject to the same Definitions and Implementing Rules and Regulations as are found in the Data Privacy Act, which include collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, or erasure or destruction of data.

8. Third-Party Transfer

Sharing of individually identifiable personal data with third parties is prohibited unless the data subject expressly waives this restriction in writing.

9. Retention Period

Personal data shall be retained in the databases of the LVV in perpetuity if the subject is a registered student or alumnus/alumna.

10. Participation of Data Subject

The data subject attests that all information provided are true and correct. The data subject agrees to personally update these personal data as needed through the LCC Service Deck, Academic Services units, or other departments duly authorized by the LCC.

The subject agrees that data privacy protection is a mutual responsibility

between the subject and the LCC.

Toward the efficient management of school records and a meaningful and secure campus experience, the subject authorizes LCC to manage their personal data for the purposes cited in Section 5.

The subject understands that LCC shall warrant the following rights:

- a. Have access to personal data, written description of how then information is used, the list of accredited industry partners;
- b. Receive notices on changes in the above-cited purposes or due to personal data breaches provided for in Section 38 of the Implementing Guidelines of the Data Privacy Act;
- c. Upon submission of a notarized letter of request, erase personal data due to unauthorized processing or when processing is prejudicial to the subject;
- d. Be compensated due to suffered damages arising from inaccurate, incomplete, outdated, false, unlawfully obtained, unauthorized release, or unauthorized use of personal data based upon the findings of an investigation conducted by the LCC or by a duly authorized third party and provided that the process of investigation has been vetted by the concerned parties;
- e. Rectify errors or inaccuracies in the personal data upon submission of necessary documents;
- f. Obtain and electronically move, copy, or transfer personal data in a secure manner, for further use, after payment of a reasonable administrative processing fee; and
- g. Unsubscribe from any LCC database or mailing list for employment or internship opportunities upon completion of the form to opt out that can be secured from the Office of the College Registrar.

SOCIAL MEDIA GUIDELINES

LCC embraces the responsible use of social media to build relationships with prospective and current students, alumni, employees, parents, and other stakeholders. The online actions and posts of members of the LCC community contribute to creating a strong impression (that may be positive or negative) of the College and/or its members in general. Hence, the

College enjoins LCCians to conduct themselves as they would in public, mindful of acting in a manner befitting as members of the LCC community.

This Social Media Guide for Members of the LCC Community is anchored on the core values of Leadership, Competitiveness and Culture of Excellence, their respective handbooks or codes of conduct, relevant national laws, and by the following principles:

1. Social media is a space for building a supportive online community for learning and social interaction.
2. Social media as a discourse platform enables the free exchange of multimodal texts on the users' beliefs and motivations that are affirming, negotiating, or contrasting.
3. Social media's content will be in the public domain and will leave a digital footprint that is searchable, eternal, replicable, and has a global invisible audience.
4. Freedoms of speech and expression are not absolute as these work alongside other laws or regulations and the rights or freedoms of others.
5. Social media content creators and users have the collective responsibility of making the communication platform a safe space for interaction.

Section 1. Scope

This guide intends to help manage the social media activities of members of the LCC community. Members of the LCC community include students, faculty, administrators, and non-teaching staff. This is distinguished from LCC stakeholders, a group that includes the above plus parents, alumni, support staff, and industry, community and research partners.

The contexts of these activities include the LCC community members' access or use of social media:

- On- or off-campus;
- Through LCC's internet connectivity, personal data plan, or other sources of internet access; and
- Through gadgets provided by LCC, the user's personal property, or borrowed by the user from another person or entity.

Members of the LCC community shall follow the LCC policies, particularly these guidelines, and their respective handbooks or codes of conduct, which apply to social networking as well. They are expected to conduct themselves in a way that exemplifies the socially responsible and respectable behavior expected of all members of the LCC community.

Section 2. Objectives

This guide aims to:

1. To foster responsible digital citizenship;
2. To promote and protect LCCs brand identity, integrity, and reputation;
3. To exercise freedom of expression that comes with a responsibility and a duty to protect the rights of others;
4. To understand the responsibilities and liabilities pertaining to any post on social media in accordance with existing laws, LCC policies, and the Terms of Service or Community Standards of the social media host site; and
5. To develop a productive, responsible, and safe use of social media.

Section 3. Definitions

LCC stakeholders refer to students, faculty, administrators, non-academic staff, parents, alumni, support staff (such as security personnel and canteen concessionaires), and industry, community, and research partners.

Members of the LCC Community are the students, faculty, administrators, and non-academic staff.

Social media refers to computer-mediated technologies that facilitate the creation and sharing of information, ideas and other forms of expressions, and content via social media platforms and virtual networks.

Social media account is an individual's account or page on any given social media platform.

Social media platform refers to internet-based and mobile applications or sites such as, but not limited to, Facebook, X (formerly Twitter), Discourse,

MS Teams, Instagram, and dating and gaming apps that allow exchange of multimodal messages among users. It also includes Wikis, blogs, and other similar online interactive forums.

Section 4. Responsibilities

Discourse or intellectual interaction in social media is encouraged. As part of LCC, however, members of the LCC community are expected to observe the following responsibilities.

4.1. Practice Respectful and Inclusive Discourse

1. Respect diverse perspectives at all times. Conflict of perspectives and interests is inevitable and having an open mind during any discourse may facilitate a healthier discussion. These are indicators of a respectful discourse with fellow members of the LCC community and other LCC stakeholders:

- a. Reasoning based on merits of an argument;
- b. Recognizing partisan, religious, and other socio-cultural affiliations;
- c. Providing equal opportunity and fair treatment in the presentation of conflicting perspectives and interests;
- d. Understanding that demeaning comments or personal attacks reflect negatively on one's personal and future professional image;
- e. Avoiding gossip and trash talking about any person, a group, or about the La Concepcion College (LCC) or any of its stakeholders, especially those that defame, maliciously impute a crime, a vice or defect, insult or assault a person's character, are vulgar, indecent and scandalous, or which in any manner may cause anguish or tend to disturb or tarnish the good reputation and integrity of the College and its stakeholders; and
- f. Avoiding defamatory posts or other social media activities. The elements of defamation are:
 - The activity imputes a discreditable act or condition to another person or organization;
 - The activity is viewed or seen by any other person or organization
 - The person or organization defamed is identified or readily identifiable.

- There is malice or intent to damage the reputation of another person or organization; and
- g. Aiming for consensus or finding common solutions even in cases of contentious debates.

2. Use inclusive language and practices consistent with LCCs Policy on Diversity and Inclusion. Inclusivity is the conscious effort of ensuring that all members of the LCC community believe and feel that they have a significant contribution in the classroom, workplace, and other social and digital spaces and that these spaces are safe for open and respectful conversation. Using inclusive language and practices in social media entails:

- a. Respecting sexual orientation, gender identity, and expression (SOGIE);
- b. Avoiding stereotypes that misrepresent, underrepresent, or generalize individuals according to their gender, generation, religion, psychological wellbeing, political affiliation, socio-economic status, etc.;
- c. Discerning that some exchanges are better done in private messaging or recognizing the subject's preferred communication channels in order to protect identity and right to privacy;
- d. Updating own knowledge of issues and trends as a tool to better understand and engage with non-mainstream points of view, personalities, preferences, etc.;
- e. Empathizing with concerns of other LCC stakeholders only after considering multiple sides of the issue; and
- f. Avoiding prejudicial comments against sex, race, religion or belief, even if meant in jest or as satire.

3. Create social media posts responsibly in accordance with their respective handbooks or codes of conduct and national laws. Members of the LCC community are governed by their respective code of conduct that applies to in-school, off-campus, and online learning contexts. Members of the LCC community are also highly encouraged to read specific provisions of these laws related to responsible social media engagement, violations of which may have legal implications:

- a. Data Privacy Act of 2012
- b. Article 358 of the Revised Penal Code

- c. Cybercrime Prevention Act of 2012
 - d. Anti-Bullying Act of 2013
 - e. Intellectual Property Code of the Philippines
 - f. Safe Spaces Act.
4. Follow the LCC's online communication culture and protocols that shape the discourse between LCC and its stakeholders especially the members of the LCC community. Actively learning about and following LCC's online communication culture and protocols presented during regular orientation sessions and published in LCCs official communication channels including its social media will help the LCC respond to concerns of the members of LCC community more accurately, promptly, and efficiently. These guidelines shall help the members of the LCC community and the College's designated offices in managing online transactions and the corollary discourse created during these transactions:
- a. Actively searching and understanding academic policies and procedures that impact on student learning and experience, as well as administrative procedures that affect faculty and employees;
 - b. Answering members of the LCC community surveys to better understand online communicative behavior and user experience;
 - c. Making online requests with adequate lead time considering the volume of similar requests from other members of the LCC community and the applicable processes such as the layers of approving bodies, turnaround time, and academic policies;
 - d. Recognizing that bringing up school-related issues online may increase audience engagement and build up online support but the solution to the issue still requires observing College protocols and processes;
 - e. Realizing that a social media post generates reactions from both LCC stakeholders and a global invisible audience who may not help address the concern; and
 - f. Accepting that LCC may implement its online content moderation policy such as deleting comments to its official social media accounts that are incriminating to the members of the LCC community or causing disrepute to the LCC, and conducting fact-finding investigation due to reported abuses in the social media use of its members.

4.2. Promote Accurate and Truthful Use of Information

1. Always ensure the accuracy and truthfulness of every post. Engagement in social media is relevant and useful when the currency of information during discussions especially those that shape public opinion or serve as inputs for policymaking are based on facts. Members of the LCC community shall always practice this factual exchange of information by:

- a. Fact-checking using multiple sources and evidence-based assessment before believing in, taking a stand, and sharing it;
- b. Sharing content only from reputable or widely recognized institutions such as the academe and multilateral organizations;
- c. Not deliberately omitting salient facts to support one's bias as it may result in personal liability;
- d. Not spreading misinformation, disinformation, and mal-information;
- e. Supporting advocacies against information disorder;
- f. Acknowledging sources of information as one way of respecting intellectual property; and
- g. Fairly and factually reporting matters of public concern provided that the content was obtained lawfully and with due respect for right of privacy.

2. Exercise good judgment when responding to questions in social media. The interactive and real-time features of social media allow its users to respond in a snap but may be at the expense of good and careful judgment. Members of the LCC community are highly encouraged to take control of their reactions to questions raised online by:

- a. Referring an inquiry on confidential matters or those they are unsure of to the proper LCC officials or designated offices;
- b. Validating answers from authorized LCC officials or designated offices before giving feedback to the question;
- c. Politely declining or changing the topic, most especially when they are not fully aware of the circumstances surrounding a controversial matter;
- d. Ignoring trolls or those who use fake social media accounts and whose job is to generate and earn from audience reactions;

- e. Understanding that reacting impulsively especially to second- or thirdhand information may violate provisions of their respective handbooks or codes of conduct; and
- f. Changing the social media post's public setting into private to customize who can read and engage with the post.

4.3. Maintain Professional Social Media Presence/Online Integrity

Delineating what is personal and professional in social media is important to function according to the different roles of the members of the LCC community either as private citizens or professionals. Members of the LCC community are, therefore, expected to observe the following practices to guard their online integrity and that of the College.

1. Use emails and access to other online accounts for official College transactions. Members of the LCC community can protect the College's information and communications technology assets from cyber-threats by:
 - a. Following digital safety measures on changing passwords, habitually logging out when using public Internet access, etc.;
 - b. Not using the College's email address (e.g., name@laconcepcioncollege.com or student number to set up their personal social media account or profile;
 - c. Not sharing access to online learning resources with non-LCC stakeholders; and
 - d. Reporting to Information and Technology Services any observable anomalies while using LCCs ICT infrastructure.
2. Clarify that an expressed opinion for/against an issue of public concern is a personal standpoint. The right to self-expression is an inalienable right that LCC upholds, and such right must be coupled with a sense of responsibility by:
 - a. Reacting to controversial national issues with a disclaimer such as "tweets my own" or using the hashtag #personalopinion prominently displayed in personal social media account when reacting to controversial national issues;
 - b. Not falsely representing LCC or the student body;
 - c. Maintaining professionalism by politely responding to negative and abrasive comments; and
 - d. Creating an evidence-based and well-analyzed stand.

3. Take care of the visual image or online professional presence of other social media users by:
 - a. Using visual content of high quality and appropriate size and not uploading blurred or pixelated photos;
 - b. Securing consent before uploading photos, including old photos; and
 - c. Deleting a photo if asked by the photo's subject/s to do so.
4. Be selective in accepting friend requests and engaging with social media content. The network of friends and the type of social media content engaged with by members of the LCC community can define their Public Self. LCC life is the best opportunity to deepen social and professional relationships that will hone the members' people skills and social capital. This quality of relationships can be achieved by:
 - a. Following or accepting friend requests only from social media users that they personally know or within a web of mutual friends;
 - b. Identifying areas of mutual interest or potential opportunities for collaborative work;
 - c. Avoiding poisonous association or negative connotations resulting from engagement with what is arguably obnoxious content and persons;
 - d. Controlling personal and sensitive information shared during the exploratory stages of any newfound online friendship;
 - e. Being honest about personal goals and virtual identity when participating in dating apps; and
 - f. Creating professional boundaries such as not accepting friend requests from other members of LCC community who insinuate a more personal relationship.

4.4. Protect Privacy Rights

Members of the LCC community are enjoined to observe the following guidelines in compliance with the Data Privacy Act of 2012.

1. Always seek express consent. Seek consent from all involved parties via email, in writing, or through online chat for any of the following online activities:

- a. Recording of video conferences for faculty lectures and other classroom activities, virtual meetings, consultation sessions, and similar academic related activities;
 - b. Publishing of photos with other members of the LCC community or other LCC stakeholders as subjects as well as photos or videos displaying body parts of another “de-identified” person;
 - c. Sharing any stakeholder’s personal information, schedules, activities, contact details, address, etc.;
 - d. Audio recording of conversations among individuals;
 - e. posting College academic materials and documents (including but not limited to lecture handouts, course outlines, and slide presentations; and
 - f. Conducting any virtual participant observation of conversations in chat groups for research purposes.
2. Strengthen privacy protection and avoid breach of confidentiality by:
- a. Reading and understanding the policies and terms of use of any social media site;
 - b. Controlling the type and amount of personal information (e.g., birth date, address, mobile number) shared online;
 - c. Using encrypted messaging apps for confidential conversations;
 - d. Restricting the privacy settings of social media accounts and only authorizing groups of friends to access content according to degrees of friendship;
 - e. Taking a screenshot or copying the link of posted confidential information and emailing the same to LCC authorities for confidential reporting;
 - f. Not disclosing any acquired information that may blacken the reputation of any person;
 - g. Realizing the responsibility and accountability for posts disclosed even with the most restricted privacy settings;
 - h. Deactivating automatic tagging of pictures and face-recognition apps; and
 - i. Avoiding cyber-stalking or policing any LCC stakeholder.

4.5. Contribute To Making A Nurturing LCC Community

LCC stakeholders belong to a nurturing community that is solution-oriented and has a growth mindset. A nurturing online community must:

1. Exhibit positive attitude by:

- a. Using encouraging words, photos, and other types of multimodal content;
- b. Realizing that even disagreements have a meeting point; and
- c. Using reason rather than threat or coercion as an approach to generate support for personal viewpoints.

2. Display concern for others by:

- a. Calling the attention of fellow member of the LCC community on his or her misbehavior online through a private message or reporting the member to appropriate LCC officials for intervention or assistance;
- b. Not posting disparaging remarks especially in competitive issues involving other schools
- c. Asking fellow members of the LCC community to delete a self-incriminating post; and
- d. Realizing that any post identifiable with LCC can make or break the brand.

3. Be solution-oriented by:

- a. Using nonviolent and peaceful means to manage conflicts;
- b. Being familiar with preconceived notions, assumptions, and biases to foster understanding, empathy, collaboration, and cultural adaptation; and
- c. Communicating concerns primarily through LCC's proper channels as outlined in Section 4.1.4 of this Policy and using social media only as an alternative means or last resort to resolve conflicts.

Section 5. Violations and Interventions

The Social Media Guide for Members of the LCC community combines ethical guidelines and policies in using social networking sites and mobile applications with multimodal interactions among users.

5.1. For Students

1. The guide does not automatically penalize students who do not observe the guidelines except when the following provisions of the Student Code of Conduct are contravened:

- a. The Student Code of Conduct provides that "Students shall always

conduct themselves in appropriate manner and appearance in accordance with the policies promulgated by the College. Students shall always be respectful and observe proper decorum while inside or outside the College and in using online platforms. They shall refrain from using language and/or committing acts in any form or medium, that are disrespectful, profane, vulgar, indecent, scandalous, or which in any manner may cause prejudice or tend to disturb or tarnish the good reputation and integrity of the College and its stakeholders.”

b. The Student Code of Conduct considers as major offense the defamation (slander/libel), public or malicious imputation of a crime, or of a vice or defect, real or imaginary, or insult or assault of persons, character, organizations, institutions using any form of communication and media (including social network sites and or other acts constituting irresponsible use of social media.

2. Violation of the social media guide, being a major offense, and depending on its seriousness and gravity, after due process, is sanctioned with the following but not limited to:

- a. Community or Administrative Service Hours for the first offense
- b. Suspension for the second offense, and
- c. Dismissal for the third offense.

3. Depending on the particulars of each case, such as, but not limited to the assessed needs and the act committed, other interventions may be imposed under the Student Code of Conduct.

5.2 For Faculty

Pending the approval of the updated faculty manual, any warranted intervention for the faculty shall be governed by the provisions of national laws, particularly, the Manual of Regulations for Private Higher Education and the Code of Ethics for Professional Teachers.

5.3 For Non-Academic Staff

Pending the approval of the updated employee manual/code of conduct, any warranted intervention for the employee shall be governed by the provisions of national laws and existing employee code of conduct.

APPENDICES

REPUBLIC ACT No. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

Section 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

Section 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall

further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Section 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

- (a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- (b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- (c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- (d) when the hazing is committed outside of the school or institution;
- or
- (e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

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

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

Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

Section 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

EXECUTIVE ORDER NO. 26

PROVIDING FOR THE ESTABLISHMENT OF SMOKE-FREE ENVIRONMENTS IN PUBLIC AND ENCLOSED PLACES

WHEREAS, the 1987 Constitution of the Republic of the Philippines declares that the State shall protect and promote the right to health of the people and install health consciousness among them;

WHEREAS, the Republic of the Philippines, under the world Health Organization Framework Convention on Tobacco Control (FCTC) to which it is a Party, being determined to give priority to the right to protect public health and the promote measures of tobacco control based on current and relevant scientific, technical and economic considerations, agreed to implement the measures provided in that treaty;

WHEREAS, in pursuit of the policy of the State to guarantee the enjoyment of the right of every citizen to breathe clean air, Republic Act No. 8749, or the Philippine Clean Air Act of 1999, prohibits smoking inside enclosed public places including public vehicles and other means of transport, and other enclosed areas, and directs local government units to implement the prohibition;

WHEREAS, Republic Act No. 9211, or the Tobacco Regulation Act of 2003, prohibits smoking in certain public places, and prohibits the purchases and sale of cigarettes and other tobacco products to and by minors and in certain places frequented by minors and provides penalties for any violation of the prohibitions;

WHEREAS, scientific evidence has unequivocally established that tobacco consumption and exposure to tobacco smoke cause death, disease and disability, lead to devastating health, social, economic and environmental consequences, and places burdens on families, on the poor, and on national and local health systems;

WHEREAS, public health takes precedence over any commercial or business interest;

WHEREAS, an increasing number of Filipinos become afflicted with and die each year of tobacco-related diseases such as stroke, heart disease, emphysema, various cancers and nicotine addiction, and both the public and workers in facilities where smoking is allowed are most risk from these other tobacco-related diseases;

WHEREAS, the FCTC provides that each Party shall adopt and implement in areas of existing national jurisdiction as determined by national law, and actively promote at other jurisdictional levels, the adoption and implementation of effective legislative, executive, administrative and/or other measures, providing fro protection from exposure to tobacco smoke in indoor workplaces, public transport, indoor public places and, as appropriate, other public places;

WHEREAS, in order to minimize access, particularly of minors, to tobacco products and in order to provide a more supportive environment for those who are attempting to quit tobacco use, there is a need strengthen existing measures on access restriction, including the regulation of sales, distribution and availability, and the measures prescribed under the FCTC;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order;

SECTION 1. *Definition.* For the purpose of this Executive Order, the following terms shall mean:

(a) "Advertising and promotion" means any form of commercial communication, recommendation or action with the aim, effect or likely effect of promoting a tobacco products or tobacco use either directly or indirectly.

(b) "Designated Smoking Area" (DSA) refers to an area of a building or conveyance where smoking may be allowed, which may be in an open space or separate area with proper ventilation subject to the specific standards provided in this order.

(c) "Enclosed" means being covered by a roof or other structure serving the purpose of a roof, and having one or more walls or sides, wherein the openings on the walls or sides have an aggregate area that is less than half of the total space, regardless of the type of material used for the roof, wall or sides, and regardless of whether the structure is permanent or temporary. Doors and windows that can be opened and shut shall not be considered as opening under this paragraph. The enclosed character of a building or conveyance shall attach to all its areas, including its open spaces.

(d) "Minor" refers to any below eighteen (18) years old.

(e) "Non-Smoking Buffer Zone" is a ventilated area between the door of a DSA not located in open space and the smoke free-area. There shall be no opening that will allow air to escape from such Non-Smoking Zone to the smoke-free area, except for a single door equipped with an automatic door closer. Such door is distinct from the door of the DSA, which shall be at least two (2) meters away from the other.

(f) "Open spaces" refers to those areas forming part of a building or conveyance, which are not covered by a roof or similar structure.

(g) "Person-in-charge" refers to president/manager in case of a company, corporation, partnership or association, the owner/proprietor/operator in case of a single proprietorship, or the administrator in case of government or private property, facility, office or building, and the city/municipality, schools, superintendent, school president, dean or principal in case of school.

(h) "Point-of-sale" refers to any location at which an individual can purchase or otherwise obtain tobacco products.

(i) "Public conveyances" refers to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, ships, jeepney, buses, taxicabs, trains, light rail transits, tricycles and other similar vehicles.

(j) "Public places" means all places, fixed or mobile, that are accessible or open to the public or places for collective use, regardless of ownership or right to access, including but not limited to, schools, workplaces, government facilities, establishment that provide food and drinks, accommodation, merchandise, professional services, entertainment or other services. It also includes outdoor spaces where facilities are available for the public or where a crowd of people would gather, such as, but not limited to, playgrounds, sports ground or centers, church grounds, health/hospital compounds, transportation terminals, market, parks, resorts, walkways/sideways, entrance ways, waiting areas, and the line.

(k) "Smoke-Free" refers to air that is 100% free from tobacco smoke. This Definitions includes, but is not limited to, air in which tobacco smoke control cannot be seen, smelled, sensed or measured.

(l) "Smoking" means being a possession or control of a lit tobacco products regardless of whether the smoke is being actively inhaled or exhaled.

(m) "Tobacco Products" means products entirely or partly made of tobacco leaf as raw material which are manufactured to be used for smoking, sucking, chewing or snuffing, such as but not limited to cigarette, cigar, pipe, shisha/hookah and chew tobacco.

(n) "Workplace" means any place used by people during their employment or work, whether done for compensation or voluntarily, including all attached or associated places commonly used by the workers in the course of their work (for example, corridors, elevators, stairwells, toilets, lobbies, lounges). Vehicles used in the course of work are considered workplaces, such as, but not limited to taxis, ambulances and delivery vehicles.

SECTION 2. Coverage. This Order shall apply to all persons, whether resident or not, and in all places, found within the territorial jurisdiction of the Philippines.

SECTION 3. Prohibited Acts, the following acts are declared unlawful and prohibited;

- (a) Smoking within enclosed public places conveyances, whether stationary or in motion, except in DSAs fully compliant with the requirements of Section 4 of his Order;
- (b) For persons-in-charge to allow, abet or tolerate smoking in places enumerated in the preceding paragraph, outside of DSAs fully compliant with Section 4 of this Order;
- (c) For any person to sell, distribute or purchase tobacco products to and from minors. It shall not be a defense for the person selling or distributing that he/she did not know or was not aware of the real age of the minor. Neither shall it be a defense that he/she did not know nor had any reason to believe that the cigarette or any other tobacco product was for the consumption of the minor to whom it was sold;
- (d) For a minor to smoke, sell or buy cigarettes or any tobacco products;
- (e) Ordering, instructing or compelling a minor to use, light up, buy, sell, distribute, deliver, advertise or promote tobacco products;
- (f) Selling or distributing tobacco products in a school, public playground, youth hostels and recreational facilities for minors, including those frequented by minors, or within 100 meters from any point of the perimeter of these places;
- (g) Placing, posting, displaying or distributing advertisement and promotional materials of tobacco products, such as but not limited to leaflets, posters, display structures and other materials within 100 meters from the perimeter of a school, public playground, and other facilities frequented particularly by minors, hostel and recreational facilities for minors, including those frequented by them, or in an establishment when such establishments or its location is prohibited from selling tobacco products.
- (h) Placing any form of tobacco advertisement outside of the premises of point-of-sale retail establishments; and

- (i) Placing any stall, booth, and other displays concerning tobacco promotions to areas outside the premises of point-of-sale locations or adult-only facilities.

SECTION 4. *Standards for DSAs.* All DSAs shall strictly comply with the following standards:

- (1) There shall be no opening that will allow air to escape from the DSA to the smoke-free area of the building or conveyance, except for a single door equipped with an automatic door closer; provided that, if the DSA is not located in an open space, such door shall open directly towards a Non-smoking Buffer Zone (Buffer Zone) as defined in this Order;
- (2) The DSA shall not be located in or within ten (10) meters from entrances, exits, or any place where people where people pass or congregate, or in front of air intake ducts;
- (3) The combined area of the DSA and the Buffer Zone shall not be larger than 20% of the total floor area of the building or conveyance, provided that in no case shall such area be less than ten (10) square meters;
- (4) No building or conveyance shall have more than one DSA;
- (5) The ventilation system for the DSA other than in an open space and for the Buffer Zone shall be independent of all ventilation systems servicing the rest of the building or conveyance;
- (6) Minors shall not be allowed inside the DSA and the Buffer Zone;
- (7) The DSA shall have the following signages highly visible and prominently displayed:
 - (8.1) "Smoking Area" signage;
 - (8.2) Graphic health warnings on the effects of tobacco use; and

(8.3) Prohibition on the entry of persons below eighteen (18) years old.

(8) Other standards and specifications to better ensure a smoke-free environment as may be prescribed by the inter-Agency Committee-Tobacco under Republic Act No. 9211, provided that such standards and specifications are consistent with this Order and that persons-in-charge are given sixty (60) days to comply.

However, there shall be no DSAs in the following public places:

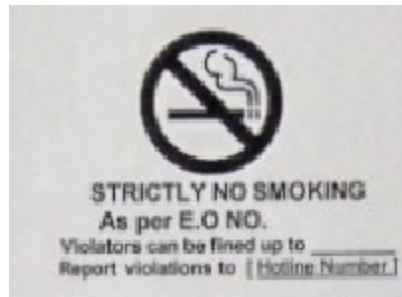
- (a) Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for minors;
- (b) Elevators and stairwells;
- (c) Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- (d) Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories; and
- (e) Food preparation areas.

Nothing in this order shall compel persons-in-charge to establish DSAs nor prevent them from instituting more stringent measures in their buildings and establishments to better ensure a smoke-free environment in their premises.

SECTION 5. Duties and Obligations of Persons-in-Charge. persons in charge shall:

- (a) prominently post and display the "No Smoking" signage, in the locations most visible to the public in the areas where smoking is prohibited. At the very least, the "No Smoking" signage must be posted at the entrance to the area, which shall be at least 8 x 11 inches in size, where the symbol shall occupy no less than 60% of

the signage, while the remaining 40% of the signage shall show the pertinent information, as follows:



As for the DSA, after complying with the specifications in Section 4, prominently display the following elements in the signage:

"DESIGNATED SMOKING AREA " or "SMOKING AREA"

[place Graphic/Picture-Based Health Warning on
the effects of tobacco use within the signage]

[if available, place number of Smoking Cessation Hotline]

(b) prominently post and display the "No Smoking" signage in the most conspicuous location within the public conveyance. At the very least, a three and a half (3.5) square inch "No Smoking" signage shall be placed on a windshield and a ten (10) square inch "No Smoking" sign at the drivers back seat.

(c) Remove the places where smoking is prohibited all ashtrays and other receptacles for disposing of cigarette refuse;

(d) For persons-in-charge of schools, public playgrounds, youth hostels and recreational facilities for minors, including those frequented by minors, post the following statement in a clear and conspicuous manner.

**SELLING, ADVERTISING AND PROMOTING OTHER
CIGARETTES OR TOBACCO PRODUCTS NOT ALLOWED
WITHIN 100 METERS FROM ANY POINT IN THE PERIMETER OF
[name of SCHOOL/PLAYGROUND/FACULTY FOR MINORS/ETC.]**

(e) For persons-in-charge of schools, public playgrounds, youth hostels and recreational facilities for minors, including those frequented by minors, to report to the nearest Smoke-Free Task Force of the concerned city or municipality any tobacco product selling, advertising and/ or promotion located within 100 meters from its perimeter.

(f) For persons-in-charge of point-of-sale establishments, post the following notice, together with a graphic/picture-based health warning on the health consequences of tobacco use, as prescribed by the Department of Health, in clear and conspicuous manner.

SALE/DISTRIBUTION OF TOBACCO PRODUCTS TO MINORS IS UNLAWFUL

(g) Establish internal procedure and measures through which this Order shall be implemented and enforced within the area of which he or she is in charge. This includes compliance with the smoking, sales. Distribution advertising and promotions restrictions (e.g. warning smoking violators in banned areas and requesting them to stop smoking), and if they refuse to comply, reporting the incident to the City/Municipal Health Office, the nearest peace officer, or to any member of the Smoke-Free Task Force;

(h) Ensure that all the employees in the establishment are aware of this Order and the procedure and measures for implementing and enforcing it;

(i) For all signage required to be posted under (a), (b) (d) and (f) above, provide for versions of them in the local dialect or in English;

SECTION 6. Persons Liable. The following persons shall be liable and be punished in accordance with the governing provisions of RA No. 9211 and other applicable laws;

(a) Any person or entity who commits any of the prohibited acts stated in Section 3 hereof;

(b) Persons-in-charge who knowingly allow, abet, authorize or tolerate the prohibited acts enumerates in Section 3, or who otherwise fail to fulfill the duties and obligations enumerated in Section 3 hereof.

SECTION 7. *Penalties.* Violations of this Order shall be punishable in accordance with the applicable penalties provided under Section 32 of RA No. 9211 and other applicable laws.

SECTION 8. *Smoking Cessation Program.* Local Government Units (LGUs) particularly the respective City/Municipal Health Officer, in coordination with the Department of Health are enjoined to develop, promote and implement their respective Local Smoking Cessation Programs consistent with the National Smoking Cessation Program established pursuant to RA No. 9211, and to encourage the participation of public and private facilities which may be able to provide for the requirements of program. Smokers who are willing to quit and/or those found violating this Order may be referred to the Local Smoking Cessation Program and its facilities.

SECTION 9. *Smoke-Free Task Force.* All cities and municipalities are enjoined to form a local Smoke-Free Task Force to help carry out the provisions of this Order. Members of the Philippine National Police and Smoke-Free Task Forces are directed to carry out the provisions of this Order, including the apprehension of violators and the institution of criminal proceedings for violations of this Order, in accordance with relevant laws, rules and regulations, and strictly observing due process.

SECTION 10. *Funding.* The amount necessary to implement the provisions of this Order shall be identified by the Department of Budget and Management. The appropriations necessary for the continued implementation of this Order in succeeding years shall be prepared in accordance with regular government budget procedures and shall be included in the budget of the concerned national government agencies under the annual General Appropriations Act.

SECTION 11. *Separability Clause.* If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 12. *Repealing Clause.* All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Order are hereby repealed amended or modified accordingly.

SECTION 13. *Effectivity.* This Order shall take effect sixty (60) days after publication in a newspaper of general circulation.

DONE in the City of Manila this 16th day of May in the year of our Lord, Two Thousand and Seventeen.

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

REPUBLIC ACT NO. 10627**AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS**

Section 1. *Short Title.* – This Act shall be known as the "Anti-Bullying Act of 2013".

Section 2. *Acts of Bullying.* – For purposes of this Act, "bullying" shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

Section 3. *Adoption of Anti-Bullying Policies.* – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

- (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
- (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
- (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies for:

- (1) Reporting acts of bullying or retaliation;
- (2) Responding promptly to and investigating reports of bullying or retaliation;

- (3) Restoring a sense of safety for a victim and assessing the student's need for protection;
 - (4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
 - (5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;
- (d) Enable students to anonymously report bullying or retaliation: *Provided, however,* that no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;
- (e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
- (f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
- (g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and
- (h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: *Provided,* That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student

and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

Section 4. *Mechanisms to Address Bullying.* – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b) Take appropriate disciplinary administrative action;
- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

Section 5. *Reporting Requirement.* – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this

Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective school division superintendents all relevant information and statistics on acts of bullying or retaliation. The school division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

Section 6. *Sanction for Noncompliance.* – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition, there to, erring private schools shall likewise suffer the penalty of suspension of their permits to operate. *1âwphi1*

Section 7. *Implementing Rules and Regulations.* – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

Section 8. *Separability Clause.* – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

Section 9. *Repealing Clause.* – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

Section 10. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) **JINGGOY EJERCITO ESTRADA**
Acting Senate President

(Sgd.) **FELICIANO BELMONTE JR.**
Speaker of the House of Representatives

(Sgd.) **EMMA LIRIO-REYES**
Secretary of the Senate

(Sgd.) **MARILYN B. BARUA-YAP**
Secretary General
House of Representatives

Approved: SEP 12 2013

(Sgd.) **BENIGNO S. AQUINO III**
President of the Philippines

REPUBLIC ACT NO. 10754

AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH DISABILITY (PWD)

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

SECTION 1. Section 32 of Republic Act No. 7277, as amended, otherwise known as the “Magna Carta for Persons with Disability”, is hereby further amended to read as follows:

“SEC. 32. Persons with disability shall be entitled to:

“(a) At least twenty percent (20%) discount and exemption from the value-added tax (VAT), if applicable, on the following sale of goods and services for the exclusive use and enjoyment or availment of the PWD:

“(1) On the fees and charges relative to the utilization of all services in hotels and similar lodging establishments; restaurants and recreation centers;

“(2) On admission fees charged by theaters, cinema houses, concert halls, circuses, carnivals, and other similar places of culture, leisure, and amusement;

“(3) On the purchase of medicines in all drugstores;

“(4) On medical and dental services including diagnostic and laboratory fees such as, but not limited to, x-rays, computerized tomography scans and blood tests, and professional fees of attending doctors in all government facilities, subject to the guidelines to be issued by the Department of Health (DOH), in coordination with the Philippine Health Insurance Corporation (Phil Health);

“(5) On medical and dental services including diagnostic and laboratory fees and professional fees of attending doctors in all private hospitals and medical facilities, in accordance with the rules and regulations to be issued by the DOH, in coordination with the Phil Health;

“(6) On fare for domestic air and sea travel;

“(7) On actual fare for land transportation travel such as, but not limited to, public utility buses or jeepneys (PUBs/PUJs), taxis, Asian utility vehicles (AUVs), shuttle services, and public railways, including Light Rail Transit (LRT), Metro Rail Transit (MRT) and Philippine National Railways (PNR); and

“(8) On funeral and burial services for the death of the PWD: Provided, That the beneficiary or any person who shall shoulder the funeral and burial expenses of the deceased PWD shall claim the discount under this rule for the deceased PWD upon presentation of the death certificate. Such expenses shall cover the purchase of a casket or urn, embalming, hospital morgue, and transport of the body to the intended burial site in the place of origin, but shall exclude obituary publication and the cost of the memorial lot.

“(b) Educational assistance to PWD, for them to pursue primary, secondary, tertiary, post-tertiary, as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified PWD, including support for books, learning materials, and uniform allowance to the extent feasible: Provided, That PWD shall meet the minimum admission requirements;

“(c) To the extent practicable and feasible, the continuance of the same benefits and privileges given by the Government Service Insurance System (GSIS), Social Security System (SSS), and Pag-IBIG, as the case may be, as are enjoyed by those in actual service;

“(d) To the extent possible, the government may grant special discounts in special programs for PWD on the purchase of basic commodities, subject to the guidelines to be issued for the purpose by the Department of Trade and Industry (DTI) and the Department of Agriculture (DA); and

“(e) Provision of express lanes for PWD in all commercial and government establishments; in the absence thereof, priority shall be given to them.

“The abovementioned privileges are available only to PWD who are Filipino citizens upon submission of any of the following as proof of his/her entitlement thereto:

“(i) An identification card issued by the city or municipal mayor or the barangay captain of the place where the PWD resides;

“(ii) The passport of the PWD concerned; or

“(iii) Transportation discount fare Identification Card (ID) issued by the National Council for the Welfare of Disabled Persons (NCWDP).

“The privileges may not be claimed if the PWD claims a higher discount as may be granted by the commercial establishment and/or under other existing laws or in combination with other discount program/s.

“The establishments may claim the discounts granted in subsection (a), paragraphs (1), (2), (3), (5), (6), (7), and (8) as tax deductions based on the net cost of the goods sold or services rendered: Provided, however, That the cost of the discount shall be allowed as deduction from the gross income for the same taxable year that the discount is granted: Provided, further, That the total amount of the claimed tax deduction net of value-added tax, if applicable, shall be included in their gross sales receipts for tax purposes and shall be subject to proper documentation and to the provisions of the National Internal Revenue Code (NIRC), as amended.”

SEC. 2. Section 33 of Republic Act No. 7277, as amended, is hereby further amended to read as follows:

“SEC. 33. Incentives. – Those caring for and living with a PWD shall be granted the following incentives:

“(a) PWD, who are within the fourth civil degree of consanguinity or affinity to the taxpayer, regardless of age, who are not gainfully employed and chiefly dependent upon the taxpayer, shall be treated as dependents under Section 35(b) of the NIRC of 1997, as amended, and as such, individual taxpayers caring for them shall be accorded the privileges granted by the Code insofar as having dependents under the same section are concerned; and

SEC. 3. Implementing Rules and Regulations, – The Department of Social Welfare and Development (DSWD), in consultation with the Department of Health (DOH), the Department of Finance (DOF), and the National Council on Disability Affairs (NCDA), shall promulgate the necessary rules and regulations for the effective implementation of the provisions of this Act: Provided, That the failure of the concerned agencies to promulgate the said rules and regulations shall not prevent the implementation of this Act upon its effectivity.

SEC. 4. Separability Clause. – If any provision of this Act is declared invalid or unconstitutional, other provisions hereof which are not affected thereby shall remain in full force and effect.

SEC. 5. Repealing Clause. – All laws, orders, decrees, rules and regulations, and other parts thereof inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 6. Effectivity. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in two (2) newspapers of general circulation.

Approved,

(Sgd.) FRANKLIN M. DRILON

President of the Senate

(Sgd.) FELICIANO BELMONTE JR.

Speaker of the House
of Representatives

This Act which is a consolidation of House Bill No. 1039 and Senate Bill No. 2890 was passed by the House of Representatives and the Senate on December 16, 2015 and December 15, 2015, respectively.

(Sgd.) OSCAR G. YABES

Secretary of the Senate

(Sgd.) MARILYN B. BARUA-YAP

Secretary-General
House of Representatives

Approved: MAR 23 2016

(Sgd.) BENIGNO S. AQUINO III
President of the Philippines

AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

SECTION 1. *Short Title.* - This Act shall be known as the "Anti-Violence Against Women and Their Children Act of 2004".

SECTION 2. *Declaration of Policy.* - It is hereby declared that the State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Towards this end, the State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

SECTION 3. *Definition of Terms.* - As used in this Act,

(a) "*Violence against women and their children*" refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

A. "*Physical Violence*" refers to acts that include bodily or physical harm;

B. "*Sexual violence*" refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:

- a) rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;
- b) acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;
- c) Prostituting the woman or child.

C. "*Psychological violence*" refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, repeated verbal abuse and mental infidelity. It includes causing or allowing the victim to witness the physical, sexual or psychological abuse of a member of the family to which the victim belongs, or to witness pornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.

D. "*Economic abuse*" refers to acts that make or attempt to make a woman financially dependent which includes, but is not limited to the following:

- 1. withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation,

business or activity, except in cases wherein the other spouse/partner objects on valid, serious and moral grounds as defined in Article 73 of the Family Code;

2. deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owned in common;

3. destroying household property;

4. controlling the victims' own money or properties or solely controlling the conjugal money or properties.

(b) "*Battery*" refers to an act of inflicting physical harm upon the woman or her child resulting to the physical and psychological or emotional distress.

(c) "*Battered Woman Syndrome*" refers to a scientifically defined pattern of psychological and behavioral symptoms found in women living in battering relationships as a result of cumulative abuse.

(d) "*Stalking*" refers to an intentional act committed by a person who, knowingly and without lawful justification follows the woman or her child or places the woman or her child under surveillance directly or indirectly or a combination thereof.

(e) "*Dating relationship*" refers to a situation wherein the parties live as husband and wife without the benefit of marriage or are romantically involved over time and on a continuing basis during the course of the relationship. A casual acquaintance or ordinary socialization between two individuals in a business or social context is not a dating relationship.

(f) "*Sexual relations*" refers to a single sexual act which may or may not result in the bearing of a common child.

(g) "*Safe place or shelter*" refers to any home or institution maintained or managed by the Department of Social Welfare and Development (DSWD) or by any other agency or voluntary organization accredited

by the DSWD for the purposes of this Act or any other suitable place the resident of which is willing temporarily to receive the victim.

(h) "*Children*" refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves as defined under Republic Act No. 7610. As used in this Act, it includes the biological children of the victim and other children under her care.

SECTION 4. *Construction.* - This Act shall be liberally construed to promote the protection and safety of victims of violence against women and their children.

SECTION 5. *Acts of Violence Against Women and Their Children.* - The crime of violence against women and their children is committed through any of the following acts:

- (a) Causing physical harm to the woman or her child;
- (b) Threatening to cause the woman or her child physical harm;
- (c) Attempting to cause the woman or her child physical harm;
- (d) Placing the woman or her child in fear of imminent physical harm;
- (e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:
 - (1) Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
 - (2) Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or

deliberately providing the woman's children insufficient financial support;

(3) Depriving or threatening to deprive the woman or her child of a legal right;

(4) Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties;

(f) Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;

(g) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;

(h) Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:

(1) Stalking or following the woman or her child in public or private places;

(2) Peering in the window or lingering outside the residence of the woman or her child;

(3) Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;

(4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and

(5) Engaging in any form of harassment or violence;

(i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated

verbal and emotional abuse, and denial of financial support or custody of minor children of access to the woman's child/children.

SECTION 6. *Penalties.* - The crime of violence against women and their children, under Section 5 hereof shall be punished according to the following rules:

(a) Acts falling under Section 5(a) constituting attempted, frustrated or consummated parricide or murder or homicide shall be punished in accordance with the provisions of the Revised Penal Code.

If these acts resulted in mutilation, it shall be punishable in accordance with the Revised Penal Code; those constituting serious physical injuries shall have the penalty of prison mayor; those constituting less serious physical injuries shall be punished by prison correctional; and those constituting slight physical injuries shall be punished by arresto mayor.

Acts falling under Section 5(b) shall be punished by imprisonment of two degrees lower than the prescribed penalty for the consummated crime as specified in the preceding paragraph but shall in no case be lower than arresto mayor.

(b) Acts falling under Section 5(c) and 5(d) shall be punished by arresto mayor;

(c) Acts falling under Section 5(e) shall be punished by prison correctional;

(d) Acts falling under Section 5(f) shall be punished by arresto mayor;

(e) Acts falling under Section 5(g) shall be punished by prison mayor;

(f) Acts falling under Section 5(h) and Section 5(i) shall be punished by prison mayor.

If the acts are committed while the woman or child is pregnant or committed in the presence of her child, the penalty to be applied shall be the maximum period of penalty prescribed in the section.

In addition to imprisonment, the perpetrator shall (a) pay a fine in the amount of not less than One hundred thousand pesos (P100,000.00) but not more than three hundred thousand pesos (300,000.00); (b) undergo mandatory psychological counseling or psychiatric treatment and shall report compliance to the court.

SECTION 7. *Venue.* - The Regional Trial Court designated as a Family Court shall have original and exclusive jurisdiction over cases of violence against women and their children under this law. In the absence of such court in the place where the offense was committed, the case shall be filed in the Regional Trial Court where the crime or any of its elements was committed at the option of the compliant.

SECTION 8. *Protection Orders.* - A protection order is an order issued under this act for the purpose of preventing further acts of violence against a woman or her child specified in Section 5 of this Act and granting other necessary relief. The relief granted under a protection order serve the purpose of safeguarding the victim from further harm, minimizing any disruption in the victim's daily life, and facilitating the opportunity and ability of the victim to independently regain control over her life. The provisions of the protection order shall be enforced by law enforcement agencies. The protection orders that may be issued under this Act are the barangay protection order (BPO), temporary protection order (TPO) and permanent protection order (PPO). The protection orders that may be issued under this Act shall include any, some or all of the following reliefs:

- (a) Prohibition of the respondent from threatening to commit or committing, personally or through another, any of the acts mentioned in Section 5 of this Act;
- (b) Prohibition of the respondent from harassing, annoying, telephoning, contacting or otherwise communicating with the petitioner, directly or indirectly;
- (c) Removal and exclusion of the respondent from the residence of the petitioner, regardless of ownership of the residence, either temporarily for the purpose of protecting the petitioner, or permanently where no property rights are violated, and if respondent must remove personal effects from the residence, the court shall

direct a law enforcement agent to accompany the respondent has gathered his things and escort respondent from the residence;

(d) Directing the respondent to stay away from petitioner and designated family or household member at a distance specified by the court, and to stay away from the residence, school, place of employment, or any specified place frequented by the petitioner and any designated family or household member;

(e) Directing lawful possession and use by petitioner of an automobile and other essential personal effects, regardless of ownership, and directing the appropriate law enforcement officer to accompany the petitioner to the residence of the parties to ensure that the petitioner is safely restored to the possession of the automobile and other essential personal effects, or to supervise the petitioner's or respondent's removal of personal belongings;

(f) Granting a temporary or permanent custody of a child/children to the petitioner;

(g) Directing the respondent to provide support to the woman and/or her child if entitled to legal support. Notwithstanding other laws to the contrary, the court shall order an appropriate percentage of the income or salary of the respondent to be withheld regularly by the respondent's employer for the same to be automatically remitted directly to the woman. Failure to remit and/or withhold or any delay in the remittance of support to the woman and/or her child without justifiable cause shall render the respondent or his employer liable for indirect contempt of court;

(h) Prohibition of the respondent from any use or possession of any firearm or deadly weapon and order him to surrender the same to the court for appropriate disposition by the court, including revocation of license and disqualification to apply for any license to use or possess a firearm. If the offender is a law enforcement agent, the court shall order the offender to surrender his firearm and shall direct the appropriate authority to investigate on the offender and take appropriate action on matter;

(i) Restitution for actual damages caused by the violence inflicted, including, but not limited to, property damage, medical expenses, childcare expenses and loss of income;

(j) Directing the DSWD or any appropriate agency to provide petitioner may need; and

(k) Provision of such other forms of relief as the court deems necessary to protect and provide for the safety of the petitioner and any designated family or household member, provided petitioner and any designated family or household member consents to such relief.

Any of the reliefs provided under this section shall be granted even in the absence of a decree of legal separation or annulment or declaration of absolute nullity of marriage.

The issuance of a BPO or the pendency of an application for BPO shall not preclude a petitioner from applying for, or the court from granting a TPO or PPO.

SECTION 9. *Who may file Petition for Protection Orders.* – A petition for protection order may be filed by any of the following:

(a) the offended party;

(b) parents or guardians of the offended party;

(c) ascendants, descendants or collateral relatives within the fourth civil degree of consanguinity or affinity;

(d) officers or social workers of the DSWD or social workers of local government units (LGUs);

(e) police officers, preferably those in charge of women and children's desks;

(f) *Punong Barangay or Barangay Kagawad*;

(g) lawyer, counselor, therapist or healthcare provider of the petitioner;

- (h) At least two (2) concerned responsible citizens of the city or municipality where the violence against women and their children occurred and who has personal knowledge of the offense committed.

SECTION 10. *Where to Apply for a Protection Order.* – Applications for BPOs shall follow the rules on venue under Section 409 of the Local Government Code of 1991 and its implementing rules and regulations. An application for a TPO or PPO may be filed in the regional trial court, metropolitan trial court, municipal trial court, municipal circuit trial court with territorial jurisdiction over the place of residence of the petitioner: Provided, however, that if a family court exists in the place of residence of the petitioner, the application shall be filed with that court.

SECTION 11. *How to Apply for a Protection Order.* – The application for a protection order must be in writing, signed and verified under oath by the applicant. It may be filed as an independent action or as incidental relief in any civil or criminal case the subject matter or issues thereof partakes of a violence as described in this Act. A standard protection order application form, written in English with translation to the major local languages, shall be made available to facilitate applications for protection order, and shall contain, among other, the following information:

- (a) names and addresses of petitioner and respondent;
- (b) description of relationships between petitioner and respondent;
- (c) a statement of the circumstances of the abuse;
- (d) description of the reliefs requested by petitioner as specified in Section 8 herein;
- (e) request for counsel and reasons for such;
- (f) request for waiver of application fees until hearing; and
- (g) an attestation that there is no pending application for a protection order in another court.

If the applicants are not the victim, the application must be accompanied by an affidavit of the applicant attesting to (a) the circumstances of the abuse

suffered by the victim and (b) the circumstances of consent given by the victim for the filling of the application. When disclosure of the address of the victim will pose danger to her life, it shall be so stated in the application. In such a case, the applicant shall attest that the victim is residing in the municipality or city over which court has territorial jurisdiction, and shall provide a mailing address for purpose of service processing.

An application for protection order filed with a court shall be considered an application for both a TPO and PPO.

Barangay officials and court personnel shall assist applicants in the preparation of the application. Law enforcement agents shall also extend assistance in the application for protection orders in cases brought to their attention.

SECTION 12. *Enforceability of Protection Orders.* – All TPOs and PPOs issued under this Act shall be enforceable anywhere in the Philippines and a violation thereof shall be punishable with a fine ranging from Five Thousand Pesos (P5,000.00) to Fifty Thousand Pesos (P50,000.00) and/or imprisonment of six (6) months.

SECTION 13. *Legal Representation of Petitioners for Protection Order.* – If the woman or her child requests in the applications for a protection order for the appointment of counsel because of lack of economic means to hire a counsel de parte, the court shall immediately direct the Public Attorney's Office (PAO) to represent the petitioner in the hearing on the application. If the PAO determines that the applicant can afford to hire the services of a counsel de parte, it shall facilitate the legal representation of the petitioner by a counsel de parte. The lack of access to family or conjugal resources by the applicant, such as when the same are controlled by the perpetrator, shall qualify the petitioner to legal representation by the PAO.

However, a private counsel offering free legal service is not barred from representing the petitioner.

SECTION 14. *Barangay Protection Orders (BPOs); Who May Issue and How.* - Barangay Protection Orders (BPOs) refer to the protection order issued by the *Punong Barangay* ordering the perpetrator to desist from committing acts under Section 5 (a) and (b) of this Act. A *Punong*

Barangay who receives applications for a BPO shall issue the protection order to the applicant on the date of filing after *ex parte* determination of the basis of the application. If the *Punong Barangay* is unavailable to act on the application for a BPO, the application shall be acted upon by any available *Barangay Kagawad*. If the BPO is issued by a *Barangay Kagawad* the order must be accompanied by an attestation by the *Barangay Kagawad* that the *Punong Barangay* was unavailable at the time for the issuance of the BPO. BPOs shall be effective for fifteen (15) days. Immediately after the issuance of an *ex parte* BPO, the *Punong Barangay* or *Barangay Kagawad* shall personally serve a copy of the same on the respondent, or direct any barangay official to effect is personal service.

The parties may be accompanied by a non-lawyer advocate in any proceeding before the Punong Barangay.

SECTION 15. *Temporary Protection Orders.* – Temporary Protection Orders (TPOs) refers to the protection order issued by the court on the date of filing of the application after *ex parte* determination that such order should be issued. A court may grant in a TPO any, some or all of the reliefs mentioned in this Act and shall be effective for thirty (30) days. The court shall schedule a hearing on the issuance of a PPO prior to or on the date of the expiration of the TPO. The court shall order the immediate personal service of the TPO on the respondent by the court sheriff who may obtain the assistance of law enforcement agents for the service. The TPO shall include notice of the date of the hearing on the merits of the issuance of a PPO.

SECTION 16. *Permanent Protection Orders.* – Permanent Protection Order (PPO) refers to protection order issued by the court after notice and hearing.

Respondents non-appearance despite proper notice, or his lack of a lawyer, or the non-availability of his lawyer shall not be a ground for rescheduling or postponing the hearing on the merits of the issuance of a PPO. If the respondents appear without counsel on the date of the hearing on the PPO, the court shall appoint a lawyer for the respondent and immediately proceed with the hearing. In case the respondent fails to appear despite proper notice, the court shall allow *ex parte* presentation of

the evidence by the applicant and render judgment on the basis of the evidence presented. The court shall allow the introduction of any history of abusive conduct of a respondent even if the same was not directed against the applicant or the person for whom the applicant is made.

The court shall, to the extent possible, conduct the hearing on the merits of the issuance of a PPO in one (1) day. Where the court is unable to conduct the hearing within one (1) day and the TPO issued is due to expire, the court shall continuously extend or renew the TPO for a period of thirty (30) days at each particular time until final judgment is issued. The extended or renewed TPO may be modified by the court as may be necessary or applicable to address the needs of the applicant.

The court may grant any, some or all of the reliefs specified in Section 8 hereof in a PPO. A PPO shall be effective until revoked by a court upon application of the person in whose favor the order was issued. The court shall ensure immediate personal service of the PPO on respondent.

The court shall not deny the issuance of protection order on the basis of the lapse of time between the act of violence and the filing of the application.

Regardless of the conviction or acquittal of the respondent, the Court must determine whether or not the PPO shall become final. Even in a dismissal, a PPO shall be granted as long as there is no clear showing that the act from which the order might arise did not exist.

SECTION 17. *Notice of Sanction in Protection Orders.* – The following statement must be printed in bold-faced type or in capital letters on the protection order issued by the *Punong Barangay* or court:

"VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW."

SECTION 18. *Mandatory Period for Acting on Applications for Protection Orders* – Failure to act on an application for a protection order within the reglementary period specified in the previous section without justifiable cause shall render the official or judge administratively liable.

SECTION 19. *Legal Separation Cases.* – In cases of legal separation, where violence as specified in this Act is alleged, Article 58 of the Family

Code shall not apply. The court shall proceed on the main case and other incidents of the case as soon as possible. The hearing on any application for a protection order filed by the petitioner must be conducted within the mandatory period specified in this Act.

SECTION 20. *Priority of Application for a Protection Order.* – Ex parte and adversarial hearings to determine the basis of applications for a protection order under this Act shall have priority over all other proceedings. Barangay officials and the courts shall schedule and conduct hearings on applications for a protection order under this Act above all other business and, if necessary, suspend other proceedings in order to hear applications for a protection order.

SECTION 21. *Violation of Protection Orders.* – A complaint for a violation of a BPO issued under this Act must be filed directly with any municipal trial court, metropolitan trial court, or municipal circuit trial court that has territorial jurisdiction over the barangay that issued the BPO. Violation of a BPO shall be punishable by imprisonment of thirty (30) days without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

A judgement of violation of a BPO may be appealed according to the Rules of Court. During trial and upon judgment, the trial court may motu proprio issue a protection order as it deems necessary without need of an application.

Violation of any provision of a TPO or PPO issued under this Act shall constitute contempt of court punishable under Rule 71 of the Rules of Court, without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

SECTION 22. *Applicability of Protection Orders to Criminal Cases.* – The foregoing provisions on protection orders shall be applicable in impliedly instituted with the criminal actions involving violence against women and their children.

SECTION 23. *Bond to Keep the Peace.* – The Court may order any person against whom a protection order is issued to give a bond to keep the

peace, to present two sufficient sureties who shall undertake that such person will not commit the violence sought to be prevented.

Should the respondent fail to give the bond as required, he shall be detained for a period which shall in no case exceed six (6) months, if he shall have been prosecuted for acts punishable under Section 5(a) to 5(f) and not exceeding thirty (30) days, if for acts punishable under Section 5(g) to 5(l).

The protection orders referred to in this section are the TPOs and the PPOs issued only by the courts.

SECTION 24. *Prescriptive Period.* – Acts falling under Sections 5(a) to 5(f) shall prescribe in twenty (20) years. Acts falling under Sections 5(g) to 5(l) shall prescribe in ten (10) years.

SECTION 25. *Public Crime.* – Violence against women and their children shall be considered a public offense which may be prosecuted upon the filing of a complaint by any citizen having personal knowledge of the circumstances involving the commission of the crime.

SECTION 26. *Battered Woman Syndrome as a Defense.* – Victim-survivors who are found by the courts to be suffering from battered woman syndrome do not incur any criminal and civil liability notwithstanding the absence of any of the elements for justifying circumstances of self-defense under the Revised Penal Code.

In the determination of the state of mind of the woman who was suffering from battered woman syndrome at the time of the commission of the crime, the courts shall be assisted by expert psychiatrists/ psychologists.

SECTION 27. *Prohibited Defense.* – Being under the influence of alcohol, any illicit drug, or any other mind-altering substance shall not be a defense under this Act.

SECTION 28. *Custody of children.* – The woman victim of violence shall be entitled to the custody and support of her child/children. Children below seven (7) years old older but with mental or physical disabilities shall

automatically be given to the mother, with right to support, unless the court finds compelling reasons to order otherwise.

A victim who is suffering from battered woman syndrome shall not be disqualified from having custody of her children. In no case shall custody of minor children be given to the perpetrator of a woman who is suffering from Battered woman syndrome.

SECTION 29. *Duties of Prosecutors/Court Personnel.* – Prosecutors and court personnel should observe the following duties when dealing with victims under this Act:

- a) communicate with the victim in a language understood by the woman or her child; and
- b) inform the victim of her/his rights including legal remedies available and procedure, and privileges for indigent litigants.

SECTION 30. *Duties of Barangay Officials and Law Enforcers.* – Barangay officials and law enforcers shall have the following duties:

- (a) respond immediately to a call for help or request for assistance or protection of the victim by entering the necessary whether or not a protection order has been issued and ensure the safety of the victim/s;
- (b) confiscate any deadly weapon in the possession of the perpetrator or within plain view;
- (c) transport or escort the victim/s to a safe place of their choice or to a clinic or hospital;
- (d) assist the victim in removing personal belongs from the house;
- (e) assist the barangay officials and other government officers and employees who respond to a call for help;
- (f) ensure the enforcement of the Protection Orders issued by the *Punong Barangay* or the courts;

(g) arrest the suspected perpetrator without a warrant when any of the acts of violence defined by this Act is occurring, or when he/she has personal knowledge that any act of abuse has just been committed, and there is imminent danger to the life or limb of the victim as defined in this Act; and

(h) immediately report the call for assessment or assistance of the DSWD, social Welfare Department of LGUs or accredited non-government organizations (NGOs).

Any barangay official or law enforcer who fails to report the incident shall be liable for a fine not exceeding Ten Thousand Pesos (P10,000.00) or whenever applicable criminal, civil or administrative liability.

SECTION 31. *Healthcare Provider Response to Abuse* – Any healthcare provider, including, but not limited to, an attending physician, nurse, clinician, barangay health worker, therapist or counselor who suspects abuse or has been informed by the victim of violence shall:

- (a) properly document any of the victim's physical, emotional or psychological injuries;
- (b) properly record any of victim's suspicions, observations and circumstances of the examination or visit;
- (c) automatically provide the victim free of charge a medical certificate concerning the examination or visit;
- (d) safeguard the records and make them available to the victim upon request at actual cost; and
- (e) provide the victim immediate and adequate notice of rights and remedies provided under this Act, and services available to them.

SECTION 32. *Duties of Other Government Agencies and LGUs* – Other government agencies and LGUs shall establish programs such as, but not limited to, education and information campaign and seminars or symposia on the nature, causes, incidence and consequences of such violence particularly towards educating the public on its social impacts.

It shall be the duty of the concerned government agencies and LGU's to ensure the sustained education and training of their officers and personnel

on the prevention of violence against women and their children under the Act.

SECTION 33. *Prohibited Acts.* – A Punong Barangay, Barangay Kagawad or the court hearing an application for a protection order shall not order, direct, force or in any way unduly influence the applicant for a protection order to compromise or abandon any of the reliefs sought in the application for protection under this Act. Section 7 of the Family Courts Act of 1997 and Sections 410, 411, 412 and 413 of the Local Government Code of 1991 shall not apply in proceedings where relief is sought under this Act.

Failure to comply with this Section shall render the official or judge administratively liable.

SECTION 34. *Persons Intervening Exempt from Liability.* – In every case of violence against women and their children as herein defined, any person, private individual or police authority or barangay official who, acting in accordance with law, responds or intervenes without using violence or restraint greater than necessary to ensure the safety of the victim, shall not be liable for any criminal, civil or administrative liability resulting therefrom.

SECTION 35. *Rights of Victims.* – In addition to their rights under existing laws, victims of violence against women and their children shall have the following rights:

- (a) to be treated with respect and dignity;
- (b) to avail of legal assistance from the PAO of the Department of Justice (DOJ) or any public legal assistance office;
- (c) To be entitled to support services from the DSWD and LGUs'
- (d) To be entitled to all legal remedies and support as provided for under the Family Code; and
- (e) To be informed of their rights and the services available to them including their right to apply for a protection order.

SECTION 36. *Damages.* – Any victim of violence under this Act shall be entitled to actual, compensatory, moral and exemplary damages.

SECTION 37. *Hold Departure Order.* – The court shall expedite the process of issuance of a hold departure order in cases prosecuted under this Act.

SECTION 38. *Exemption from Payment of Docket Fee and Other Expenses.* – If the victim is an indigent or there is an immediate necessity due to imminent danger or threat of danger to act on an application for a protection order, the court shall accept the application without payment of the filing fee and other fees and of transcript of stenographic notes.

SECTION 39. *Inter-Agency Council on Violence Against Women and Their Children (IAC-VAWC).* In pursuance of the abovementioned policy, there is hereby established an Inter-Agency Council on Violence Against Women and their children, hereinafter known as the Council, which shall be composed of the following agencies:

- (a) Department of Social Welfare and Development (DSWD);
- (b) National Commission on the Role of Filipino Women (NCRFW);
- (c) Civil Service Commission (CSC);
- (d) Commission on Human rights (CHR)
- (e) Council for the Welfare of Children (CWC);
- (f) Department of Justice (DOJ);
- (g) Department of the Interior and Local Government (DILG);
- (h) Philippine National Police (PNP);
- (i) Department of Health (DOH);
- (j) Department of Education (DepED);
- (k) Department of Labor and Employment (DOLE); and
- (l) National Bureau of Investigation (NBI).

These agencies are tasked to formulate programs and projects to eliminate VAW based on their mandates as well as develop capability programs for their employees to become more sensitive to the needs of their clients. The Council will also serve as the monitoring body as regards to VAW initiatives.

The Council members may designate their duly authorized representative who shall have a rank not lower than an assistant secretary or its equivalent. These representatives shall attend Council meetings in their

behalf, and shall receive emoluments as may be determined by the Council in accordance with existing budget and accounting rules and regulations.

SECTION 40. *Mandatory Programs and Services for Victims.* – The DSWD, and LGU's shall provide the victims temporary shelters, provide counseling, psycho-social services and /or, recovery, rehabilitation programs and livelihood assistance.

The DOH shall provide medical assistance to victims.

SECTION 41. *Counseling and Treatment of Offenders.* – The DSWD shall provide rehabilitative counseling and treatment to perpetrators towards learning constructive ways of coping with anger and emotional outbursts and reforming their ways. When necessary, the offender shall be ordered by the Court to submit to psychiatric treatment or confinement.

SECTION 42. *Training of Persons Involved in Responding to Violence Against Women and their Children Cases.* – All agencies involved in responding to violence against women and their children cases shall be required to undergo education and training to acquaint them with:

- a. the nature, extend and causes of violence against women and their children;
- b. the legal rights of, and remedies available to, victims of violence against women and their children;
- c. the services and facilities available to victims or survivors;
- d. the legal duties imposed on police officers to make arrest and to offer protection and assistance; and
- e. techniques for handling incidents of violence against women and their children that minimize the likelihood of injury to the officer and promote the safety of the victim or survivor.

The PNP, in coordination with LGU's shall establish an education and training program for police officers and barangay officials to enable them to properly handle cases of violence against women and their children.

SECTION 43. *Entitled to Leave.* – Victims under this Act shall be entitled to take a paid leave of absence up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when the necessity arises as specified in the protection order.

Any employer who shall prejudice the right of the person under this section shall be penalized in accordance with the provisions of the Labor Code and Civil Service Rules and Regulations. Likewise, an employer who shall prejudice any person for assisting a co-employee who is a victim under this Act shall likewise be liable for discrimination.

SECTION 44. *Confidentiality.* – All records pertaining to cases of violence against women and their children including those in the barangay shall be confidential and all public officers and employees and public or private clinics to hospitals shall respect the right to privacy of the victim. Whoever publishes or causes to be published, in any format, the name, address, telephone number, school, business address, employer, or other identifying information of a victim or an immediate family member, without the latter's consent, shall be liable to the contempt power of the court.

Any person who violates this provision shall suffer the penalty of one (1) year imprisonment and a fine of not more than Five Hundred Thousand pesos (P500,000.00).

SECTION 45. *Funding* – The amount necessary to implement the provisions of this Act shall be included in the annual General Appropriations Act (GAA).

The Gender and Development (GAD) Budget of the mandated agencies and LGU's shall be used to implement services for victim of violence against women and their children.

SECTION 46. *Implementing Rules and Regulations.* – Within six (6) months from the approval of this Act, the DOJ, the NCRFW, the DSWD, the DILG, the DOH, and the PNP, and three (3) representatives from NGOs to be identified by the NCRFW, shall promulgate the Implementing Rules and Regulations (IRR) of this Act.

SECTION 47. *Suppletory Application* – For purposes of this Act, the Revised Penal Code and other applicable laws, shall have suppletory application.

SECTION 48. *Separability Clause*. – If any section or provision of this Act is held unconstitutional or invalid, the other sections or provisions shall not be affected.

SECTION 49. *Repealing Clause* – All laws, Presidential decrees, executive orders and rules and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 50. *Effectivity* – This Act shall take effect fifteen (15) days from the date of its complete publication in at least two (2) newspapers of general circulation.

Approved,

JOSE DE VENECIA JR.
Speaker of the House of
Representatives

FRANKLIN DRILON
President of the Senate

ROBERTO P. NAZARENO
Secretary General
House of Representatives

OSCAR G. YABES
Secretary of Senate

Approved: March 08, 2004

GLORIA MACAPAGAL-ARROYO
President of the Philippines

The Safe Spaces Act

Republic Act No. 11313 (The Safe Spaces Act), also known as the Anti-Bastos Law, was approved on April 17, 2019, and took effect on August 5, 2019. It protects everyone from sexual harassment both in physical and online spaces. It defines gender-based sexual harassment in streets, public spaces, online, workplaces, and educational and training institutions. It strengthens administrative mechanisms against sexual harassment in workplaces and in educational and training institutions. It recognizes that sexual harassment may be committed not just by persons in authority but even between peers, or by a student to a teacher, or by a subordinate to a superior. It outlines additional duties and liabilities for employers and heads of schools and training institutions to ensure that sexual harassment complaints in their respective institutions are addressed appropriately. It penalizes sexual harassment which also occurs in other environments, such as public spaces and online platforms. It gave definite mandates for establishment owners, public utility vehicle (PUV) operators/drivers, local government units, and educational and training Institutions related to preventing and addressing gender based sexual harassment.

GENDER-BASED STREETS AND PUBLIC SPACES SEXUAL HARASSMENT

Gender-based streets and public spaces sexual harassment is committed through any unwanted and uninvited sexual actions or remarks directed against any person, regardless of the motive for committing such action or remarks, in public spaces such as alleys, roads, sidewalk and parks, buildings, schools, churches, restaurants and cafes, malls, public washrooms, bars and clubs, resorts and water parks, hotels and casinos, cinemas, internet shops, public markets, transportation terminals, public utility vehicles, and other privately-owned places open to the public.

Section 11 of the law enumerates the specific acts, the prescriptive period, and penalties.

A. The complaint must be filed within 1 year from commission of the following acts:

- o Cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting;
- o Unwanted invitations;
- o Misogynistic, transphobic, homophobic and sexist slurs;
- o Persistent unwanted comments on one's appearance;
- o Relentless requests for one's personal details such as name, contact and social media details or destination;
- o Use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and slurs;
- o Persistent telling of sexual jokes;
- o Use of sexual names, comments and demands;
- o Any statement that has made an invasion on one's personal space or threatens one's sense of personal safety.

B. The complaint must be filed within 3 years from commission of the following acts:

- o Making offensive body gestures at someone;
- o Exposing private parts for sexual gratification of perpetrator with the effect of demeaning, harassing, threatening or intimidating offended party (flashing of private parts, public masturbation, groping, and similar lewd sexual actions).

C. The complaint must be filed within 10 years from commission of the following acts:

- o Stalking, and any of the acts mentioned in A and B above, when accompanied by touching, pinching or brushing against the body of the offended person;
- o Any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in A and B above.

The victim of gender-based streets and public spaces sexual harassment can seek the assistance of the MMDA and the local units of PNP (for

provinces) for the immediate apprehension of the perpetrator. The penalties are: fine and community service with attendance to gender sensitivity seminar for the first offense; fine or imprisonment for the second offense; and fine and imprisonment for the third offense.

GENDER-BASED ONLINE SEXUAL HARASSMENT

Gender-based online sexual harassment is defined as an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety. These are acts that use information and communications technology in terrorizing and intimidating victims through:

- Physical, psychological, and emotional threats;
- Unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages;
- Invasion of victim's privacy through cyberstalking and incessant messaging;
- Uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content;
- Any unauthorized recording and sharing of any of the victim's photos, videos, or any information online;
- Impersonating identities of victims online;
- Posting lies about victims to harm their reputation;
- Filing of false abuse reports to online platforms to silence victims.

Victims of online gender-based sexual harassment can seek the assistance of the PNP Anti-Cybercrime Group (PNP ACG) for the apprehension of the offender. The complaint may be filed anytime as the act does not prescribe. The penalties are imprisonment or fine, or both at the discretion of the court. Qualified gender-based streets, public spaces and online sexual harassment. The penalty next higher in degree is imposed for qualified gender-based streets, public spaces and online sexual harassment. Qualified gender-based streets, public spaces and online sexual harassment exists when the:

1. Perpetrator is driver and offended party is passenger in a common carrier or PUV;
2. Offended party is a minor, a senior citizen, or a PWD, or a breastfeeding mother nursing her child;
3. Offended party is diagnosed with a mental problem tending to impair consent;
4. Perpetrator is a member of the uniformed services (PNP and AFP) while in uniform;
5. Perpetrator is government employee in the premises of a government agency offering frontline services to public.

Gender-based sexual harassment in the workplace, education and training institutions

The gender-based sexual harassment (GBSH) in the workplace, education and training institutions refers to:

- An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;
- A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;
- A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient.

Workplaces include all sites, locations, spaces, where work is being undertaken by an employee within or outside the premises of the usual place of business of the employer. GBSH in the workplace may be committed: to a subordinate by an employer or other person of authority, influence or moral ascendancy; between peers; and to a superior officer by

a subordinate. Complaints must be filed within 5 years from the commission of the act.

GBSH in the education and training institutions may be committed by principals, school heads, teachers, instructors, professors, coaches, trainers, or any person who has authority, influence or moral ascendancy over another, between students, or to a teacher by a student, or to a trainer by a trainee. Complaints must be filed within 5 years from the commission of the act.

In GBSH in education and training institutions, schools are obliged to investigate possible abusers and resolve the situation, even in the absence of a formal complaint. They are compelled to deal with hostile environments, made known by just “reasonable knowledge” of someone committing gender-based sexual harassment or sexual violence. They are compelled to investigate even if a victim does not want to file a complaint or does not request the school to take any action. If the GBSH created a hostile environment, school must take immediate action to eliminate the same acts, prevent their recurrence and address the effects, including the conduct of an investigation, on its own initiative, and referral of offended party for appropriate psychosocial or medical services. Once a perpetrator is found guilty, the educational institution may reserve the right to strip the diploma from the perpetrator or issue an expulsion order if he or she was enrolled at the time of the commission of the crime.

MISCELLANEOUS PROVISIONS

- A victim of gender-based sexual harassment has the right to confidentiality at any stage of the investigation, prosecution and trial.
- The court may issue restraining order directing the perpetrator to stay away from the victim at a distance specified by the court, or to stay away from the residence, school, place of employment, or any specified place frequented by the victim.
- The victim of work-related or education or training-related GBSH is not precluded from instituting a separate and independent action for damages and other affirmative relief.
- The victim of gender- based street, public spaces or online sexual harassment is entitled to remedies provided under the law and

psychological counseling services, with fees to be borne by perpetrator.

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