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# APPENDIX A:

## 5 C's of Lasallian Excellence

Source: Lasallian Spirit in Action (LASSA) Core group.

As the focus of St. La Salle's mission of education, Lasallian students must at all times be the embodiment of the values, ideals, and traditions pursued by the Founder. Thus, Lasallians should continue to be:

### **Committed**

Lasallians have a strong commitment to life-long learning, are self-disciplined, and internally motivated; appreciate culture and the arts; respect local traditions but at the same time tries to improve them.

### **Competent**

Lasallians are clear and critical thinkers. They are articulate, creative, innovative, and resourceful students. They are aware of their shortcomings but strive to overcome them.

### **Confident**

Lasallians are self-reliant, loyal, resilient, reliable, principled individuals. They are fair and honorable in competition. They believe in their youthful energy to make a difference in the world they live in.

### **Compassionate**

Lasallians have a deep social awareness which imbues them with a strong desire to work for the establishment of a just and equitable Philippine society. They respect the environment and act responsibly in using the earth's resources.

### **Christian**

Lasallians are living witnesses to Scriptures. They take their religious obligations seriously, have a devotion to Jesus Christ and to the Blessed Virgin Mary, live their faith, and they lead healthy lives.

# APPENDIX B:

## Student Services

### **Student Personnel Services**

Cognizant of its responsibility of developing the full potentials of the individual person, the University sponsors and implements a comprehensive student services program. Coordinated by the Dean of Student Affairs, the following offices offer student-related services.

### **Cultural Arts Office (CAO)**

The Cultural Arts Office dedicates itself in promoting a well-balanced informal education of culture and the arts to the Lasallian community. Through its self-organized programs and activities, the awareness and appreciation of different art forms are being promoted. It ensures that its self-organized productions being shown are of good quality and are relevant to the community.

The office also cultivates the innate talents of artistically inclined Lasallian students through its different cultural organizations representing dance, media, music, theatre, and visual arts. The skills of aspiring artists in these fields are refined through relevant workshops, seminars, symposia as well as competitions and awards. The CAO consists of the student support staff and eight groups: the DLSU Bootes, DLSU Chorale, La Salle Dance Troupe, DLSU Chamber Ensemble, Green Media Group, Harlequin Theatre Guild, De La Salle Innersoul, and the DLSU Pops

Orchestra. They are trained not only to be excellent performers but excellent managers as well. All of these groups also hold outreach programs to promote culture and the arts in the grassroots level through workshops and performances.

#### ***Services/ Programs***

*Artist Development Programs.* The Office provides artistic training through informal curriculum to qualified students inclined in the fields of dance, media, music, theatre and visual arts.

*Performance Requests.* The Office grants performances during the activities of various offices, departments, and organizations inside and outside the University.

*Concerts/ Shows.* The office holds major and minor productions, concerts and other cultural shows through its different accredited groups to heighten cultural awareness and provide venues for exposure and appreciation of the different art forms on campus.



*Artistic Direction.* The office shares its expertise in the areas of music, dance, theater and other arts forms by providing manpower services and artistic inputs to our clients in various facets of production such as production design, technical services, scriptwriting, direction, stage management, hosting services and other artistic and creative innovations.

*Audio-Visual Production Services.* The office also does production of audio-visual presentations, photo and video coverage of activities and exhibit installations on campus through its media group.

*Information Services.* The office acts as the center of information on campus regarding current Manila-based culture and arts events where the students can expose themselves to further their experience and knowledge of the subject.

## Discipline Office (DO)

The Discipline Office is responsible for promoting student discipline, for ensuring the safety and welfare of the students, and for maintaining peace, order and cleanliness in the University. It seeks to prevent, rather than correct unseemly student behavior.

To ensure proper implementation of University rules and regulation, the DO organizes discipline orientation lectures to all students and maintains strong networks with sectors in and out of the University in keeping a safe campus environment. It also provides formation programs for students with discipline problems.

## *Services/ Programs*

*Values Clarification & Student Formation Program.* The program is intended for student discipline offenders recommended by the Discipline Board and the DO to undergo student formation.

*Discipline Lectures.* The Education Section of the DO coordinates with Orient Central Committee and Religious Studies Department for delivery of discipline lectures to students in LS PEP; Orient 1 and 2; and Rels 3 and 4 classes.

*Networking.* Enforcement Discipline Officers are assigned to different colleges to coordinate with the Deans, Vice Deans, Chairs and Guidance Counselors regarding discipline cases in their respective colleges. The DO monitors the activities of the ROTC Corps of Cadets and Officers to ensure that student decorum and discipline, as well as peace and order, during ROTC training are observed. It coordinates with the Office of Sports Development and other sports organizations regarding the proper behavior and conduct of players and spectators during games. It networks with the Security Office in the surveillance of suspicious looking persons on campus who could commit crimes against persons and property in the University.

*Discipline Offenses and Cases.* The DO updates the Deans and Vice Deans on the status of discipline offenses and cases in the University.

*Discipline Clearances.* The DO issues clearances to students for the following purposes: re-admittance to class, leave of

absence, re-enrollment, transfer, course shifting, release of transcript and other academic records, scholarships and employment.

*Lost & Found.* The DO through the Lost & Found Section provides lost and found services. It also lends calculators and umbrellas to students.

## Lasallian Pastoral Office (LSPO)

Called to respond to the challenge of ministering to God's people and inspired by St. John Baptist de La Salle, the Lasallian Pastoral Office commits itself to help build & strengthen the faith-life in De La Salle University-Manila. We make the Church present in the academic community by creating an environment that will nourish & sustain the faith-life of all the members of the Lasallian community by proclaiming the gospel, conducting Christian & Lasallian formation & by celebrating the life of the community through communal prayers & liturgical celebrations. Our mission is to witness & celebrate a caring & sharing community of faith

### *Mission Statement*

The mission of the Lasallian Pastoral Office is to witness and celebrate a caring and sharing Community of Faith through continuing Christian and Lasallian Formation and Renewal.

### *Goals:*

1.To promote and deepen Christian formation in the Lasallian tradition.

2.To proclaim the gospel effectively through creative celebrations and spiritual exercises.

3.To help build an authentic Christian community that actively cares, shares and serves.

### ***The Different Ministries:***

#### *Lasallian Formation Ministry*

This ministry is the Lasallian formation arm of DLSU. It provides programs that aim to help the members of the Lasallian family to deepen their understanding of what it means to be a Lasallian and to appreciate more our rich heritage. It endeavors to make available opportunities for enriching the community's spirituality.

#### *Retreat & Recollection Ministry*

The primary service of the R & R Ministry is to design and develop retreats and recollection programs for specific groups in the University. It also coordinates and organizes spiritual activities for the different sectors of the community.

#### *Worship Ministry*

This ministry provides the members of the University with venues for celebrating their faith through liturgies and para-liturgies. This ministry provides the members of the University with opportunities for spiritual nourishment and growth.

#### *Community Building & Christian Education Ministry*

The CBCE aims to build a faith-full and zealous authentic Christian Community among the members of the Lasallian community. Its goal is



to help members of the community to become deeply rooted in faith and Filipino ideals and assimilate Lasallian values and spirituality.

It also creates programs and activities that enables the Student Lasallian Animators (SLA) and other LSPO volunteers to be active evangelizers in community building and develop total human person in the light of the gospel values

***SERVICES OFFERED BY LSPO:***

Desirous of becoming channels of God's grace and love, we offer the following services to our Lasallian community with the hope that they can be enriched and become integrated people of God.

- *Daily Eucharist*
- *Sacrament of Reconciliation*
- *Morning Prayers*
- *Eucharistic Adoration*
- *Benediction*
- *Advent and Lenten Services*
- *Retreats and Recollections*
- *Creative Prayers Sessions and Liturgies*
- *Spiritual Direction*
- *Lasallian Formation Programs*
- *Saliksik (Freshmen Recollection)*
- *Second Year Recollection*
- *Orient 3/The Lasallian Experience (For Graduating Students)*
- *Student Lasallian Animators Formation Program*

- *Talks on Spirituality and Pastoral Issues*
- *Vocation Campaign*

## Schedule of Services

### *SCHEDULE OF MASSES*

Monday to Friday  
12:10 NN & 5:30 PM

Saturday  
11:30 AM

Sunday  
9:00 AM

### *SCHEDULE OF CONFESSIONS*

Monday to Friday  
10:00 - 11:45 AM

### *SPECIAL COMMUNITY LITURGIES:*

- *LPEP (Lasallian Personal Effectiveness Program) Mass*
- *Mass of the Holy Spirit*
- *Baccalaureate Mass*
- *Vocation Week Masses*
- *Masses for the Dead*
- *Institutional Christmas Mass*
- *Novena Masses in Honor of St John Baptist de La Salle*
- *Candle Mass*
- *Ash Wednesday Mass*
- *Confirmation Rite*

## Office of Career Services (OCS)

Probably the most important office in the life of a graduating student is the Office of Career Services (OCS). This office has a two-fold mission of: (1) Preparing students for the world of work through its comprehensive and extensive programs in career education, such as the Orient 3 career planning workshop, seminars for practicum preparations, company talks, career talks and career advising; it likewise offers reading materials on career planning and job hunting skills, (2) Ensuring that DLSU-Manila students remain the most employable and marketable graduate in the country by maintaining a strong linkage with industry and providing services such as : resume file service, company directory, company profile library, graduate listing subscription and organizing the bi-annual job fairs which has been consistently attended by the best employers in the country.

On top of these, the OCS conducts relevant studies to assist the colleges and the university as whole, in ensuring that the Lasallian graduates remain to be world class in caliber and reputation.

## Office Of Student Activities (OSAc)

**The Office of Student Activities takes charge of ensuring smooth and well-balanced implementation of co-curricular and extra-curricular activities of the different student groups from the Student Council and the Council of Student Organizations.**

It seeks to provide opportunities for students to actualize their abilities as Christian leaders and achievers through programs that develop their managerial and leadership potentials. They also encourage student involvement in University activities, and assists in orienting freshmen and foreign students to the University.

### *Services / Programs*

*Quality Assurance Program.* The program includes the Accreditation System, the orientation of officers of the Student Council, and Council of Student Organizations and other recognized student organizations on OSAc policies, exposures of student leaders to outside events, trainings that raise the standards of performance of the organizations, and a subprogram for faculty advisers to facilitate their assistance to student organizations.

*Freshmen and Campus Tour Orientation Program.* The program is designed to acquaint prospective, new and special partners of the University to the Mission Statement, campus facilities and offices, and the Lasallian community. More importantly, it gives a better understanding of the Lasallian culture and heritage.

*Foreign Students Service Program.* The program is an integrated service program intended to foreign students who are enrolled in the undergraduate and graduate academic courses of DLSU-Manila. This is intended to cater to their socio-psycho-cultural, academic and non-academic needs as well as to their adjustment as students in the University.



The office provides consultation for their needs, and assists in the planning and implementation of special projects for the foreign students.

*Junior Administrative Staff Formation Program.* The program is aimed at developing a pool of selected trained student support staff empowered and characterized by the Lasallian spirit of faith and zeal that assists OSAC in its daily operations, training and orientation of organization officers.

*Lasallian Ambassador (Orientor) Formation Program.* The program is given to qualified student volunteers who are tasked to assist the office in the preparation and the delivery of the Lasallian Personal Effectiveness Program 1 (LPEP1) for the freshmen and the campus tours for local and foreign guests and some requesting high schools for the whole year.

*Elected Student Leaders Formation Program.* The program is designed to hone the personal and organizational skills of all elected Student Council and Council of Student Organizations Officers during their incumbency in their elective positions. This program consists of a series of formative sessions both individually through personal consultations with the OSAC Director/Coordinator or collectively through fora, conferences and workshops with experts in leadership and management.

## Reserve Officer Training Corps (ROTC)

The 247<sup>th</sup> NROTC Unit (DLSU-MIa) is a unit of the Naval Reserve Center 2 of the Naval Reserve Command, Philippine Navy. Its primary role is to train and develop students in the rudiments of military service and produce capable AFP reservists as embodied in the constitution and in the provisions of RA 7077 otherwise known as the AFP Reservist Act of 1991.

A new program will be implemented with the passage of Republic Act 9163 [National Service Training Program (NSTP) Act of 2001]. Under this law, starting School Year 2002-2003, all male/female freshmen students are required to take any of the three (3) NSTP components: Reserve Officers' Training Corps (ROTC), Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS) as a graduation requirement to be undertaken for a period of two (2) trimesters. Each NSTP components shall be credited with three (3) non-academic units per trimester for fifty four (54) to ninety (90) training hours.

Starting 2<sup>nd</sup> Trimester, SY 2002-2003, a new ROTC program will be implemented in the University to be undertaken for two (2) trimesters - Military Science 1 (Basic ROTC Common Module) and Military Science 2 (Basic ROTC Navy Module) on a pre-requisite basis replacing the usual four (4) trimesters Basic ROTC (NS 11, 12 21 & 22) of the Expanded ROTC Program.



## *Programs/Services*

### *Basic ROTC Program*

**MILITARY SCIENCE (MS) 1** (Basic ROTC Common Module) is the course of instructions that serves as introduction of the Basic ROTC Program. Training modules under this course is common to the three (3) branches of service of the Armed Forces of the Philippines – Philippine Army (PA), Philippine Navy (PN) and the Philippine Air Force (PAF). It includes lecture and practical exercises on the different constitutional and statutory provisions of the ROTC program, Drills and Ceremonies, Map Reading/ Land Navigation, Military Indoctrination, Individual Combat Tactics and Weapons Training. Likewise, training on Basic Life Support (BLS) and Disaster Relief & Rescue Operations are included in this course.

**MILITARY SCIENCE (MS) 2** (Basic ROTC Navy Module) is the second term Basic NROTC Course that provides midshipmen the knowledge and skills necessary for naval enlisted reservist. This course covers modules on Naval Operations, Seamanship, Navigation, Engineering/Damage Control and Naval Tactics. Also included in this program is an elective course for midshipmen who opt to specialize in Marines operations that will provide them the knowledge and skills necessary for Marines enlisted reservist. Likewise, visit/educational tour

to naval/military installations and shipboard familiarization aboard Philippine Navy vessels are scheduled during this course.

### *Special Programs*

**ADVANCE ROTC PROGRAM (NS 31,32,41,42)** are prescribed courses of instructions for two (2) years that provides midshipmen the knowledge & skill necessary for Naval/AFP Officer Reservist. Pre-requisite in taking this course is the completion of the Basic NROTC Course and the Midshipman Officers' Candidate Course (MOCC). Midshipmen who will take this course shall be incorporated in the Corps of Midshipman Officers.

**Midshipman Officers' Candidate Course (MOCC)** is the NROTC course of instructions for midshipmen who volunteers/ signifies in joining the Corps of Midshipman Officers. This course can be taken while undergoing or have completed the Basic ROTC program.

**NAVAL SCIENCE (NS) 43** is a 60 day Summer Shipboard Training aboard Philippine Navy vessels designed for graduates of the Advance NROTC Course and a requirement for commissionship in the Reserve Force, PN/AFP.



## Student Development Office (SDO)

The Student Development Office works towards the actualization of the Student Personnel Services Mission by providing models of service excellence, teamwork, and concern for the person for the DLSU Community through the development and implementation of programs that promote self-sustaining growth and positive influence towards wholeness and Lasallian Christian Achievement.

### *The Function*

In general, the SDO initiates, plans, conducts and evaluates activities, projects and programs for the continuous improvement of student development services. Its specific functions are:

- 1 Offers training and consultancy services to the staff, student leaders, student consultants, and other students on matters related to personal, leadership and organization development.
- 2 Designs and evaluates the Lasallian Personal Effectiveness Program (LPEP) Program for all freshmen.

- 3 Assists the colleges in training facilitators for the ORIENT Program.
- 4 Establishes and maintains linkages with the academic units and other university offices involving student development matters.

### *The Consultancy Services Group (CSG)*

The CSG assists client student organizations in solving problems which hinder their effectiveness through a systematic diagnosis of the client organization's problem/s; formulating appropriate interventions and/or programs aimed at resolving the issues identified; providing follow-through services towards increasing effectiveness.

### *The Management of Organizations for Visible Effectiveness (MOVE)*

The MOVE provides student leaders with an awareness and understanding of the basic concepts and theories as well as skills, principles and techniques that will lead to the effective leadership and management of organizations.

### *The Personal Effectiveness Training (PET)*

The PET conducts seminars geared towards improving students' skills in interpersonal relations,

communication, leadership and general self-management.

cartooning, photojournalism, and investigative reporting.

## Student Publications Office (SPO)

Student publications in the University enjoy press freedom. The main concern of the Office is to enable the entire academic community—the student writers and their readers alike—to experience this freedom for as long as they do not violate the rights of others. The *LaSallian*, *Ang Pahayagang Plaridel*, *Ma/ate* and *Green & White* are autonomous organizations but the Office extends to them editorial and technical advice. Likewise, it helps conduct editorial examinations for these publications.

The office aims to encourage critical, but credible, thinking among student writers and the community; provide opportunities for student writers to improve on their craft through practice, interaction and instructions in journalism and creative writing; provide competent advice to student writers on matters concerning campus press operation and management, and encourage freshmen to get involved in the publications and develop a pool of talents ready and able to serve in the schoolpapers.

### *Services/Programs*

*Lecture Series.* The Office conducts or arranges for lectures by practitioners on various topics of journalism and creative writing.

*The Campus Journalism Awards.* The awards encourages student writers to excel in the different areas of journalism particularly in editorial writing,

*Literary Awards.* Held annually, students who excel in poetry, playwriting, essay and short-story writing are given recognition. It is conducted in cooperation with the Philippine Languages and Literature departments.

## Center for Social Concern and Action (COSCA)

The Center for Social Concern and Action is the social development arm of DLSU. It was established in school year 1983-84, a turbulent period in Philippine history when strong political upheavals triggered mass movements, particularly student activism. Through the years, it has developed several programs and projects that promote social responsibility, volunteerism, and community service in the University. Its mission is to participate meaningfully in the process of making Lasallian education relevant and responsive to the needs of the society by making each member of the University socially aware of issues affecting the Nation, active in sharing their time, skills and talents to serving the underprivileged and economically poor sectors of society.

### *Services/Programs*

*Curriculum Integration.* The program integrates social development activities into the curriculum by way of modules and instruments for use in conducting discussions. As part of its work to integrate community service into the curriculum, the Center coordinates with the academic departments, partner

communities, centers, non-government organizations (NGOs), people's organizations (POs), and government agencies (GAs).

The Curriculum Integration Program includes community service of 16 hours for students taking Re civil welfare service for student cadets, and alternative practicum for students who would like to work in NGOs or community-based organizations.

Community Development. The resources of the DLSU community are interwoven between and among the resources and needs of the partner communities, NGOs and POs. This is to ensure that programs are relevant not only to the community-beneficiary but to the college as well.

*Advocacy.* The primary goal of the advocacy program is to develop and strengthen the social awareness and analysis of the Lasallian community on issues of local, national and international concern. The program organizes symposia, fora, group discussions and other in-campus activities. It is also actively involved in policy level discussions and sectoral-constituency consultations.

*Volunteer Formation.* This formation program is designed to deepen the social orientation and hone the skills and talents of volunteers. The program offers two options for involvement, namely, the Lasallian Outreach & Volunteer Effort(L.O.V.E.), an expertise and interest-based volunteer program for faculty, co-academic personnel and students\*, and the L.O.V.E. Alumni Volunteer, which provides opportunities for DLSU graduates to serve COSCA's partner communities and centers for a minimum of one month to a maximum of three months.

*Special Projects and Services.* The Center also engages in activities such as the annual For the Kids, a mini-olympics for special children, relief operations and medical missions, networking with La Salle schools, information dissemination through publications such as Palaso and Issue Monitor, environment seminars, ecology camps, immersion, and others.

## Office of Sports Development (OSD)

The Office of Sports Development is responsible for the development and implementation of the University's Sports Program through the recruitment and training of varsity athletes to represent DLSU-Manila in the UAAP, NCRAA, UNIGAMES and other prestigious tournaments and invitationals, both local and international. When requested, OSD provides advice and service to LSAL, Student Sports Clubs and other members of the University System.

## Center for Counseling and Development (CCD)

The Center for Counseling and Development is a service unit which helps further the University's mission and facilitate the student's growth process through its services and personal mastery programs. The Counselors work as a team networking with administrators, faculty and parents. The CCD adopts the developmental or preventive approach in responding to the needs of the students.

### COUNSELING CENTER SERVICES

1. Personal Counseling
2. Career Counseling
3. Academic Skills Counseling
4. Group Counseling and Workshops
5. Consultation and Outreach Services
6. University Parent Consultation
7. Student Evaluation Services
8. Special Programs:
  - Academic Performance Enhancement
  - Peer Facilitators
  - Practicum and Pre-Doctoral Internship

**Office Hours.** The counseling offices are open from Mondays to Fridays, 8:00 – 5:00 p.m. They are located at LS-259 Mezzanine, College of Business and Economics; G-103, College of Computer Studies; M-111, College of Engineering;

M221, College of Liberal Arts; Yuchengco Hall 6<sup>th</sup> floor, College of Education; and WH204, College of Science.

## The University Library

The De La Salle University Library offers academic library resources and services to support the institution's instructional, curricular, research, and extension programs. It strives to provide an adequate and stimulating learning environment through an organized, relevant and fast delivery of information services and excellent facilities. It is housed in a fully-air conditioned four-story building and strategically accessible to faculty and students. It has a floor area of 6,800 square meters to accommodate its collection, reading areas, workstations, listening and viewing rooms, administrative offices, function rooms, faculty and graduate areas and the **Cybernook** for Internet surfers.

### *Collections*

The library has a collection of approximately 250,000 books with almost 10,000 volumes on deposit and close to 23,000 volumes of graduate and undergraduate theses and dissertations. Periodical subscriptions are either in print or electronic format. Access to online database subscriptions covering full-text journal articles on various subjects is provided through intranet facilities. It houses the collections of the newly established **American Studies Resource Center (ASRC) and European Documentation and Research Centre (EDRC)** in support to the International Studies academic program.



The **Filipiniana Collection** includes books of Philippine imprints and authorship and covers a variety of subjects on the Philippines from history and culture, to the social sciences and technology. It has a rare book collection with some titles in digitized format, a preservation file for original books with author's signature and selected single-copy editions, a map collection, the **Rizaliana Collection** and the **Philippine English Data**, a database of an extensive corpus of oral and written samples of Philippine English. The family memorabilia of Elsa Bitanga-Valeros is proudly displayed in the room, showcasing Philippine culture in the forms of antique furnishings and furniture

The **Instructional Media Collection** contains about 9,000 video tapes and assorted resources such as discs, audio tapes, slides, posters and multimedia sources in CD-ROMs and a wide array of audio-visual and projection equipment and devices.

The **Special Collection** includes the Center for English for Specific Purposes (CESP) collection, the Philippine Oral and Local History collection, the Japan Studies collection and the collections of Efren R. Abueg, Aurelio B. Calderon, Isagani R. Cruz, Clodualdo del Mundo, Jr. Rafael Donato, FSC., Marcelino A. Foronda, Andrew Gonzalez, FSC., Alfredo E. Litiatco, Francisco Ortigas, Emerito S. Quito, Jose Javier Reyes, Robert Salazar, Lorenzo M. Tañada, Elsa Bitanga-Valeros, and Wilfrido V. Villacorta,

The **Archives Collection** covers the institutional, historical, administrative, and academic records of the university.

It includes also all faculty and student publications, graduate, undergraduate, and faculty theses and dissertations, the **La Salliana** collection and a good collection of university memorabilia, numismatics, artworks mostly by local artists, and museum artifacts.

#### **Services**

The Library has twelve professional librarians and two media specialists who are responsible for the development and management of the Library's programs. They provide bibliographical instruction and user's assistance, and regularly conduct library orientation courses for freshmen, new faculty and staff, and other interested parties.

The University Library Council composed of representatives of the College Library Committees, the Student Body, the Library and Assistant Vice-President for Academic Services serves as the main channels of communication between the library and the academic community.

A fully-integrated computerized network system is provided for faster information access. Online public access catalog (OPAC) is searchable onsite and via Internet for remote users. The acquisition, cataloging, indexing, abstracting and circulating functions are done electronically. Current awareness service is provided through the e-mail, intranet and internet delivery systems and the monthly publication of the Library Newsette. Online indexing for selected periodical titles published locally was introduced recently to make access timely.

Involvement in consortium activities and

linkages with other institutions such as the Inter-Institutional Consortium (involving DLSU, St Scholastica's College, St. Paul's College, Manila, Philippine Normal University, and Philippine Christian University), the DOST-ESEP Library Network (involving DLSU, UP, Ateneo, UST, MSU-IT), the European Studies Consortium (involving DLSU, UP, Ateneo), the Inter-University Consortium (involving DLSU, AIM and UP) and the DLSU System Libraries is focused on resource-sharing and document delivery service.

Support facilities are available for the convenience of the users. There are three listening and viewing rooms, a preview room, photocopiers at every floor of the library, a faculty corner, an area exclusively for the use of the graduate students, Library Conference room, Ortigas Room and EDRC Multi-Purpose Room for small conferences, seminars and workshops and a depository counter.

#### **Service Hours**

The service hours:

7:00 am – 7:00 pm – Monday to Friday

7:00 am – 6:30 pm – Saturday

#### **During term breaks and summer:**

8:00 am – 5:00 pm – Monday to Friday

8:00 am – 12:00 pm - Saturday

#### **The English Language Laboratory**

The English Language Lab (ELL), formerly known as SWL or Speech and Writing Lab, was established in 1986 as an adjunct of the Languages Department, now named the Department of English and Applied Linguistics (DEAL). At present, two components make up the lab: 1) the Reading/Writing Lab, and 2) the Speech Lab.

**The Reading/Writing Lab.** This component is housed in M405 where students' reading and writing skills in English are further developed and enhanced. Reading-into-writing materials, which are either paper-based—that is, produced in-house or commercially published—or computer-based, are used to address students' needs. Each activity ends with a writing task that challenges students to put into writing the insights they might have drawn from the given exercise, and to relate these ideas with their realities. Tutor-student conferencing is a major part of the sessions in the Reading/Writing lab.

Who can avail of the services offered in the Reading/Writing Lab? University students, both local and foreign, and who are enrolled in English One, may avail themselves of the lab services. Walk-in students from other English courses are accepted. The lab likewise accommodates students who might need assistance on oral production of sounds, specifically on pronunciation and articulation of words.

How long is one session in the lab? Length of sessions varies according to students' needs. Individualized instruction and small group interactions are made available to facilitate learning.

**The Speech Lab.** This other component of ELL is housed in M407 where students' speech presentations are held and videotaped. Students enrolled in Oral Communication courses are trained to deliver different types of speeches; the videotapes enable them to do self-critiquing which eventually helps them identify their weak points and address them accordingly. Materials in the Speech lab include video cameras, video-playback

machines, video players (V-8, VHS), cassette recorders, overhead projectors, and microphones — all aimed at enhancing students' oral communication skills.

**The English language Lab**, therefore, exists to help students enhance their communication skills in English and to motivate them to access various language resources towards personal development. Accomplishment of this mission can lead to the realization of De La Salle University's vision as a world-class institution – that of producing graduates who are competent in English communication, both in oral and spoken forms.

**Service Hours:** The Main Clinic operates from 7 am until 9:30 pm, Mondays to Fridays and from 8:00 a.m. to 6:00 p.m. on Saturdays, while the Extension Clinic operates from 7:00 a.m. until 9:00 p.m., Mondays to Fridays and from 8:00 a.m. to 5:00 p.m. on Saturdays.

## Health Services

**Location:** The University Clinic has two locations to serve the DLSU Community – the Main Clinic at the ground floor of the SPS Building and the Extension Clinic at the ground floor of the Enrique M. Razon Sports Complex near the elevators.

**Personnel:** The Clinic is staffed by three full-time and three part-time physicians, a full-time and a part-time dentists, four full-time nurses, and one full-time midwife.

**Services:** Aside from conducting the individual physical examination of all new students, the medical staff handles emergency and non-emergency cases of the academic community.

Selected medicines, as starter dose, are dispensed at both clinics.



## Food Services

Four canteens serve hot meals, light snacks and refreshments to the University. These are: Z2 Cafe (College Canteen), located in front of Miguel Hall, the SPS Student Lounge (Marco Polo Canteen) at the second floor of the Brother Connon Hall, and Aristocrat at the ground floor of La Salle Hall and La Casita at the second floor of the Enrique M. Razon Sports Complex. Private rooms in the canteens are also available for meetings and other functions. Catering services during meetings and social functions are accepted.

### ***Service Hours:***

#### *Aristocrat Canteen*

8:00 a.m. to 7:30 p.m.

(Monday to Friday)

8:00 a.m. to 5:00 p.m.

(Saturday)

#### *La Casita*

6:00 a.m. to 6:00 p.m.

(Monday to Friday)

7:00 a.m. to 4:00 p.m.

(Saturday)

#### *SPS Canteen*

7:30 a.m. to 7:30 p.m.

(Monday to Friday)

7:30 a.m. to 5:00 p.m.

(Saturday)

#### *Z2 Cafe*

6:00 a.m. to 6:00 p.m.

(Monday to Friday)

6:00 a.m. to 1:00 p.m.

(Saturday)

## DLSU Bookstore

### (MTO International Product Mobilizer)

The DLSU Bookstore services the school and office requirements of students, faculty, and administration inside the University. They offer school and office supplies, textbooks, and other items at reasonable prices. It is located at the ground floor of the SPS Building & 2nd Floor of the Enrique Razon Sports Complex. Store Hours: 7:30 a.m. to 7:00 p.m., Mondays to Fridays; 8:00 a.m. to 5:00 p.m., Saturdays; 8:00 a.m.-5:30 p.m., Trimestral Breaks.



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# APPENDIX C: Lasallian Schools in the Philippines

## A. District Schools

### **De La Salle University (DLSU) System**

#### **DLSU-Manila**

Taft Avenue, Manila

#### **De La Salle-Santiago Zobel School**

Alabang Muntinlupa

#### **DLSU-College of Saint Benilde**

Taft Avenue, Manila

#### **DLSU-Dasmariñas**

Dasmariñas, Cavite

#### **DLSU-Health Sciences Campus**

Dasmariñas, Cavite

#### **DLSU-Professional Schools, Inc.**

Taft Avenue, Manila/Buendia, Makati City

#### **DLS-Araneta University**

Kalookan City

#### **DLSU-Canlubang**

Canlubang, Laguna

#### **La Salle Green Hills**

Mandaluyong, Metro Manila

#### **De La Salle-Lipa**

Lipa, Batangas City

#### **La Salle College-Antipolo**

Antipolo, Rizal

#### **St. Joseph's High School**

Villamonte, Bacolod City

#### **La Salle Academy**

Iligan City, Lanao del Norte

#### **University of St. La Salle**

Bacolod City, Negros Occidental

#### **Immaculate Conception College-La Salle**

Ozamis City

## B. De La Salle Supervised Schools

#### **Escuela de Nuestra Señora de La Salette**

Tapuac District, Dagupan City

#### **Our Lady of Fatima Academy**

Nueva Ecija

#### **St. Stephen's Academy**

Nueva Ecija

#### **Vincentian Catholic Academy**

Nueva Ecija

#### **The Lewis College**

Sorsogon City

#### **Maryknoll High School of Lambajon**

Davao Oriental

#### **San Benildo Integrated School-Baliuag**

Baliuag, Bulacan

#### **San Lorenzo Ruiz Formation and Learning Center**

Oriental Mindoro

#### **Fr. Fay Francis Catholic School**

Nueva Ecija

#### **Children of Mary Immaculate College**

Valenzuela

#### **School of Saint Brother Benilde**

Mexico, Pampanga

#### **St. John Integrated School**

Angeles, Pampanga

#### **Silay Institute**

Negros Occidental

#### **Colegio de San Benildo**

Misamis Oriental

#### **USLS-Affiliate College**

Roxas City

#### **Holy Family School**

Negros Occidental

#### **Leonides S. Virata Memorial School**

Puerto Princesa, Palawan

#### **Our Lady of Mt. Carmel Learning Center**

Roxas City, Capiz

#### **Scola Guadalupana**

Bacolod City

#### **St. Dominic Savio Learning Center**

Bacolod City

#### **St. Francis of Assisi of Silay Foundation, Inc.**

Negros Occidental

#### **St. Michael Academy**

Negros Occidental

#### **La Salle College-Victorias**

Negros Occidental

#### **John Bosco College**

Surigao del Sur

#### **Rizal Special Education Learning Center**

Davao City

#### **Jesus the Risen Savior School**

San Pedro, Laguna

#### **San Benildo Integrated School-Rizal**

Cainta, Rizal

#### **St. Benilde Integrated School-Bacolod**

Mansilingan, Bacolod City

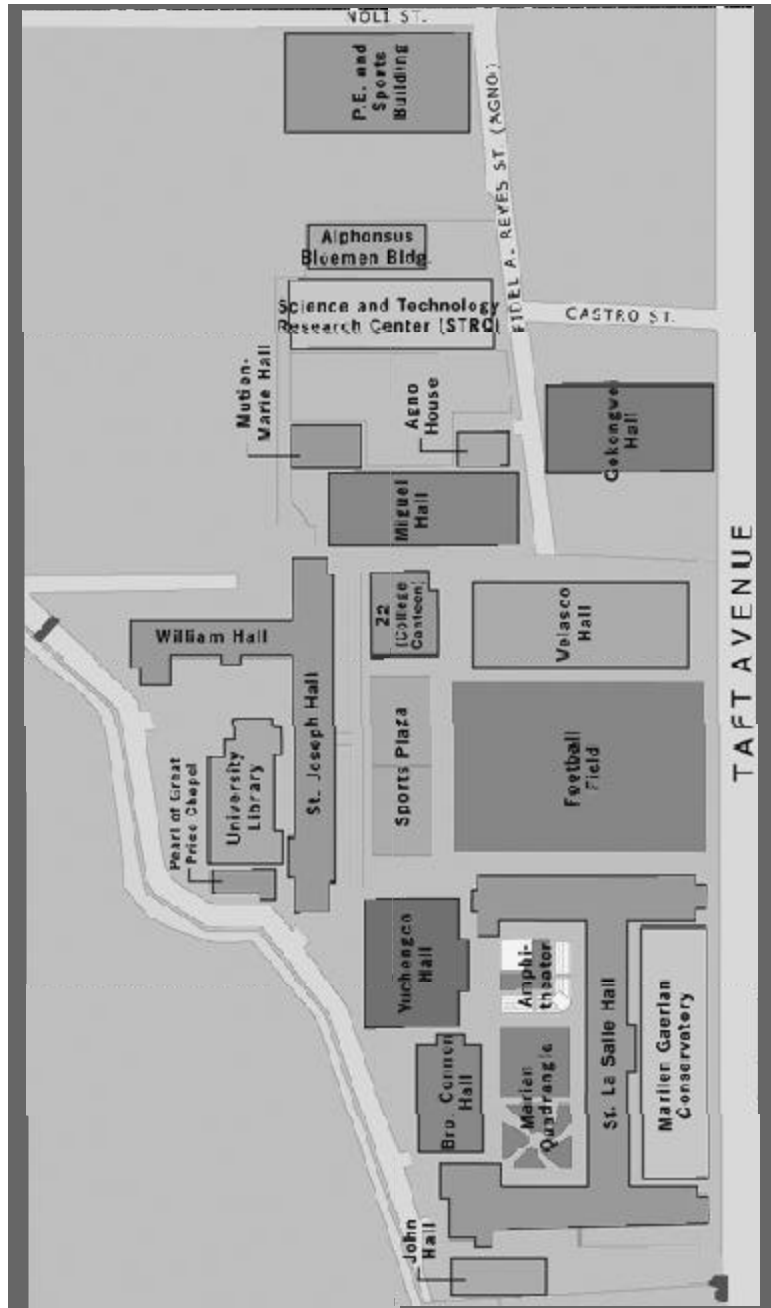
#### **Our Lady of the Holy Rosary School**

Tanza, Cavite

#### **Andres Soriano Memorial College**

Toledo City, Cebu

# APPENDIX D: CAMPUS MAP



# APPENDIX E: OFFICE DIRECTORY

Office/Unit/Department	Room No.	Office/Unit/Department	Room No.
Accountancy	LS-324	Clinic	SPS-103
Accounting, Cashier	LS-118	Clinic Extension	G/F
Admissions Office	LS-101 A		Sports
Alumni Association	LS-202		Center
AVP-Academic Services	Y - 3/F	COE, Dean	V-156
AVP-Administrative Services	LS-160	COE, Counselling Center	M-111
	Mezz	COE, Vice Dean	V-154 B
Band Room	AB-202	Commercial Law	LS-220
Behavioral Science	WH-702	Communication Arts	M-209
Bienvenido Creative Writing Lab.	M-210	Computer Lab. (G404)	G-404
Biology	SJ-610	Computer Lab. (L212)	LS-212
Biology Lab.	STRC	Computer Lab. (L229)	LS-229
	210	Computer Lab. (SJ212)	SJ-212 A
Board Room (Xerox Burgos)	LS-112	Computer Lab. (V103)	V-103
Bookstore	SPS-101	Computer Lab. (V301)	V-301
Brothers' Community	LS-4th flr.	Computer Laboratory Office	G-305
Brother Cannon Conf. Room	SPS-201 F	Consortium	JH-301
Building & Grds. Maintenance	LS-160	Controller	LS-121
	Mezz	COS, Dean	WH-208
Business Management	LS-322	COS, Vice Dean	WH-204
Canteen, Aristocrat	LS-106A	COSCA	SPS-401
Canteen, La Casita	2/F	Council of Student Organizations	SPS-402
	Sports	Counselling & Educational	WH-501
	Center	Psychology Dept	
Canteen, Zaide Food Corp.		Cultural Arts Office	SPS-403
Canteen, SPS	SPS-201	Dept of English & Applied Linguistics	WH-309
Career Services	SJ-115	Discipline Office	SJ-105
CBE, Dean	LS-123A	Electronics & Communications Eng'g	V-201
CBE, Guidance	LS-258	Economics	LS-207
	Mezz	Educational Leadership and	LS-136
CBE, Vice Dean	LS-123A	Management Dept	Mezz
CBE, Computer Lab.	LS-320	English Language Lab	M405
CBE, College Assistant	LS-123	EVP, DLSU-Manila	Y - 3/F
CCS, Dean	G-102 A	EVP, Information/Data	Y - 3/F
CCS, Counseling Center	G-103	EVP, DLSU-PSI	G-213
CCS, Vice Dean	G-102 B	EVP-PSI, Academic Asst.	G-213
CED, Dean	Y - 601	External Linkages	Y - 3/F
CED, Vice Dean	Y - 601	Filipino	WH-403
Center for Counselling & Dev. (CCD)	SJ-117	Financial Management	LS-208
Center for Educ. Multimedia (CREM)	M-219	Green and White	SPS-
Chaplain's Office	SJ-103		501B
Chemical Engineering	V-201 K	History	W-302
		Industrial Engineering	V-201
Chemical Eng'g, Computer Lab.	STRC-	Information Desk	LS-100 A
	214	Information Technology	G-102
Chemistry	SJ-312	Internal Auditor's Office	LS-157
Chemistry Lab.	SJ-508		Mezz
Chemistry Lab. (STRC)	STRC-	International Studies	WH-701
Civil Engineering	V-201 J	ITC, Director	G-308
CLA, Dean	M-214 C	ITC, Help Desk	G-305
CLA Counselling Center	M-221	ITEO	LS-151 A
CLA, Vice Dean	M-214		Mezz.

Office/Unit/Department	Room No.	Office/Unit/Department	Room No.
LaSallian, The	SPS-303C	Security and Safety Office	LS-101 E
Lasallian Formation	SJ 101	Speech & Writing Lab.	M-405
Lasallian Pastoral Office	SJ 101	Sports Development (OSD)	9/F
LASSO Superintendent	SJ-119		Sports Center
Legal Counsel	Y - 3/F	Student Activities	SPS-301H
L'Hermitage (Agno House)			SPS-301G
Library, Acquisition Section	UL-109	Student Affairs, Dean	SPS-302
Library, Archives	UL-402	Student Council	SPS-302 I
Library, Circulation	UL-310	Student Development	SPS-303, 304
Library, Cataloging	UL-109	Student Publications	LS-137
Library, Director	UL-201		LS-154 Mezz.
Library, EDRC	UL-Grd Flr.	Scholarship & Financial Assistance URCO	Y - 3/F
Library, Filipiniana	UL-401		LS-203
Library, IMS	UL-113	VP-Academics & Research (VPAR)	Y - 3/F
Library, Periodicals	UL-204	VP-Emeritus Dev't. & Alumni Affairs	LS-203
Library, References	UL-203	VP-Dev't. & Alumni Affairs	Y - 3/F
Library, SDRC	UL-104 Mezz.	VP- System Finance	LS-118
Linguistics	LS-253 Mezz.	VP-System Administrative Services	LS-108B
Literatura	WH 406	William Shaw Little Theater	WH-103
Mailing	LS-106	Yuchengco Center for East Asia	Y - 2/F
Malate	SPS-303		
Marketing	LS-321		
Marketing Communication Office	LS-163, LS-125		
Mathematics	SJ-201		
Mathematics Research	STRC-205		
Mechanical Engineering	M-105		
MRDO	LS-139		
Philosophy	WH-508		
Physical Education	7/F		
	Sports Center		
Physical Facilities Office (PFO)	LS-160 Mezz.		
Plaridel, Ang Pahayagang	SPS-304		
Political Science	WH-605		
President	Y - 3/F		
President, Administrative Asst.	SJ-206		
President, Executive Director	Y - 3/F		
Psychology	WH-602A		
PUSO	JH-304		
Registrar, Records Section / Grades	LS-133		
Religious Studies	WH-703		
Religious Education	LS-135		
Reservation	LS-160		
ROTC	AB-203		
Science Education	WH-505		

(Note: AB-Brother Alphonsus Bloeman Hall, G-Gokongwei Hall, JH-Brother John Hall, LS-St. La Salle Hall, M-St. Miguel Hall, SJ-St. Joseph Hall, STRC-Science and Technology Research Center, UL-University Library, V-Velasco Hall, WH-William Hall, Y-Yuchengco Hall)

## APPENDIX F:

### Inter-Institutional Consortium (IIC)

The Inter-Institutional Consortium (IIC) is a cooperative agreement among De La Salle University, St. Scholastica's College, St. Paul's College (Manila), Philippine Normal University, and Philippine Christian University. The consortium was set up to pursue coordination and resource-sharing among the member schools in a manner which complements each school's strengths and areas of need. Moreover, collaborative activities are aimed at benefiting students and faculty of the member schools.

Students interested in seeking ways to avail of services in the other member schools are encouraged to inquire at the IIC office at JH 207, local 766.

### Student Council (SC)

The Student Council of De La Salle University-Manila is the Supreme Student Organization in the university. The SC represents all of the undergraduate students in DLSU. The main role of the SC is to ensure that the rights and welfare of all students are always upheld and promoted.

The Student Council is guided by the following thrusts:

1. Defense of students' rights
2. Promotion of students' welfare
3. Increase of social consciousness and involvement
4. Development of Lasallians into whole persons
5. Building strong multi-sectoral ties
6. Establishment of a professional and organized Student Council

The SC office is at the third Floor of Brother Cannon Hall (SPS Bldg.) Room 302.



# APPENDIX G:

## Council of Student Organizations (CSO)

The Council of Student Organizations (CSO) is the union of all the duly accredited organizations in De La Salle University – Manila. Founded in 1974, the Council creates and maintains conditions and opportunities for the full realization of the organizations' goals. Driven by the organizations' needs and wants, it constantly works towards their growth. As a world class student organization, the Council of Student Organizations is committed to deliver quality services and activities, and develop proactive and dynamic leaders.

The organizations are classified either as Professional (PROF), Socio-Civic and Religious (SCORE), and Special Interest (SPIN). PROF organizations are primarily aimed at supplementing the academic learnings of the students' specific courses. SCORE organizations endeavor to develop socio-civic awareness and responsibility among Lasallians, as well as religious upliftment. SPIN organizations enhance one's special interest and talents whether in the field of sports or arts.

The organizations that compose CSO are as follow:



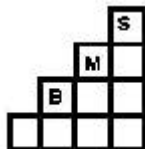
### **AdCreate Society (ACS)**

Ad Create Society aims to continually provide their members venues to know and meet practitioners in the advertising industry. It answers the need of students for proper and concentrated activities that will help the students become dedicated, skillful and value-oriented professionals in the field of advertising.



### **AIESEC-DLSU**

This organization is a global based organization that allows the exchange of students giving them the opportunity to meet different people from all walks of life for a unique life changing experience. It aims to empower the youth with necessary skills in order to meet the challenges and forces shaping the world around them.



### **Business Management Society (BMS)**

The Business Management Society is a highly recognized professional organization in the College of Business and Economics, which is aimed at developing technically capable and socially responsible Christian entrepreneurs.





### **Chemical Engineering Society (ChEn)**

The Chemical Engineering Society (ChEn) is a professional organization of chemical engineering undergraduate students. It is geared towards serving its members by primarily providing activities relevant to their study of the chemical engineering discipline.



### **Chemistry Society (ChemSoc)**

The Chemistry Society aims to develop individuals in becoming true learners, scholars, and citizens by focusing on academic excellence, and the development of each individual through involvement in environmental and social issues, helping people in need, and maintenance of high quality of modern life.



### **Civil Engineering Society (CES)**

“BUILT TO BUILD” is the running line of the Civil Engineering Society which means - to BUILD its members not only to become professionals but also to be professionals with a heart. CES intends to enhance the skills of individuals and train them to become civil engineers or professionals at par with the best.



### **Education Students for Excellence (ESSENCE)**

The College of Education students have formed Education Students for Excellence (ESSENCE) as their professional organization in response to the program objectives set by the university. Its main goal is to encourage the growth and development of the education students in their chosen fields.



### **Electronics and Communications Engineering Society (ECES)**

Electronics and Communications Engineering Society is a professional organization that caters specifically to the ECE Archers, Lasallian electronic hobbyists, and green-tattooed students who have always been fascinated by the wonders of electronics and communication technologies.



### **Economics Organization (EconOrg)**

The Economics Organization provides its members with a worthwhile balance of activities that will not only gear them towards academic excellence, but also towards social involvement and personal enhancement, as it has been doing for the past years.



### **ENGLICOM – DLSU Filipino & Chinese Organization**

An official organization for Filipino & Chinese students that aims to strengthen relationship among the Filipino and Filipino-Chinese members of the Lasallian community. It dedicates its efforts to cultural appreciation, social awareness, and active participation in value formation and proposes to create a truly harmonious molding of Filipino and Chinese worldviews.



### **European Studies Association (ESA)**

The European Studies Association was established in order to strengthen Asian-European ties. It is the first organization in Asia to be recognized by the Commission of the European Community as well as endorsed by all European embassies in the Philippines. ESA aims to foster global understanding and world peace through academic, cultural and social education and hopes to bring the world closer to the Lasallians as well as the Lasallians closer to the world.



### **Industrial Management Engineering Society (IMES)**

The Industrial Management Engineering Society is the professional organization for Industrial Engineering majors. It encourages membership involvement in its socio-civic and IE-oriented activities.



### **Junior Entrepreneurs' Marketing Association (JEMA)**

The Junior Entrepreneurs' Marketing Association (JEMA) instills further academic and practical knowledge in its members through exposure to actual to actual business groundwork and relevant socio-civic issues.



### **Junior Philippine Institute of Accountants (JPIA)**

The Junior Philippine Institute of Accountants (JPIA) is the recognized professional organization for Accountancy students. Established to maximize everyone's potential, JPIA aims to develop its members as responsible and well-rounded individuals.



### **Ley La Salle (LEY)**

Ley La Salle (LEY) is a professional organization for Legal Management majors. It provides relevant opportunities for their fellow students to help them excel in and out of the University by organizing exposure trips, symposiums and outreach programs designed to make the students become aware of the problems in the country and how they may contribute to solving them.



### **La Salle Computer Society (LSCS)**

The La Salle Computer Society takes pride in understanding the needs of a Com Sci student by working on a basic framework that ensures a student's well-rounded development, thus fulfilling its mission-vision of providing them with perspective that is academic, social, spiritual, and socio-civic in nature.



### **Literature Circle (LitCircle)**

The Literature Circle is a professional organization that works as the student arm of the Literature Department of De La Salle University – Manila. It aims to encourage members, especially Lit majors, to actively participate in literature-related projects for the enrichment of their academic careers.



### **Management of Financial Institutions Association (MaFIA)**

MaFIA, otherwise known as the Management of Financial Institutions Association, is the professional organization for Financial Management majors. Recognized for its excellent services, MaFIA caters not only to MFI students, but to the Lasallian community as well.



### **Mathematics Circle (Math Circle)**

It is a professional organization that primarily aims to bring out the mathematical interests and skills of its members by implementing activities that challenge the student's competence in the field of mathematics. Math Circle envisions excellence through mathematical research, mathematical appreciation, and membership development.



**Mechanical Engineering Society (MES)**

The call of excellence and improvement has opted MES to pursue a move towards the task of serving and involving its members in a wider array of academic and technical projects, as well as socio-civic activities to achieve academic excellence.



**Nihon Kenkyu Kai (NKK)**

Nihon Kenkyu Kai (NKK) or Japanese Studies Society provides relevant information and diffuse Japanese culture to DLSU students. It keeps students updated about the cultural, social and political aspects of Japanese society. It promotes mutual understanding by building bridges of friendship between the Filipino and Japanese society.



**Outdoor Club**

The Outdoor Club is an organization that combines the outdoor sports and activities like tree planting, beach clean-ups, and simply picking up litter along trails. It gives Lasallians a chance to rediscover nature and appreciate its wonders as well as protect it.



**Physics Society (PhySoc)**

The Physics Society continuously keeps pace with the scientific and technological advances of the present times. They uphold the primary goal of instilling appreciation and a deeper understanding of Physics to their members and to the university as well.



**Political Science Society (POLISCY)**

POLISCY is for those interested in learning more about the socio-political and economic structures in our society. It aims to develop students into active, critical, progressive, and nationalistic citizens working towards the attainment of a free, just, equitable, and prosperous Philippine society.



**Rotaract Club of DLSU (Rotaract)**

The Rotaract Club fosters leadership and responsible citizenship, encourages high ethical standards in business and promotes International understanding and peace. Through its theme “service to Goodwill”, Rotaractors emerge as responsible and compassionate young citizens of the world who firmly value

professionalism, friendship, and whole-hearted civic services.



**Samahan ng mga Mag-aaral sa Sikolohiya (SMS)**

Ang Samahan ng mga Mag-aaral sa Sikolohiya ay ang propesyonal na samahan ng mga mag-aaral sa Sikolohiya na naglalayong makatulong sa mga pangangailangan ng mga miyembro nito sa pamamagitan ng pagbibigay ng iba't ibang gawain tulad ng symposia, exposure trips, talks, off-campus activities at iba pa.



**Society of Manufacturing Engineers (SME)**

The Society of Manufacturing Engineers (SME) is the professional organization for Manufacturing Engineering and Management (MEM) students that provides numerous activities that help the student in their personal and professional growth.



**Societas Vitae (SV)**

The Societas Vitae is the official organization of Biology and pre-medical students that serves as a breather from the serious studies and memorization that the future doctor has to go. The organization aims to raise their members' level of consciousness regarding environmental preservation and respond to the needs of society through assistance in medical missions, and outreach programs.



**Student Catholic Action (SCA)**

The Student Catholic Action is an organization that aims to bring members closer to God and God closer to them through Prayer meetings, prison visits, outreach programs and other activities. SCA offers a healthy mix of spirituality, Christian brotherhood and sisterhood, and social action.



**Students of Philosophy in Action (SoPhiA)**

Students of Philosophy in Action (SoPhiA) envisions itself as a world-class Philosophy organization actively leading in the University's arena of critical development, logical analysis and liberal transformation. Its mission is to initiate opportunities, build unity among its members, and encourage greater appreciation of Philosophy.



**Team Communications (TeamComm)**

Established as a Professional Organization for Communication Arts and Organizational Communication majors, Team Communications (TeamComm) seeks to hone the inherent creative talents and technical skills of its members by exposing and involving them in the production of various forms of media.



**Writers' Guild (WG)**

"Spill your guts..." Writers' Guild aims to break out of the shell that makes it just a literary organization as it strives to expose its members to as many fields of writing as possible.

# APPENDIX H:

## Students' Charter

**Section 1. Title.** This document shall be known as the Students' Charter of De La Salle University, 2401 Taft Avenue, Manila.

## Chapter 1

### General Principles

**Section 2. Declaration of Policy.** It is hereby declared that:

- a. The mission of De La Salle University is to “to motivate and influence the members of its academic community, especially its students, to become whole persons by providing a Lasallian education and by promoting the values exemplified by St. John Baptist de La Salle.”
- b. The members of the academic community recognize the students' right to participate actively and effectively in the democratic processes of effectuating progressive and developmental changes within the University.

**Section 3. Guiding Principles.** The De La Salle University Students' Charter hereby declares the following as its basic guiding principles:

- a. Lasallian education, being the primary means by which knowledge, skills, and values are imparted to the students, shall be given priority and full attention by all members of the academic community.
- b. Student organizations shall develop in line with the Lasallian Mission Statement and enhance democratic processes on campus. Membership and active participation in student organizations, alliances, and federations which promote and protect student rights and welfare and/or contribute to national development shall be guaranteed by the Student Council and the school authorities.
- c. Student organizations shall not be subject to rules and regulations that unduly hamper their activities and are prejudicial to their objectives and interests, provided that such objectives are aligned with the University's mission.
- d. The student Council, being the sole and the highest representative of the student body and being the highest form of expression of student power on campus, shall have the right to participate in the formation of school policies directly affecting the students.
- e. Student publications shall serve as the principal medium for free and responsible expression, dissemination of information, and interaction among the different sectors of the academic community.
- f. With their democratic rights guaranteed, students shall serve as a potent and cogent force in the country's nationalist social transformation.

#### **Section 4. Definition of Terms.**

- a. Student organizations – is an organization whose composed mainly of students as members and as heads.
- b. Academic community – is composed of the University Administration, the faculty, the non-teaching staff, and the students.
- c. Dean of Student Affairs – is the individual responsible for the direct coordination and integration of a comprehensive program for the Student Personnel Services adopted by the University and administered in its several colleges.
- d. Student Disciplinary Board – handles all student disciplinary cases and is composed of a faculty member, a student, an administrator, and a chairperson who must be a member of the Integrated Bar of the Philippines.
- e. President’s Council of Representatives – is a council composed of the heads or representatives of all sectors within the University whose functions are
  - (1) to act as the channel through which matters relevant to the operations of the educational institution are presented; and
  - (2) to assist the President in the preparation of matters which he would submit to the Executive Finance Committee of the Board of Trustees.
- f. Trisectoral Council – is a group composed of student representatives, the faculty, and the Administration which deals with and deliberates on pressing matters affecting the University.
- g. College Council – is a body within each college whose function is to assist the college dean in the formulation of college academic policies.
- h. University Library Council – is a group composed of library personnel and a student representative whose main function is to improve library services.
- i. Student Personnel Services Council – is a body composed of the directors of the Student Personnel Services, the Chairperson of the Council of Student Organizations, the Chairperson of the Council of Editors, and the President of the Student Council with the Dean of Student Affairs as presiding officer which deliberates o matters concerning the improvement of the services that the Student Personnel Service offers to the community.
- j. Mission Statement Executive Committee – plans, decides, and coordinates with the various sectors of the University in preparation for the Mission Statement Week.
- k. Multi-Sectoral Committee on Budget – is a body, which discusses and decides on matters regarding tuition and which is composed of student representatives, the Administration, the faculty, the non-teaching staff, and parents.
- l. Honors and Awards Committee – is the committee composed of all the deans and a student representative with the Registrar as chair which decides on the recipients of special graduation awards.
- m. Handbook Revisions Committee – is the group that a body that deliberates and recommends to the Council of Deans proposed revisions to the Student



Handbook for the succeeding year and whose members include representatives from Administration, the student body, and the faculty with the Dean of Student Affairs as chair.

- n. Board of Trustees – is the highest policy-making body of the University which decides on policies that will direct the University to its envisioned goal, determines fundamental policies of the education institution, oversees the immediate and long-range plans for the improvement of academic programs, and supervises the overall expansion and development of the educational institution.
- o. Convention of Leaders – a body composed of representatives of all the organizations in the University, which serves as an advisory body to the Student Council President.

## Chapter II

### Admission Subject to No Other Restraint

Subject to fair, reasonable and equitable admission requirements, no student shall be denied admission on account of his/her physical handicap, socio-economic status, political or religious beliefs or membership in student organizations nor shall pregnant, married students and reformed drug users be discriminated against.

A student shall have the right to freely choose his field of study subject to existing academic policy and curricula and to continue his course up to graduation except in cases of academic deficiency or violation of disciplinary regulations which do not infringe upon the exercise of student rights.

## Chapter III

### Right to Organize

**Section 5. Right to Organization.** Unity and collective effort being fundamental to the realization of common goals and the promotion and protection of common interests, the University recognizes the right of student to organize among themselves. The right of students to form, assist, or join any campus organization, alliance, or federation for their physical, intellectual, moral, cultural, civic, spiritual, and/or political interest, as long as these are not contrary to the University's mission, shall not be abridged.

**Section 6. Student Council.** The University shall ensure the democratic and autonomous existence of the Student Council. This Council shall have its own set of officers chosen by the students during annual general elections. The Student Council shall have the right to determine its policies and programs on student activities subject to its duly ratified constitution and policies.

**Section 7. Accreditation of and Granting of Privileges to Student Organizations.**

No unreasonable requirements shall be imposed on student organizations seeking recognition. Any group of fifteen (15) students may apply for accreditation of their organization beginning the second trimester. The following documents are required:

- Formal letter of applications;
- Constitution and bylaws;
- List of Interim Board of Officers with their names, respective positions, majors, year levels, addresses and telephone numbers, birthdates, and specimen signatures;
- List of at least fifteen (15) founding members with names, year levels, majors, and signatures (inclusive of officers);
- Proposed activities for the year; and
- Name of faculty adviser.

A duplicate of these documents must be submitted to the Council of Student Organizations.

The Student Council and the Office of Student Activities shall take charge of the accreditation of student organizations.

Excessive charges for the use of school facilities shall be prohibited. Whenever possible, the University Administration shall allow student organizations to use these facilities free of charge.

Section 8. Formation of the Commission on Elections (COMELEC). The Commission on Elections shall conduct and oversee the election of officers of the Student Council. The College Assembly Presidents will have the responsibility to appoint COMELEC Commissioners from their respective colleges for the approval of the Legislative Assembly. The COMELEC shall be under the Student Council, which shall provide the COMELEC sufficient funds to ensure the success of its goals and objectives. Once constituted, the COMELEC shall ensure the conduct of clean, honest and peaceful elections.

Section 9. Prohibition Against the Use of Force on Members by Student Organizations. Every campus organization is hereby prohibited from using any form of physical force, violence, threat or intimidation in the recruitment, initiation or retention of members and in the conduct of its activities. Violators of this rule shall be subject to the ACT REGULATING HAZING, AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE by the Senate House of Representatives in Congress (Anti-Hazing Law).

## Chapter IV

### Right to Participate in Policy-making

Section 10. **Right to Representation.** The University shall recognize the right of students to be represented, through the Student Council, in all policy-making bodies handling issues that affect them. Examples are the ff.:

- Bookstore Committee
- Canteen Inspection Committee
- College Councils
- Enrollment Committee
- Graduation Committee
- Honors and Awards Committee
- Lost and Found Committee
- Mission Statement Executive Committee
- Multi-Sectoral Committee on Budget
- Physical Facilities Committee
- President's Council of Representatives
- Security Committee
- Student Personnel Services Council
- Student Publications Committee
- Student Financial Assistance Committee
- Trisectoral Council
- University Library Council
- Management Information Systems

**Section 11. On the Matter of School Fees.** In justifying any tuition and/or other school fee increases before the Multi-Sectoral Committee on Budget (MSCB), the school concerned shall be required to present the President's annual report as well as other audited financial statements of the university for the past school year immediately preceding the proposal for such increase. The SC shall be furnished with a copy of De La Salle University's audited financial statements as soon as they are prepared and verified. Refusal of the school administration to show its audited financial documents and records for inspection by the student representative in the MSCB deliberations shall mean an automatic denial of its proposal for increase.

**Section 12. Board of Trustees.** The Student Council, in behalf of the students, can meet with the Chairperson of the Board of Trustees every trimester to discuss pertinent university issues. In addition, the Student Council shall have access to the minutes of the meetings of the Board of Trustees.

**Section 13. Hiring of Incoming Faculty Members.** Students, through their professional organizations of the Student Council, shall have the right to coordinate with their respective departments for purposes of participating in the screening of incoming teachers/professors.

## Chapter V

# Right to Freedom of Expression and Opinion

**Section 14.** The students have the right:

- a. to free responsible expression;
- b. to state their concerns on matter related to the quality of their education;
- c. to dress according to their individual tastes, but within the context of the University's dress code, and to air their opinions regarding the dress code, through the Student Council, to the Student Handbook Revisions Committee for review and possible revision;
- d. to file a grievance against any member of the academic community following the guidelines stipulated in the Student Handbook; and
- e. to free press, according to Republic Act 7079.

## Chapter VI

# Academic Rights

**Section 15. Unpaid Tuition and Fees and Examinations.** No student shall be prohibited from taking a periodic or final examination because of unpaid balances of tuition and fees under the established terms prescribed by the University and approved by the appropriate educational agency. Student with delinquent accounts permitted to take an examination shall nevertheless be subject to the right of the University to withhold the release or issuance of such students' school records or documents or to deny such students from admission for the next trimester or year until prior delinquencies are fully paid.

**Section 16. Dropping of Subjects.** A student has the right to drop courses as stipulated in Section 8.12 of the Student Handbook.

**Section 17. Honors and Privileges.** A student who excels academically shall be given recognition through trimestral honors and graduation honors. Student who enters the Dean's First and Second Honors List are entitled to receive the Jose Rizal Certificate if they consistently stayed there for all three trimesters of the school year. In addition, they are given the privilege of unlimited cuts or absences in their academic subjects. Other special awards may be given to graduating students.

**Section 18. Academic Evaluation.** Students have the right to know at the start of the trimester how they will be evaluated in the courses they enrolled in.

**Section 19. Class Standing.** Students have the right to be informed by their professors of their class standing not later than two weeks following their midterm examinations. They also have the right to see their graded quizzes and other works which will have bearing on their grades before the final examinations.

**Section 20. Consultation.** Students have the right to be given proper consultation by their professors.

**Section 21. Computation of Grades.** Student have the right to see their duly corrected final examination papers and the computation of their final grades during course card distribution day.

**Section 22. Curriculum.** Students shall have the right to give their opinion regarding their curriculum to their respective departments.

## Chapter VII

### Right To Affordable Education

**Section 23. Scholarships.** Deserving students have the right to avail of scholarship offered by the University through the Scholarship Financial Assistance Office (SFA).

**Section 24. Refund.** Students have the right to a refund, according to the memorandum of the Department of Education, Culture and Sports. When a student registers in the University, it is understood that he/she is enrolling for the entire trimester. A students who transfers or otherwise withdraws in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month may be charged ten percent (10%) of the total amount due for the term if he/she withdraws during the first week of classes, or twenty percent (20%) if within the second week of classes, regardless of whether or not he/she actually attended classes. The student may be charged all the fees in full if he/she withdraws anytime after the second week of classes.

## Chapter VIII

### Right To Information

**Section 25. Fees and Payment.** Tuition, special fees, and deadlines for payments of such must be posted on the administrative bulletin boards prior to and during the enrollment period.

**Section 26. Approval and Accumulated Absences.** Students have the right to information regarding the approval and/or accumulated absences. A student who has acquired the number of absences that may render him/her ineligible for a passing grade shall be informed by the instructor through the administrative bulletin boards.

**Section 27. Final Examinations.** At the beginning of the course, students have the right to be informed of their instructors' policies for final examinations and the criteria for exemptions. Students have the right to be informed of the final examination schedules two weeks before the start of the examinations through the administrative bulletin boards.

## Chapter IX

### Right to Due Process In Disciplinary Proceedings

**Section 28. Right to Due Process.**

- a. A student subject to disciplinary proceedings shall have the right to defend himself/herself, to be heard, and to present evidence on his/her behalf before the Student Disciplinary Board. In addition, there shall be a Special Counsel who must be a member of the Integrated Bar and who is appointed by the President from the University constituency.
- b. The blacklisting, expulsion, suspension, of any other disciplinary sanction that may be taken against a student shall no be valid unless the following rights have been observed and accorded the student:
  - (1) The right to be informed in writing of the nature and cause of the accusation against him/her;
  - (2) The right to confront witnesses against him/her and to full access to the evidence in the case;
  - (3) The right to defend himself/herself and to be defended by a counsel of his/her choice with adequate time being given him/her for the preparation of his/her defense;
  - (4) The right to a hearing before the Student Disciplinary Board;
  - (5) The right against self-incrimination; and
  - (6) The right to appeal adverse decisions of the Student Disciplinary Board to the Vice President for Academics of the University and ultimately to the Commission on Higher Education (CHED).
- c. The decision in any disciplinary proceeding must be rendered on basis of relevant and substantial evidence presented at the hearing or at least contained in the record and disclosed to the student affected. The deciding body must act on its own independent consideration of the facts of the case. The body shall, in all controversial questions, render a decision in such a manner that the issues involved, and the reasons for such a decision, are made clear to the student.
- d. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.

**Section 29. Right Against Unreasonable Searches and Seizures.** Every student shall not be subject to any form of unreasonable search or seizure. Except for the following instances, no search or seizure of a student shall be deemed valid:

- Searches made at the point of ingress and egress by authorized personnel of the school;
- Searches and seizures of illegal articles;
- Searches and seizures of illegal articles that are discovered inadvertently by duly authorized personnel;
- Searches made when the student is about to commit, is committing, or has just committed a crime or a serious infraction of the school's rules and regulation; and
- Searches made with a valid search warrant.

Articles seized in violation of the above rights shall not be used as evidence against the student in any disciplinary action that may be brought against him/her.

## Chapter X

### Other Rights

**Section 30. Access to School Records and Issuance of Official Certificates.** Every student shall have access to his/her own school records, the confidentiality of which the school shall maintain. He/she shall have the right to be issued official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents upon the student's request.

**Section 31. Prohibition against Involuntary Contribution.** Except those approved by their own student organizations, all involuntary contributions shall be prohibited.

**Section 32. Right to Adequate And Safe School Facilities.** The students shall have the right to be provided adequate, safe, and clean facilities by the University.

**Section 33. Prohibition against Miniaturization of the School Campus.** The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachments shall be installed in the school campus. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with the student activities, particularly peaceful mass actions inside the school campus. School officials may, however, request their presence in cases where there is disruption of normal school operations.

**Section 34. Attendance.** All students are expected to attend class promptly and regularly. A student can incur absences, provided that he/she does not exceed the

number of allowable absences. A student shall not be considered absent in class when the teacher arrives after one-third of the class time.

**Section 35. Credit and Grading.** Students who wish to petition for a change of a trimestral grade shall ask their instructors concerned to fill out the necessary forms and to comply with the procedures for the change of grade.

## Chapter XI

### Responsibilities of the Students

**Section 36. Student Responsibilities.** Students shall have the following responsibilities:

1. To develop their potentials to the utmost in order that they may be of service to their families and society;
2. To strive for academic excellence and to abide by school rules and regulations pertaining to their academic responsibilities;
3. To exert utmost efforts towards the realization of harmonious relationships with the rest of the academic community;
4. To participate actively in school activities including athletics and civic affairs for the development of the community and the nation;
5. To uphold, preserve, and maintain the good name of their alma matter; and
6. To exercise their rights responsibly.

## Chapter XII

### Final Provisions

**Section 37. Administration and Enforcement.** Within ninety (90) days after the approval of this Charter, all sectors of the University, namely the Administration, the faculty, the non-teaching Staff, and the students shall promulgate the necessary rules and regulations to implement the provisions of this document.

**Section 38. Separability Clause.** If any provision of this charter is declared invalid, the remainder thereof not affected thereby shall continue to be in force.

**Section 39. Effectivity.** This charter shall take effect the school year after its approval.

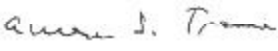


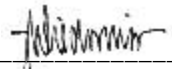
**Annex**

Future changes in University policies, as will be reflected in the De La Salle University Student Handbook, which will affect student rights and welfare shall take precedence over the corresponding provisions in the Students' Charter. These changes shall be effectuated only upon full participation of the Student Council in behalf of the students in the decision-making process.

**Approved and Signed by:**

  
\_\_\_\_\_  
*Dr. Carmelita Quebengco*  
*Executive Vice President*

  
\_\_\_\_\_  
*Dr. Aurora Trance*  
*President, Faculty Association*

  
\_\_\_\_\_  
*Julie Ann Domino*  
*President, Student Council*



# APPENDIX I:

## Hazing

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled.

- SEC. 1 Hazing as used in this Act is an initiation rite or practice as a pre-requisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.
- SEC. 2 No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.
- SEC.3 The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm or any kind shall be inflicted upon a recruit, neophyte or applicant.
- SEC.4 If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:
1. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results there from.
  2. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

3. The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prision mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days.
6. The penalty of prision mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
7. The penalty of prision mayor in its minimum period if in consequence of the hazing shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to (9) days, or that the injury sustained shall require medical attendance for the same period.
8. The penalty of prision correccional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.  
The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate sanctions on the person or persons charged under this provision even before their conviction.  
The maximum penalty herein provided shall be imposed in any of the following instances:
  - a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
  - b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

- c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school or institution; or
- e. when the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

The presence of any person during the hazing is prima facie evidence of participation therein as a principals unless he prevented the commission of the acts pun is able herein.

Any person charged under this provision shall be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.



SEC.5 If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SEC.6 All laws, orders, rules or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.

SEC.7 This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

APPROVED.



# APPENDIX J:

## Fraternities

COMMISSION ON HIGHER EDUCATION  
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

January 25, 1 995

CHED Order No. 4, 1995  
PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS  
ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

TO: CHED Regional Directors  
Heads of Private Schools, Colleges and Universities  
Presidents of State Colleges and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote brotherhood and camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on

others and, in so many instances, cause the loss of life of students.

- 4 In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
  - 4.1 Monthly meetings of heads of fraternities in a Council of Equals.
  - 4.2 Regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross memberships.
  - 4.3 Reporting of a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart.
  - 4.4 Internal policing by the fraternities themselves.
  - 4.5 Long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood.
  - 4.6 More interaction between the School Administration and the fraternities.
  - 4.7 Parents informed about the participation of their children in fraternities.
  - 4.8 Use of fraternity alumni members to counsel resident members.
  - 4.9 Fraternities be obliged to have ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
5. In order to deter violence among Fraternities the following sanctions shall be strictly carried out:
  - 5.1 Automatic expulsion of any fraternity member for:
    - a. Starting or taking the offensive action that clearly provokes violence.
    - b. Carrying of knives, sticks, pipes, guns and other deadly weapons in schools.
    - c. Extortion

- 5.2 60 days suspension of all officers of a fraternity found guilty of starting action that will provoke violence.
  - 5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.
6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other students aggrupations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.
7. Immediate dissemination for this order is desired.

(SGD) RICARDO T. GLORIA  
Chairman



# APPENDIX K:

## Sexual Harassment

Republic of the Philippines  
CONGRESS OF THE PHILIPPINES  
Metro Manila  
Third Regular Session  
Begun and held in Metro Manila, on Monday;  
the twenty-fifth day of July, nineteen hundred and ninety four

—oOo—

[ ACT NO. 7B77]  
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE  
EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR  
OTHER PURPOSES

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

SECTION 1 Title - This Act shall be known as the Anti-Sexual Harassment Act  
of 1 995,

SECTION 2. Declaration of Policy - The State shall value the dignity of every  
individual, enhance the development of its human resources,  
guarantee full respect for human rights, and uphold the dignity of  
workers, employees, applicants for employment, students or those  
undergoing training, instruction or education. Towards this end all  
forms of sexual harassment in the employment, education or  
training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training-related Harassment Defined. - Work,  
education or training related sexual harassment is committed by an  
employer, employee, manager, supervisor, agent of the employer,  
teacher, instructor, professor, coach, or any other person, who,  
having authority, influence or moral ascendancy over another in a  
work or training or education environment, demands, requests or  
otherwise requires any sexual favor from the other, regardless of  
whether the demand, request or requirement for submission is  
accepted by the object of said Act.

(a) In a work-related or employment, sexual harassment is  
committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

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

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

**SECTION 4.** Duty of the Employer or Head of Office in a Work-related Education or Training Environment - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- (a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

**SECTION 5.** Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarity liable for damages arising from the acts of sexual harassment committed in the employment,

education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P1 0,000) or more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulation, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved,  
(SGD.) EDGARDO J. ANGARA  
President of the Senate

(SGD.) JOSE DE VENECIA, JR.  
Speaker of the House of Representative

This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1 632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(SGD.) EDGARDO E. TUMANGAN  
Secretary of Senate

(SGD.) CAMILO L. SABIO  
Secretary General  
House of Representatives

(SGD.) FIDEL V. RAMOS  
President of the Philippines

published on February 18, 1995, Malaya, Manila, Philippines

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# APPENDIX L:

## POLICIES AND GUIDELINES FOR THE PREVENTION AND INVESTIGATION OF SEXUAL HARASSMENT CASES

### 1. **Committee on Decorum**

Pursuant to Section 4 (b) of the Anti-Sexual Harassment Act 1995, a Committee on Decorum and Investigation is created and permanently constituted, hereinafter called the committee.

#### 1 .1 **Principal Function**

The Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, coaches, trainees or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual Harassment Act of 1995 in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

#### 1 .2 **Composition.** The Committee shall be composed of the following:

- 1 .2.1. The VPAR as chair,
- 1 .2.2. The Faculty Association President representing the Faculty,
- 1 .2.3. The President of the Student Council representing the students, and
- 1 .2.4. The President of the Employees' Association representing the staff.

The Committee shall report to the Executive Vice-President.

#### 1 .3 **Specific Powers and Functions**

- 1 .3.1. Conducts meetings and consultations with sectors of the academic community.
- 1 .3.2. Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment Act of 1995.
- 1 .3.3. Undertakes activities in information dissemination, con seriousness-raising and over-all better appreciation by the, academic community of the issues relating to sexual harassment.

1 .3.4. Constitutes the proper sub-committee for the investigation and hearing of a sexual harassment case.

1 .3.5. Exercises other powers as may be necessary to effectuate the Act.

1 .4. **Jurisdiction**

The Committee shall have jurisdiction over all (a) employees, whether regular or probationary, (b) faculty, whether full-time or part-time, (c) all other employees who have subsisting and executory employment contracts with the University, verbal or written or on a trimestral or yearly basis, and (d) all students.

2. **Sub-committee to Hear and Investigate Sexual Harassment Cases**

Upon receipt of a complaint alleging sexual harassment committed by any person over which it has jurisdiction, the Committee shall constitute an ad hoc sub-committee to investigate, hear and decide the case, hereinafter called the Sub-committee.

2.1. **Composition**

The Sub-Committee shall be composed of at least three members designated by the Committee in accordance with implementing guidelines.

2.2. **Powers and Functions**

2.2.1. Investigates, hears and decides sexual harassment cases for which it was constituted.

2.2.2. Issues subpoenas and other necessary writs and processes for the effective, efficient, objective, impartial and expedient disposition of cases.

2.2.3. Makes factual and administrative findings, renders the corresponding decision, and imposes the appropriate penalty in accordance with these policies and guidelines.

2.2.4. Exercises other powers necessary to effectuate the Anti Sexual Harassment Act of 1 995.

3. **Type of Offenses**

3.1. **Forms of Prohibited Acts**

3.1.1. Physical assault of a sexual nature, such as but not limited to:

- 3.1 .1 .1. rape, sexual battery, molestation, or attempts to commit these assaults; and
- 3.1 .1 .2. intentional physical conduct which is sexual in nature, such as touching, pinching, palling, grabbing, brushing a

against the victim's body, or poking the victim's body.

3.1 .2. Unwanted sexual advances, propositions or other sexual comments, such as but not limited to:

- 3.1 .2.1. sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
- 3.1 .2.2. preferential treatment or promise of preferential treatment to the complainant.
- 3.1 .2.3. subjecting or threats of subjecting, the complainant to unwelcome sexual attention or conduct or intentionally making performance of the complainant's task more difficult because of that complainant's sex.

3.1.3. Relations for sexual harassment complaints, such as but not limited to:

- 3.1 .3.1. disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work or school-related matters with the complainant because he or she has complained about or resisted harassment, discrimination or retaliation; and
- 3.1 .3.2. intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

3.1.4. Other acts:

- 3.1 .4.1. The above is not to be construed as an all inclusive list of prohibited acts under these policies and guidelines.
- 3.1 .4.2. Sexual harassment is unlawful and hurts all members of the academic community. Sexually-oriented acts or sex-based

conduct have no legitimate purpose in an educational institution. Accordingly, anyone who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

#### 4. **Procedures**

##### 4.1. **Complaint**

4.1.1. A formal charge or complaint in writing under oath shall be filed with the chair of the Committee by the aggrieved party or by any person having direct knowledge of the commission of the act accused of, or by the University. In the event the University is the complainant the aggrieved party (the victim) shall be the principal witness.

The complaint shall be in writing and under oath. It shall contain the following information:

- 4.1 .1 .1. the name of the person or persons against whom the complaint is filed; and
- 4.1 .1 .2. a narration of the pertinent facts and circumstances of the case.

The complaint shall be signed by the complainant and sworn to.

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

##### 4.2. **Answer**

4.2.1. Respondent shall be required to answer the complaint in writing, under oath within three (3) days from receipt of the complaint.

4.2.2. Failure of the respondent to file an answer within the prescribed period shall be deemed an admission of the principal act complained of.

##### 4.3. **Notice of Hearing**

Upon receipt of the answer or should respondent fail to file an answer, the case shall be scheduled for hearing and the corresponding notice of hearing



shall be issued to the parties by the Sub-Committee. If the victim of sexual harassment is a student, the parents or guardian shall also be sent a copy of the notice.

The issuance of a notice of hearing shall be mandatory.

#### **4.4. Hearing**

On the day of the hearing, the procedures shall be as follows:

- 4.4.1. In sexual harassment cases, the appearance of counsel shall be allowed. However, it shall be the responsibility of the parties to see to it that their lawyers have the time to attend to the case, shall adhere strictly to the rules, and shall not cause unnecessary delay of the proceedings. In any event, the Chair of the Sub-Committee shall exercise complete control of the proceedings at all stages. He or she shall use every and all reasonable means to ascertain the facts in each case speedily and objectively and without regard to the technicalities of law or procedure, all in the interest of fair play.
- 4.4.2. Should the complainant fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed. On the other hand, should the respondent fail to appear for the initial hearing after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed ex-parte without prejudice to the respondent's appearance in subsequent hearings.
- 4.4.3. Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
- 4.4.4. Witnesses shall testify under oath.
- 4.4.5. The Chair may rule on the exclusion of other witnesses when a witness for the same party testifies, and shall be allowed re-entry only when their respective turns to testify come. He or she shall likewise have the power to rule on the admissibility of evidence presented, or testimony given.
- 4.4.6. The hearing shall be completely under the control of the Chair of the Sub-Committee. He or she shall conduct the examination of the complainant and his or her witnesses as well as those of the respondent and his or her witnesses. Other members of the Sub-committee may only ask clarificatory questions.
- 4.4.7. The respondent may be represented by counsel but only for the purpose of seeing to it that due process is

observed. He or she cannot, however, ask questions. If parents of the parties are present during the hearing, they shall be there only as observers.

- 4.4.8. A record of the entire proceeding shall be taken in stenographic notes properly transcribed and filed in the records of the case. The proceedings may likewise be tape recorded by the Board, and shall likewise be filed immediately with the Chair, who shall take custody of all the records of the proceedings. The parties may be furnished copies of the transcript of stenographic notes and/or tape recording upon request but only after paying a reasonable fee.

#### 4.5. **Decision**

- 4.5.1. The duty of the Sub-Committee shall be to find and establish facts which shall be the basis for the Sub-Committee to render a decision in the manner provided.
- 4.5.2. A majority vote of the Sub-Committee shall be sufficient to pass a judgment in a case. But if the penalty imposed is dismissal, a unanimous vote shall be necessary. It shall be the duty of all members of the Sub-Committee to cast their votes. No abstentions shall be allowed.
- 4.5.3. The Sub-Committee shall render a decision within five days from the date of the last hearing which decision shall be in writing stating the reasons for the decision. Copies of the decision shall immediately be furnished to all parties, to the Committee and to the Executive Vice President. A copy of the decision together with a copy of the complaint shall be filed in and form part of the record of the respondent with the University.
- 4.5.4. Any party not satisfied with the decision rendered may file a motion for reconsideration with the office of the Executive Vice-President stating the grounds therefore, within five days from receipt of the decision. Only one motion for reconsideration will be allowed and entertained. The decision of the Sub-Committee shall immediately become final and executory if neither party avails of this remedy within the prescribed period.

#### 4.6. Sanctions

Sanctions shall be determined according to the gravity of the offense.

- 4.6.1. The penalties imposable in cases of proven sexual harassment are:
  - 4.6.1. 1. Severe reprimand
  - 4.6.1. 2. Suspension without pay, with prejudice to subsequent promotion, reclassification and permanency.
  - 4.6.1. 3. Dismissal from the University upon clearance from the Department of Labor and Employment.
  
- 4.6.2. Any person's first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal. The commission of acts other than assault may result, if the circumstances warrant so, in non-disciplinary oral counseling upon alledged first offense, written warning, suspension or discharge upon the first proven offense, depending upon the nature and severity of the misconduct, and suspension or discharge upon the second proven offense, depending on the nature and severity of the misconduct.

Alleged retaliation against a sexual harassment complainant will result in non-disciplinary oral counseling. Any form of proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.
  
- 4.6.3. In cases where the impossible penalty appears harsh or incongruent to the offense or the circumstances attending the commission of the offense thereof, the Sub-Committee shall nonetheless mete out the proper penalty under these rules. The Sub-Committee, in these cases, may, however, recommend to the EVP that such imposed penalty be commuted or reduced.

#### 4.7. Appeal

- 4.7.1. The party aggrieved by the decision of the Sub-Committee may file, an appeal to the [ through the Committee within five (5) working days from receipt of the decision.
- 4.7.2. A perfected appeal of the decision shall not stay the execution of the sanction meted out by the decision. However, in case of reversal of the decision on appeal, execution of the sanction shall not in any way prejudice the respondent.
- 4.7.3. Upon lapse of five (5) working days from receipt of the decision by the respondent, in the absence of a perfected appeal within such period, the decision shall be immediately executory, final and unappealable.
- 4.7.4. The [ shall decide the appeal within five (5) working days from receipt of the records or submission of the last required pleading, if any, or upon lapse of the period therefore. Such decision shall be immediately executory, final, and unappealable.

#### 4.8. Resort of the Courts

- 4.8.1. All complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee shall be bound to respect the proceedings therein and wait for final termination thereof, including appeal proceedings, before resorting to the courts.
- 4.8.2. In recognition of the primary jurisdiction of the University over them, the complainants, respondents and witnesses shall be bound to respect and abide by the procedures and policies of the Committee herein as well as any other rules heretofore promulgated and duly published, and shall, thus, refrain from hampering, interrupting or frustrating, willfully or otherwise, said proceedings or any incidents thereof, by obtaining any appropriate writ or process from the courts.
- 4.8.3. Nothing shall be interpreted, construed or deemed to diminish the rights of the parties under the law.

#### 4.9. Malicious Prosecution

- 4.9.1. While the University is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the University to protect the same members from

any malicious accusation and prosecution involving alleged acts of sexual harassment which may, however, be, in fact, baseless and even non-existent.

4.9.2. While recognizing that sexual harassment involves the use of power and ascendancy by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another involving alleged sexual harassment, is also an instrument to wield power over another.

4.9.3. To deter malicious, vindictive, or baseless accusation and prosecution by one against another involving alleged acts of sexual harassment.

4.9.3.1. The University shall require that all pleadings filed with the Sub-Committee be under oath and duly notarized.

4.9.3.2. The University shall endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Sub-Committee.

4.9.3.3. The Sub-Committee shall, as far as practicable, observe the demeanor of the complainant, respondent and witnesses as an indicia or their own credibility as well as the credibility of their claims and testimonies.

4.9.3.4. The Committee shall accordingly publish these policies and guidelines for the information and guidance of the entire academic community.



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# APPENDIX M:

## REPUBLIC ACT NO. 7079

### AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES.

Sec. 1. Title. — This Act shall be known and referred to as the “*Campus Journalism Act of 1991.*”

Sec. 2. Declaration of Policy. — It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Sec. 3. Definition of Terms. —

(a) School. — An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel; *chan robles virtual law library*

(b) Student Publication. — The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. — Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) Editorial Board. — In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed

faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) 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 the publication, the manner of selecting articles and features and other similar matters.

Sec. 4. Student Publication. — A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Sec. 5. Funding of Student Publication. — Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Sec. 6. Publication Adviser. — The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Sec. 7. Security of Tenure. — A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Sec. 8. Press Conferences and Training Seminar. — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such



competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Sec. 9. Rules and Regulations. — The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Sec. 10. Tax Exemption. — Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Sec. 11. Appropriations. — For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Sec. 12. Effectivity. — This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

*Approved: July 5, 1991*

**ORIGINAL SIGNED:**

Ramon V. Mitra  
Speaker of the House of Representatives

Jovito R. Salonga  
President of the Senate

Camilo Sabio  
Secretary General  
House of Representatives

Edwin P. Acoba  
Secretary of the Senate

ORIGINAL SIGNED:

Corazon C. Aquino

APPENDIX N:  
Lasallian Songs/Cheers

**Alma Mater Hymn**

F C7

Hail, Hail

F C7

Alma Mater,

F C7 F

Hail to De La Salle!

A7

We'll hold your banner

Dm7

high and bright,

G

C C7

A shield of green and white,

F C7

We'll fight to keep

F C7

your glory bright,

F C7 F F7

And never shall we fail,

Bb

F Dm7 G7

Hail to thee our Alma Mater!

F C7 F

Hail! Hail! Hail!

## Archer Song

On into the fight Green Archer  
On to Victory  
For La Salle we valiant marchers  
Ever fighters be  
Glory for La Salle Green Archers  
Our motto ever be  
Let your arrows fly, true archers  
Till we down the enemy.

## De La Salle Hymn

Come whatever kind of weather  
When the old gang gets together  
That's the time of days gone by  
Lost your cares and blues away  
Let's be happy let's be gay  
In our hearts the song will never die  
De La Salle we're rooting for you  
De La Salle oh can't you see  
Everyone of us is for you  
We'll cheer you on to victory  
For the green and for the white  
We will pledge our loyalty  
And many years add but fame  
To that grand old name  
De La Salle, De La Salle.

## Victory Song

Cheer, cheer for old De La Salle  
Shake up your banners cheering her name  
Send her rousing cheers on high  
Shake out the thunder from out the sky  
Though the odds be great or small  
Old De La Salle will win over all  
While her loyal sons are marching  
Onwards to victory Rah! Rah! Rah!  
(Repeat)

## La Salle Spelling

La Salle spelling, set! 1-2-3!  
La Salle spelling!  
La Salle spelling!  
Ready!  
\*Ready!  
1-2-3!  
\*L -A-S-A-L-L-E LA SALLE, RAH!!!  
\* CROWD

## Who's To Win This Game

Who's to win this game, set! 1-2-3  
Who's to win this game? \*GREEN!  
Who's to win this game? \*WHITE!  
GREEN! \*GREEN!  
WHITE! \*WHITE!  
FIGHT! \*FIGHT!  
\*GREEN WHITE, FIGHT!  
\*GREEN, WHITE, WHITE, WHITE!  
\*GO, FIGHT, FIGHT, FIGHT!  
\*GREEN, WHITE, GO FIGHT!  
\*GREEN, WHITE, FIGHT!  
\*GREEN, WHITE, WHITE, WHITE!  
\*GO, FIGHT, FIGHT, FIGHT!  
\*DE LA SALLE ! DE LA SALLE  
\*FIGHT, TEAM, FIGHT!  
\*CROWD

## Zama Zipa Zam

ZAMA ZIPA LAM, SET! 1-2-3!  
ZAMA ZIPA ZAM!  
\*ZAMA ZIPA ZAM!  
Ready!  
\*Ready!  
1-2-3!  
\*ZAMA ZIPA ZAM! (1 -2, 1 -2-3, 1-2, 1-2-3)  
\*FIGHT!  
(Repeat 3x)  
WIN, TEAM, WIN!!

## Rektikano

REKTIKANO, SET! 1-2-3!  
REKTIKANO!  
\*REKTIKANO!  
READY!  
\*READY!  
1-2-3!  
REKTIKANO, KEENEE-KEENA! (2X)  
REKTIKANO, REKTIKANO,  
REKTIKANO! RAH! (2X)  
SEEZ-BOOM-BAH! (2X)  
BOOM-RAH-BOOM-RAH)  
BOOM-RAH-RAH (2X)  
SIS-BOOM-BAH  
SIS-BOOM-BAH  
LA SALLE, RAH!  
\*CROWD

## Haydee Three Times

HAYDEE THREE TIMES, SET! 1-2-3!  
HAYDEE THREE TIMES!  
\*HAYDEE THREE TIMES!  
READY!  
\*READY!  
1-2-3  
\*HAYDEE, KAYDEE  
KALA WALA WAYDEE  
KALA WALA WINGO DINGO DAYDEE  
HUSH, KUSH  
KALA WALA WUSH WUSH  
KALA WALA WIN GO DINGO DASH  
(Repeat 3x)  
\*123  
\*ANIM000000000000 LA SALLE!  
\*CROWD

## Boom-Ma-Kaya

BOOM-MA-KAYA, SET! 1-2-3!  
BOOM-MA-KAYA!  
\*BOOMMAKAYA!  
READY!  
\*READY!  
1-2-3  
\*BOOMMAKAYA!IMAKADIWA!(2X)  
\*BOOMMAKAYA, IMAKADIWA! (3X)  
\* FIGHT, TEAM, FIGHT!  
\*CROWD

## Strawberry Shortcake

STRAWBERRY SHORTCAKE, SET! 1-2-3!  
STRAWBERRY SHORTCAKE!  
\*STRAWBERRY SHORTCAKE!  
READY!  
\*READY!  
1-2-3!  
STRAWBERRY SHORTCAKE  
BLUEBERRY PIE  
V-I-C-T-O-R-Y  
VICTORY, VICTORY  
IS OUR CRY  
DE LA SALLE, DE LA SALLE  
HEIDI HIGH  
\*CROWD

## Derecho La Salle

1-2, 1-2, 3-4  
1-2, 1-2, 3-4  
1-2, 1-2, 3-4  
1-2, 1-2, 3-4  
D 1-2, 1-2, 3-4 ) CLAP  
L1-2,1-2,3-4  
5 1-2, 1-2, 3-4  
U1-2,1-2,3-4D-L-S-U!  
DLSU, DERECHO LA SALLE !!!  
\*CROWD



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