

SOUTHERN LEYTE STATE UNIVERSITY

STUDENT MANUAL

2022 Revised Edition
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SOUTHERN LEYTE
STATE UNIVERSITY

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INTRODUCTION

Historical Development

By virtue of Republic Act (RA) 9261 issued on March 7, 2004, two State Colleges in the Province of Southern Leyte, namely, Southern Leyte State College of Science and Technology (SLSCST) located in San Roque, Sogod, Southern Leyte and Tomas Oppus Normal College (TONC) located in San Isidro, Tomas Oppus, Southern Leyte were integrated to become the SOUTHERN LEYTE STATE UNIVERSITY (SLSU).

As stipulated in RA 9261, the University operates in five campuses. These are the: (1) SLSU-Sogod, (2) SLSU-Tomas Oppus, (3) SLSU-Bontoc, (4) SLSU-San Juan, and (5) SLSU-Hinunangan. Added to the row is Maasin City Campus, a new integrated local college into the SLSU system by virtue of R.A. No. 11079 approved by the President of the Philippines on September 27, 2018. The law further stipulates that the University adopts SLSU-Sogod as its Main Campus.

In the new organizational structure, supported by Board of Regents Approval No. 20 series of 2019, SLSU is composed of six campuses with the new official names. These are: (1) SLSU-Main Campus (Sogod), Tomas Oppus Campus (Tomas Oppus), Bontoc Campus (Bontoc), San Juan Campus (San Juan), and Hinunangan Campus (Hinunangan) and Maasin City Campus (Maasin City).

The University Seal



The seal bears the name of the university (Southern Leyte State University) and the year it was chartered (2004). The three words inside the circle are reflective of the tri-fold mandated functions of the university as follows: Knowledge (Instruction), Service (extension) and Innovation (research).

The hexagon at the center represents the united six campuses under the university banner with inner icons to connote its corresponding areas of specialization namely: the book (teacher education), the gear (engineering and technology), the attaché case (business and management), the fish (aquatic and life sciences), the rice panicle (agriculture, food, and environmental sciences), and the people (governance and development studies).

The Southern Leyte map at the core of the seal signifies the university's role as one of the catalysts of progress and development in the province.

The laurel leaf symbolizes the quest for excellence as mandated.

The eight gears signify development of its direct service area (Region 8) and inner circles to represent the university's active participation and linkage with global community.

The kingfisher which is wise and keen seeker of fish signifies the university's aim of pursuing partners in the country and across the world.

The colors of the seal are derived from the kingfisher locally known "talingkaroy", the university's symbolic bird, which is found in the province in great numbers.

Vision, Mission, Goals, Objectives, Core Values, Philosophy of the University, and Quality Policy

University Vision

By 2040, Southern Leyte State University is a leading higher education institution that advances knowledge and will be known for innovation and compassion for humanity, creating an inclusive society and sustainable world.

University Mission

We commit to be a smart and green University that advances education, technological and professional instruction, research and innovation, community engagement services and progressive leadership in arts, sciences and technology that are relevant to the needs of the global communities. We produce graduates and life-long learners equipped with knowledge that enhance lives and invigorates economic development.

Breakthrough Goals

1. Curricular Programs, research and community engagement initiatives that meets domestic and international challenges and driven by 4th Industrial Revolution (4IR).
2. Sound financial stewardship and management of the university's tangible resources.
3. Service delivery, management, and governance that meet international and domestic standards, powered by competent academic and non-academic staff and the latest quality processes and technologies.
4. Academic and non-academic personnel of SLSU are exemplar educators and public servants.

Strategic Objectives

1. Offer curricular programs integrating the latest technologies.

2. Equip students with 21st century skills (character, citizenship, communication, collaboration creativity, critical thinking).
3. Implement student services that enhance university-life experience.
4. Meet stakeholders' expectations and requirements.
5. Produce research outputs consistent with SLSU's drive to be a leading Higher Education Institution (HEI), and implement community engagement programs that result in new knowledge or patents, or improve the quality of life of target communities.
6. Sound and judicious investments in infrastructure, management and quality processes to ensure the attainment of SLSU's vision to be a leading HEI by 2040.
7. Establish a quality process program to include people, management, operations, Financial, assets, transparency and accountability.
8. Implement the automation/digitization of facilities, systems, processes.
9. Implement the CSC PRIME-HRM framework to establish a competency driven culture in SLSU.
10. Implement the Strategic Management Performance System for equity and fairness in managing careers in SLSU.
11. Re-energize SLSU with its commitment to its re-affirmed core values.

Core Values

Excellence

Service

Leadership and Good Governance

Innovation,

Social Responsibility

Integrity

Professionalism

Spiritually

Philosophy of the University

As an academic institution, SLSU exists as an advocate of quality education along with these four-fold complementary functions: instruction, research, extension, and production. The institution is concerned with the intellectual and personal growth of every individual to become a competent professional and a productive entrepreneur.

As a development arm of the region, SLSU is responsive to the needs of the province and region as a reservoir of human resource capable of sustaining the manpower requirements of industries, government, and private establishments, and a potential source of future technology inventions and innovations.

As a social institution, SLSU provides an environment that ensures access to higher education for the marginalized sector of the society and to utilize the resources of the university efficiently and effectively towards the delivery of these services with full accountability to the people, to the community, and to the nation.

As an advocate of academic freedom, SLSU establishes collaborative relationships between the faculty, administrative personnel, students, and the general public, both within and outside the University, in recognition that all academic efforts require intellectual freedom and a climate that encourages free and open exchange of ideas.

As an effective partner of public and private agencies and other organizations, SLSU responds to a variety of social, environmental, and economic development needs of the community, country, and of the global community.

Quality Policy

We, at Southern Leyte State University, commit enthusiastically to satisfy our stakeholders' needs and expectations by adhering to good governance, relevance and innovations of our instructions, research, extension and other support services and to continually improve the effectiveness of our Quality Management System in compliance to ethical standards and applicable statutory, regulatory, industry and stakeholders' requirements.

The management commits to maintain, monitor and continually improve our quality management system and ensure that adequate resources are available.

OFFICE OF STUDENTS AND AUXILIARY SERVICES

Goal:

Provide responsive and pro-active Student Programs and Quality Services for optimum student welfare and development.

Objectives:

1. Ensure relevant and responsive student formation and development programs and services needed to promote students' well-being.
2. Strengthen students' capabilities and skills in leadership, personal and social responsibility areas for sustainable development.
3. Strengthen internal and external partnerships with target organizations for sustainable student program and services.
4. Continuously enhance student services and programs based on student needs in order to improve the quality of student life.

I. ACADEMIC POLICIES

1. ACADEMIC CALENDAR AND CLASSES

1.1. Calendar

- 1.1.1 The general framework of the Academic Calendar shall be prepared by the VPAA/Campus Directors and the Registrar.
- 1.1.2 Each semester shall consist of at least ninety (90) class days. Class work in the summer term shall be equivalent to one semester class work.

1.2. Schedule of Classes

- 1.2.1 Schedule of classes shall be prepared by the Deans/Institute Director and by the Registrar.
- 1.2.2 Internal arrangements of class schedule between faculty members and students are not allowed.
- 1.2.3 Any deviation from the approved schedule should be addressed to the Office of the Registrar.

1.3. Orientation Program

An orientation program (online/face-to-face) for new undergraduate students, transferees, and returnees one week before the opening of classes shall be coordinated/conducted by the Office of the Student Welfare Services.

- 1.3.1 (Face-to Face Orientation). Attendance is a must to all the target students during the conduct of the orientation activity. In case of absence due to valid reason/s (Health, Personal/Social Conflict, Natural Disaster, and other unpredictable emergency situation which needs and urgent response) please notify the Student Welfare Services Office.

- 1.3.2 (Online Orientation). For online conduct of the orientation program, student is advised to provide proof of attendance (screenshots & participants log).
- 1.3.3 Unable to attend or provide proof of attendance during the orientation activity is subject for penalty/consequence approved & imposed by the Student Welfare Services Office and Supreme Student Council.

1.4. Class Size

- 1.4.1 A minimum number of students are required to open a class:
- General Education Subjects
(Lecture) - 40 students
(Laboratory) - 30 students
 - Senior /High School – All Classes:
(Lecture & laboratory) - 40 students
 - Junior High School – All classes:
35 students
- 1.4.2 If the class size would fall below the minimum number except for specialization or major courses, the Department Head should be informed immediately to decide whether to dissolve the class or to maintain it as a special class to be approved by the Dean/Institute Director of the Colleges/Institute. The decision shall be based on whether or not there will be graduating students in that class. If there are, such class should be maintained.
- 1.4.3 In the event that the class would be dissolved, faculty members should advise the students to transfer to other classes and require the students to report to the Office of the Registrar for the necessary change of class schedule and others.

1.5. First Day of Classes

- 1.5.1 (Face-To-Face) During the first day of classes, students shall submit their validated official registration form (ORF) to the course Instructor/Professor for signature. The registration form serves as evidence that a student is officially enrolled in the class.
- 1.5.2 (Online) During the first day of classes/meeting, students shall fill up an online form (through google form) & attached a scanned copy or clear image of their validated Official Registration Form (ORF) to the course Instructor/Professor for confirmation.
- 1.5.3 (Modular) During the first day of classes, Instructor should ask an Official Master list of students enrolled for modular mode of learning per subject from the registrar's office. This is to ensure that the students are officially enrolled in the class.
- 1.5.4 (Online/Modular) A signed confirmation return slip (hard copy or soft copy - jpeg, png, pdf) should be sent electronically/carrier- (attached to the module be sent) to students as confirmed by the subject teacher.

1.6. Dismissal and Suspension of Classes

- 1.6.1 The students can leave from the class 15 minutes after the start of the classes if the faculty is late, unless there is prior notification. Classes should be dismissed five (5) minutes before the end of each period to allow students to move and transfer to their next class.
- 1.6.2 Classes shall not be dismissed or suspended by the instructors without authority from the Office of the President/Campus Director or its authorized representative.

- 1.6.3 Classes may be dismissed/suspended at all levels after the Orange warning be issued by the Authorized Agency due to Natural Calamity/Disaster Threat which could create multiple risk to students. In case of a sudden suspension of classes, is declared by the Office of the President of the University or of the Campus Director, faculty members should stay in their workplace until further instruction has been received.

1.7. Field Trip and Educational Tour

(Please see CMO 63, s. 2017 at www.slsuonline.edu.ph)

- 1.7.1 Letter request for field trips shall be prepared by the subject teacher/duly recommended by the Department Head and for approval of the Dean/Campus Director.
- 1.7.2 The Office of Student Affairs and Services shall be furnished with a copy of the letter request approved by the Dean/Campus Director before the requesting party shall be given a copy of the parent's consent.
- 1.7.3 Notarized Parent's Consent shall be submitted to the OSAS before the scheduled date of the educational tour.
- 1.7.4 Policies stipulated in the CMO No. 63, series of 2017 shall also be observed.

1.8. Request for Unscheduled Subjects

- 1.8.1 Graduating and non-graduating students may request an unscheduled subject during the approval of the Department Head and the Dean/Director provided that they will follow the Opt-Out Procedure, pay the corresponding fee due to the instructor/professor on top of the usual fees. Payment shall be made at the Cashier's Office.

1. UNDERGRADUATE STUDIES PROGRAM

2.1 Entrance Requirements

2.1.1 New College Entrants shall submit the following requirements to the Office of Student Affairs and Services (OSAS) for enrollment:

- a. High School Card (Form 138) / Senior High School Card
- b. Certificate of Good Moral Character with signature of the principal.
- c. Photocopy of PSA/NSO Birth Certificate (with original copy for verification).
- d. ID Picture (white background w/ nametag, size 2"x2", 4 pcs).
- e. Medical certificate with attached results of urinalysis, complete blood count, blood typing, chest x-ray (across all programs).
- f. For Criminology Students: ECG Medical Results, Drug Test, & Police Clearance.
- g. Neuro-Psycho Test result (as required by the program)

2.1.2 For Transferees:

- a. Certificate of Transfer Credentials from the school last attended.
- b. Certificate of Good Moral Character with signature of the Principal.
- c. Transcript of Records certified by the School Registrar from the school last attended.
- d. Photocopy of PSA/NSO Birth Certificate (with original copy for verification).
- e. ID Picture (white background w/ nametag, size 2"x2", 4 pcs).
- f. Medical certificate with attached results of urinalysis,

complete blood count, blood typing, chest x-ray (across all programs).

- g. For Criminology Students: ECG Medical Results, Drug Test, & Police Clearance.
- h. Neuro-Psycho Test result (as required by the program)

2.1.3 For ALS Passers:

- a. Certification from the person in-charge that the applicant passed and is promoted to tertiary level.
- b. Result of the rating.
- c. Form 138 of the last school attended
- d. Photocopy of PSA/NSO Birth Certificate (with original copy for verification).
- e. Medical certificate with attached results of urinalysis, complete blood count, blood typing, chest x-ray (across all programs).
- f. ID Picture (white background w/ nametag, size 2"x2", 4 pcs).
- g. For Criminology Students: ECG Medical Results, Drug Test, & Police Clearance.
- h. Neuro-Psycho Test result (as required by the program)

2.1.4 For Foreign Students

- a. Academic Records/Transcript of Records (TOR)
 - One (1) original copy with signature and stamped seal of the issuing educational institution.
 - Two (2) photocopies authenticated by the Philippine Embassy or consulate in the applicant's country of origin or legal residence.
 - The certification on the photocopies must be in original inked, signature and seal.
- b. Personal History Statement (PHS)

- Seven (7) copies of PHS duly accomplished and signed by the applicant in English with original left- and right-hand print on PHS.
 - Each PHS should be provided with 2x2 original latest passport size ID picture.
- c. Affidavit of support
- A notarized Affidavit of Support with proof of adequate financial support (bank statement) and letter of Guarantee from sponsoring parents/company/organization/private entity to cover expenses for students accommodation and subsistence, school fees, dues and other incidental expenses.
- d. Birth Certificate and photocopy of passport pages reflecting the name, picture, birth date and birthplace of the applicant.
- e. Immigration papers, as well as certificate attesting to their competence to do college work from the school last attended signed by proper authority.
- f. Provisions in Executive Order No. 285, series of 2000 shall be complied with by a Foreign Student.

2.1.5 Other Requirements to be submitted as specified by the program:

- a. Chest X-ray result (as required by the program)
- b. Police Clearance (as required by the program)
- c. Drug Test result (as required by the program)
- d. Neuro-Psycho Test result (as required by the program)

2.2 Admission and Retention Policy

2.2.1 Admission Policy (Board Programs Only)

The Revised Admission Policy per BOR No. 170 series of 2022 shall be implemented. (Please see BOR Resolution No. 170 S. of 2022 at www.slsuonline.edu.ph)

2.2.2 Retention Policy

A. Criminology Program

The student should have not failed in any of the professional subjects equivalent to 12 units unless he/she has attained third year, second semester, in such case, he/she is immune from the consequence of being severed from the program.

B. Teacher Education Programs

1. Education students should pass the qualifying written and oral examination or via google form and google meet for interview. Questions for written examination will be taken from general education major courses and professional education courses of 1st year for all teacher education program.
2. The student should have not failed in three (3) general education, major, and professional subjects equivalent to 12 units unless he/she has attained fourth year, in such case, he/she is immune from the consequence of being severed from the program.

C. Engineering Programs

1. In case of one (1) failure in any Mathematics or major subjects, the concerned student's attention will be called by the academic adviser for proper advice and counseling.
2. In case of two (2) failures in any Mathematics or major subjects, the Retention Committee will call the attention of the student's parent/s or guardian/s.
3. In case of three (3) accumulated failures of any Mathematics or major subjects, a student will not be accepted anymore in any of the Engineering board programs.
4. Any request for consideration from the students and parents regarding their failing grades shall not be entertained by the Retention Committee.
5. Lapsed INC grade/s will be counted as failure.
6. A student with INC remark is not allowed to enroll the advance subjects unless he/she has complied the pre-requisite subject to avoid future problems.

D. Social Work Program

Admission

1. New students to be admitted must have at least a GPA of 82%, no grade below 82% in any subject, pass phase 1 and 2 of the entrance examinations.

1st Year & 2nd Year Students

2. Students must maintain a grade of 82% in all subjects except NSTP and PE.
3. Students with grade below 82% in one subject will be given a chance for one semester on probationary basis and those with two or more

subjects (either minor or major) below 82% will be eliminated from the program.

4. Those with failing grade in any major subjects will be automatically removed from the program.

Incoming 3rd Year Students

5. Must pass the qualifying exam of at least 60% of the total score (questions will be taken from all major subjects from 1st to 2nd year).
6. Those who will pass the qualifying exam are immune from the consequence of being severed from the program however they must maintain a grade of 82% in all subjects.
7. Those who will fail the qualifying exam will be eliminated from the Program.
8. 3RD YEAR STUDENTS with grades below 82% in any subjects will undergo counselling (with parents or guardian).

Fourth Year Students

9. ALL FOURTH YEAR STUDENTS will attend enhancement class for 3 hours every week and will take the preparatory exam for board review.

Students Enrolled Under Old Curriculum

10. 2ND YEAR STUDENTS ENROLLED IN SY 2019 – 2020 must pass the qualifying exam of at least 60% of the total score (questions will be taken from all major subjects from 1st to 2nd year).
11. Those students who will not pass the qualifying exam will take their fresher course on the specific area / or subject where she/he failed.
12. Those students with grades below 82% in any subjects will undergo counselling (with parents & or guardian).

E. Accountancy Program

1. The student after being admitted must maintain a general weighted average (GWA) of 2.0 or better in all subjects taken during the semester with no grade below 2.5 in any accounting education course.
2. The student who does not meet this requirement will be advised to enroll in the management accounting or other allied business programs offered in the College of Business and Management.
3. The student must pass the qualifying exam before enrolling in higher accounting education courses.
4. Dismissed Accountancy students must not be readmitted. However, if the reason for dismissal is due to incomplete grades, he/she can be readmitted after completing all his/her INC grades.
5. Transferees from other colleges and universities or programs/courses will only be admitted if their previous GWA is 2.0 or better for all common business and management education courses and core accounting education courses.
6. Graduates of Management Accounting have to meet the requirements set in item 5 if they desire to pursue the BS Accountancy program.

F. Other Board Programs

Students should pass the qualifying examinations before admission to second- and third-year levels.

1. If a student obtained two (2) failing grades in the professional/major subjects, he/she is advised to shift to another major or another program.
2. The student should have not failed in any of the professional/major subjects equivalent to 12

units unless he/she has attained third year, second semester status, in such case, he/she is immune from the consequence of being severed from the program.

As a general policy, incomplete grades not complied within one year from incurring thereof shall automatically become failing grade (equivalent to 5.0).

2.3 Regular and Miscellaneous Fees

- 2.3.1 The regular and miscellaneous fees of the University shall be fixed by the Board of Regents, subject to such exemptions and reductions as may be promulgated. The term regular fees shall include matriculation, tuition, and comprehensive fees to be paid by students in connection with their enrolment at the University.
- 2.3.2 Miscellaneous fees are those charged by the University other than the regular fees like the transcript of records, certifications, and others.

2.4 Fees and Payment

- 2.4.1 For those who did not avail the Free Higher Education, payment of fees shall be made in three installments: upon enrolment, midterm examination, and final examination.
- 2.4.2 Payment for the re-issuance of examination permit/clearance/report of rating shall be determined by the respective campuses.
- 2.4.3 Late enrollees shall be fined accordingly starting on the first day of classes as reflected on the school calendar. Php 25.00 for the first day and an additional Php 5.00 on the succeeding days.

2.5 Academic Load

- 2.5.1 One college unit is at least eighteen (18) full hours of instruction in the form of lecture, discussion or recitation or a combination of these forms within a semester.
- 2.5.2 An undergraduate student shall be allowed to carry not more than the required number of units for the semester. However, a graduating student may be permitted to carry an overload of not more than six (6) units.
- 2.5.3 A graduating student shall have completed all the academic subjects before undergoing practice teaching/on-the-job training/practicum except it is prescribed by the curriculum. For special cases, however, one may be allowed to do so (maximum of 2 minor subjects; General Education and mandated subjects only) provided that are commendation will be noted by the Department Head/Program Chair and approved by Dean/Campus Director.

2.6 Examinations and Quizzes

- 2.6.1 The five-day schedule for the mid-term and final examinations for the undergraduate programs and periodical examinations for Laboratory High School is prepared by the Office of the Registrar or its authorized representative.
- 2.6.2 Faculty members shall allow students to take their mid-term and final examinations with or without the examination permit card issued by the Cashier's Office. Faculty shall follow the schedule and any change/s should be communicated to the Department Head and approved by Dean/SAS Head.
- 2.6.3 There shall be a one-day health break after the midterm examination.

2.7 Transferees

2.7.1 A transferee student may be admitted to the University provided that the following conditions are complied with:

- He/she must present a checklist of academic records signed by the Registrar of school last attended for evaluation prior to registration.
- The admission of transferees shall be on probation basis until the official transcript of records from the school last attended is received.
- Each transferee must submit a certificate of transfer credential, a transcript of records, and a certificate of good moral character from the school last attended.
- He/she must present an authenticated Birth Certificate from PSA.
- He/she must take the entrance test administered by the Guidance Office.

Note:

Courses taken from other Colleges/Universities shall be evaluated and appropriately credited, provided that the subjects are substantially the same in content as indicated in the descriptive title with exactly the same number of units reflected in SLSU undergraduate curriculum.

2.8 Foreign Students

2.8.1 Foreign Students who have completed their secondary course or its equivalent in high school who desire to earn a degree from Southern Leyte State University should submit to the Registrar's Office for evaluation the following documents:

- a. Academic Records/Transcript of Records (TOR)
 - One (1) original copy with signature and stamped seal of the issuing educational institution.
 - Two (2) photocopies authenticated by the

- Philippine Embassy or consulate in the applicant's country of origin or legal residence.
- The certification on the photocopies must be in original inked, signature and seal.
- b. Personal History Statement (PHS)
 - Seven (7) copies of PHS duly accomplished and signed by the applicant in English with original left- and right-hand print on PHS.
 - Each PHS should be provided with 2x2 original latest passport size ID picture.
 - c. Affidavit of Support
 - A notarized Affidavit of Support with proof of adequate financial support (bank statement) and letter of Guarantee from sponsoring parents / company / organization / private entity to cover expenses for students' accommodation and subsistence, school fees, dues and other incidental expenses.
 - d. Birth Certificate and photocopy of passport pages reflecting the name, picture, birth date and birthplace of the applicant.
 - e. Immigration papers, as well as certificate attesting to their competence to do college work from the school last attended signed by proper authority.
- 2.8.2 Admission fee of \$60 for undergraduate
- 2.8.3 Undergraduate students will pay \$40.00 per unit for the tuition fee, plus other miscellaneous and other fees. Graduate Students will pay \$80.00 per unit, plus other miscellaneous and other fees. (Refer to Graduate Studies Manual).
- 2.8.4 Shall meet all the prescribed admission requirements of the University.
- 2.8.5 Undergraduate and Graduate foreign students with linkages and collaboration in this institution shall avail of mutually agreeable fees duly approved by the Board. However, foreign students from countries with no linkages

in this institution shall pay the tuition fee stated above.

Note: (latest CMO for Foreign Students shall be followed)

2.9 Dual Citizenship

A student with dual citizenship shall be considered as Filipino upon submission of documents from the Bureau of Immigration pertaining to recognition of him/her as Filipino.

Note: SLSU shall submit a detailed enrolment report, through its Foreign Student Unit, to the Student Visa Section (SVS) of the Bureau of Immigration within thirty (30) days from the commencement of each and every school term, i.e., school year, semester, trimester.

3. CREDENTIALS

3.1 First Year Students

First Year students are those who have just graduated from Senior High School or who have not yet studied in any other institutions.

At the time of the enrolment, a new student must submit the following credentials:

- Senior High School Report Card (Form 138)
- Certificate of Good Moral Character
- Birth Certificate (from PSA)
- Passport Size Picture (4 copies)

3.2 Transferees

Transferees are those who wish to enroll in the University after having been enrolled in other institution. Moreover, former students returning to SLSU after having been enrolled in other

institution are considered transferees. At the time of enrolment, a transferee must submit the following:

- Certificate of Transfer Credential from the school last attended.
- Certificate of Good Moral Character certified by the Dean or Head of the School, Guidance Counselor, and/or the Dean of Student Services.
- Transcript of Records or Report Card certified by the School Registrar from the school last attended.
- Marriage Contract for married female student
- Birth Certificate (from PSA)
- Passport -size Picture (4 copies)

3.3 Student Returnees

Student returnees are those who seek re-admission in the University after stopping for some time but did not enroll in any other college or university. At the time of enrolment, he/she must submit his/her clearance certificate before he can be admitted.

3.4 Cross-enrollees

Cross-enrollees from other institutions must present a cross registration permit from the mother institution.

4. REGISTRATION PROCEDURES

All students except for On-the-Job Trainees (with Authorization Letter) shall enroll in person on the dates specified in the academic calendar for every semester/academic year. Continuing students are required to see their Academic Advisers/Department Head for the verification of their previous grades. Freshmen/transferees/returnees are required to see the Department Head/Academic Advisers for the proper guidance of their study load.

5. CHANGING/ADDING/DROPPING OF SUBJECTS

A student, with the approval of the academic adviser and the department head, may change/add subjects during the enrolment period by accomplishing an application form. Changes are not permitted after the close of the official enrollment period.

Students with unexcused absences will be dropped from a subject if they have been absent for more than seven (7) accumulated absences of 20% of the total number of class hours. Students will be allowed to drop a subject only before or on the last day of the conduct of the Mid-term Examination, except in cases found meritorious by the faculty.

Detailed instructions on enrolment procedures are posted at enrolment time. All students are required to pay all their financial obligations and must validate their enrollment form to the registrar or committee concerned. No enrolment is possible without the necessary credentials.

The registration periods for the semestral and summer terms are reflected in the academic calendar for each school year.

6. BONAFIDE STUDENT

A bonafide student of the university is one who is officially enrolled with valid credentials, has attended classes, and paid the corresponding fees.

7. SHIFTING OF COURSES

A student may change course or shift from one course to another with the favorable recommendation of the Department Head.

8. CROSS ENROLLMENT

- Any student who wishes to cross enroll to another school shall seek an approval from the Registrar. Violation of this rule may cancel

the student's right to receive credit for work done in either of the schools.

- Permission for cross enrollment is issued by the Registrar upon the recommendation of the Department Head concerned and only if the applicant is a candidate for graduation during the school year in the University or if the subject required for graduation is in conflict with the other subjects.
- The maximum number of units for which cross enrollment is ordinarily permitted is six (6) units during the regular term and three (3) units during summer term.
- A student may enroll in another school or any of the SLSU external campus during summer term and obtain credit in SLSU only upon the prior recommendation of the Department Head.
- Cross-enrollment will not be granted to a student during summer term if he/she intends to take from other school:
 - any subject in which he/she failed in SLSU
 - any major, specialized or professional subject, in any curriculum year.

9. SUBJECT LOAD

9.1 Regular Semester Load

The normal semester study load is ordinarily prescribed by the curriculum in which the student is enrolled.

- Regular student. A regular student carries a normal load prescribed in the curriculum for each semester.
- Irregular non-graduating student. An irregular non-graduating student carries equal or less than the normal load and/or subjects required in the curriculum.
- Irregular graduating student. An irregular graduating student carries equal or more than the normal load (but not more than 6 units of minor subjects only) required in the curriculum.

9.2 Summer Load

A student may carry a normal load of nine (9) units but not to exceed a maximum of twelve (12) units during the term. Graduating students who failed to take the subject during the regular semester are allowed to take the same during summer.

9.3 Sequence of Subjects

A student shall not be allowed to take advance subjects unless he/she has taken and passed the pre-requisites of the subjects. For Graduating students, they shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the College Dean/Department Head and the Vice President for Academic Affairs or its equivalent. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

9.4 National Service Training Program (NSTP)

All students shall take the NSTP for two (2) semesters within the entire course of study.

9.5 PATHFit

All students shall take eight (8) units in PATHFit within the entire course of study. Any student shall not be allowed to take other PATHFit subjects unless he/she has taken PATHFit 1.

10. GRADING SYSTEM/EXAMINATION

Guidelines:

At the beginning of the semester, students should be informed on the criteria for grading. Some aspects that can be considered for grading are periodic examinations, term papers, projects, oral report/presentation, class participation, quizzes, etc.

General Provisions:


1. Each assessment tool shall have connection to the course outcome.
2. Task Prompts shall be provided for each assessment.
3. Rubrics for each performance-based or portfolio assessment shall be presented herein.
4. Specific percentage shall be considered part of the academic freedom of the professor.
5. TOS will be made for Course Outcomes (CO) only, not anymore for Discrete Outcomes (DO).

10.1 Tertiary Level

Two official general examinations (mid-term and final term examinations) are given every term exclusive of the regular class quizzes and unit tests. Schedules of these examinations are indicated in the school calendar and posted on bulletin boards one week before the examination period.

Specific Provisions:

1. The existing conversion scale of raw score to grade shall be followed with 75% of the raw scores set as the minimum passing percentage.
2. Academic achievement of students is graded in the following manner:

Grade	Equivalent	Grade	Equivalent	Remarks
1.0	(98-100)	2.5	(80)	
1.1	(96-97)	2.6	(79)	
1.2	(93-95)	2.7	(78)	
1.3	(92)	2.8	(77)	
1.4	(91)	2.9	(76)	

1.5	(90)	3.0	(75)	passed
1.6	(89)	3.1	(74)	
1.7	(88)	3.2	(73)	
1.8	(87)	3.3	(72)	conditional
1.9	(86)	3.4	(71)	
2.0	(85)	3.5	(70)	
2.1	(84)	5.0	69 below	failed
2.2	(83)			
2.3	(82)			
2.4	(81)			

No conditional remark should be given during the final average grades. A grade lower than 75 shall be marked 5.0 in the final grade.

- INC (Incomplete) – grade given to students who lack required reports/examination or need some additional work.
- DR (Dropped) – mark given to students who dropped from the subject and/or have incurred absences beyond the allowable limit.
- INP (In Progress) – mark given to students who have not completed the thesis.
 - ⇒ A grade of Incomplete (INC) may be removed by completing the required work and/or by taking a removal examination arranged between the teacher and student.
 - ⇒ An incomplete grade not complied within one year automatically becomes “5.0”.
 - ⇒ The grades shall have the following composition.

College of Computer Science and Information Technology (CCSIT)

Course Outcomes (CO)	80%
Intended Learning Outcomes (ILO)	<u>20%</u>
TOTAL	100%

College of Criminal Justice

1. Lecture Subjects

Oral/Reporting	20%
Quizzes	30%
Project/Assignment/Activity Participation	10%
Term Examination	<u>40%</u>
TOTAL	100%

2. Laboratory Subjects

Oral/Lab Activity/Lab Reports	20%
Quizzes	30%
Project/Assignment	10%
Term Examination	<u>40%</u>
TOTAL	100%

Note: The General Passing percentage for Mid Term and Final Term is 70%

College of Engineering

(Except General Education/Mandated/P.E., & NSTP Subjects)

1. Lecture

Term Examination	50%
Quizzes	40%
Assignments/Seatwork/Board work	<u>10%</u>
TOTAL	100%

2. Laboratory Subjects

Laboratory Outputs	70%
Project portfolio	
Term Examination	
Class standing	<u>30%</u>
Oral presentation	
Quizzes	
TOTAL	100%

Note: The Passing percentage is 50%

College of Governance and Developmental Studies

Class Standing	60%
Term Examination	<u>40%</u>
TOTAL	100%

College of Hospitality and Tourism Management

1. Lecture Subjects

Class Standing	60%
Oral Participation	
Quizzes	
Projects	
Assignments	
Term Examination	<u>40%</u>
TOTAL	100%

2. Laboratory Subjects

Class Standing	40%
Laboratory Activities	
Laboratory Report	
Performance Examination	<u>60%</u>
TOTAL	100%

College of Industrial Technology

1. Lecture: (*Professional/ Allied Sciences/Tool Subjects/General Education*)

Class Standing	60%
Projects	
Quizzes	
Oral Participation	
Assignments	
Term Examination	<u>40%</u>
TOTAL	100%

2. Laboratory Subjects

Class Standing		60%
Project (Lab outputs)		
Class Standing (Quiz, Oral/Class Participation)		
Term Examination		<u>40%</u>
TOTAL		100%

College of Teacher Education

Both Lecture and Laboratory:

Class Standing		60%
Term Test		<u>40%</u>
TOTAL		100%

College of Agriculture, Food and Environmental Sciences

BSA/BSES/BSAB/BSAE

Lecture		60%
Class Standing	60%	
Term Examination	40%	
Laboratory		<u>40%</u>
Class Standing	60%	
Term Examination	40%	
TOTAL		100%

BAT Program (major for NC TESDA-Passed & INP only)

Lecture		40%
Class Standing	60%	
Term Examination	40%	
Laboratory		<u>60%</u>
Class Standing	60%	
Term Examination	40%	
TOTAL		100%

College of Aquatic and Life Sciences

1. Lecture

Class Standing	60%
Oral Participation	
Quizzes	
Project	
Assignments	
Term Output	<u>40%</u>
TOTAL	100%

2. Laboratory Subjects

Class Standing	40%
Quizzes	
Project	
Entrepreneurial Activities	
Project	
Oral Participation	
Term Output	<u>60%</u>
TOTAL	100%

- The final rating of the students shall be composed of 50% of the mid-term grade and 50% of the final grade.
- Varsity players/Dance troupe & Glee Club members shall comply with the grading system of the university.

10.1.1 Incomplete Grades and Guide for Completion

- Students who fail to take the final examinations should receive an Incomplete grade (INC) for the final exam.
- Students having academic difficulties such as those who failed to complete a project or assignment may also receive an INC. Exemptions are given only to

students doing research works with a longer time frame, but completion should be done within one year.

- Once the student has complied with the requirements set by the professor for the subject, the student secures an Application for Completion of Grades form from the Office of the Registrar/Office of the College Dean/Department Head to be given to the professor concerned.
- The professor concerned signs and submits the form with the assigned rating to the Office of the Registrar in a sealed envelope.
- Students are not allowed to personally submit the completion forms to the Office of the Registrar.
- In case the concern professor is no longer connected to the university, the Department Head has to handle INC completion of the student.

10.1.2 Failing Grades

- Failing grades, i.e. lower than 75%, are given to students who do not perform according to standards required in the course. The professor, however, should render all possible assistance to help and encourage the student to pass the course.

On the Report of Ratings or Grade Sheet, a grade of 5.0 or 70 should be followed by the Remark “Failed” and the faculty should be ready to present evidence(s) of the student’s unsatisfactory performance.

11. RESIDENCY

11.1 Free Higher Education

A student should complete his/her bachelor’s degree or

comparable undergraduate degree within a year after the prescribed period in his/her program (e.g., maximum residency rule plus one-year grace period as provided by law).

11.2 Tertiary Education Subsidy (TES)

A TES-student grantee who did not enroll for a certain semester should still be considered as continuing grantee provided that (UniFAST Board Resolution No. 2020-005 dated January 24, 2020):

1. The leave of absence of the student should only be for one (1) semester;
2. There is a duly filed official leave of absence (LOA); and
3. The student is still eligible to avail of the benefits of the TES as prescribed under the TES Guidelines.

12. GRADUATION

12.1 Application

- Candidates for graduation shall apply for evaluation of their records within the semester preceding their graduation in order that deficiencies will be complied.
- After a candidate's records have been evaluated and cleared, he/she shall file an application for graduation for at least four (4) months before the graduation day. Application forms may be obtained from the Registrar's Office. Failure to file the said application may disqualify a graduating student to be included in the list of candidates for graduation.
- Candidates for graduation shall accomplish a clearance form before the final examinations to clear them from financial and property obligations. It should be submitted to the Registrar's Office a week before graduation.
- On matters relative to the candidates for graduation who

are impregnated or have impregnated, their cases shall be dealt with accordingly.

13. ACADEMIC HONORS AND AWARDS

13.1 Academic Honors

- 13.1.1. The University provides a system of awarding students with excellent academic standing. Below is a list of the academic honors for both the degree and non-degree courses, together with the suggested grade point averages (GPA).

Academic Honors For Degree Courses	Weighted Ave. for all courses	Academic Honors for Non-Degree Courses
Summa Cum Laude	1.00 - 1.20	With highest honors
Magna Cum Laude	1.21 - 1.40	With high honors
Cum Laude	1.41 - 1.60	With honors

- 13.1.2. In determining the academic honors, upper limits of the ranges should be exact and not rounded values (e.g., if GWA is 1.2003, the honors to be awarded is Magna Cum Laude and not Summa Cum Laude since the value is already beyond the range for Summa Cum Laude).
- 13.1.3. Aside from the academic honors listed above, departments or colleges also give special awards to outstanding students at the end of each school year through other forms.
- 13.1.4. A committee shall be composed of the College Dean, Director/SAS Head, and Registrar. The committee is

- tasked to evaluate/screen & determine the list of qualified honor students for BOR confirmation.
- 13.1.5. A tentative list of candidates for Latin Honors shall be submitted by the Department Head/Director to the Office of the Registrar four (4) months before graduation.

13.2 Guidelines for the Selection of Honor Student

Student considered for academic honors must have satisfied the following criteria:

- 13.2.1 Candidate for Graduation with Latin Honors / With Honors must have completed in the university at least eighty (80%) percent of the total number of units.
- 13.2.2 Had no failing grades in both credited (Regular Students) and non-credited (Shiftees and transferees) subjects.
- 13.2.3 The grade obtained in the National Service Training Program (NSTP) will not be included in the computation of the GPA.

14. ON THE JOB-TRAINING (Please see OJT Manual)

15. STUDENTS' SERVICES

15.1 Student Welfare

The university is putting premium on the welfare of the students by exhausting all means of creating a safe and healthy learning environment, reinforce the mental health of the students, prevent marginalization and promote well-being in general.

15.1.1 Orientation and Information Services

This information service is the purposive and effective delivery of information to students to reasonably guide their choices and actions inside and outside of the University.

The university shall provide information materials on SLSU's VMGO, academic, rules and regulations, student conduct and discipline, students programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students. A regular comprehensive orientation program is conducted for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

15.1.2 Guidance and Counseling Services

The guidance and counseling program is designed to assist every student understand oneself as he/she faces new environment while moving towards the future. This program is designed to help indirectly the parents, the faculty, and the administration to assess students through the aid of the individual records. Such services can involve the assessment of students' difficulties in their studies, through appropriate testing and assessment mechanisms, for the individual student to realize his/her full potential.

15.1.2.1 Guidance

This unit provides set of services using integrated approach to the development of well-functioning

individuals primarily by helping the students to utilize their potential to the fullest.

15.1.2.2 Counseling (Individual and Group)

The main thrust and heart of the Guidance Program to help or assist every individual become emotionally, socially, spiritually, and psychologically responsible by making intellectual decisions and proper adjustments to the different circumstances. These could be done individually or in group.

15.1.2.3 Testing and Appraisal

To help the students gain understanding of their needs, personality, potentials, as well as strengths and weaknesses, providing appropriate standardize psychological test is conducted by the university. This is an important tool for career assessment, career planning, counseling and personality development. An individual inventory among students is done through the use of inventory form, routine interview, conferences and tests.

Schedule for the Standardized Psychological tests:

Year Level	Schedule
First Year	Month of October
Second Year and Third Year	Month of December
Graduating Students	Month of March

15.1.2.4 Follow-up and Placement

Follow-up

To determine the causes of failure, absences, and drop-outs of the students; the counselor, per referral from the class advisers or instructors, administrators, parents or peers keep track of the student's performance in school.

Placement

This is done through formal and systematic monitoring of the individual's progress of current students who have undergone academic advising, counseling, referral, placement, or any special intervention program. Returning students and those who are in academic probation are also monitored whenever needed.

15.1.3 Career and Job Placement Services

The university provides an office for vocational and occupational fitness and employment for the students. This office appraises student's data for career and job placement, monitor and follow-up the condition of the students in their workplace to address concerns both the students and agencies of assignment. Maintenance of active networking with school, community, alumni, and other relevant agencies shall be established.

15.1.4 Economic Enterprise Development

Registered student organizations are encouraged to engage in any entrepreneurial/enterprise activities. The purpose of which is to generate income to support the programs/projects of their respective organizations. The organization shall prepare an activity proposal noted by the

adviser and recommended by the Program Chair/Department Head subject for the approval by the OSAS Director/SAS Head. Program Chair/Department Head should be furnished with a copy of the approved proposals. The organization must clearly state the purpose of the benefit of the project and be transparent in the accounting of receipts and financial auditing.

15.1.5 Student Handbook

There shall be a student manual crafted together with the student representative/s for dissemination, information and guidance of students and other stakeholders. The student manual contains the rules and regulations that the students shall observe all the time. A committee to craft/revise the said manual shall be created by the University President composing of the following membership:

Director, OSAS
Head, Student Affairs Services
Head, Student Welfare Services
Head, Student Development Services
Head, Student Program Services
Faculty Member
SSC President/Authorized Representative

The crafted/revise student manual shall be presented to the students in a General Assembly for approval, to the local and university academic councils of the University for Endorsement and be approved by the Board of Regents. It shall be submitted to CHED RO8 to read-through as to the completeness of its content per CMO 9, s. 2013. After its approval, it shall be disseminated to the students prior to its implementation.

15.2 Student Development

The university established programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which includes Student Organizations and Activities, professional organization or societies, special interests, Leadership Training Programs, Student Council/Government, Student Discipline, and Student Publication/media.

15.2.1 Student Organizations and Activities

All student organizations shall be registered in the Office of Students and Auxiliary Services (SAS) and shall be under its supervision on matters pertaining to the implementation of this code.

SLSU is committed to the development of the students' leadership potential as a vital factor in nation building. The University provides opportunities for students to exercise their potential in leading their fellow students. All students are encouraged to join in any organization they wish as stepping stone in their future careers.

The University may recognize fraternities and sororities provided they conform to the provisions of law (Republic Act No. 8049).

Each curricular related student organization recognized by the institution shall have a faculty adviser. For co-curricular clubs, the Department Heads / OSAS / SAS Head shall appoint the adviser/s. In cases of interest clubs, University/College chapters of national organizations, and curricular year assemblies, the members and officers of the club/organization will choose the advisers subject to the issuance of

appointment by the VPSAS/SAS Head.

Activities of recognized organizations must be conducted only after the approval of the adviser and noted by the SAS Head/Student Development Services (SDS) is obtained. The president of each organization, upon approval of the Permit to Hold an Activity, will now proceed in complying other required forms for the use of University Facilities and Equipment.

15.2.1.1 Registration or Renewal of Registration of New Student Organization

1. For a student organization to be registered, the following documents shall be submitted to the SAS Head / Head, SDS:
 - a. Application Form
 - b. Constitution and By-Laws
 - c. Development Plan
 - d. Accomplishment Report (*for renewal only*)
 - e. Financial Report (*for renewal only*)
2. The organization's objective shall reflect the university vision, mission and goals.
3. When all the requirements are met, the SAS Head / Head, SDS shall endorse the student organization to the Director for Students Affairs and Services.
4. The Director for Students and Auxiliary Services shall review the endorsement and the attached documents. When all the requirements are met, the Director for Students Affairs and Services shall

approve and shall issue a Certificate of Registration to the organization.

5. The Certificate of Registration is valid for only one (1) academic year.
6. Renewal of registration shall be done no later than August of every academic year.
7. Falsification of documents and withholding of pertinent information in the application for registration of student organizations shall mean cancellation of the application for registration of a student organization and shall subject the officers and members of a student organization to disciplinary action.

15.2.1.2 Holding of Student Activity

1. Only the registered student organizations or recognized classes can schedule activities.
2. The student organization shall secure an activity permit from the Head of Student Development Services or Head of Student Affairs and Services (*for other campuses*).
3. The following supporting documents shall be attached to the activity permit:
 - a. Activity Proposal (*for any activity, excluding meeting*)
 - b. Memorandum (*for a meeting*)
4. The permit shall be secured three (3) days before the activity.
5. Any activity conducted outside the university premises must comply with all the CHED's requirements as indicated in

CMO No. 63, series of 2017 “Policies and Guidelines on Local Off-Campus Activities.”

6. A letter of information must be submitted to the SAS Head / Head, SDS if an activity is cancelled or postponed.
7. Student organizations shall refrain from conducting any activity during the examination period. A moratorium for holding activities is observed two weeks before the midterm and final examinations.
8. Three (3) days after the activity, the following proof of conduct shall be submitted to the SAS Head / Head, SDS:
 - a. Minutes of Meeting (*for a meeting*)
 - b. Narrative Report (*for all activities, excluding meetings*)
 - c. Photographic Documentation (*soft and hard copy*)
 - d. Attendance Sheet
9. No new activity permit shall be issued to an organization with pending proof of conduct to be submitted to the SAS Head / Head, SDS

15.2.1.3 Monitoring of Student Organization

1. A student organization shall submit all pertinent documents to the SAS Head / Head, SDS.
2. The SAS Head / Head, SDS at the end of the semester shall conduct a semestral

evaluation to guarantee the completeness of the documents of each organization and to ensure that each organization is performing well.

3. When the student organization met all the requirements and is compliant, a Certificate of Compliance shall be issued by the SAS Head / Head, SDS.
4. Non-compliant findings from the evaluation shall be complied prior to the issuance of the Certificate of Compliance.

15.2.1.4 Student Organization Activities

1. Community Service
 - a. Adopt-A-Barangay
 - b. Relief-Giving
 - c. Tree Growing
 - d. Adopt-A-Street
 - e. Donations of Seeds/Seedlings
 - f. Dispersal
 - g. Coastal Clean-Up
2. Educational Activities include conferences, summits, seminars, quiz contest, tutorials (learning assistance), teasers, posting information and other educational related activities.
3. Socio-Cultural Activities comprise of socials, inductions, convocation programs, cultural fest, cook fest, singing contest, cultural shows, band concerts, discos, fashion shows, beauty contest and others.
4. Recreational Activities contain sports and physical activities such as

dual/triangular/quadrangular meet between and among organizations, basketball, volleyball, soccer, chess, etc.

5. Fund-Raising Activities is made to generate income for the organization such as selling of goods, books, raffle draws, concert, discos and etc. for their identified and approved project/s.
6. Clean-Up and Beautification Activities

15.2.1.5 Announcements, posters and other concerns relative to the organization shall be approved by the OSDS/SAS Head.

15.2.1.6 Student organizations are encouraged to conduct activities along the thrust of other organizations and in support of the university vision and mission.

15.2.1.7 Deputize selected volunteers as campus marshals or campus monitors to observe activity of students like drug use, drinking, smoking and the like.

15.2.2 Leadership Training

The university provides programs and opportunities to the student in developing and enhancing their leadership skills both in the personal level and student organizations not only in-campus but also with counterparts from other institutions.

Students are sent to seminars, trainings, conferences to boost their confidence as leaders and bring their learning to their organizations or members in general.

15.2.3 Student Council/Government

SLSU recognizes the right of the students to govern

themselves as a student body, teach them to be transparent and accountable to their constituents. The freedom of the students to form a society/organization/council is encouraged under the guidance of an able adviser/s. Organization of students must be duly recognized/approved by the Students and Auxiliary Services (SAS) for them to fully exercise their constitution and by-laws. Approval of students' organizations shall follow the approved process of the SAS office.

15.2.4 Student Discipline

This refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct. A discipline committee is established in SLSU to due process in dealing with student misconduct. The approved process in solving complaints shall be implemented.

15.2.5 Student Publication

There shall be one official student publication for every campus. The student publication shall issue twice a year, one each semester.

The publication aims to provide useful information-news, issues, opinions and features to the public pertaining on the affairs of the school and other relative international, national, and local issues. They shall be the defender of the student's democratic rights and upholds their general welfare. It shall also provide as a training ground for the students on journalism for their own advancement.

15.2.5.1 Nomenclature of Student Publications

Pursuant to Republic Act No. 7079 known as The Campus Journalism Act of 1991, pertinent laws and the university rules and regulations, the official Student Publication of Southern Leyte State University shall be named as:

Campus	Student Publication
Sogod	The Campus Headliner
Bontoc	Fishponder
Tomas Oppus	The Light
Maasin City	MC Pulse
San Juan	Erudite
Hinunangan	Green Paradise

15.2.5.2 The Publication's Responsibility, Obligation, and Mission

1. The student publications as an autonomous student media aims to provide an effective avenue for students to air concerns, grievances, questions, and demands.
2. The student publications aim to provide useful information-news, issues, opinions and features to the public pertaining on the affairs of the school and other relative national and local issues.
3. The student publications are a defender to students' democratic rights and upholds their general welfare.
4. The student publications are a training ground for the students on journalism for their own advancement.

15.2.5.3 Definition of Terms

1. School – an institution for learning in elementary, secondary or tertiary levels comprised of the studentry, administration, faculty and non-faculty personnel.
2. Student Publication – the issue of any printed material that is published independently which meets the needs and interests of the studentry.
3. Student Journalist – any bona fide student enrolled for the current semesters or term. Which has passed or met the qualifications and standards of the editorial board.
4. Editorial Board – is a body composed of student journalists who have qualified in the placement examination. The editorial board shall determine the editorial policies to be implemented by the Editor-in-Chief and staff members of the student publication concerned.
5. Editorial Policies – a set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration’s policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

15.2.5.4 Funding of the Student Publication

1. The Funding of the student publication shall be derived from the student’s

- Php70.00 semestral due which will be collected every enrollment period.
2. The semestral due may increase with an amount set, agreed and approved by the editorial board mainly to meet the increasing demands in printing costs, seminars and/or trainings, competitions and any other activities that uphold campus journalism.
 3. The Editorial Board with the approval of the body shall assign at least two (2) members for the collection of the aforementioned semestral due.

15.2.5.5 Staff Membership

1. Any elected member of the publication must be *bona fide* student of the university.
2. A seminar-workshop shall be held at least once a year or depending on the availability of funds. In such workshop, the participant's output will be the bases for their qualifications and will be reviewed by the Screening Committee.
3. The Screening Committee shall be composed of three (3) members with the Editor-in-Chief as the *ex-officio* chairman. The other two (2) members are the Campus headliner advisers and the associate editor. As for the Layout Artist and the Cartoonist, the current officials shall administer the practical examination.
4. In cases where there are no conducted seminar-workshops, the Editorial Board shall issue a notice of vacancy in order to avoid a hiatus in the operations of the

publication. Applicants shall undergo examination and/or evaluation which will be conducted by the Screening Committee.

5. Staff members can renew their membership unless subjected to termination procedures.

15.2.5.6 Staff Termination

1. The following shall be considered as valid reasons for a termination of a member from the publication staff:
 - 1.1 Voluntary resignation;
 - 1.2 Incompetence;
 - 1.3 Graduation from the University; and
 - 1.4 Violation of the duties and responsibilities or rules provided by these guidelines set by the Editorial Board and RA 7079.
2. The member who had performed acts of omission shall be given due process wherein he will be given the opportunity to be heard during a staff meeting. If he fails to attend the said meeting (except for valid excuses, personally determined by the Editor-in-Chief), he shall automatically forfeit his right to a defense.
3. Disciplinary action, which will be agreed and reviewed by the editorial staff, shall be imposed to any member who violates any of the guidelines set herein. Such disciplinary action shall lead to termination only when determined by three-fourths (3/4) of the body with the approval of the adviser.

4. Inactive members shall be sent with letters, which must contain a notification or a warning for termination. A reply sheet must be contained therein asking whether these members are still willing to work for the publication or not. Failure of conveyance for a reply within 15 days from receipt thereof or within the time frame described by the editorial board, shall be ground for automatic termination.
5. A letter of resignation shall be in full effect upon the approval of the Editor-in-Chief, duly attested by the adviser.

15.2.5.7 Publication Adviser

1. The publication adviser must be of good moral character, must possess good communication skills, journalism know-how, and knowledge on publication production. He/She shall be selected by the school administration from a list of recommendees submitted by the publication staff.
2. The Campus Headliner adviser shall have functions of technical nature and guidance.

15.2.5.8 Staff Duties and Responsibilities

1. The Editor-in-Chief shall write the editorials, edit all articles which will be submitted to the advisers for their reediting, supervise in preparation for the layout, content management and style of the Campus Headliner, call meetings for the staff, enforce deadlines for the

- submission of articles, and acts as the official representative of the Campus Headliner.
2. The Associate Editor shall perform the duties of the Editor-in-Chief in his absence, assist the Editor-in-Chief in the editing process and preparation of the paper's layout and content management and represent the Campus Headliner in behalf of the Editor-in-Chief.
 3. The Managing Editor shall prepare the schedule for the publication issues, manage the publication funds, prepare financial reports, check articles for typographical errors, and assist the Editor-in-Chief in the preparation for the paper's layout and content management.
 4. The section editors shall assign reporters to cover events relevant to their respective areas and edit all articles received by their respective section in preparation for submission to the Editor-in-Chief.
 5. The staff writers or the correspondents shall secure the raw data of an assigned event, write articles out of the same and perform other duties as mandated by the section editors.
 6. The photographers shall take pictures on the specified events assigned by the editors and write the correct and precise captions of the pictures collected.
 7. The artist and cartoonist shall help in the preparation of the pictorial stories, prepare editorial cartoons and make designs and layout for The Campus

Headliner in consultation with the Editor-in-Chief.

8. The Circulation Manager shall gather information on class listings, organization officers, university officials, and master list of all students. He/She shall also be responsible for the creation of a system in the distribution of the publication to the students.
9. The staff in the preceding paragraphs shall do other functions as prescribed by the Editor-in-Chief.

15.2.5.9 Other Rules and Regulations

1. The staff shall ensure its full dedication in serving the publication.
2. Submission of articles on the deadlines scheduled by the Editor-in-Chief must be observed strictly.
3. Publication of Campus Headliner shall be one in every term/semester.
4. Review of the content and design of the publication shall be done by the Publication Adviser before its printing to ensure that RA No. 7079 is observed.
5. The adviser and the Editor-in-Chief must be notified when any of the properties of the Campus Headliner will be brought out of the office.
6. All properties of the Campus Headliner shall not be brought away from the school premises unless a permit was submitted that will support the transaction duly signed by the Editor-in-Chief, the adviser and the Dean of the OSS.

7. Any transaction, including the time on duty of the staff in charge for a day should be logged to the Official Logbook of the Campus Headliner.
8. Unauthorized printing of documents using the computer of the office shall not be tolerated.
9. Guests or visitors shall be entertained only in the receiving area.
10. The staff members whenever absent in meetings shall submit a letter of excuse indicating a valid reason for the absence.

15.3 Institutional Programs and Services

These are the programs and services that are available to support and proactively respond in the provision of necessary services to students of all types.

15.3.1 Admission Services

Admission office takes care of the processing of students' entrance and requirements. Procedures and requirements are set for admission with consideration/reasonable accommodation for those applicants and/or persons with disabilities as stipulated in R.A. 7277. Stakeholders are properly informed through SLSU website and other forms of dissemination to reach to the public. An admission committee is created to assure of effective and compliant admission endeavor following the approved revised admission policy.

15.3.2 Scholarship and Financial Assistance

The management of the university generates and/or allocates funds for scholarship and financial aid to deserving students.

15.3.2.1 Universal Access to Quality Tertiary Education Act (RA 10931)

15.3.2.1.1 Free Higher Education

All undergraduates enrolled in the university will enjoy free tuition, miscellaneous, and other school fees, subject to the following conditions:

- Pass/meet the admission and retention policies of the institution (no age or financial requirements);
- No previous undergraduate degree;
- Not overstaying at the college level (e.g., maximum residency rule plus one-year grace period as provided by law); and
- Students who plan to stop schooling for a certain semester/academic year must file a Leave of Absence (LOA) before the start of the semester/academic year. Filing is done at the Free Higher Education (FHE) Office.

15.3.2.1.2 Tertiary Education Subsidy (TES)

This grant-in-aid program of the government is designed to support the cost of tertiary education of college students enrolled in the university who enroll in their first undergraduate-post-secondary program.

The priority beneficiaries for the Tertiary Education Subsidy (TES) are:

- Students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and
- Students not part of the Listahanan 2.0, ranked according to estimated per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board.

Benefits of TES Grantees:

- Allowance for education-related expenses of Php 10,000 per semester;
- Additional allowance for PWD TES grantees of Php 15,000 per semester
- TES grantees enrolled in programs requiring professional license or certification will be given the one-time cost of Php 10,000 (per official receipt) in obtaining their first professional credentials

15.3.2.1.3 Loan Program

All students in the undergraduate who enroll in programs that are listed in the Registry of quality-assured programs offered in the university can avail of the short-term Student Loan Program. Loan proceeds are intended to assist student beneficiaries who face illiquidity problems for short period not exceeding one (1) year. Services directly provided by the university must be directly paid to the

institutions. The remaining loan proceeds shall be paid directly to the student-borrower in reasonable intervals.

(Reference: <https://www.unifast.gov.ph/slp.php>)

15.3.2.2 Academic Scholarship

Bonafide students of SLSU who have demonstrated academic and scholastic excellence are granted scholarship benefits subject to the following conditions:

- Should carry a normal load prescribed in the curriculum or at least 18 units each semester;
- Has no grade lower than 2.5 in any subjects;
- Has not been involved in any disciplinary actions; and
- Must have a GPA of at least 1.6
 - 1.0 – 1.2 full scholarship/Php 1,000 per month
 - 1.21 – 1.4 for 50% scholarship/Php 750 per month
 - 1.41 – 1.6 for 25% scholarship/Php 500 per month

In additions, scholars are granted a book allowance of not more than Php 1,000.00 per semester.

Documentary Requirements:

1. Copy of semestral rating during the previous semester
2. Copy of validated Official Registration Form (ORF) of the current semester
3. Duly accomplished Scholarship Application form
4. Duly accomplished Scholarship Profile form
5. Duly accomplished Scholarship terms & conditions

15.3.2.3 Student Assistance (Work Study Grant) Program

Students who are poor but deserving may be allowed to work part-time not to exceed 80 hours a month at a rate to be determined by the Board of Regents, provided they have not incurred any failing grade in any subject during the previous semester.

Documentary Requirements:

1. Copy of semestral rating during the previous semester
2. Copy of validated Official Registration Form (ORF) of the current semester
3. Endorsement letter from the requesting office/department
4. Duly accomplished Scholarship Application form
5. Duly accomplished Scholarship Profile form
6. Duly accomplished Scholarship terms & conditions

15.3.2.4 Special Scholarship

This refers to the giving of financial incentives to students who have displayed exemplary talent/skill in sports, culture and the arts representing the university in regional and national competitions. Entitlements of this scholarship shall follow the approved Sports Development and Cultural Affairs Manual.

15.3.2.5 Culture and Arts Program

Special scholarship is granted to those enrolled students with special talents in the Culture and Arts Field.

Free tuition fee (100%)/monthly stipend of Php 1,000 is granted to students who won first, second, and third place in at least regional competition.

Documentary Requirements:

1. Copy of validated Official Registration Form (ORF) of the current semester
2. Endorsement certificate/recommendation from the Adviser
3. Duly accomplished Scholarship Application form
4. Duly accomplished Scholarship Profile form
5. Duly accomplished Scholarship terms & conditions

15.3.2.6 School Publication and Supreme Student Council (SSC)

As recommended by the advisers, all members of the Editorial Board/Staff of the official student publication and SSC officers shall avail full tuition fee scholarship.

Monthly stipend of not more than Php 1,000 shall also be availed provided a monthly accomplishment report shall be submitted.

15.3.2.7 Other Government and Private Agencies Scholarship / Financial Grant

The scholarship /grant usually provide the recipients with free tuition fees and other forms of assistance the sponsoring parties may extend.

The scholars/grantees shall be monitored by the scholarship coordinator/guidance counselor who will submit report to the VPSAS/SAS Head and the concerned for decision making.

15.3.2.8 Persons with Disabilities (PWD)

A monthly stipend of Php 500 is granted to students who are differently abled (PWD) provided a certificate and an ID duly issued by the City or Municipal Mayor or the Barangay Captain of the place where the persons with disability resides and shall be submitted to the Office of the Scholarship Coordinator.

15.3.2.9 Indigenous People (IP)

A monthly stipend of Php 500 is granted to students who are classified as Indigenous People (IP) provided a certificate and an ID duly issued by the City or Municipal Mayor or the Barangay Captain of the place where the persons reside and shall be submitted to the Office of the Scholarship Coordinator.

15.3.2.10 *Kalampusan Mo Kalipay Ko: SLSU Adopt-a-Student Program*

This program aims to widen access to quality education to those who are affected by calamities/disasters and those who are mentally capable but less fortunate (poor but deserving) students.

Category A: Full Adoption (Stay-in the house of the benefactor)

1. Free daily meals and accommodation
2. Full cost of projects and other academic requirements
3. School fees not covered by RA 10931
4. Weekly allowance worth P250.00
5. Fare from home to school and vice versa
6. School Uniform

Category B1: Partial Adoption (Stay-out from the house of the benefactor but must stay in his/her family)

1. Full cost of projects and other academic requirements
2. School fees not covered by RA 10931
3. Weekly allowance worth P250.00
4. School Uniform

Category B2: Partial Adoption (Stay-out but stays in the school dormitory)

1. Full cost of projects and other academic requirements
2. School fees not covered by RA 10931
3. Weekly allowance worth P250.00
4. Dormitory Fees
5. School Uniform

15.3.2.11 APPLICATION FOR SCHOLARSHIP AND FINANCIAL PROGRAM

Application forms for scholarship programs can be obtained from and submitted to the Scholarship Coordinator/Director of Student Affairs and Services for Review and Evaluation.

Scholarship privileges are non-transferable. No student can enjoy two scholarships/financial grants at the same time.

Requirements for Scholarship Application

SLSU FUNDED

A. FINANCIAL GRANT (*SEPARATE MANUAL*)

The sports development and cultural affairs scholars shall follow the requirements as stipulated in the manual.

B. SPONSORED BY GOVERNMENT AGENCIES, FOUNDATIONS, AND NGOs

1. Letter of information/acceptance from the said agency.
2. Previous semester's rating

For Continuing Applicants:

1. Previous semester's rating
2. Photocopy of validated Official Registration Form and Assessment Slip

C. *Kalampusan Mo Kalipay Ko*: SLSU Adopt-a-Student Program

Applicants to the program shall:

1. come from Southern Leyte;
2. be identified as severely affected based on a survey conducted by the university in terms of the following:
 - a. homeless poor family; and
 - b. lost of the means of livelihood;
3. be a non-recipient of any government or non-government scholarship grants;
4. have a General Weighted Average (GWA) of at least 80 of Senior High School (SHS) grades as certified by the SHS Principal or the last term grade if already in college.

15.3.3 Food Services

The university ensures that available, adequate, safe and healthful food within the campus and immediate vicinity is provided. It sees to it that food displays are in accordance with the food, safety and sanitation guidelines of the Department of Health. The cafeteria/canteen/food court is operated to promote an enjoyment of healthy eating. It is intended only for those who will take snacks or eat their meals; hence, studying and chatting only are strictly prohibited.

15.3.4 Health Services

The University believes in the essence of good health as a factor to learning. Its objective is geared towards promoting, maintaining, and protecting the total health of school populace. Provision of primary health care administered by licensed medical, dental and allied professionals to all students shall be ensured and provision of health care facilities are installed and updated health records are kept.

15.3.4.1 Medical

- The students will have a semestral physical check-up by a university physician, who will be assisted by a school nurse. The university physician shall have a regular schedule to visit external campuses.
- Basic medical services rendered are dressing of wounds, blood pressure taking, vital signs monitoring, initial assessment, first aid measures and referrals for unmanageable cases.
- Only initial dose of the prescribed medications will be given to the patient subject to availability of supply.

15.3.4.2 Dental

The students will have a semestral dental check-up by a university dentist, who will be assisted by a *Dental Aid*. Services rendered are free for tooth extraction and dental filling. The oral prophylaxis has a minimal amount of payment for IGP purposes.

Local anesthetics are administered for free subject to the availability of supply. Initial dose of medications is also given subject to its availability.

An individual may use medical and dental services if:

- Currently enrolled in the respective campus within the semester or summer as the case maybe.
- Medical and Dental fees were paid during the enrollment period. However dental services such as oral prophylaxis and cavity filling or restoration are charged with minimal amount.

15.3.4.3 Student Accident Insurance

The University has adopted student accident insurance in the amount of ₱35.00 paid by the UNIFAST to all FHE students to give peace of mind and sense of security if untoward incident happens. However, the student insurance may not cover the entire student's need but at least it can cope with some necessary medical expenses.

Further all students 21 years and above are encourage to get a PHILHEALTH Card, and those 20 years below shall submit a copy of the PHILHEALTH Member Data Record (MDR) to the health personnel.

15.3.5 Safety and Security Services

The university is committed to provide a safe and secure

environment not only to the students but also to the members of the academic community. Compliance to standards in constructing buildings and providing facilities is adhered, access policy control is established to protect the lives and belongings of the university, employees and students. NDRRM office is created to address disaster risk reduction and management concerns to include challenged persons.

15.3.6 Student Housing and Residential Services

The University offers a residence for bonafide students. This is the best alternative residence for students that offers a comfortable, secure, and welcoming dormitory environment. Priority is given to students who live distant from the university.

The SAS office shall recommend and provide list of accredited boarding houses for students who wish to stay in a boarding house within the campus vicinity.

Application Procedure:

1. For the new applicants, inquire for vacancy.
2. For the old occupants, please see the Dormitory Attendant/Adviser of the status whether retained or not and submit the approved Internal Clearance of the previous semester.
3. Secure the application form for residency from OSAS. Have it signed by the Cashier and secure the Official Receipt of the one-month advance and one-month deposit approved by the OSAS Director/SAS Head.
4. After complying the requirements present the Application Form to the Dormitory Attendant for DORMITORY AGREEMENT and room assignment.
5. Fill up the Dorm Occupants Profile which shall be

submitted to the Dormitory Attendant.

6. Submit the DORMITORY AGREEMENT to OSAS Director/SAS Head for approval.

The Dormitory is open a day before classes start.

15.3.7 Multi-Faith Services

The University provides an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies is put in place in the university. Students are ensured the right of religion is respected.

15.3.8 International Linkages and External Affairs office

To address the needs of foreign students, the university provides assistance by creating an office to guide and provide "a home away from home" services. An integrated program that caters the socio-psycho-cultural, academic and non-academic needs should be available to all international students in coordination with the External Linkages and International Affairs (ELIA) office. Acceptance of foreign students should follow the prescribed rules and regulations as stipulated in E.O. No. 285, series of 2000.

15.3.9 Services for Students with Special Needs and Persons

The University provides programs and activities designed to provide equal opportunities to Persons with Disabilities, indigenous peoples, solo parents, and academic accommodation for learners with special needs. Provisions found in CMO 9, series of 2013 shall be observed in serving such group of students.

15.3.10 Cultural and Arts Programs

The University designed programs and activities to provide

opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.

Interested students shall undergo initial screening before they are admitted to the said clubs, culture and arts group, and the like, and become a grantee of the special scholarship of the University as per recommendation of Culture and Arts Director/Coordinator.

15.3.11 Sports Development Programs

The university is committed to the development of the potential athletes enrolled in the school. All coaches of different events shall conduct try-outs for the students who have the potential in a particular event every first semester of the school year. All sports activities like intramural meet, college day, foundation day and the like shall be geared toward the discovery of potential athletes.

15.3.10 Social and Community Involvement Programs

The university designed programs and activities in developing social awareness, personal internalization and meaningful contribution to nation building. Student organizations are encouraged to extend meaningful socio-civic involvement like volunteerism, environment protection and others to the communities.

Community extension programs of the different colleges shall be participated in by the colleges' respective students' organizations as well as university-initiated socio-civic action programs. Among the community involvement programs initiated by the campus student organizations are tree planting, coastal clean-up, tutorials, relief giving, adopt a barangay/street and others.

15.4 Library Services

The library, the center of knowledge, a valuable educational agency and the heart of institution, plays an indispensable role in accomplishing the aims of the university. Every library client could best put an adequate volume of books in different areas of specialization into advantage when they follow the library rules and regulations.

LIBRARY HOURS

SLSU Sogod Campus:

Monday to Friday	}	No Noon Break
7:00 A.M. - 5:30 P.M.		
Saturday		
8:00 A.M. to 5:00 P.M		

SLSU Bontoc Campus:

Monday to Friday
7:00 A.M. - 5:00 P.M. - No Noon Break

SLSU Hinunangan Campus:

Monday to Friday
8:00 P.M. - 5:00 P.M. - No Noon Break

SLSU San Juan Campus:

Monday to Friday	}	No Noon Break
7:00 A.M. - 5:00 P.M.		
Saturday		
8:00 A.M. to 11:30A.M.		
1:00 P.M.- 4:30 P.M.		

SLSU Tomas Oppus:

Monday to Friday –
7:30 A.M. – 5:30 P.M.
Saturday
8:00 A.M. -3:00 P.M.

} No Noon Break

SLSU Maasin City Campus

Monday – Friday
8:00A.M. to 5:00 P.M. - No Noon Break

LIBRARY RULES AND REGULATIONS

A. Library ID Card (LIC)

- A.1 Library ID card is the student’s passport to enter the University Library Learning Commons/Learning Resource Center and to avail the library services and other privileges.

How to apply: A student must present the validated Official Registration Form (ORF), 1 pc. of 1x1 ID picture and official receipt (OR) of payment of Php 30.00 (graduate students) to the Circulation in-charge. For new student (undergraduate) first issuance of Library ID card is free but when lost student must pay for replacement. Fill up Library ID card form & paste 1x1 ID picture and submit to the in-charge. For lost library ID card, a student must pay Php 50.00 for replacement fee (both graduate & undergraduate students). Claim Library ID card after 10 minutes or as scheduled for other campuses then, log in the logbook/log sheet to acknowledge receipt.

- A.2 The library ID card is non-transferable. A student found lending his library card shall be subject to disciplinary action.
- A.3 Library ID card must be validated every start of every semester/term to show that the student is currently enrolled. Shiftees must change their Library ID card bearing their current

course/program. It shall be presented before clearance may be signed.

B. Control Procedure

- B.1 User should wear his/her valid University ID, with library ID and complete uniform (except wash day) upon entering the library. The library staff reserves the rights to refuse admittance to clients who are not in prescribe uniform.
- B.2 User must sign in the logbook/ Electronic log-in system provided at the entrance area (whichever applies to external campus library).
- B.3 Upon entering the library, user must leave his/her things at the baggage area provided outside. Only important belongings may bring inside.
- B.4 Since the Library has adopted the open shelves system, the user must present his/her things upon leaving the library to ensure that all books are properly received.

C. Library Etiquette

To ensure orderly and systematic use of the library, the users are requested to observe the following:

- C.1 The Library is mainly for research, study and reading. SILENCE must be observed strictly at all times.
- C.2 Courtesy must be observed at all times in requesting for library materials from the library personnel and in dealing w/ others inside the library
- C.3 Chairs must not be transferred from one place to another. Clean tables and push back chairs after use.
- C.4 Handle books and other library materials with care.
- C.5 Cell phone must be switched off / into a silent mode before entering the library.
- C.6 Borrow and return books to the circulation desk in the presence of the librarian or staff. Do not return borrowed materials directly to the shelves. Get back your library card upon returning borrowed library materials.

C.7 Stealing, mutilating books, vandalism and tearing of pages are strictly prohibited.

D. Borrowing of Books

D.1 Student is allowed to borrow at least 3 books at a time for overnight use, 1 book from reserved and 2 books from other sections of the library while, fiction book can be borrowed for a week.

D.2 Fill up the book card or Borrower slip (periodicals) completely and legibly for the materials you decided to borrow.

D.3 Present the book to be borrowed at the circulation counter/Serials desk with Library ID card and filled up book card /Borrowers slip to the staff/in-charge.

On or before due date, return the borrowed book to the library staff at the counter to avoid overdue fines. If returned after due date, ask payment slip and go to cashier's office to pay the fines. Report lost/damage immediately to the librarian to avoid accumulation of the overdue fines.

E. FINES AND OTHER PENALTIES

E.1 Failure to return a book on a due date will mean a fine.

E.1.1 For overdue books: Reserved, Circulation, Browsing (Fiction Books) and Filipiniana Books:

- Php 5.00 for the first hour, Php 1.00 for the succeeding hours and Php 10.00 for the whole day

E.1.2 For Photocopy

- Php 1.00 per hour and 15.00 if not returned on the day it is being borrowed.

Note: Charging of penalty includes Saturdays, Sundays, and Holidays

F. OPEN LEARNING HUB/ E-LIBRARY POLICIES:

1. The computers are designed to be used for Educational and Research purposes.
2. Downloading and installing programs into the computer unit is strictly prohibited.
3. Visiting Internet sites that contain obscene, hateful or pornographic materials are strictly prohibited.
4. Using the computer to perpetuate any form of fraud, or software or music piracy.
5. Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
6. Introducing any form of computer virus into the network.
7. Internet user must use the facility for any learning activity, other than that, he/she is advised to leave the facility.
8. A well-trained staff is in-charged to give particular attention to all internet users and has the right to drive out user violating one of the policies.

G. ONLINE SERVICES:

G.1 Ask -A - Librarian?

G.1.1 Facebook messenger - a reference provided by Librarians over the internet. Students, faculty and staff log in to their Facebook account and may request assistance from the librarians during service hours.

CAMPUS	FACEBOOK PAGE
SLSU - Sogod	SLSU – Main Library
SLSU - Maasin	SLSU – Maasin City Campus Library
SLSU – Tomas Oppus	SLSU – Tomas Oppus Library
SLSU - Hinunangan	SLSU – Hinunangan Library
SLSU - Bontoc	SLSU – Bontoc Library
SLSU – San Juan	SLSU- Sj Learning Resource

G.1.2 E-mail - For longer reference queries, the student, faculty & staff may send email to:

CAMPUS	Email Address
SLSU - Sogod	library_sg@southernleytestateu.edu.ph
SLSU – Maasin City	library_maasin@southernleytestateu.edu.ph
SLSU – Tomas Oppus	library_to@southernleytestateu.edu.ph
SLSU - Hinunangan	library_hn@southernleytestateu.edu.ph
SLSU - Bontoc	library_bt@southernleytestateu.edu.ph
SLSU – San Juan	lrc_sj@southernleytestateu.edu.ph

G.1.3 Telephone (main library)- A reference service provided over the telephone if you need assistance.

Telephone Number – (053) 577-8205

G.1.4 Mobile phone or text messaging - Student, faculty & staff prefers to talk to a librarian or send a text message with their mobile phone, may call and send questions during library hours.

CAMPUS	MOBILE NUMBERS
SLSU – Sogod	09517996975/ 09661351921
SLSU – Maasin City	09355905752
SLSU – Tomas Oppus	09120355643
SLSU - Hinunangan	09268308869
SLSU – Bontoc	09430912087
SLSU – San Juan	09152144904

G.2 e-Resource Sharing

SLSU Library/Learning Resource Center has already approved guidelines for sharing of resources. Student, faculty & staff who are looking for references may reach their campus librarian (refer to Ask a Librarian). If the references cannot be found in respective campus library, then the campus librarian may contact other SLSU campus librarians for the availability of the material requested.

Please give the Library personnel 1-3 days to process request. Request will be sent electronically.

G.3 Hang-Out-with ME (HOME)

An online current awareness service of the SLSU libraries/Learning Resource Center to constantly post library information updates to library Facebook page/messenger or interactive webpage of the SLSU Libraries and send email communication to Deans and program heads of the latest library resources such as books, subscribed e-journals, e-books and online databases, compiled open access of e-resources and details on how to access these e-resources.

G.4 Electronic Document Delivery Service (EDDS)

SLSU Librarians/Staff in charge process request for articles and book chapters from books, articles from journals, theses/dissertation abstract, e-resources and other materials available in SLSU Campus Library/Learning Resource Center. These documents are scanned and will be sent electronically via email.

Student, faculty & Staff may request to avail this service by filling out completely the EDDS google form provided by the campus library with the specific information of the material being requested. This includes the title of the journal and article, the book title, author and date of publication. The Librarian/staff will search the Infolib/ Web OPAC/ on the library holdings whichever is applicable in respective SLSU campus library.

The library personnel will process request within 9 minutes for request with ready PDF or 34 minutes for request without ready PDF or e-books in the library. In some cases, for bulk request, give the library in-charge to process request within 1-2 days.

CAMPUS	EDDS LINK
Sogod	https://tinyurl.com/edds-mc
Bontoc	https://tinyurl.com/mr3u3s57
Maasin	https://tinyurl.com/2vjktmpp
Tomas Oppus	https://tinyurl.com/2p86h578
San Juan	https://tinyurl.com/edds-sj
Hinunangan	https://tinyurl.com/edds-hc

G.5 Web OPAC (for campus library with DLM)

An Online Public Access Catalog accessible on the web with linked to the university webpage or as provided by the library. Students/Faculty/Staff may visit first the Web OPAC of the University Library to search for the availability of references needed with their subject or researches. Students, Faculty & Staff takes down notes of the bibliographic information of the book, theses, journal article etc. searched before connecting with the Ask-A Librarian for further actions.

Link: <https://opac-slsusogod.follettdestiny.com>

G.6 Digital Library

An online service platform provided by the library to clients as a one-stop shop to access and do research online and access offline for varied collections borrowed in the platform. These resources are in multiple formats such as e-books, audiobooks, videos, e-journals, e-magazines, courses, podcasts, and images, and linked to other online databases subscribed by the library, and open access sites for more resources. Moreover, this digital or online library provided clients to create a personalized account with access to multiple devices.

Link: <https://southernleytestateu.unlimitedlearning.io>

Other services:

1. Wi-fi-Zone. The university library provides unlimited wi-fi access to our clients.
2. Inter/Intra-library loans. Is there a book that you would love to read, but don't see or not available in our collection? Don't worry, we can borrow it for you from another library.
 - Intra-Library Loan means that we can borrow a book for our client from one of our external libraries (refer to approved resource sharing)
 - Inter-Library loan means borrowing library materials for our client from our partner libraries outside of SLSU library system with existing MOA.

15.5 ICT Services

The importance of information communication technology to the student life is very much acknowledged knowing that this media plays important role in the academic life of a learner. Along this contention, the university provides ICT facilities where a student has access in making researches. The library offers e-sites for the students to avail for e-books in their search for knowledge aside from the online access in the internet café.

16. GENERAL UNIVERSITY POLICIES

The academic year is divided into two semesters of at least eighteen (18) weeks each and summer sessions of six weeks for a minimum of total of fifty-four (54) hours of instruction per CY3-unit subject per term.

16.1 ADMISSION

Admission to the university shall have two phases (*phase 1 entrance examination, phase 2 program-based interview*) as

approved per BOR Resolution No. 170 series of 2022.

16.2 STEPS IN ENROLMENT

- Step 1. Present credentials for evaluation at OSAS. First year applicants and transferees must have met the admission requirements of the University.
- Step 2. Proceed to the office of Information System (IS) for student ID number assignment.
- Step 3. Proceed to the Department Head/Dean of College / Director concerned for encoding of subjects and/or for the evaluation of subjects to be credited (taken from other university/school for the transferee).
- Step 4. Proceed to the FHE office for FHE eligibility status.
- Step 5. Proceed to the cashier for those students with financial obligation and pay; and those with no financial obligation proceed to Step 6.
- Step 6. Proceed to the Registrar for submission of credentials and validation of registration form.

16.3 CLASS ATTENDANCE

- 16.3.1** All students are obliged to attend classes regularly.
- 16.3.2** Due to illness or some other valid reasons students may be excused from the class provided that they can present a medical certificate/certificate of appearance issued by a physician or concerned authority, respectively.
- 16.3.3** Any student who accumulated three (3) unexcused absences from the class must obtain an excuse slip from the Guidance & Counseling Office/OSAS to be presented to the instructor upon assumption to class.
- 16.3.4** Any absence incurred immediately after a short vacation (Christmas, Election Day, and others) is normally considered unexcused unless there is a clear and valid reason for the absence.

- 16.3.5** A student who accumulated absences equivalent to twenty percent (20%) of the total number of class hours per subject in a semester shall be automatically dropped from the class.
- 16.3.6** The Registrar and the Director of Student Affairs and Services (OSAS)/SAS Head shall be advised of the action taken by the professor to the student by submitting a Form for Dropping Students.
- 16.3.7** If majority of the absences incurred by a student are excused, the student may not be given a grade of FAILED instead may just be DROPPED from the roll.
- 16.3.8** A student may be accepted in class even after being late for 15 minutes but the student should be marked late during that session. If a student is habitually late, the professor should refer the student to OSAS for appropriate action.
- 16.3.9** Habitually Late: Habitual tardiness refers to 5 times accumulated late in two (2) consecutive months.

16.4 COMMENCEMENT EXERCISES ATTENDANCE

- 16.4.1** All candidates for graduation shall attend the commencement exercises unless the Office of Students and Auxiliary Services recommends the graduation of a student in absentia on grounds of sickness or other equally acceptable reasons which must be supported by strong evidence, provided also that the student has met all the requirements.

16.4.2 Academic Costume

Candidates for graduation, the faculty, and the university officials shall be required to wear the prescribed academic gown during the commencement exercises in accordance with the rules and regulations of the University.

16.5 FLAG CEREMONY

- 16.5.1** All students are required to attend the flag ceremony every Monday morning.
- 16.5.2** Students shall observe proper behavior and conduct during the ceremony.

16.6 SCHOOL UNIFORM

College:

Female Students:

1. Female Students shall wear the prescribed school uniform with the skirt in knee length and blouse should not be inserted.
2. Students wear only their shop and PE uniform during their respective classes.
3. Black closed shoes (not rubber shoes)
4. Slippers and sandals shall not go with the uniform.

Male Students:

1. Male students shall wear the prescribed school uniform.
2. Students shall wear only their shop work and PE uniform during their respective classes.
3. Black closed shoes (not rubber shoes).
4. Slippers and sandals shall not go with the uniform.

16.7 IDENTIFICATION CARD

- 16.7.1** All students are required to wear the official ID during classes and within the school premises. The ID is required for the following:
- Admittance to programs, convocations, lectures, film showings and other activities if necessary.

- Use of University facilities and services like library, infirmary, guidance services, and recreational facilities in the PE department/Gymnasium.
- 16.7.2** All campuses should require students to secure a library ID.
- 16.7.3** In case of loss, an affidavit of loss is required for its replacement. A replacement form may be secured from the OSAS for certain procedural requirements.

17. CONDUCT AND DISCIPLINE

17.1 Every student shall observe the laws of the land, the rules and regulations of the university and the accepted standards of good behavior.

17.2 GUIDELINES IN HANDLING COMPLAINTS/ GRIEVANCES FROM STUDENTS, PARENTS AND OTHER STAKEHOLDERS

17.2.1 Complaints of Student against Student and Complaints of Teacher against Student

17.2.1.1 Jurisdiction of the Office of Student Development Services/ Office of Students and Auxiliary Services

The Office of Student Development Services (OSDS) in the main campus and the Office of Students and Auxiliary Services (OSAS) in external campus shall have the exclusive jurisdiction to hear and resolve complaints committed inside the campus against and/or between students of Southern Leyte State University. It also has jurisdiction to entertain grievance/s of students toward the university and a grievance initiated by person/s other than student/s.

17.2.1.2 Scope of the Office of Student Development Services/ Office of Students and Auxiliary Services Jurisdiction

The OSDS/OSAS in taking cognizance of any complaints is only for finding of facts. However, he/she may resolve conflict/s only if not punitive in character. The Head of OSDS / OSAS shall serve as a liaison unit with various units, offices, departments, or colleges of Southern Leyte State University on all complaints and grievances from students, teachers, parents, and other stakeholders.

17.2.1.3 Complaint

The complaint shall state the name, course and year or position of the respondent and shall be accompanied by the affidavits of the complainant and his/her witnesses, as well as other supporting documents, if necessary, to establish prima facie case. Such complaint shall also state the name of the complainant, course and year or position, address, and contact number. No complaint for and in behalf of the complainant shall be entertained unless he/she is incapable; in such case, his/her parents or guardian may file the complaint. The complaint shall be in such number of copies as there are respondents, plus two (2) copies for the official file. The minimum operating standards shall be followed in filing and addressing a complaint:

- a. Communication Channels. The complaint shall be sent to any of the following

communication channels: university quality form, short message service, electronic mail, postal service, Google form, and official Facebook page (ACE of SLSU Help Hub).

- b. Operating Hours. The complaint shall be entertained by the Head of the Office of Development Services (OSDS) in the main campus and the Head of the Office of Students and Auxiliary Services (OSAS) in the external campus, through any of its communication channels, eight (8) hours a day, from 8:00 AM to 5:00 PM only, every Monday to Friday, excluding national holidays and work suspensions.
- c. Restrictions. A complaint lodged through any of the communication channels shall be immediately reviewed to verify its authenticity and to prevent the flood of prank complaints. Complaints regarding any behavior of sexual or abusive nature; any willful or unlawful use of school money or property; any act of subversion or affiliation with or participation in subversive movements; forgery, alteration or falsification of documents; selling, possessing, using, distributing, or peddling narcotics and other prohibited substances or dangerous drugs and other illegal or regulated drugs; carrying of deadly weapon, and; attempted arson shall have a notarized statement. Only the verified complaint shall be acted upon.

- d. **Process Flow.** A verified complaint received through any of the communication channels shall immediately be referred, directly or indirectly, to the concerned individual/unit/office/department/college for appropriate action. As much as the circumstances permit, the complainant shall be given advice or feedback on the status of the concern until its resolution. The university's quality process on handling complaints/grievances shall be followed at all times.

- e. **Period to Take Action.** A complaint lodged through any of the communication channels shall have a concrete and specific action within three (3) working days from receipt of the concern by an individual or proper unit/office/department/college. The OSDS/OSAS shall either dismiss it if it finds no ground to continue with the investigation, or issue a written notice to the respondent to answer, attaching to it a copy of the complaint and its supporting affidavits and documents.

17.2.1.4 Right of the Respondent

The respondent shall have the right to due process. In all proceedings, the respondent shall have the right to represent himself/herself, or be represented by any person of his own choice. A member of the BAR, faculty or staff is not allowed to represent the respondent. The respondent shall also

have the right to examine evidence submitted by the complainant which he/she may not have been furnished and to copy them at his/her expense.

17.2.1.5 Procedure in handling complaint/s by the OSDS/OSAS.

a. Complaint/Answer

A written complaint shall be filed in the OSDS/OSAS through any of its communication channels. Upon receipt of the complaint, the OSDS Head/SAS Head shall issue a written notice of complaint to the student complained of. A copy of complaint/s shall be attached in the notice. The student complained of shall answer within three (3) working days upon receipt of the notice. Within five (5) working days upon receipt of the answer, the OSDS Head/OSAS Head may set a clarificatory hearing if there are facts and issues to be clarified from a party or a witness. Parties to the hearing must be duly notified.

Within five (5) working days after the clarificatory hearing, the OSDS Head/OSAS Head shall resolve the issue/s and shall make a resolution on his/her findings. If the violation is not punitive in character, the OSDS Head/OSAS Head shall admonish the respondent not to repeat the act or omission complained of. However, if the act or omission of the respondent violates the rules and regulations of the university, the

OSDS Head/OSAS Head shall forward the matter to the Committee on Discipline (COD).

b. Complaint/No Answer/Admission

If the student complained of failed to file his answer after due notice, or admit all the material allegation/s, the OSDS Head/OSAS Head shall resolve the matter based on the allegation/s in the complaint. His/her recommendation shall be forwarded to the COD. The COD shall review the resolution and impose the corresponding penalty if it finds there exist a clear violation of school policy. The COD shall promulgate its own rules in deciding a case submitted before them.

17.2.1.6 Prescriptive Period

Save in cases of grievance, all complaint/s against student/s shall be prescribed in three (3) months from its commission if no action has been taken by the university. The institution of the action in the OSDS shall interrupt the period of the offense charged.

In either case (student to student or teacher to student), the student involved shall be provided counseling services with the Head of the Office of Student Welfare Services (OSWS)/Guidance and Counseling Coordinator in the external campus before and after handling the case.

17.2.2 Complaints of Student against Teacher

17.2.2.1 A written complaint shall be filed by the aggrieved student to the Office of Student Development Services/Office of Students and Auxiliary Services in the external campus through any of its communication channels. The OSDS Head/OSAS Head in the external campus shall forward the complaint against a teacher to the department head or institute director as the case may be, to determine whether the complaint is sufficient in form and in substance.

17.2.2.1.1 The department head / institute director shall require the faculty concerned to answer the allegation/s in writing within three (3) working days. A copy of the complaint shall be attached thereto. However, the identity of the complainant shall only be disclosed depending on his/her confidentiality agreement and depending on the nature of the complaint.

17.2.2.1.2 After the issues are joined, the department head/institute director shall make a resolution on the matter within three (3) working days.

17.2.2.1.3 In the event the faculty concerned admits all the allegation/s in the complaint, the department

head/institute director as the case may be shall immediately endorse the matter to the Office of President for the imposition of the proper penalty. However, if the faculty concerned denies all the material allegations in the complaint, the department head/institute director shall refer the matter to the Vice President for Academic Affairs (VPAA)/Campus Director for further inquiry.

- 17.2.2.1.4** The VPAA/Campus Director shall require both parties to submit additional evidence. He/she may also require the parties to appear in his/her office for a clarificatory hearing.

- 17.2.2.1.5** The VPAA/Campus Director, upon finding a prima facie case, shall make a resolution within a reasonable time. Such resolution shall be forwarded to the University President.

- 17.2.2.1.6** Upon receipt of the resolution from the VPAA/Campus Director, the President shall review all the documents and evaluate the same. If the latter found prima facie case sufficient to warrant a conclusion,

a fact-finding committee will be created.

- 17.2.2.1.7** The composition of the Fact-finding Committee shall be composed of the following who shall be designated by the University President:
- a. Chairperson
 - b. 4 members

18. OFFENSES AND PENALTIES

A student who violates the rules and regulations of the University is penalized according to the following procedures depending on the nature of the offense.

Major Offenses A, B, C, and G – must be dealt with accordingly;
 Minor Offenses D, E, and F:

First Offense – reprimand/warning & a promissory letter to be given to the Director of Student Affairs and Services and Department Head(s)/College Dean(s);

Second Offense – punishable based on their respective offenses;

Any repetition of an offense shall be dealt with more severely.

- A. Offenses punishable by a minimum of one (1) year suspension and maximum of dismissal/expulsion
 - Assaulting (physically and verbally) any faculty/staff members or students inside the campus.
 - Any act of subversion or affiliation with or participation in subversive movements.
 - Participating in illegal national and institutional strikes, rallies and demonstrations.

- Preventing other students and members of the staff from discharging their duties, Threatening, or intimidating any student to attend any activity or to be absent from class.
- Arson
- Conniving with bad elements in deliberately attempting to sabotage, steal or place the school in danger or in great embarrassment.
- Forgery, alteration or falsification of College documents, records, and others.
- Acting as accomplice in any form of crime against person, and/or property.
- Taking an examination in place of another student.
- Selling, possessing, using, distributing, or peddling narcotics and other prohibited substances or dangerous drugs such as shabu, marijuana, and other illegal or regulated drugs or drug paraphernalia in violation of law of ordinance. (join with the sale)

B. Offenses punishable by a minimum of one (1) semester suspension and maximum of one (1) year suspension

- Indecency which pertains to sexual behavior which includes necking, kissing, petting in public and other related acts.
- Carrying deadly weapon like knife or any bladed weapon or any lethal instrument.
- Habitual disregard or willful violation of established policies and regulations.
- Habitual drunkenness.
- Habitual cheating during examination.
- Bribery.
- Gambling within the campus.
- Attempted arson.
- Stealing of properties of university, employees, guests, and fellow students, including their personal valuables.

- Prank jokes resulting to physical injury.
- C. Offenses punishable by a minimum of three (3) months suspension and maximum of one (1) semester suspension
- Coming to school under the influence of liquor
 - Drinking in the classroom, hallways, office buildings, dormitories and other places in the campus.
 - Bottle smashing and similar acts that may cause accidental injuries to motorists and pedestrians.
 - Destroying field experiments.
 - Stealing or destroying test papers/school properties.
 - Fighting or resorting to physical violence to settle disputes.
 - Deliberate disruption/disturbance of school affairs.
 - Vandalism such as tearing or defacing any library book, magazine, or periodicals, and destroying other school properties.
 - Unauthorized removal of official notices and posters, erasing, destroying, mutilating and/or altering with mischief any posted notice or any form of official announcement.
 - Publishing or circulating derogatory statements in word and in deed or disrespect about the University, its staff members or fellow students which tends to place any member in ridicule or in contempt.
 - Habitual disregard or willful violation of established policies and regulations reflected in the University Code and SSC By-Laws (for its officers only).
- D. Offenses punishable by a minimum of one (1) week suspension and a maximum of two (2) weeks suspension
- Staying in the dormitories or quarters of the opposite sex beyond visiting hours.
 - Carving, staining, and writing/drawing on any school

- property.
- Any form of dishonesty and/or deceit like cheating during examination, recitation, and the like.
 - Smoking in the classroom, library, or any place in the campus.
 - Picking fruits, flowers, plants and other products in the campus site without permission from proper authority.
 - Destroying economic or ornamental plants of the school.
-
- Unsanitary practices such as spitting/vomiting on walls or floors of campus buildings or defecating in undesignated areas.
 - Possession, display or distribution of pornographic materials within the campus.
 - Using another person's identification card, library card, internet card and examination permit.
 - Entering other student's quarters and dormitories without permission.
 - Public disturbance and misconduct such as shouting, whistling, wild laughter and loud talking within the campus.
 - Littering such as dropping candy wrappers, peeling, pieces of paper, etc.
 - Using cellphone (texting, playing games, calling, etc.) while attending a class.
 - For males: Long hair (maximum of nape length), sando & jersey, shorts, (basketball short, *porontong*, beach short, and the like), ripped jeans, outlined eyebrows, long and colored fingernails, colored hair and earrings while attending classes or during class days.
 - Using of sandals and slippers while attending classes or during class days, except when there are cuts and wounds and rainy days.
 - For females: Colored hair (other than black and brown)

and wearing outfits that are skimpy, with plunging neckline, see-through, mini (short or skirt), with spaghetti straps or strapless, ripped jeans and colored hair, and no excessive use of make-up while attending classes or during class days.

- For non-binary: Colored hair (other than black and brown), long hair (tamed during classes and formal events i.e. graduation ceremony, except for Criminology students), sando & jersey, shorts, (basketball short, *porontong*, beach short, and the like), ripped jeans, outlined eyebrows, long and colored fingernails, colored hair and earrings while attending classes or during class days.

E. Offenses punishable by monetary fines and disciplinary measures

- Violations of SLSU Solid Waste Management Program (SWaMP)
- payment of damages to property shall be exacted accordingly.

F. Malversation of funds:

All student organizations' financial statements are subject for external auditing.

- 5,000.00 and above - Suspension of one (1) semester and payment
- 5,000.00 and below – payment and reprimand

19. COMMITTEE ON DISCIPLINE

Section 1. Committee on Discipline. The committee on discipline shall be composed of:

- a. Chairperson: Vice-president for Students and Auxiliary Services (VPSAS) in the main

- b. campus or Campus Director in the external campus;
- c. One (1) faculty member as recommended by faculty organization;
- d. One (1) non-teaching personnel as recommended by the administrative staff organization;
- e. organization;
- f. Two (2) representatives from the SSC as recommended by the SSC officers, and;
- g. One (1) secretary who shall be appointed by the Chairperson in his/her non-voting capacity.
- h.

Section 2. Jurisdiction – All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Committee on Discipline.

Section 3. Filing of Charges – A disciplinary proceeding shall be instituted by the appropriate authority or upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of the said charge or report with the Committee on Discipline, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substance of the charge.

Section 4. Preliminary Inquiry– Upon receipt of the complaint or report, the Committee, as the case may be, shall determine whether such complaint or report is found sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardian of the

charged student shall be furnished with the copy of the same.

- Section 5. Answer – Each respondent shall be required to answer in writing within three (3) days from receipt of the charge or charges.
- Section 6. Hearing – Hearings shall begin not later than one (1) week after receipt of the student's answer or after the expiration of the period within which the respondent should answer.
- Section 7. Duration of Hearing – No hearing on any case shall last beyond two (2) calendar months.
- Section 8. Notice of Hearing – All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be given sufficient notice for the purpose of this section.
- Section 9. Failure to Appear at Hearing – Should either complainant or respondent fail to appear for the initial hearing after due notice or without sufficient cause, this fact shall be noted and the hearing shall proceed without prejudice to the party's appearance in subsequent hearings.
- Section 10. Postponement – Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.
- Section 11. Decision of the Committee on Discipline – The Committee shall decide on each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings, verdict, and the specific regulation on which the decision is based.

Section 12. Finality of Decision – Any decision of the Committee, other than expulsion, or suspension for more than thirty (30) calendar days, shall be final and executable after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

Section 13. Appeal – In all cases in which final decision is not conferred by the Committee, the respondent may file an appeal with the President within ten (10) days exclusive of Sundays and official holidays after receipt of the decision.

Section 14. Action of the President – The President shall automatically review and decide all student disciplinary cases in which the penalty of either suspension for one (1) year, expulsion, or withdrawal of registration privileges is imposed.

The President shall have the authority to affirm, reverse, decrease or increase the penalties imposed in the case under review.

The decision of the President shall be final and executory after fifteen (15) days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.

Section 15. Action of the BOR – The Board may review on appeal decisions of the President when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

Section 16. Rights of Respondents – Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law.
- b. To be convicted only based on the substantial evidence being presented in the proceedings.
- c. To enjoy the rights, and privileges in case of pending decision on any charges. However, the OSAS may issue a preventive suspension order to the respondent for not more than fifteen (15) days where it deems necessary to maintain the security of the University, and
- d. To defend himself personally, or by a representative of his own choice.

Section 17. Effect of Decision – Decision shall take effect upon the approval of the authorities. However, final decision of suspension or dismissal within thirty (30) days to final examination shall take effect during the subsequent semester, except when the respondent is graduating in which case, the penalty shall take effect immediately.

SUPPLEMENTARY APPLICATION

1. Supplementary Application of RA No. 8292

The provisions of RA No. 8292, otherwise known as the “Higher Education Modernization Act of 1997”, shall be an integral part of this Manual and shall serve as part of the Governing Charter of the University.

2. Supplementary Application of Relevant Laws, Rules and Regulations.

All relevant laws and the rules and regulations promulgated by the Commission on Higher Education and such other competent authority shall apply suppletorily in this Manual so far as authorized by the SLSU Board of Regents.

RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

Basic Rights of the Students

Subject to the limitations prescribed by laws and regulations, students of the University shall enjoy the following basic rights.

- The right to receive primarily competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- The right to choose freely their field of study, subject to the existing curricula and to continue their courses therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations.
- The right to school guidance and counseling services in making decisions and selecting the alternatives in fields of work suited to their potentialities.
- The right to access own school records, the confidentiality of which the school shall maintain and preserve.
- The right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
- The right to publish a student newspaper and similar publications as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
- The free expression of opinions and suggestions and to effective channels of communication with appropriate bodies of the University.
- The right to form, establish, join and participate in the organizations and societies recognized by the University to foster their culture, intellectual, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
- The right to be free from involuntary contribution, except those approved by their own organizations and societies.
- Every student is entitled to be respected as a person with dignity. No student shall be subjected to exploitation, involuntary

servitude or unusual punishment.

- Every student admitted by the University has the right to continue and pursue his/her course of study therein up to graduation, except in cases of academic delinquency and violations of school regulations.

In addition to the aforementioned basic rights, students shall also enjoy the following specific rights:

- The right to participate upon invitation in the formulation and development of policies affecting the school in relation to the locality/region, and nation through representation in the appropriate bodies of the University as determined by the Governing Board.
- The right to receive reasonable protection and security within the school premises.
- The right to know or be informed of the rules and regulations affecting them.
- The right to participate in relevant curricular and co-curricular activities duly authorized and recognized by the institution.
- The right to due process of law.
- The right to be assisted by the school through current and adequate information on work opportunities, and
- The right to receive medical and dental services as well as first-aid service.

Duties and Responsibilities of Students

In addition to those provided for under existing laws, every student shall:

- Exert his/her utmost efforts to develop his potentials for service that he/she may become an asset to his/her family and to society.
- Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity.
- Promote and maintain the peace and tranquility of the school by

observing the rules of discipline and by exerting efforts to maintain harmonious relationships with fellow students, teachers, academic staff, and other school personnel.

- Participate actively in school and civic affairs for the promotion of the general welfare particularly in the social, economic and cultural development of his/her community and in the attainment of just, compassionate and orderly society.
- Exercise his/her rights responsibly with the knowledge that he/she is answerable for any infringement or violation of the public welfare and the rights of others.

Code of Conduct for Students

- At all times, every student must abide by all the laws of the land, and all the policies and regulations of the University.
- Every student shall observe at all times the pledge of loyalty and discipline to the institution.
- Students are expected to conduct themselves with dignity and manner at all times both inside and outside the campus, and to uphold moral standards.
- Students shall at all time refrain from committing acts that may embarrass the University or bring dishonor to its name.
- Students shall regard fellow students, the administrative employees, and the faculty members with respect and kindness.
- The maintenance of student conduct and discipline is anchored on the full acceptance by the students of all policies, rules and regulations prescribed by the University, as signified by their enrolment pledge and through counseling provided by the faculty who shall be exercising substitute authority.

General Rules:

Every student is expected to observe the norms of moral conduct and personal discipline. As such, he should exhibit the following qualities.

- He/she conducts himself/herself properly at all times inside and

outside the campus.

- He/she respects the rights of others as he/she would want his/her own rights to be respected.
- He/she preserves and protects school property.
- He/she is honest to himself/herself, accepts his shortcomings and strives to improve change.
- He/she is fair and just in his/her dealings with his/her fellowmen.
- He/she lives by the precepts of love, justice, compassion and concerns for others.
- He/she devotes himself/herself to the fulfillment of his/her obligations and considers his/her right as means to the same.
- He/she learns to forego the enjoyment of certain rights and privileges for the benefit of others who are needier and for the greater good of society.
- He/she resolves problems and conflicts without prejudicing others.
- He/she is tolerant and humble enough to accept that others may be better than he/she is.
- He/she has developed to be temperate with propriety in words and in action, especially against vices, e.g. gambling, drinking, drugs, sexual excesses, aberrations, and the like.

INSTITUTIONAL GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS OF SLSU

Southern Leyte State University adopts a policy of mandatory drug testing of students to new enrollees, returnees, transferees or continuing, as part of the University's admission and retention policies. Specifically, compulsory drug testing shall be observed upon admission to the University while the random selection of subject students shall be considered for continuing students. In the event where positive results yielded during the drug test, the University is not barred from admitting the student or applicant, unless there is a valid reason not to admit the same on grounds other than the positive findings as a result of the drug test.

In compliance to RA 9165 and other statutory and regulatory issuances or requirements, the Southern Leyte State University hereby formulates the institutional guidelines for the conduct on drug testing of students by adhering to the following issuances to wit: Republic Act No. 9165: *“Comprehensive Dangerous Drugs Act of 2002”*; Republic Act No. 10173: *“Data Privacy Act of 2012”*; CHED Memorandum Order No. 18, s. 2018: *“The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions(HEIs)”*; Dangerous Drugs Board Regulation No. 6, s. 2003: *“General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students”*; and Dangerous Drugs Board Regulation No. 3, s. 2009: *“General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, series of 2003”*.

This “Institutional Guidelines for the Conduct of Drug Testing of Students of SLSU” manual was approved by the Board of Regents per BOR Resolution No. 86, s.2019 dated 19 October 2019 at Pavillion Hotel, San Jose, Tacloban City, Philippines.

POLICIES FOR ALL SOCIAL AFFAIRS

All social affairs must have the prior approval of the:

1. OSAS Director/SAS Head at least a day before the program.
2. All social affairs must stop at 12:00 midnight and shall be the responsibility of the SAS Head or the faculty adviser to announce the last dance before 12:00 midnight.
3. No one is allowed to ingest intoxicating liquor. Anyone caught under the influence of liquor will be given disciplinary action by the COD through the endorsement of the Security Officer.
4. No one is allowed to cross-dress during parties except costume parties. Dress code for every affair should be disseminated. Revealing clothes that bare too much flesh are strictly prohibited.
5. All students are expected to show courtesy and thoughtfulness

for others and to maintain proper decorum during social affair or activity.

Definition of Key Terms

1. Admission – the process of enrolment which starts in the checking of credentials at the OSAS and ends in the validation at the Registrar’s Office.
2. Bonafide student- any student officially enrolled in his/her campus with ORF as proof.
3. Cross-enrolment – enrollment process of a student from one campus to other campus of SLSU or from other school to SLSU which requires the cross-enrolling student a Permit to Study from his/her campus/school of residence/origin.
4. Dual Citizen - a student having both a Filipino and foreign citizenships.
5. Foreign Student – a student whose nationality is not Filipino as reflected in his/her birth certificate, passport and other legal documents.
6. Grant – a financial privilege given to a student that does not require a specific grade to maintain.
7. Late enrolment – enrollment that is done on the first day of classes until enrolment finally stops.
8. Latin honors - privilege awarded to graduating students who completely met the requirements of this privilege determined in this Student Manual.
9. Major subjects – specialization or content subjects as specified in the CMO per program/course that are explicitly relevant to the skills and competence exclusive to the student’s course program.
10. Mandated subjects – subjects which are mandated by law to be taken by all students in the Philippines regardless of the curriculum of their program.
11. Minor subjects – refer to general education and mandated subjects that are not exclusive to the student’s course program. Institutional subjects are likewise considered minor subjects.

12. Pre-requisite subject - a subject to be passed first before enrolling in another subject of another higher level
13. Residency - refers to the duration or time of the students to finish the required degree program as prescribed in the curriculum.
14. Scholarship- a financial privilege given to a student that is competitive in nature and does require a minimum grade to maintain.
15. Transferee - a student who is previously enrolled in other campus or university and wishes to enroll in any other campus.

LAWS AND OTHER GUIDELINES/POLICIES (*can be accessed at www.slsuonline.edu.ph*)

1. REPUBLIC ACT 7877 AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES
2. REPUBLIC ACT 11053 “AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049 ENTITLED AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR”
3. REPUBLIC ACT NO. 7877 A PRIMER ON ANTI-SEXUAL HARASSMENT
4. REPUBLIC ACT NO. 9262 AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES
5. REPUBLIC ACT NO. 9442 AN ACT AMENDING REPUBLIC ACT NO. 7277, OTHERWISE KNOWN AS THE "MAGNA CARTA FOR DISABLED PERSONS, AND FOR OTHER PURPOSES"
6. REPUBLIC ACT NO. 9165 AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFORE, AND FOR OTHER PURPOSES
7. REPUBLIC ACT NO. 10931 UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION ACT OF 2017

8. CMO NO. 63, S. 2017 POLICIES AND GUIDELINES ON LOCAL-CAMPUS ACTIVITIES
9. CMO NO. 1, S. 2015 ESTABLISHING THE POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT IN THE COMMISSION ON HIGHER EDUCATION AND HIGHER EDUCATION INSTITUTIONS (HEIs)
10. CMO NO. 09, S. 2013 ENHANCED POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES
11. CMO NO. 18, S. 2018 THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS
12. BOR RESOLUTION NO. S. 2019, DECEMBER 2019 INSTITUTIONAL GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS OF SLSU
13. BOR RESOLUTION NO. 123, S. 2018, REVISED ADMISSION POLICY
14. BOR RESOLUTION NO.7, S. 2019, MECHANISM FOR OPT-OUT OF THE FREE HIGHER EDUCATION SUBSIDY FOR TUITION AND OTHER SCHOOL FEES AND MECHANISM FOR VOLUNTARY CONTRIBUTION
15. BOR RESOLUTION NO. 170, S. 2022, REVISED ADMISSION POLICY
16. BOR Resolution No. 59, s. 2022 KALAMPUSAN MO KALIPAY KO: SLSU ADOPT-A-STUDENT PROGRAM

Approved: August 11, 2022