



Universty of the Philippines System Code

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1 The University of the Philippines System Code

1.1 Book I. Governmental and Administrative Affairs

Book I. Governmental and Administrative Affairs

PRELIMINARY TITLE

GENERAL PROVISIONS

ARTICLE 1. This Code shall be known as "The 2005 Revised Code of the University of the Philippines System."

ART. 2. The University of the Philippines System is a public, secular, non-profit institution of higher learning established to provide advanced education in the humanities, philosophy, the sciences, and the arts; give professional and technical training; encourage and undertake research; and contribute to the growth, dissemination, and application of knowledge.

ART. 3. Pursuant to Section 5 (2), Article XIV of the Constitution of the Philippines, the University of the Philippines System shall enjoy academic freedom.

The University has the right and the responsibility to exercise academic freedom. Academic freedom is both institutional and individual. Institutional academic freedom is freedom of the University from intervention and control in the conduct of its affairs as a University. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.

ART. 4. The powers of the University, in addition to those provided in the Constitution of the Philippines, shall be those set forth in its Charter, those granted to corporations in general under the Corporation Law, and such other powers as may be further provided by law.

1.1.1 Title One

THE GOVERNMENT OF THE UNIVERSITY

1.1.1.1 Chapter 1 The Board of Regents

Chapter 1

The Board of Regents

ART 5. The government of the University of the Philippines System shall be vested in the Board of Regents of the University of the Philippines System as constituted by law. The administration of said university and the exercise of its corporate powers are vested exclusively in the Board of Regents and the President of the University System insofar as authorized by said Board.

ART. 6. On or before the tenth day of August of each year, the Board of Regents shall file with the President of the Philippines a detailed report setting forth the progress, conditions, and needs of the University.

ART. 7. The Board of Regents shall be composed of the Chairman of the Commission on Higher Education (CHED) as Chairman of the Board, the President of the University of the Philippines System as Vice-Chairman of the Board, the Chairman of the Senate Committee on Education, the Chairman of the House Committee on Education, the President of the U.P. Alumni Association to serve for the duration of his/her term of office in the alumni association, one (1) Regent representing the Faculty to be appointed by the President of the Philippines, to serve for one year, one (1) Regent representing the Student Body to be appointed by the President of the Philippines, to serve for one year, five (5) other Regents appointed by the President of the Philippines, at least three (3) of whom are alumni of the University.

Of the Five (5) other Regents first appointed as above provided, the President shall designate three (3) to serve for one (1) year and two (2) to serve for two (2) years. Thereafter, the successors of such Regents shall hold office for a term of two years or until their successors are appointed.

In case of vacancy in the Board of Regents, such vacancy shall be filled by appointment by the President of the Philippines, such appointee shall hold office for the unexpired term.

ART. 8. The Chairman shall preside over all meetings of the Board. In the absence of the Chairman, the President of the University, as Vice-Chairman, then the most senior, according to the date of membership in the Board, shall act as Chairman.

ART. 9. Regular meetings of the Board shall be held once a month during the academic year. A quorum of the Board of Regents shall consist of a majority of all the members holding office at the time the meeting of the Board is called.

ART. 10. Special meetings of the Board may be called by the Chairman or the President of the University or by three members of the Board. Notice of such meetings shall be issued by special messenger or telegram at least twenty four (24) hours prior to the meeting.

ART. 11. The meetings of the Board shall be held within the university campus at Quezon City. However, meetings may also be held in such other places where the University has established units or branches.

ART. 12. The Board of Regents may create such committees as it may deem necessary for the proper performance of its functions.

ART. 13. The President of the University System shall be an *ex-officio* member of all standing committees of the Board and an *ex-officio* Chairman of the Committee on Educational Policy.

1.1.1.2 Chapter 2 The University Council

Chapter 2

The University Council

ART. 14. There shall be in each constituent university a University Council consisting of faculty members of the units therein with the rank of Assistant Professor or higher. The Chancellor shall be the Chairman of the Council.

ART. 15. Subject to the approval of the Board of Regents, upon the recommendation of the President and in accordance with the policies and standards established by the Board, the University Council shall:

- a. Prescribe the courses of study, curricula and rules of discipline of students in the constituent university;
- b. Fix the requirements for admission for any college or unit of the constituent university and for graduation and the awarding of degrees;
- c. Recommend recipients of degrees and diploma; and
- d. The University Council shall, through the Chancellor or its own appropriate committees, exercise disciplinary powers over the students pursuant to the rules of discipline prescribed by the Board of Regents.
- e. perform such other functions as may be delegated by the Board of Regents or the President.

ART 16. University Officers. The Officers of Administration of the University shall be the President, the Vice Presidents, the Secretary of the University, and such other officers as the Board of Regents may determine.

The Chancellor of the constituent unit shall be the presiding officer of the University Council. In his/her absence, the Vice Chancellor for Academic Affairs, shall preside, and in the absence of both, any of the following officers: Vice Chancellor for Administration, Vice Chancellor for Student Affairs, Vice Chancellor for Research and Development, and Vice Chancellor for Community Affairs.

ART. 17. The Registrar, as *ex-officio* Secretary of the Council, shall have the

duty to issue notices for meetings of the Council, keep the minutes of its proceedings, send a copy of such minutes to each member of the Council, and furnish each member a copy of the order of business of every regular meeting at least three days in advance.

ART. 18. The University Council shall meet at least once each semester and at such times as the Chancellor may determine. The Chancellor shall call a special meeting upon request by a majority vote of the Executive Committee or the written request of one-third of the members of the Council.

ART. 19. Every member of the University Council shall be required to attend all its meetings but any member may be excused from attendance for reasons that the Dean may consider satisfactory; Provided, however, That the members of units of the University situated over one hundred kilometers from the main campus of the constituent university shall not be expected to attend the meetings of the Council unless specifically directed to do so by the Chancellor.

ART 20. Members of the faculty who have to attend Council meetings are authorized to assign some work their students need to do within the meeting time.

ART. 21. A majority of the Council or seventy-five (75) of its members, whichever is lower, shall constitute a quorum.

ART. 22. Save as to matters specifically provided for by law, the provisions of this Chapter and other by-laws of the University Council may be amended at any regular meeting of the Council by a unanimous vote of the members present; Provided, however, That in case a proposed amendment has been submitted to the Council at a previous meeting, or copies thereof have been furnished all the members of the Council at least three days in advance, such amendment shall take effect if approved during any meeting of the Council by not less than three-fourths of all its members.

ART. 23. There shall be an Executive Committee of the University Council with the Chancellor as chairman and composed of the officers of the administration, the deans and directors of academic units, and three members-at-large as members, the last three to be elected by the University Council from among the members thereof for a term of one year without prejudice to reelection for another year. In no case should a member serve for more than two consecutive years, except those who are members by virtue of their positions. The functions of the executive committee shall be those set forth in the Revised University Code.

ART. 24. The Executive Committee shall:

- a. Consider matters of policy and report on the state of the university system to the meetings of the Council;
- b. Decide cases of discipline in accordance with the rules promulgated by the Council on this subject;

- c. Act for and on behalf of the Council in matters expressly delegated to it by that body and such other matters requiring immediate action;
- d. Serve as the central agency for various committees of the Council to the end that their functions may be performed with greater coordination and dispatch;
- e. Act as a committee in all matters not falling within the jurisdiction of the other committees of the Council;
- f. Act in an advisory capacity to the Chancellor in all matters pertaining to his/her office for which he/she seeks its advice.

ART. 25. The Executive Committee shall meet at the call of the Chancellor or on the written request of the majority of the members.

ART 26. The meetings of the Executive Committee shall be held within the Campus of each constituent university.

ART. 27. The University Council may create such committee as it may deem necessary for the proper performance of its functions.

ART. 28. The Chancellor shall be ex-officio member of every standing or special committee of the University Council.

1.1.1.3 Chapter 3 Officers of Administration

CHAPTER 3

Officers of Administration

ART. 29. The officers of Administration of the University System shall be the President, the Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Planning and Finance, the Vice President for Development, the Vice President for Public Affairs, the Vice President for Legal Affairs, the Chancellors of the constituent universities or units, and the Secretary of the University System and of the Board of Regents..

ART. 30. Leadership in the University System is vested in the President who shall be the chief executive officer of the University. He/She shall be elected and his/her compensation shall be fixed by the Board of Regents for a term of six years counted from the date of his/her election, without prejudice to subsequent reelections for like terms and until his/her successor shall have been elected or until he/she shall have reached the age of seventy (70) years.

ART. 31. He/She shall be ex-officio head of the University System faculty and of the faculty of every college or school or any other unit of the University System or any of its constituent universities.

ART. 32. The President shall have general supervision of all business and

financial operations of the University System.

ART. 33. All officers, members of the teaching staff, and employees shall be responsible to and under the direction of the President.

ART. 34. The President shall carry out the general policies laid down by the Board of Regents, and shall have the power to act within the lines of said general policies. He/She alone shall undertake to direct or to assign the details of the executive action.

ART. 35. The President shall have the power to determine and prepare the agenda of all meetings of the Board of Regents, *Provided, however,* That any member of the Board shall be entitled to have any matter included in the agenda.

ART. 36. The President shall preside at commencement and other public exercises of the University System, and confer such degrees and honors as are granted by the Board of Regents. All college or university diplomas and certificates issued by the University System shall be signed by him/her, the Secretary of the University, and the Chancellor.

ART. 37. Should a permission or an authorization given to any person to engage in any work or activity within the campus of the University System be used by such person to arouse disloyalty to the Government of the Philippines, or to discourage students from attending the University, or to create by overt act disturbance or dissension among students, faculty members or employees, or to interfere directly or indirectly with the discipline of the University System, the President of the University System, shall after due hearing, cancel the privilege so granted and thereafter prohibit him/her permanently from staying or remaining on the campus. The President shall thereafter inform the Board of Regents of his/her action and the Board may take any action that it may deem appropriate in connection therewith.

ART. 38. The President shall be the official medium of communication between the teaching force, employees and students of the University System, on the one hand, and the Board of Regents or Board of Visitors, on the other.

ART. 39. The President shall recommend suitable persons to fill all vacancies and new positions. He/She shall have authority to fill vacancies temporarily; to make such appointments as are especially permitted by the Board of Regents; and to make such other arrangements as to meet emergencies occurring between the meetings of the Board so that the work of the University will not suffer.

No new positions/or items in the University System shall be filled without prior authorization from the President and the Finance Committee of the Board. The President's authorization alone shall suffice however in the case of appointments that are within the President's authority to make without need of the approval of the Board.

ART. 40. The President shall exercise the following specific powers:

- a. Authority to make ad interim appointments; provided, that such appointments shall not take effect thirty days before the day after the last meeting of the Board and that the appointment shall be subject to confirmation by the Board of Regents.
- b. Authority to renew appointments, for not more than one year, if the budget permits and the services are necessary, of deans and other heads of principal units in an acting capacity, or as officer-in-charge for these positions.

ART. 41. The authority to change the leave status of the faculty from that of teacher's leave to that of cumulative leave heretofore exercised by the President is hereby delegated to the Chancellor.

ART. 42. The discipline of faculty members and employees at the first instance heretofore exercised by the President is delegated to the Chancellor.

ART. 43. The President shall prepare an annual report to the Board of Regents on the work of the past year and the needs for the current year. He/She shall also present to the Board the annual budget of the University System with estimates of income and expenditures.

ART. 44. The President shall execute and sign in behalf of the University System all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University System. However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms therefore having been fixed in the University System, existing regulations, and general laws, he may direct through appropriate written instructions that approval in specified cases be made in his/her behalf by officers of administration or heads of University System offices or units, subject to such safeguards as he/she may impose. All existing regulations inconsistent herewith are hereby abrogated.

ART. 45. The President shall have general responsibility for the enforcement of discipline in the University System and for the maintenance of satisfactory academic standards in all its units.

ART. 46. The President shall have the power to modify or disapprove any action or resolution of any college or school faculty or administrative body, if in his/her judgment the larger interests of the University so require. Should he/she exercise such power, the President shall communicate his/her decision in writing to the body immediately affected, stating the reasons for his/her actions; and thereafter shall accordingly inform the Board of Regents, which may take any action it may deem appropriate in connection therewith.

ART. 47. The President shall have the power to approve and sign contracts, after public bidding, for construction and repair, including construction management

services, involving amount not more than Thirty Million pesos(P30,000,000) per project; *provided*, the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations, and information to the Board of Regents. The President is authorized to approve and sign negotiated contracts for construction and repair, including variation orders thereon, involving amounts not exceeding Ten Million Pesos (P10,000,000) per project; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations.

ART. 48. The President shall have the authority to approve and sign contracts for the purchase, after public bidding of supplies, materials, equipment, and services, including architectural and engineering design services, involving amounts not exceeding Thirty Million Pesos (P30,000,000.00) per single transaction, He/She shall also have the authority to approve and sign negotiated contracts for the purchase of supplies, materials, equipment, and services, including architectural and engineering design services, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per single transaction, as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three (3) responsible suppliers, subject to pertinent laws and regulations.

ART. 49. The President may invite, from time to time, scholars of eminence and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof; and for this purpose, he/she may authorize honoraria for such service, to be taken from the miscellaneous fund and at rates determined by him/her.

ART. 50. He/She shall have such other powers as are elsewhere provided in this Code or in the Charter of the University or those which may be specifically authorized by the Board of Regents and those usually pertaining to the office of president of a university. He/She may delegate in writing his/her functions to any office or officer, in accordance with the rules and other guidelines prescribed by the Board of Regents.

ART. 51. The President of the University System is authorized in case of his/her absence for brief periods of time to designate a ranking officer of administration who may be any one of the Vice Presidents, the Chancellors or Deans to act as officer-in-charge of the Office of the President, who shall carry out the management of the

University System affairs in the name of the President, subject to his/her instructions and the policies of the Board.

ART. 52. The Executive Vice President shall be elected by the Board of Regents, on recommendation of the President, and he/she shall assist the President in carrying out the educational plans and policies of the University and in the supervision of the different academic activities of the University.

ART. 53. The Vice President for Academic Affairs shall be appointed by the Board of Regents on recommendation of the President. He/She shall be directly responsible to the President for carrying out the educational policies and programs of the University System, and in supervising curricular, instructional, research and other academic activities of the University System. As Dean of the faculties, he/she shall be ex-officio chairman of the Curriculum Committee of the University Council and shall preside at the meeting of the University Council in the absence of the President.

ART. 54. The Vice President for Administration. The Vice President for Administration shall be appointed by the Board of Regents on recommendation of the President. He/She shall be directly responsible for administrative operations.

The Vice President for Administration's functions are as follows:

- a. To conduct a regular review, rationalization and updating of employment policies for regular and non-regular administrative personnel;
- b. To conduct a regular review, rationalization and updating of administrative personnel development;
- c. To conduct a regular review of salaries and benefits of administrative personnel;
- d. To conduct a regular review of policies on administrative workload, discipline, ethics, etc.
- e. To recommend personnel actions for UP System administrative staff and constituent universities administrative staff when necessary/required;
- f. To oversee purchasing, property, equipment and supply functions for System administration;
- g. To serve as Chair of the Fiscal Policies and Operations Committee (FPOC). The FPOC has the following functions:
 - formulate, review and recommend operational procedures and guidelines to be implemented throughout the UP System including but not limited to the following: honoraria rates, trust fund policies and guidelines, and COA concerns in audit reports;
- h. To review all non-academic (administrative and general services) MOAs/contracts prior to President's or BOR's approval;
- i. To formulate policies for the safeguarding of university property and equipment;
- j. To formulate policies for maintenance of security, peace and order in the University;
- k. To serve as the *ex-officio*, Vice Chair of the Board of Trustees of the UP Provident Fund, Inc.;
- l. To attend to employee union concerns; and
- m. To perform all other functions to be assigned by the President.

ART. 55. The Vice President for Planning and Finance. The Vice

President for Planning and Finance shall be appointed by the Board of Regents on recommendation of the President. He/She shall perform the following functions: Planning, Budgeting, Treasury and Cash Management and Controllership.

ART. 56. The Vice President for Public Affairs. The Vice President for Public Affairs shall be appointed by the Board of Regents on recommendation of the President. He/She shall be directly responsible to the President for promoting close relations with the government, the alumni, the private sector and the general public.

The Vice President for Public Affairs shall perform the following functions:

- a. To develop and maintain relations with government agencies that affect the operations of the university (e.g. CHED, Civil Service Commission, Department of Budget and Management and the Executive Branch, Commission on Audit, and Congress)
- b. To develop and maintain alumni relations with alumni associations and individual alumnus/alumna here and abroad;
- c. To monitor legislative initiatives related to the University in Congress;
- d. To develop and maintain media relations;
- e. To manage the publication of the UP Newsletter and other periodicals of the University;
- f. To develop and maintain relations with the private sector;
- g. To conduct a regular review and rationalization of policies on extension work e.g. Ugnayan ng Pahinungod programs;
- h. To develop extension service programs; and
- i. To perform all other functions to be assigned by the President.

ART. 57. The Vice President for Development. The Vice President for Development shall be appointed by the Board of Regents on recommendation of the President.

The Vice President for Development shall perform the following functions:

- a. To develop and implement programs for expanding the financial endowments of the University through donations and grants;
- b. To identify, initiate, and implement income-generating activities for the University;
- c. To coordinate with the constituent universities in pursuit of opportunities for resource generation; and
- d. To perform all other functions or projects as may be assigned by the President.

ART. 58. The Vice President for Legal Affairs. The Vice President for Legal Affairs shall be appointed by the Board of Regents on recommendation of the President.

ART. 59. In case of vacancy in the office of the President, or in the absence of

the President, or in case of his/her inability to act, the Executive Vice President shall act as President.

ART. 60. The Executive Vice President shall be directly responsible to the President; and he/she shall have such other functions as the President or the Board shall assign to him/her.

ART. 61. In the absence of both the President and the Executive Vice President or in case of the inability of both to act, the Vice President for Academic Affairs shall temporarily perform their functions.

ART. 62. The Secretary of the University shall be appointed by the Board of Regents upon the recommendation of the President. He/She shall be the Ex-Officio Secretary of the Board of Regents and shall keep such records of the University as may be designated by the Board. He/She shall perform such other duties as the Board of Regents and the President may assign.

ART. 63. The Chancellor. Appointment and Term of Office

Each constituent university shall have a Chancellor to be appointed from the faculty by the Board of Regents, upon recommendation of the President, after such consultation as the President may prescribe. The Chancellor shall serve for a term of three (3) years and until a successor shall have been appointed and qualified. The Board shall determine the compensation of the Chancellor, upon the recommendation of the President.

Should a vacancy occur in the Office of the Chancellor, the ranking Vice Chancellor, determined according to rules prescribed by the Board shall serve as acting chancellor until such time as a chancellor shall have been appointed and assumed office.

ART. 64. The Chancellor shall be the Chief Executive Officer of the constituent university and shall exercise general supervision over all business and financial operations of the constituent unit.

ART. 65. The Chancellor shall have the following existing delegation of authority:

A. Policy Powers:

1. formulation and recommendation of policies and programs relating to the constituent university for consideration of the President and approval by the Board of Regents
2. Implementation of policies adopted by the Board of Regents relating to the constituent university

B. Academic Powers:

1. agenda of the University Council

2. appeals for readmission, including cases where the dean's decision conflicts with the recommendation of the University Guidance Counselor; and
 3. waiver of the rules on admission of transfer students
 4. request for permission to handle overload teaching
 5. payment of claims for honoraria for overload teaching and summer term teaching
 6. request for permission to advance or postpone registration for a particular course or degree program or college
 7. extension of late registration without fine
 8. allocation of research grants from University funds
 9. endorsement of research proposals to other agencies
 10. action on request for permission to undertake research under the auspices of an outside organization
 11. assignment of teaching load to Professors Emeriti below or over seventy (70) years of age
 12. request for authority to teach in another college within the constituent university
 13. request for authority to teach in another constituent university
 14. assignment of teaching load credit to graduate courses
 15. assignment of teaching load credits to non-teaching activities
 16. waiver of the rules on teaching load
 17. authority to include load for research and administrative work in computing overload teaching
 18. library rules, as well as rates of fines, subject to reporting to the President; provided, that proposed fees or fines, as well as revisions thereof, shall be coursed through the UP System Fiscal Policies and Operations Committee prior to approval by the Chancellor
 19. exceptions to the rules on class size
 20. cross enrolment in another educational institution
 21. waiver of students' maximum residence rule
 22. late application for graduation
 23. signing of diplomas or certificates awarded to participants of training or special courses and the like
 24. designation of students as official delegates, observers or participants to local, regional and international conferences, seminars, etc. and authorization of their official expenses chargeable to appropriate allocation in the University budget
 25. action on appeal of the dean's decision on applications for substitution of courses.
 26. suspension of classes for University convocations or other legitimate purposes and dismissal or suspension of classes in any college
 27. request for extension of period to submit grades
 28. limitation of enrolment in any college
- C. Administrative and Fiscal Matters
1. approval of the establishment of, and the rules for, scholarships,

- fellowships and assistantships funded out of donations from private individuals, persons or grants by government agencies or institutions other than the University of the Philippines, in any case, subject to reporting to the President
2. approval and signing of scholarship, fellowship and assistantship contracts in accordance with rules established for the purpose
 3. award of fellowships, scholarships and assistantships to students, faculty and other personnel
 4. requests for permission to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations.
 5. promulgation of rules to govern the administration of the administrative fellowship program
 6. designation of the members of the Administrative Fellowship Committee
 7. appointment of administrative fellows
 8. permission to enrol in another institution
 9. promulgation of rules to govern the administration of the administrative research fellowship program
 10. appointments
 - 10.1. appointment of research fellow
 - 10.2. appointment of an officer-in-charge of the constituent university without any allowance or any form of additional compensation and for a period not exceeding one (1) month; provided that each appointment issued shall be reported to the President immediately
 - 10.3. appointment of officers-in-charge of colleges, schools and other principal units and officers-in-charge of national institutes, in any case for a period not exceeding four (4) months
 - 10.4. appointment of the following:
 - 10.4.1. affiliate faculty
 - 10.4.2. associate or assistant deans
 - 10.4.3. directors or heads and assistant directors or assistant heads of sub-units, except heads of national institutes and those occupying basic positions the starting salaries for which are equal to or higher than that of professor
 - 10.4.4. program or project directors or coordinators
 - 10.4.5. college secretaries and department chairmen
 - 10.4.6. legal counsels/assistants
 - 10.4.7. special assistants to the Chancellor
 - 10.4.8. members of the University Personnel Board; Fellowship and Scholarship Committee
 - 10.4.9. other additional assignment positions below the level of head of principal unit
 - 10.4.10. other additional assignment positions the class titles

and honoraria for which are fixed by the President

- 10.5. renewal of appointment of UP Mindanao Foundation Fellows (for the UP Mindanao Chancellor)
- 10.6. original appointment or reappointment of visiting or exchange faculty regardless of rank , in either case, subject to reporting to the President; provided that funds are available in the approved budget of the constituent university where expenditures of university funds are involved
- 10.7. appointment of faculty members to ranks below that of professor (except permanency of faculty, regardless of rank which is subject to approval by the Board of Regents); the UP Mindanao Chancellor has authority to appoint faculty to rank below that of Associate Professor
- 10.8. appointment of REPS and administrative personnel to positions the starting salaries for which are lower than that of professor; and
- 10.9. appointment of lecturers, senior lecturers, professorial lecturers, special lecturers and consultants
- 10.10. appointment of faculty members to ranks below that of professor (except permanency of faculty, regardless of rank, which is subject to approval by the Board of Regents); for UP Mindanao, appointment of faculty with the ranks of Associate Professor will require approval of the President, upon the recommendation of the Chancellor.
- 10.11. automatic promotion of faculty on the basis of earned PhD. or equivalent degree; reappointment to the same rank or class title and at the same salary as those of the last appointment; renewal of appointment or transfer with no change in rank or class title and salary of the following:
 - 10.11.1. faculty members with the rank of professor or higher
 - 10.11.2. visiting or exchange faculty (regardless of rank)
 - 10.11.3. REPS and administrative personnel who are occupying positions the starting salaries for which are equal to or higher than that of professor
11. determination of the term of office of an associate dean or deputy director upon the recommendation of the incumbent Dean or Director; *provided* that an appointment to said position shall not extend beyond the expiration date of the incumbent dean or director or his/her resignation/separation from the deanship or directorship
12. budget
 - 12.1. conduct of annual financial review of the constituent university's performance and operations in order to identify problems and prospects
 - 12.2. assessment of expected income, receipts and government

- subsidy for each ensuring budget year
- 12.3. formulation of targets, thrusts and priorities for each budget year
 - 12.4. formulation of the constituent university budget and accounting for the operating result thereof
 - 12.5. special budgets, regardless of the amount involved, for joint academic and training programs and other collaborative undertakings between the University and external agencies or institutions, funded out of donations or grants or other sources other than the approved budget of the University
13. conduct and discipline of faculty and other personnel
- 13.1. final decision on the suspension of personnel for a period exceeding fifteen (15) days but not more than thirty (30) days, or fine exceeding their compensation for fifteen (15) days but not more than thirty (30) days; provided, that decisions involving higher penalties except dismissal or removal may be appealed to the President
14. conduct and discipline of students, as regards penalties pursuant to the rules and regulations on student conduct and discipline
- 14.1. Sec. 25: The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision
 - 14.2. Sec. 18: Any decision of the Tribunal or a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration
 - 14.3. Sec. 19: In all cases in which final decision is not conferred on a Dean or the Tribunal, the respondent may file or appeal with the President or the Chancellor within 10 days exclusive of Sunday and official holidays from receipt of the decision
 - 14.4. Sec. 20 : Action of the President or Chancellor on recommendation coming from the Dean on appeal from the decision of a Dean or the Tribunal shall be rendered within ten (10) days, exclusive of Sundays and official holidays, after receipt of the appeal
The Executive Committee shall automatically review and

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

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

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

15. conduct and discipline of students, as regards penalties pursuant to the revised rules and regulations governing fraternities, sororities and other student organizations
 - 15.1. Sec. 1. The SDT shall render decisions within (15) days from the time the cases are deemed submitted for resolution
 - 15.2. Sec. 2. Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the constituent university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision
 - 15.3. Sec. 3. The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal, which shall include his/her recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion
 - 15.4. Sec. 4 : Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision

16. contracts/agreements
 - 16.1. approval and signing of agreements with other institutions, local or foreign, for joint academic, research and or training programs; *provided*, that such agreements do not involve any additional and/or special budgetary outlay on the part of the constituent university; provided, further, that all such agreements shall be reported to the President and submitted to the Board for confirmation not later than ninety (90) days from the signing thereof

- 16.2. research contracts between the University and individual faculty members/group of faculty members and other personnel of the University
17. construction and repair
 - 17.1. approval and signing of contracts, after public bidding for construction and repair, including construction management services, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per project; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders if any, taken together, subject to pertinent laws, regulations, and information to the President and the Board of Regents
 - 17.2. approval and signing of negotiated contracts for construction and repair, including variation orders thereon, involving amounts not exceeding Six Million Pesos (P6,000,000.00) per project; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations
18. purchase of supplies, materials and services
 - 18.1. approval and signing of contracts for the purchase, after public bidding of supplies, materials, equipment and services, including architectural and engineering design services, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per single transaction, subject to pertinent laws and regulations, and information to the President and the Board of Regents
 - 18.2. approval and signing of negotiated contracts for the purchase of supplies, materials, equipment, and services, including architectural and engineering design services, involving amounts not exceeding Six Million pesos (P6,000,000.00) per single transaction, as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three responsible suppliers, subject to pertinent laws and regulations
 - 18.3. approval and signing of contracts, after public bidding, for janitorial, security and laundry services, regardless of the contract price involved in each single transaction, subject to pertinent laws and regulations, and information to the President and the Board of Regents
 - 18.4. approval and signing of contracts for the acquisition of services (e.g. janitorial services) supplemental to the following:
 - 18.4.1. existing contract previously approved by the President; and

- 18.4.2. existing contract previously approved or confirmed by the Board of Regents
- 19. payment of obligations pursuant to contracts approved by the President or approved/confirmed by the Board of Regents
 - 19.1. approval of vouchers and signing of corresponding checks, regardless of the amount involved, covering payments of obligations of the University as regards constructions and purchases of supplies, materials, equipment and services, the contracts for which had been previously approved by the President or approved/confirmed by the Board of Regents
- 20. lease of equipment and other personal property
 - 20.1. approval and signing of contracts of lease, with the University as lessor, of equipment or any other personal property where the monthly rental does not exceed One Hundred Thousand Pesos (P100,000.00); provided that no lease shall last for more than two (2) years; provided, further, that any such lease shall be reported to the President
 - 20.2. approval and signing of contracts of lease, with the University as lessee, of equipment or any other personal property where the monthly rental does not exceed One Hundred Thousand Pesos (P100,000.00); provided, that no lease shall last for more than two (2) years; provided, further, that any such lease shall be reported to the President
- 21. lease of real property
 - 21.1. approval and signing of contracts of lease, with the University as lessee, of real property where the monthly rental does not exceed P25,000 and the lease is for a period of not more than two (2) years, subject to reporting to the President and confirmation by the Board within thirty (30) days from the signing thereof
 - 21.2. approval and signing of contracts involving the grant of a discontinuous easement of right of way over University property, subject to reporting to the President within 30 days from the signing thereof
- 22. sale of disposable and usable equipment
 - 22.1. approval and signing of contracts for the sale of condemned or disposable equipment or any other personal property of the University where the amount involved in any one transaction does not exceed One Hundred Thousand Pesos

(P100,000.00)

23. lease of buildings

- 23.1. approval and signing of contracts of lease, with the University as lessor, of buildings, rooms and similar facilities, other than University housing or residential units, for a period not exceeding three years, subject to reporting to the President
- 23.2. approval and signing of contracts of lease, with the University as lessee, of buildings, rooms and similar facilities, for a period not exceeding one (1) year and the monthly rental does not exceed Fifty Thousand Pesos (P50,000.00)

24. reproduction, publication, distribution of literary property

- 24.1. approval and signing of contracts for the reproduction, publications, or distribution, of literary and other intellectual property of the University or other persons, subject to reporting to the President within thirty (30) days from the signing thereof

25. renewal contracts

- 25.1. approval and signing of renewals of contracts originally approved and signed by the President subject to these conditions: (1) the terms and conditions of the renewal contract do not deviate substantially from those in the original contract; (2) the original contract contains a renewal clause; (3) the period covered by the renewal contract shall be effective for a period not exceeding the regular term of the Chancellor concerned; (4) the Chancellor shall submit to the President reports on contracts renewed within thirty (30) days from the signing thereof; provided, that the authority of the Chancellors applies only to the first contract; provided, further, that the authority to approve and sign renewal contracts shall be without prejudice to the authority of Chancellors to finally approve and sign contracts directly delegated to them by the Board

26. implementing contracts

- 26.1. approval and signing of contracts implementing the provisions of principal contracts already signed by the President and confirmed by the Board; provided, that such contracts shall be reported to the President and submitted to the Board within thirty (30) days from the signing thereof

27. donations

- 27.1. approval of donation to the Philippine Government agencies of University property other than real estate, with value not exceeding One Hundred Thousand (P100,000.00) pesos per donee per year
- 27.2. to negotiate, obtain, or receive grants, gifts and donations and to administer the same for the benefit of the constituent university, subject to reporting to the President; provided, that the acceptance of donations of equipment the installation, operation or maintenance of which require financial outlay in addition to the approved budget of the constituent University shall be confirmed by the Board upon recommendation of the President; provided further, that all service donations shall be subject to the approval of the Board upon recommendation of the President; furthermore, donations that entail onerous conditions shall be subject to approval by the Board of Regents

28. fees

- 28.1. fixing and revision of rentals, fees and other charges for the use of University facilities in accordance with Executive Order No. 4, dated March 31, 1981
- 28.2. fixing and revision of, and approval of the appropriate rules for, all types of dormitory or residence hall fees (e.g., board fee, lodging fee, fees for miscellaneous services) and charges for electrical appliances/gadgets (e.g., microcomputers) brought in and used by residents, subject to the following conditions:
 - a. an increase shall not be made more than once within an academic year and shall not exceed one hundred percent (100%); where the increase is One Hundred Pesos (P100.00) or less, the increase may exceed one hundred percent (100%)
 - b. new fees or fines and revision of existing fees or fines shall not be imposed retroactively
 - c. any new fee or fine prescribed or revision of existing fees or fines, as well as the corresponding rules therefor, shall be reported to the Board of Regents within sixty (60) calendar days after the date of approval thereof by the Chancellor
 - d. adjustment of electrical and water charges (and related charges, e.g. telephone) according to prevailing rates of companies serving their respective campuses
- 28.3. determination or revision of subscription rates for constituent university publications
- 28.4. determination or revision of fees and other charges for training programs and other non-degree programs or courses

- 28.5. determination or revision of the rates of honoraria for research projects and other activities
- 29. housing
 - 29.1. rules on University housing
 - 29.2. award of housing units
 - 29.3. signing of housing contracts
 - 29.4. reconstitution of University Housing Committee
- 30. miscellaneous administrative matters
 - 30.1. bonding of accountable officers
 - 30.2. condemnation of unserviceable University property
 - 30.3. constitution and by-laws of University and college student councils, including corresponding fees therefor, provided increases shall not be more than once within an academic year and shall not exceed one hundred percent (100%) and that new fees or revision of existing fees shall not be imposed retroactively
 - 30.4. rules governing university and college student publications and corresponding fees therefor, provided increases shall not be more than once within an academic year and shall not exceed one hundred percent (100%) and that new fees or revision of existing fees shall not be imposed retroactively
 - 30.5. naming of buildings, structures, streets and other places, subject to existing laws, rules and regulations
 - 30.6. request for permission to hold seminars or workshops
 - 30.7. request for permission to install streamers, placards and similar materials used to announce, advertise, or publicize events, products, or the like
 - 30.8. request for permission to solicit funds; to canvass for the sale of merchandise, subscriptions for securities, insurance, publications; to sell tickets and the like pursuant to Article 289 of the University Code
 - 30.9. request for permission to undertake location shootings on campus
- 31. matter formerly requiring approval by the President
 - 31.1. those pertaining to the UP College Baguio Outcrop (for the Chancellor of UP Baguio only)
- 32. in relation to certain UP Diliman units (for the Chancellor of UP Diliman only):
 - 32.1. certification of the publications of NISMED as official

- publications as required under RA 5506
- 32.2. determination or revision of honoraria to be paid to commissioned writers of NISMED
- 32.3. payment of honoraria to commissioned writers who are not regular staff members of the unit
- 32.4. implementing rules, guidelines and other matters specified in the approved "Duties and Functions of the UP Diliman Police"
- 32.5. those pertaining to the approved organization of the UP Integrated School
- 32.6. those pertaining to the UP Woodwind Quintet pursuant to the Board's resolution adopted at its 913th meeting on April 18, 1979
- 32.7. those pertaining to the Philippine Collegian
- 33. miscellaneous personnel matters
 - 33.1. transfer to another government agency
 - 33.2. grant of allowances and honoraria in accordance with schedules and rules approved by the Board of Regents or the President as authorized by the Board
 - 33.3. clearances
 - 33.4. leaves:
 - study leave
 - leave of absence
 - maternity leave
 - military service leave
 - sick leave (cumulative)
 - vacation leave (cumulative)
 - teachers' sick or vacation leave
 - transfer from teachers' leave to cumulative leave
 - terminal leave (cumulative leave)
- 34. official trips
 - 34.1. endorsement to Malacañang of official trips abroad of personnel
 - 34.2. official trips within the country
- 35. outside activities
 - 35.1. request for permission to engage in outside activities
 - 35.2. request for permission for private practice of profession
 - 35.3. request for permission to teach in another institution with which the University has a Memorandum of Agreement
 - 35.4. waiver of the rules on outside activities and community service

36. resignations
37. overtime
38. retirement
39. request for change of service schedule
40. special detail
 - 40.1. detail to another unit of the University
 - 40.2. special detail abroad
 - 40.3. secondment to other agencies
41. study privileges of faculty and other personnel
 - 41.1. application for privilege to study at reduced fees
 - 41.2. request for permission to study in the University without reduced fee privilege
 - 41.3. request for permission to study outside the University
42. confirmation of personnel matters approved by deans of regional units pursuant to E.O. # 1, January 28, 1981
43. proposed grant of honoraria for training programs within the ranges of the standard rates approved by the Board (at its 982nd meeting on November 28, 1985) shall be approved by the Chancellor upon the recommendation of the Dean/Director or head of unit/office
44. waiver of the University rules on maternity leaves in individual cases. (The University rules on maternity leave referred to above are the provisions of Article 240 of the Revised University Code insofar only as married women faculty members are concerned. The provisions of the maternity leave law and the Civil Service Rules governing maternity leave cannot be waived)
45. authority to sue for and in behalf of the component university on matters within their area of jurisdiction; to appear in pre-trial conferences in courts of law or administrative bodies where cases for or against the component university are pending; and to appoint in their stead, a representative of their choice, who shall represent the component university during the pre-trial of cases in courts of law and administrative bodies, with power to enter into compromise agreements, stipulate on facts or agree on alternative factual dispute resolution with party litigants in such cases, subject to confirmation by the Board of Regents or the President whenever necessary

46. authority to negotiate with private hospitals to provide the annual physical/medical examinations for faculty, staff and students (for Chancellors of UP Visayas, UP Mindanao, and UP Baguio)

ART. 66. The Vice Chancellors. The Chancellor shall be assisted by the Vice Chancellor for Academic Affairs, Vice Chancellor for Administration, Vice Chancellor for Student Affairs, Vice Chancellor for Community Affairs and such other Vice Chancellors as may be appointed by the Board upon recommendation of the Chancellor and the President. The Vice Chancellors shall serve as Deputies of the Chancellor and perform such functions as the latter may assign to them. They shall serve at the pleasure of the Chancellor.

ART. 67. The Vice Chancellor for Academic Affairs or its equivalent shall coordinate and monitor instruction, research, extension, and other academic activities of the constituent university.

ART. 68. The Vice Chancellor for Administration or its equivalent shall assist the Chancellor in the administrative management of the constituent university.

ART. 69. The Vice Chancellor for Research and Development or its equivalent shall assist the Chancellor in formulating policies and guidelines on research and development.

ART. 70. The Vice Chancellor for Student Affairs or its equivalent shall assist the Chancellor in promoting the welfare of and maintaining discipline among students.

ART. 71. The Vice Chancellor for Community Affairs or its equivalent shall assist the Chancellor in promoting close relations between the University and the residents of the Diliman community, and appropriate local governments; and ensuring to the maximum extent possible a safe, clean, orderly, and peaceful environment for the community

ART. 72. There shall be a Vice Chancellor for Student Affairs in constituent universities whose total student's population (undergraduate and graduate) exceeds 15,000. He/She shall be appointed by the Board of Regents on the recommendation of the President and the Chancellor. In the constituent universities where the total student's population is less than 15,000, the Director for Student Affairs shall be appointed by and shall serve at the pleasure of the Chancellor. The Vice Chancellor for Student Affairs/Director for Student Affairs shall coordinate the operation of units in charge of student personnel services, student health, student organizations and publications, student residences, athletics, physical education and other extra-curricular activities, subject to the general supervision of, and under such regulations as may be promulgated by, the President/Chancellor of the University System.

ART. 73. Each constituent university shall have a University Registrar who shall be appointed by the Chancellor upon recommendation of the Vice Chancellor

for Academic Affairs for a term of three (3) years without prejudice to reappointment, and until a qualified successor shall have been appointed. To be appointed Registrar, a person must have been a regular member of the faculty for at least five (5) years.

The University Registrar shall have charge of admissions, registration, assessment of fees, schedules of classes and examinations, scholastic records, commencements, and such constituent university publications as catalogue, directories and announcements.

ART. 74. The University Registrar shall publish the general catalogue as often as changing academic and other programs of the University System require a more permanent publicity.

ART. 75. In the performance of his/her duties relative to student extracurricular activities, the University Registrar shall be directly responsible to the Vice Chancellor for Student Affairs/Director for Student Affairs. He/She shall make an annual report covering these activities to the Chancellor through the Vice Chancellor for Student Affairs/Director for Student Affairs.

ART. 76. The Treasurer of the Philippines shall be ex-officio Treasurer of the University System.

1.1.1.4 Chapter 4 Functions of Administrative Offices

CHAPTER 4

Functions of Administrative Offices

ART. 77. The Administrative offices of the University System function for the purpose of serving the educational program of the institution. Their relationship with the faculty and other University personnel, should, therefore, be on the basis of supportive and intelligent interest in the work of all departments with due consideration to the policies and needs of the institution as a center of learning.

ART. 78. All administrative officers and personnel the duties of whose office are not specifically defined shall perform such duties as are assigned by the Board of Regents, those which may be implied from their titles, and those which from time to time may be assigned by competent authority.

1.1.1.5 Chapter 5 The Board of Visitors

CHAPTER 5

The Board of Visitors

ART. 79. The President of the Philippines, the President of the Senate of the Philippines, and the Speaker of the House of Representatives shall constitute a Board of Visitors of the University System, whose duty it shall be to attend the commencement exercises of the University System or its units and to make visit at such other times as they may deem proper; examine the property, course of study, discipline, and the state of finances of the University System; to inspect all books and accounts of the institution; and to make report to the Congress of the Philippines upon the same with such recommendations as they favor.

1.1.2 Title Two

THE ORGANIZATION OF INSTRUCTION AND RESEARCH

1.1.2.1 Chapter 6 The College or School

THE ORGANIZATION OF INSTRUCTION AND RESEARCH

Chapter 6

The College or School

ART. 80. The body of instructors of each college or school constitutes its faculty. It shall consist of regular and non-regular members.

1. The regular members shall include the following: Professors, Associate Professors, Assistant Professors, and Instructors. It also includes the Research/Extension faculty.
2. The non-regular members of the teaching staff shall include the following: Lecturers, Visiting Professors, Exchange Professors, Affiliate Faculty, Adjunct Professors, and Teaching Associate/Fellow.

ART. 81. The faculty of a college whose prescribed curriculum includes courses offered in other colleges shall include, in addition to its regular members, the chairmen of the Departments in the other colleges which offer the courses prescribed.

ART. 82. Members of the faculty of one college giving instruction in another college may attend the faculty meetings of the latter, and shall have the right to speak and vote on matters involving the courses taught and the students registered in said courses, subject to the provisions of the preceding article.

ART. 83. Assistants are not members of the college faculty; however, they may attend the faculty meetings and take part in the deliberations but shall not have the right to vote.

ART. 84. Each College faculty shall meet at least twice a semester, *provided*, That in policy matters only the regular faculty shall vote.

ART. 85. Subject to the approval of the Council, each faculty has the power to determine the entrance requirements of the college and the courses of study to be pursued for each degree offered; to recommend to the Council qualified candidates for degrees, titles, and certificates; to administer the educational and internal life of the college within the limits prescribed by the rules of the University System and by the President/Chancellor; and to make recommendations to the Board of Regents, the University Council, or the Executive Committee through the Chancellor and the President.

ART. 86. In the coursing of all proposals for presentation to the University Council, the following procedures shall be followed:

- a. The faculty or member of the Council shall submit his/her proposals to the Chancellor, through the Secretary of the Council;
- b. The Chancellor in turn shall direct the Secretary of the Council to refer the proposals to the appropriate committee of the Council;
- c. The committee shall report its action to the Chancellor, through the Secretary of the Council, for submission to the Council.

ART. 87. For each college or school, there shall be a Dean or Director who shall be elected by the Board of Regents from the members of the faculty of the University unit concerned, on nomination by the Chancellor and the President of the University System.

No faculty member newly appointed to or transferred from one unit to another should be eligible to an appointment as dean of the second unit until after a year of satisfactory service as faculty member of that unit. However, in exceptional cases and upon recommendation of the Chancellor and the President, this policy shall not apply to the external units.

ART. 88. The term of office of all deans and directors or heads of degree granting schools and institutes and that of directors of non-degree granting units, university departments, college program shall be three (3) years from the date of their appointment without prejudice to reappointment and until their successors shall have been appointed; *Provided*, that deans and directors may serve for two terms in the aggregate; *Provided, further*, that only in highly exceptional cases as determined by the Board of Regents, shall they be allowed an additional term or terms.

ART. 89. The function of the Dean or Director shall be to act as presiding officer of the faculty of the college, school, or institute as provided by the Charter of the University System, and to exercise such other administrative duties which the Board of Regents, on recommendation of the President of the University System, may prescribe. No Dean or Director shall serve as academic head of any department or division in his/her college, school or institute.

ART. 90. The Dean or Director shall notify the Chancellor of all faculty meetings, furnishing him/her with their agenda.

ART. 91. There shall be in each college or school a College Academic Personnel Committee composed of the Dean, as Chairman, and the Chairmen of the various Department Academic Personnel Committees of the College, as members; *Provided*, That the Academic Personnel Committee of a college of unit without departments or an academic non-degree granting unit shall be formed in a manner similar to the Departmental Academic Personnel Committee as outlined herein; and *Provided, Further*, That the President of the Student Body Organization of the College shall sit with the Committee in the setting up of guidelines on faculty recruitment. In the case of an academic non-degree granting unit, the ranking for purposes of this Order shall be based on rank or position classification as well as on seniority. In this case, seniority shall mean: first, length of service in the rank or position; second, length of service in the unit; and last, length of service in the University.

The College Academic Personnel Committee shall perform the following: To assist the Dean in setting up the details for the implementation of policies, rules, standards or general guidelines as formulated by the University Academic Personnel Board; To review the recommendations submitted by the Departmental Academic Personnel Committee with regard to recruitment, selection, performance evaluation, tenure, staff development and promotion of the academic personnel of the College; To establish departmental priorities in the allocation of available funds for promotion; To act on cases of disagreement between the Chairman and the members of the Departmental Academic Personnel Committee, particularly on personnel matters covered by this Order; To act on complaints against personnel actions by the Department Chairman and/or the Departmental Academic Personnel Committee.

The Departmental Academic Personnel Committee shall be composed of the department head as chairman, and two or four faculty representatives as members, who shall be elected at large by the regular full-time faculty of the department; *Provided, However*, That the following guidelines shall be observed:

- a. All full-time members of the department shall be ranked from the most senior to the most junior faculty member (e.g. Professor IV to I, associate professor IV to I, assistant professor IV to I, and instructor IV to I). In case there are two or more faculty members in the same rank and step, priority in ranking shall be based on the dates of their appointment to the step; for faculty members appointed to the same step at the same time, priority shall be based on the dates of their appointment to the rank. For those who were appointed at the same time to the same rank and step, the one with the longer length of service as faculty member in the University shall be ranked higher in the list. The upper half of the ranking list shall be considered the senior level and the lower half, the junior level. Copies of

- the list shall be furnished the Vice President for Academic Affairs and the Dean, and shall be made available to individual faculty members of the department;
- b. A Department with at least nine but not more than fourteen full-time faculty members shall have two faculty representatives in the Departmental Academic Personnel Committee, one from the senior level and one from the junior level;
 - c. A department with at least fifteen full-time faculty members shall have four representatives in the Departmental Academic Personnel Committee, two from the senior level and two from the junior level;
 - d. A Department with less than nine full-time faculty members shall be merged by the Dean with one or more Departments within the College, *Provided*; That the Chairman of the Department with the bigger or biggest number of faculty members shall serve as chairman of the Committee; and *Provided*, Further, That each merged Department shall have at least one representative, elected by the faculty of that Department, in the Committee;
 - e. A Department with at least six part-time faculty members and lecturers, or a combination of both, shall have a representative of part-time faculty members and/or lecturers in the Departmental Academic Personnel Committee. The representatives shall be elected at large by the part-time faculty members and/or lecturers of the Department, and shall attend Committee deliberations only when part-time faculty members and/or lecturers are involved; *Provided*, That the same rule shall apply in the case of academic non-teaching personnel in the Department.
 - f. The UP Integrated School shall also have an Academic Personnel Committee with the Principal as Chairman and four teachers as members to be elected at large by a teaching staff.

Members of the Department Academic Personnel Committee shall have a tenure of two (2) years; *Provided*, However, That for the first set of elective representative, one half of the membership shall have a term of two (2) years and the other half a term of one year as determined by the departmental faculty, *Provided*, Further, That the representatives of the part-time faculty members and lecturers or the academic non-teaching personnel shall have a tenure of one (1) year.

ART. 92. Save as this Code or any regulation may provide the contrary, the dean or director shall be ex-officio member of all committees of his/her college or school.

ART. 93. He/She shall supervise the admission and classification of students and their assignment to classes.

ART. 94. He/She shall be responsible for the orderly behavior and discipline of students, faculty members, and employees within the college and shall cooperate with the Vice Chancellor for Student Affairs/Director for Student Affairs in the general

supervision and administration of the affairs of the students of his/her college affecting their conduct outside the college.

ART. 95. Except as to bulletins and catalogues, the Dean or Director shall have full charge over all publications of his/her college or school. Any publication that is not identified with any particular college or school shall be under the responsibility of the editor appointed by the Chancellor.

ART. 96. He/She shall submit to the Chancellor an annual report on his/her college or school and such other reports which the Chancellor may require.

ART. 97. The Dean or Director shall make a written report to the Chancellor at the beginning of each semester of the vacancies in the faculty, stating the position to be filled and the qualifications required. Whenever there are departments or divisions in the college or school, the chairman thereof shall make such report to the Dean or Director.

ART. 98. The Dean or Director shall make a written report to the Chancellor within 30 days after the end of the academic year on the efficiency of the members of the faculty of his/her college or school in consultation with the Chairman of the department or division concerned, if any.

ART. 99. He/She shall propose to the Chancellor the demotion, transfer, or removal of members of his/her staff; Provided, That in case of serious misconduct on the part of a member of the faculty of his/her college or school, the Dean or Director shall, if he/she deems it a matter of immediate necessity, recommend suspension to the Chancellor stating his/her reasons therefor. The Chancellor shall take such action as he/she deems appropriate and thereafter, inform the Board thereof for such action as the Board may deem appropriate in the premises.

ART. 100. He/She shall take charge of the appropriations for his/her college, subject to the rules and regulations of the University.

ART. 101. He/She shall consult with the division or department chairman on any matter pertaining to it. In case of disagreement between him/her and the chairman, his/her judgment shall prevail, without prejudice to the right of the chairman to appeal to the Chancellor whose decision on the matter shall be final.

ART. 102. The Dean or Director shall transmit, with his/her comment or recommendation, all proposals affecting courses of study, instructions, scholarships, offers of aid, and similar matters received by his/her college or school from any source within or outside the University, as well as his/her own proposals on the aforesaid matters, to the Chancellor for whatever action the latter may deem proper.

ART. 103. Whenever a student is accused of a felony in a court of justice, the Dean or Director shall acquaint himself/herself with the facts of the case. Thereafter, he/she shall submit to the Chancellor, through the Vice Chancellor for Student Affairs or

Director for Students Affairs, progress reports of the case from the filing of the complaint to the disposition of the case by the court.

ART. 104. There shall be a Secretary of the college appointed by the Chancellor upon the recommendation of the Dean for a term of three years, without prejudice to reappointment, and until a successor shall have been appointed and qualified.

ART. 105. The College Secretary shall:

- a. Be responsible for –
 1. admission and implementation of admission requirements;
 2. enrollment;
 3. preparation of the college calendar and schedule of classes;
 4. custody and evaluation of student records; and
 5. the updating of information relative to requirements of individual candidates for graduation and seeing that such requirements are fulfilled.
- b. Keep and maintain records of curricula, research, extension, and other academic matters; monitor their implementation and advise the Dean thereon;
- c. Serve as the Secretary of the College Faculty; issue notices of College faculty meetings and keep the minutes and records thereon;
- d. Help execute decision of Committees of the College and of the University authorities affecting students; and
- e. Perform other functions pertaining to the Office of College Secretary, or assigned by the Dean.

ART. 106. The duties of the Secretary in relation to the college student body shall be:

- a. To inform students during registration of their schedule, curricula, and other matters;
- b. To assist the Vice Chancellor for Student Affairs/Director for Student Affairs in the supervision of student activities;
- c. To help execute decisions of committees of the college or school and of University authorities affecting students; and
- d. To see that requirements for graduation are fulfilled

ART. 107. In addition to the aforementioned functions, the Secretary shall perform duties assigned to him/her by the Dean or Director.

ART. 108. The College Faculty shall initiate proposals to organize its Departments on the basis of major disciplines and submit them to the President, through the Chancellor, for approval of the Board of Regents.

ART. 109. The department shall consist of the faculty, research, extension and professional staff and administrative personnel

ART. 110. A given department shall function in the college or school where the major part of its work is done and shall be assigned to such college by the Chancellor subject to the approval of the President and of the Board of Regents

ART. 111. The chairman of the department shall be appointed by the Chancellor upon recommendation of the Dean in consultation with the Department. The chairman, in consultation with the department, shall determine its academic and administrative requirements.

ART. 112. The term of office of the chairperson of an academic department in all units of the University shall not exceed three (3) years, without prejudice to reappointment for a second term of not more than three years, or a maximum of six (6) years. Under exceptionally meritorious cases, the Chancellor may approve the renewal of appointment of a Chairperson beyond the sixth for a final term also not exceeding three (3) years. In no case shall a Department Chairperson serve more than nine (9) consecutive years.

ART. 113. The Department Chairperson shall:

- a. Prepare agenda and preside over the meetings of the Department Faculty; provided, That the Dean shall be notified of all meetings and furnished a copy of the agenda;
- b. Supervise and coordinate the planning, implementation, and evaluation of instruction, research, and extension programs of the Department;
- c. Recommend and endorse to the Dean proposed personnel actions in accordance with University rules and regulations;
- d. Prepare the annual report; and
- e. Perform such other functions as may be assigned by appropriate University authority.

ART. 114. The Departmental Faculty shall meet at least twice a semester and at such other times upon call by the chairman or at the request of a majority of its members.

ART. 115. The Chancellor may organize groups of faculty members within a college or school into sections, each section covering one specific discipline or field of study with a faculty coordinator assigned by the Chancellor, on recommendation of the Dean or Director, for a period not to exceed two years.

ART. 116. The Board of Regents may organize related disciplines or fields of study in each college or school into divisions.

ART. 117. The division shall be headed by a chairperson who shall be appointed by the Chancellor after consultation with the dean or director concerned. The tenure of the office of division chairperson shall be three (3) years, without

prejudice to reappointment and until their successors shall have been appointed.

ART. 118. Chairpersons of divisions shall be the academic supervisors of their respective groups. They shall perform no administrative functions as such, but shall coordinate the different disciplines or fields of study within the division for the purpose of academic efficiency and the avoidance or suppression of superfluous courses and subjects.

ART. 119. The following shall fall under the jurisdiction of the Department Faculty

- a. Proposal for the institution, revision, and abolition of courses and of curricula;
- b. The adoption of textbooks and syllabi, to be prescribed in the different courses, subject to University rules and regulations;
- c. Formulation of criteria for appointment and promotion of Departmental Faculty, subject to minimum system-wide standards; and
- d. Such other matter which may be appropriately undertaken by the Department or assigned from time to time as the purposes of the University may demand.

ART. 120. Student specialization in a specific subject or discipline should be submitted to the Division Chairperson for consideration and approval together with the subsidiary subjects prescribed for the student to take.

1.1.2.2 Chapter 7 The College of Arts and Letters, the College of Social Sciences and Philosophy, and the College of Science

CHAPTER 7

The College of Arts and Letters, the College of Social Sciences and Philosophy, and the College of Science

ART. 121. The College of Arts and Sciences is hereby reorganized into three (3) colleges namely, the College of Arts and Letters, the College of Social Sciences and Philosophy and the College of Science.

ART. 122. The Faculty of Arts and Sciences shall provide instruction in the Humanities, Social Sciences, Natural Sciences and Mathematics, conduct courses in the General Education program, undertake research, and provide extension services relevant to the needs and aspiration of the Filipino people.

As the Faculty principally entrusted by the University with actualizing the

philosophy of liberal education, it shall provide substance to the Constitutional guarantee of academic freedom by ensuring critical inquiry and intelligent discussion.

The faculty shall, subject to the limitation established by the Charter, be governed by the fundamental principles of democratic participation and collective leadership.

ART. 123. Graduate courses shall be offered and administered by the respective units subject to the coordination and monitoring by the Vice Chancellor for Academic Affairs.

ART. 124. Competence shall be the guiding principle in the assignment of any member of the faculty to offer the required course in any of the departments. If possible, competent senior faculty members shall be assigned to handle the general education courses

ART. 125. There shall be three separate colleges within the Faculty of Arts and Sciences, namely, the College of Arts and Letters, the College of Social Sciences and Philosophy, and the College of Science.

The Colleges shall consist of the Institutes, Departments, and Programs enumerated hereunder, without prejudice to the creation, division, transfer, abolition of Institutes or Departments.

A. College of Arts and Letters

1. Department of Art Studies
2. Department of English and Comparative Literature
3. Department of European Languages
4. Departamento ng Filipino at Panitikan ng Pilipinas
5. Department of Speech Communication and Theater Arts

B. College of Social Sciences and Philosophy

1. Department of Anthropology
2. Department of Geography
3. Departamento ng Kasaysayan
4. Departamento ng Linguistik
5. Department of Philosophy
6. Department of Political Science
7. Department of Psychology
8. Department of Sociology
9. Population Institute
10. Folklore Studies Program
11. Third World Studies Center

C. College of Science

1. Institute of Biology
2. Institute of Chemistry
3. National Institute of Geological Sciences

4. Marine Science Institute
5. Department of Mathematics
6. Department of Meteorology and Oceanography
7. Material Science and Engineering Program
8. National Institute of Molecular Biology and Biotechnology
9. National Institute of Physics
10. Natural Science Research Institute

ART. 126. Each of the divisions shall administer all academic offerings in the three units – assignments of faculty members, scheduling of courses, the provision for syllabi and readings of all the disciplines under it. The divisions shall also be responsible for the competence in teaching and research of their respective faculty members.

1.1.2.3 Chapter 8 The Institute of Library and Information Science

CHAPTER 8

The Institute of Library and Information Science

ART. 127. The name of the Institute of Library Science (UP Diliman) shall be renamed Institute of Library and Information Science. It shall be headed by a Dean under the Chancellor.

1.1.2.4 Chapter 9 Office of the Vice Chancellor for Research and Development

CHAPTER 9

Office of the Vice Chancellor for Research and Development

ART. 128. There shall be an Office of the Vice Chancellor for Research and Development under the Office of the Chancellor to be headed by a Vice Chancellor for Research and Development who shall be appointed by the Board of Regents, upon the recommendation of the Chancellor and the President. The Vice Chancellor for Research and Development shall serve at the pleasure of the Chancellor.

ART. 129. The Office of the Vice Chancellor for Research and Development (OVCRD) shall be headed by the Vice Chancellor for Research and Development under the Office of the Chancellor. He/She shall be directly responsible to the Chancellor

ART. 130. All research work that may be conducted under the auspices of the University System shall be governed by the rules adopted by the Office of the President and approved by the Board of Regents upon the recommendation of the

Chancellor and the Vice Chancellor for Research and Development.

ART. 131. The Creative and Research Scholarship Fund shall recognize works of scholarships and provide the necessary incentives to strengthen research and publication by University of the Philippines faculty. It will support, on a systemwide competitive basis, research and publication endeavors by regular full-time faculty and REPS (excluding faculty on sabbatical and those on secondment to other agencies) who meet the qualifications set for each category of the fund. There are three (3) types of grants: post-doctoral research, textbook writing, and research or creative work.

1.1.2.5 Chapter 10 Accreditation

CHAPTER 10

Accreditation

ART. 132. There shall be established a system of affiliation under which private secondary schools or liberal arts colleges could be accredited by the University, provided that: (1) they are non-stock and non-profit, (2) they maintain adequate standards in accordance with the rules adopted by the University, (3) they are financially able to support themselves, (4) they observe other conditions which may be promulgated by the University President on the basis of the general principles of the University Charter and Code.

1.1.3 Title Three

THE UNIVERSITY DEPARTMENTS

1.1.3.1 Chapter 11 General Provisions

Chapter 11

General Provisions

ART. 133. The Department of Military Science and Tactics is an independent department outside of colleges and schools.

ART. 134. The heads of University Library, Department of Military Science and Tactics, the College of Human Kinetics and the Office of the Vice Chancellor for Student Affairs shall be directly responsible to the Chancellor. In units outside of the Quezon City campus, each Dean shall have administrative supervision over the work of the branches of said departments in his/her college in the name and by authority of the Chancellor; *Provided*, however, That nothing herein mentioned shall be construed to curtail the power of direct supervision of the Chancellor over the said departments and their branches.

1.1.3.2 Chapter 12 The University Library**Chapter 12****The University Library**

ART. 135. Each constituent university shall have a University Library consisting of the Main Library and College Libraries. It shall be headed by a Director. The Director shall be appointed on an additional assignment basis by the Chancellor from among the professional librarians of the constituent university upon the recommendation of the Vice Chancellor for Academic Affairs or its equivalent. The Director shall serve for a term of three (3) years.

Library branches may be established in the various units of the constituent university's campus upon recommendation of the Dean/Director concerned with the concurrence of the University Library Board and the Chancellor, subject to the approval of the Board of Regents.

The College Library shall be headed by a College Librarian who shall be nominated by the Director in consultation with the Dean concerned from among the professional librarians of the constituent university.

ART. 136. The Director of the University Library shall have the following duties and responsibilities:

- a. supervise the University Library;
- b. serve as ex-officio University Archivist;
- c. formulate a library and archives development program;
- d. recommend or endorse to the Chancellor thru the Vice Chancellor for Academic Affairs all personnel actions in consultation with the Dean and the library personnel committee;
- e. ensure cooperation among and complementation of library services networks;
- f. enforce library Rules and Regulations in the University Library and after due process, impose the appropriate penalty;
- g. transmit to the Chancellor thru the Vice Chancellor for Academic Affairs all communications with comments or recommendations affecting library linkages, donations or gifts, and similar matters received by the University Library; and
- h. issue implementing guidelines as may be necessary for the proper functioning of the library.

ART 137. The College Librarian shall be appointed by the Chancellor upon nomination of the Director of the University Library in consultation with the Dean concerned.

ART. 138. The College Librarian shall have the following duties and responsibilities:

- a. manage the College Library;
- b. perform technical services;
- c. develop and maintain the collection and services pertinent to the college's field of specialization in cooperation with the faculty, staff and students;
- d. ensure that all library resources acquired by the college are properly recorded in the college library accessories in accordance with the guidelines approved by the University Library Council;
- e. participate in the programs of the University Library;
- f. enforce library rules and regulations in the College Library and after due process, impose appropriate penalties;
- g. recommend to the University Librarian personnel action pertaining to library staff in the College Library;
- h. recommend to the Dean in consultation with the University Librarian building plans and improvement of College Library facilities; and
- i. issue implementing guidelines as may be necessary for the proper functioning of the College Library.

ART. 139. There is hereby created a University Library Board in each constituent campus which shall consist of the Vice Chancellor for Academic Affairs as Chairman and nine (9) members to be appointed for a term of three (3) years by the Chancellor from: the Humanities, the Physical and Biological Sciences, the Social Sciences, other fields of study, the Professional Schools, and a student representative. The University Librarian shall serve as Member-Secretary.

ART. 140. The University Library Board shall promulgate policies regarding the acquisition and services program of the University Library and approve the library budget proposal before its submission to the Chancellor.

ART. 141. The University Library Board shall meet every three months and at such times as may be deemed necessary; and shall render to the Chancellor an annual report on the operation and maintenance of the University Library.

The University Library Board shall promulgate policies regarding the acquisition and services program of the University Library and approve the library budget proposal before its submission to the Chancellor.

1.1.3.3 Chapter 13 The Department of Military Science and Tactics

Chapter 13

The Department of Military Science and Tactics

ART. 142. The senior military officer detailed by the Armed Forces of the Philippines to the University shall be known, for military purposes, as Commandant of Cadets and, for academic purposes, as Head of the Department of Military Science and Tactics. His/Her appointment shall be approved by the Board of Regents upon the recommendation of the Chancellor and the President of the

University System.

ART. 143. As Department head, he/she shall be responsible directly to the President of the University System thru the System Coordinator for Military Science and Tactics, the Vice President for Academic Affairs and the Chancellor in carrying out the academic policies of the institution insofar as they affect the ROTC and CAT cadets of the institution. When requested by the President of the University System, he/she shall render assistance compatible with the nature of the work of his/her department.

ART. 144. As commandant of Cadets, he/she is directly responsible to the Superintendent, ROTC and CAT units, in carrying out operations and training policies as well as rules and regulations governing such units.

1.1.3.4 Chapter 14 The College of Human Kinetics

Chapter 14

The College of Human Kinetics

ART. 145. The College of Human Kinetics shall be headed by the Dean who shall be appointed by the Board of Regents on the recommendation of the Chancellor and the President.

ART. 146. The Dean shall have charge of all instruction and activities pertaining to physical education in all the units of the University. He/She shall carry out the functions of the College as outlined hereunder, and perform such other duties as, from time to time, may be assigned to him/her by the Chancellor. He/She shall recommend to the Chancellor the appointment, promotion and dismissal of members of his/her staff. He/She shall submit an annual report to the Chancellor on the work of the College.

ART. 147. The functions of the College of Human Kinetics shall be:

- a. To promote the recreative, social and ethical values derived from various sports;
- b. To provide athletic activities conducive to the physical improvement of the individual student;
- c. To provide restricted exercises upon prescription of the University Health Service for those with physical handicaps; and
- d. To plan and Implement:
 1. an integrated physical education, sports, recreation program for the University;
 2. professional training programs for physical educators, sports coaches, and recreation leaders;
 3. sports development programs; and
 4. a program of recreation for the University community

- e. To conduct basic applied research in physical education, sports, and recreation.
- f. To provide technical expertise to educational institutions, sports, and recreation associations, and other agencies needing help in the promotion of their physical education, sports, and recreation programs.
- g. To promote and preserve Philippine indigenous games, sports, and dances.
- h. To perform such other functions as may be directed by the President of the University and the Board of Regents

1.1.3.5 Chapter 15 Vice Chancellor for Student Affairs/Office of Student Affairs

Chapter 15

Vice Chancellor for Student Affairs/Office of Student Affairs

ART. 148. There shall be an Office of Student Affairs or Office of the Vice Chancellor for Student Affairs, headed by the Director for Student Affairs or Office of the Vice Chancellor for Student Affairs as the case may be, which shall coordinate the operation of units provided in the following sections and such other units concerned with student personnel services as may be placed under this office by the Board of Regents. He/She shall submit an annual report, and such other reports as may be required, to the Chancellor of the University System.

ART. 149. The University Health Service shall be administered by a Director appointed by the Chancellor after consultation with the Director for Student Affairs or Vice Chancellor for Student Affairs.

ART. 150. His/her powers and duties shall be the following:

- a. He/She shall take direct charge of the infirmary on the Quezon City campus and shall inform the Chancellor, through the Director for Student Affairs or the Vice Chancellor for Student Affairs, on the work of the health services in units outside of the Quezon City campus;
- b. He/She shall conduct medical and physical examination in accordance with the rules of the University System;
- c. He/She shall look after the health of the students;
- d. He/She shall submit an annual report and such other reports as may be required to the Director for Student Affairs or the Vice Chancellor for Student Affairs;
- e. He/She shall perform such other duties as may be prescribed by rules issued by the President, through the Chancellor.

Office of Counseling and Guidance

ART. 151. There shall be a Director in the Office of Counseling and Guidance to be appointed by the Chancellor on the recommendation of and after consultation

with the Director for Student Affairs or Vice Chancellor for Student Affairs. His/Her duties are as follows:

- a. coordinate and supervise the (1) counseling and testing services in the University; (2) in-service training of personnel engaged in counseling and testing services; and (3) research necessary for the counseling and testing services;
- b. participate in policy-making activities concerning students' welfare and interest;
- c. maintain and develop an occupations library; and
- d. perform such other functions as may be assigned to it:
 1. counseling
 2. conduct of leadership and sensitivity training
 3. tutorials
 4. orientation seminars
 5. learning

1.1.4 Title Four

CONDITIONS OF EMPLOYMENT

1.1.4.1 Chapter 16 General Provisions

Chapter 16

General Provisions

ART. 152. The Board of Regents, on the recommendation of the President, shall fix the compensation and salaries of members of the faculty, officers and employees of the University subject to the provision of the Salary Standardization Law (SSL).

1.1.4.2 Chapter 17 Academic Staff

Chapter 17

Academic Staff

ART. 153. The academic staff of the University shall be classified as teaching staff and non-teaching staff

ART. 154. The members of the teaching staff are further classified as: regular members of the faculty and non-regular members of the faculty.

ART. 155. The regular members of the teaching staff shall include the following:

- a. University Professor
- b. Professor
- c. Associate Professor
- d. Assistant Professor
- e. Instructor
- f. Assistant Instructor
- g. Research and Extension Faculty

ART. 156. The non-regular members of the teaching staff shall include the following:

- a. Lecturer
- b. Visiting Professor
- c. Exchange Professor
- d. Affiliate Professor
- e. Adjunct Professor
- f. Teaching Associate/Fellow

The appointment of non-regular members of the teaching staff follows the same process as that of the regular faculty.

ART. 157. The members of the academic non-teaching staff, referred to as the Research, Extension and Professional Staff (REPS) are as follows:

- a. University Research Service Group
 - University Research Associate (URA)
 - University Researcher (UR)
This group, depending on the rank, assists in the preparation and evaluation of research proposals and instruments including the collection, compilation, analysis and interpretation of data, and the presentation of research results.
- b. University Extension Service Group
 - University Extension Associates
 - University Extension Specialists
This group, depending on the rank, assists in the design and conduct of training and extension courses/programs as well as the preparation and dissemination of training and extension materials.
- c. Law Reform Group
 - Law Reform Associates
 - Law Reform Specialists
This group, depending on the rank, assists in the conduct of legal studies and research concerned with law reform and the development of proposals for legislation and for administrative rule-making for the improvement of the legal system.

- d. **Law Education Group**
This group composed of Law Education Specialists assists in the design, planning, and conduct of the various programs and seminars/institutes hosted by the UP Law Center as well as the establishment of linkages with other institutions for the teaching of elementary knowledge in the law and the dissemination of studies, articles, and other works or writing on law.
- e. **Science Education**
- Science Education Associates
 - Science Education Specialists
- This group, depending on the ranks, assists in curriculum development and conceptualization of development projects in science and the evaluation of curricular program materials as well as the preparation and conduct of training programs or short-term courses on science and mathematics teaching.
- f. **Guidance Service Group**
- Guidance Service Associates
 - Guidance Service Specialists
- This group, depending on the rank, deals with the counseling of students with unsatisfactory progress in schoolwork and in finding workable solutions to their problems; takes charge of the testing program of the college/institute; and conducts studies on student needs inventory, study habits, attitude inventory, etc.
- g. **Library Service Group**
This group, composed of College Librarians, deals with cataloging and classifying of books and the indexing of periodicals according to generally accepted systems; advises students and faculty on materials available for subject under research and conducts physical inventory of library stocks and records.
- h. **Development Management Group**
This group, composed of Development Management Officers, assists in formulating development plans and programs, monitoring and evaluating development projects, rendering technical assistance on policy/program formulation and organization and management of offices/agencies.
- i. **Museum Research Service Group**
This group, composed of Museum Researchers, deals with collecting identifying, classifying, accessioning and cataloging botanical, zoological, anthropological, or paleontological specimens as well as conducting research on such specialized fields of work and the mounting, preserving, and proper display of collections.

ART. 158. Repeated reappointments to any non-regular position, no matter

how many times made, shall not create any presumption of a right to another reappointment or to indefinite tenure.

ART 159. All appointments to the faculty shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the University be a matter of examination or inquiry.

ART. 160. Members of the faculty shall be exempt as such from any civil service examinations or regulations as a requisite of appointment.

However, faculty members assigned to teach subjects for licensure examinations on all professions shall be holders of valid certificate of registration/professional licensure and professional identification cards, or special temporary permits, or a valid certificate of competence for the profession issued by the Professional Regulation Commission.

ART. 161. Every recommendation to the Board of Regents for appointment or promotion shall be accompanied by a complete statement of the qualifications, training, service record, publications or researches of the candidate and such other matters which may be called for by the rules of the University.

ART. 162. Recommendations for appointments and promotions in the academic staff shall be made in accordance with such rules of procedure as may be prescribed by the President and shall be strictly in consonance with a plan of standardization of faculty positions. The Board of Regents shall not approve any appointment which shall take effect earlier than thirty days before the last meeting of the Board at which the recommendation for the appointment is presented.

ART. 163. In all appointments to the position of lecturers, senior lecturers or professorial lecturer in the University, nominees who are connected with the other branches of the Government shall present written permits from the department head concerned, and shall state the total number of hours a week they are teaching in other schools.

ART. 164. A professorial lecturer is equivalent to an associate professor or full professor in the regular class. Unless the candidate for the position is outstanding in his/her line of study and his/her competence and prestige entitle him/her to recognition as an expert by his/her colleagues in the field, he/she shall not be recommended for a rank higher than that of associate lecturer.

ART 165. It is the policy of the University to discourage nepotism in appointments to the academic and administrative staff of the University except in cases where the interests of the University require otherwise and the Board of Regents so decides. This policy shall be observed and applied with the individual units of the University, such as the colleges and schools.

ART. 166. No person shall be eligible for appointment or reinstatement as a

regular member of the faculty of this University during the term for which he/she has been elected to any political office.

ART. 167. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.

ART. 168. No person shall be appointed member of the faculty without compensation unless, in the opinion of the President/Chancellor of the University, such person possesses high professional or scholastic competence and the immediate requirements of the University justify the appointment.

ART. 169. No person shall be appointed to the faculty on part-time or full-time basis, with or without compensation, if said person is on the staff of any private university or college in the Philippines; Provided, That when the immediate requirements of the University justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such person may be appointed on a year-to-year basis until another, who possesses the desired competence and is not connected with the educational institutions, is available and willing to accept such appointment.

ART. 170. On the recommendation of the chairman of a department or division, if any, and the Dean or Director, and with the approval of the President and the Board of Regents, a professor or associate professor may be permitted to exchange for a period of one year or less, his/her position with a professor of approximately equal rank in another university. Whenever the circumstances of the case so warrant, the President shall recommend to the Board of Regents that a sufficient allowance in addition to his/her regular salary be given to the exchange professor of the University of the Philippines so as to enable him/her to maintain the prevailing standard of living corresponding to his/her position in the place where he/she is to teach as such exchange professor of the University of the Philippines. Exchange arrangements may be made only with non-profit and non-stock institutions.

ART. 171. On the proposal of the Dean or Director, the Chancellor may appoint visiting professors who shall serve for some special purpose for a limited period. The University may send visiting professors only to non-profit and non-stock institutions of learning.

ART. 172. University Professor shall be the highest rank in the University of the Philippines. It shall be conferred by the Board of Regents, on recommendation by the University President, upon a select few among the faculty in active service for exemplary achievement in their field. Once conferred, it shall be coterminous with service to the University unless revoked for very serious cause. The University Professor may, in addition, hold a Professorial Chair (over any period of time provided for in the grant of the Chair), or receive allowances or honoraria for various services rendered.

University Professor is a faculty position with a salary that shall at least match that of a Chancellor. Since University Professor is a faculty position, a University Professor shall be entitled to all benefits that accrue to a faculty position, including salary increases and salary adjustments.

ART. 173. The University Professor may be assigned to do research work, give lectures, or conduct seminars on the subject or subjects of his/her specialization in any college or unit of the University; and he/she shall be directly accountable to the University President.

ART. 174. Full and part-time members of the faculty shall receive compensation in accordance with the revised Compensation and Position Classification System, as mandated under Republic Act no. 6758 entitled " An Act Prescribing a Revised Compensation for and Position Classification System in the government and for other purposes.

ART. 175. Lecturers shall be paid for each hour of actual service and for each final examination in accordance with schedules approved by the Board of Regents. Any officer or employee of the government may be appointed lecturer if permitted to teach by the proper authority, in which case he/she may receive a compensation in accordance with the schedule approved by the Board of Regents.

ART. 176. In determining the promotion of the faculty, careful consideration shall be given to the following factors: the teaching ability of the candidate, his/her research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity, and good personal character and conduct. A salary promotion may be given to a faculty member beyond regular scale when his/her services are greatly needed even if for valid reasons his/her academic performance and scholarly competence do not justify promotion in rank. No person may be appointed or promoted to full professorship unless his/her record shows outstanding achievement in scholarship or science.

ART. 177. Members of the teaching staff enjoy academic freedom; Provided, however, That no instructor in the University System shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under the penalty of dismissal by the Board of Regents, to influence students or attendants at the University System for or against any particular church or religious sect or political party.

ART. 178. Academic freedom is the right of the teacher to teach the subject of his/her specialization according to his/her best lights; to hold, in other subject, such ideas as he believes sincerely to be right; and to express his/her opinions on public questions in a manner that shall not interfere with his/her duties as a member of the faculty or negative to his/her loyalty to the school, college, or university that employs him/her. Within this specific framework, the following principles are hereby declared:

- a. The University of the Philippines System shall not impose any limitation upon the teacher's freedom in the exposition of his/her own subject in the classroom or in addresses and publications;
- b. No teacher may claim as his/her right the privilege of discussing in his/her classroom controversial topics that are not pertinent to the course of study that is being pursued;
- c. The University of the Philippines System should not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his/her own initiative;
- d. The University of the Philippines System should recognize that the teacher, in speaking or writing outside of the institution upon subjects beyond the scope of his/her own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens but in added measure;
- e. It is clearly understood that the University of the Philippines System assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions;
- f. If the conduct of a teacher in his/her classrooms or elsewhere should give rise to doubts concerning his/her fitness for his/her position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of his/her period of appointment without full and open hearing before the Board of Regents, should he/she desire it, and only upon sufficient notice.

ART. 179. Instructors – (a) The initial appointment in the University to the rank of Instructor shall be temporary in character, for a period not exceeding one (1) year.

(b) A temporary appointment shall automatically terminate at the end of that one-year period unless the Chancellor or the President, upon recommendation of the Dean of the Unit, renews that appointment for a period of one (1) year.

In no case, however, under normal circumstances, shall such renewal exceed five (5) years from the date of the initial appointment.

(c) After the Instructor has served for three (3) years, it shall be mandatory for the head of the academic unit (e.g. department) to review his/her eligibility for tenure, and to inform him/her of possible non-renewal of appointment at the end of the fourth year.

After the Instructor has served for four (4) years, the same review should be undertaken. These reviews shall be regularly reported to the Dean.

(d) After the five (5) year period, reckoned from the date of original appointment as Instructor (regardless of status as casual, substitute, or with item),

the appointment shall automatically terminate, unless the Instructor is promoted to the rank of Assistant Professor, with or without tenure; *Provided*, That in the case of those pursuing master's studies who are already in the thesis stage, the appointment may be extended but not to exceed two (2) years, provided that the instructor is properly informed of said condition.

(e) Promotion to the rank of Assistant Professor shall be given only when the Instructor shall have obtained a graduate degree, or accomplished outstanding academic, creative, or professional work.

(f) Other rules on tenure to the contrary notwithstanding, an Instructor may be given tenure under the following conditions:

- Appropriate academic bodies have acted favorably on his/her tenure as well as promotion to Assistant Professor, except that there is no funding for the promotion to Assistant Professor;
- He/She has satisfied the minimum qualifications for tenure of an Assistant Professor; and
- He/She has already served meritoriously for at least five (5) years.

ART. 180. Assistant Professor. – (a) The initial appointment in the University to the rank of Assistant Professor shall be temporary in character; renewable every year for a period not exceeding three years.

(b) Such appointment shall automatically terminate at the end of that three-year period unless the Assistant Professor is given tenure as provided in the paragraph (d) below.

(c) No person without graduate or professional degree, shall be initially appointed to the rank of Assistant Professor.

(d) The minimum qualifications for tenure shall be the following; the units may impose stricter standards:

- At least a master's or equivalent degree or professional degree;
- Satisfactory or better teaching performance; and
- Sole or lead authorship of a refereed journal article (local or international) or academic publication by a recognized academic publisher or literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in music and other performing arts.

ART. 181. Associate Professors. – (a) The initial appointment in the University to the rank of Associate Professor shall be temporary in character, for a period not exceeding two (2) years, after which it shall automatically terminate.

(b) A renewal after that two-year period shall be with tenure on the basis of criteria set for faculty promotions.

(c) No person without a graduate degree or professional degree, or outstanding academic, creative, or professional achievement, shall be initially appointed to the rank of Associate Professor.

ART. 182. Professors. – The initial appointment in the University to the rank of Professor shall be for a period of one year. A renewal shall be with tenure.

No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement, shall be initially appointed to the rank of Professor.

ART. 183. Terms and conditions of appointment. – The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be so informed in writing by the dean at least sixty days before the expiration date.

An appointment with tenure may be terminated by resignation, retirement, or removal for cause.

ART. 184. Promotion in rank. – Promotion in rank shall not necessarily carry tenure with it, that is, promotion is a separate matter from faculty tenure.

ART. 185. Nothing herein provided shall preclude the University from making appointments to the faculty on a contract basis for a fixed term.

ART. 186. Appointment to the faculty on a contractual basis shall not be governed by the above rules on tenure but by the terms of the contract.

ART. 187. No resignation presented by any member of the faculty shall be considered unless notice hereof has been given to the Chancellor through the Dean or Director concerned, at least sixty (60) days before it takes effect.

ART. 188. No resignation shall take effect until the services of a successor or a temporary substitute have been secured. Failure to report for duty six (6) months after appointment, without the President's/Chancellor's written permission, automatically cancels the appointment.

ART. 189. The above rules shall not apply to resignations on account of serious illness, or when, in the judgment of the President/Chancellor, it is in the interest of the University that the resignation be accepted to take effect immediately. Acceptance of a resignation does not carry with it any waiver of the financial or property obligations of the person concerned to the University.

ART. 190. Fellowships shall be created on the basis of the greatest need of, and usefulness to, the University. The appointment of fellows shall be made by the Chancellor and shall be limited to the most able, promising and deserving in the line of study selected and on the basis of the qualifications mentioned in Art. 176.

ART. 191. No member of the faculty above the rank of assistant professor shall be appointed to a University fellowship.

ART. 192. Members of the faculty who have obtained fellowships or scholarships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the Board of Regents.

ART. 193. To insure the continuity of plans of research and the coordination of the various lines of specialization in the University System, a member of the faculty receiving any offer of financial aid from any person or organization in the form of fellowships, graduate or research assistantships, or other kind of remunerative employment to enable the grantee to pursue advanced or special studies abroad, must first obtain the approval of the Chancellor before accepting the offer.

ART. 194. Faculty members may avail of local fellowships for advanced degrees in the University subject to the following guidelines and other conditions that the University may prescribe:

a. Qualifications

- Instructor or Assistant Professor with a regular item
- Must pursue a master's doctoral program that is consistent with the priority areas set by the University and fall within the faculty development plan of the college/unit
- Not more than 40 years old; in highly meritorious cases, the age limit may be raised to 50 years for local graduate studies upon recommendation of the APFC and the approval of the Chancellor

b. Duration

- Shall initially be for one (1) year
- May be renewed for another year depending on the Fellow's academic performance

Local fellowships shall be awarded on a year-to-year basis depending on the academic performance of the Fellow.

c. Requirements

- Proof of acceptance into a Graduate Program
- Duly accomplished application form (available at the HRDO) supported by the following
 - Curriculum vitae
 - Transcript or copy of grades
 - Program of study
- Endorsement of the Department Chair/Institute Director and the Dean/Head of unit

ART. 195. All candidates for fellowships shall undergo a thorough physical and medical examination by a competent committee to be designated by the President of the University System, and those found possessing such symptoms as might seriously affect their health abroad and thus impair their usefulness as

students, shall not be considered.

ART. 196. Appointees to fellowships, either regular, or partial or local, shall sign a contract binding themselves to such regulations as the Board of Regents may stipulate. They shall be required to post a performance bond which need not be underwritten by a surety company but by at least two (2) solvent persons who will bind themselves solidarily with the faculty member. Preferably, the co-guarantors should not be officials or faculty members of the University. If the bond is executed by a surety company, it must be a reputable one and authorized by the Insurance Commissioner.

ART. 197. Subject to the exigencies of the service, a sabbatical may be granted to a member of the faculty for study, research or some scholarly or creative work, rest, renewal for a period not exceeding one (1) year with full salary, subject to certain conditions mentioned in the following Article.

ART. 198. A sabbatical may be granted to a member of the faculty under the following conditions:

1. That the faculty member has served the University not less than six (6) consecutive years immediately prior to the sabbatical at least as associate professor in the last two years; provided, that he/she shall have been in active service in the University at least two (2) years before the sabbatical; provided, further, that any vacation or sick leave without pay of not more than five months shall not be considered a break in the six (6) year period; provided, finally, that active service as used in this particular case shall be understood to mean actual direct service to the University, which shall also include special detail;
2. That in no case shall the sabbatical be granted within two years before the faculty member's sixty-fifth birthday.
3. For more effective planning of class schedules, the application for sabbatical should be filed with the immediate heads of units at least one semester before the intended effectivity of the sabbatical;
4. That the faculty member shall report back for service to the University immediately after his/her sabbatical.
Report back for service is understood to mean resumption of teaching duties or assumption of administrative assignment for at least two (2) years.
5. The start of the sabbatical should be synchronized with that of a regular semester/trimester/quarter or summer, whichever is applicable, i.e. June or November so that the date of report for service will coincide with, or be close to, the beginning of another semester or summer.
6. If the sabbatical is for study or research and the faculty member applies, in addition to the salary, for transportation costs, per diems and other forms of assistance:
 - a. The faculty member shall be free to choose the purpose for which the

sabbatical will be spent including study, research, some scholarly or creative work, consultancy, and fellowship, provided existing University rules are not violated.

- b. The grantee shall give a seminar/public lecture on his/her research or study at the end of the sabbatical; provided, however, that this requirement shall be optional in the case of those who have not received transportation costs, per diem, and other forms of assistance.

ART. 199. A normal teaching load of 12 units per semester or its equivalent in colleges or units observing the trimester or other systems shall be required of each faculty member; *Provided, however*, that no member of the faculty shall teach less than six (6) units per semester.

ART. 200. The President or Chancellor may reduce the teaching load to not less than three (3) units per semester, of any faculty member who is actively engaged in research, community service, and/or other authorized activities and no faculty member shall be allowed a total teaching load of more than 18 units per semester, including authorized teaching outside the University of the Philippines System, unless otherwise given prior authorization by the President or Chancellor due to exceptional circumstances.

ART. 201. In the computation of teaching load, at least 16 hours, evenly distributed throughout the term, devoted to lecture, discussion, or recitation, or to any combination of these, or at least 32 hours supervision of laboratory work, field work, or related student activity, shall be credited as one (1) unit of teaching load; *Provided*, That in exceptional cases, the President or Chancellor in his/her discretion, may consider at least 24 hours of laboratory or similar work as the equivalent of one (1) unit of teaching load.

A faculty member who combines, merges, or meets two or more sections as one (1) class shall be credited for teaching one (1) section only.

Thesis advising shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

ART. 202. In general, a graduate class is opened when there are at least five (5) students. Any exception to this rule must have the approval of the Chancellor on or before the last day of the registration.

1. If the offering of a graduate course with less than five (5) students cannot be postponed or avoided, the teaching load credit for the teacher equals the course credit. There shall be no exception to this rule.
2. If a graduate class has five to nine (5-9) students, the teaching units shall be 1.25 times that of the course credits.
3. If a graduate class has ten (10) or more students, the teaching units shall be 1.50 times that of the course credit.

In all cases it is understood that only officially registered graduate students, fully paid as of the last day of late registration, shall be counted. Auditors or sit-ins shall not be counted.

Thesis advising in the graduate level shall not be given any teaching load credit.

A faculty member who combines, merges or meets two (2) or more sections as one (1) class shall be credited for teaching one (1) section only.

ART. 203. Thesis advising shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

ART. 204. Whenever conditions in a certain college, school or department are such that the foregoing rules on teaching load are inapplicable, the President is authorized to make proper exceptions.

ART. 205. The resident staff of the clinical departments shall not be included in the computation of teaching load of the faculty.

ART. 206. The President, the Chancellor, the Vice President for Academic Affairs, the Vice Chancellor for Academic Affairs, Deans, Directors, and Chairman of Departments or Divisions shall enforce the rules governing teaching load. The Dean or Director shall submit to the Chancellor for his/her approval the names of faculty members for whom non-teaching credit is allowed.

ART. 207. Without the previous approval of the President/Chancellor no honorarium for overload teaching shall be allowed.

ART. 208. The following schedule of Administrative Load Credit (ALC) granted to faculty members holding administrative position shall be observed:

1. Fix ALC granted to the following

1.1. President, Vice Presidents, University Secretary, Chancellors, Assistant Vice Presidents, Assistant Secretary of the University, Vice Chancellors, PGH Director.....	12 units
1.2. Faculty Regents, Deans, University Registrars, System Directors, Directors of Principal Units	9 units
1.3. Assistant Directors of System Offices, Constituent University Directors, Directors of Sub-units, Directors of National Centers of Excellence and High School Principals	6 units

2. The specific ALC for the following positions shall be determined by the Chancellor:

2.1. College Secretaries, Associate/Assistant Deans, Chairpersons of Divisions/Departments.....	3- 6 units
2.2. Faculty members with regular administrative duties included above (e.g. coordinators, assistant chairs, deputy directors, assistant college secretaries, student relations officers)	1-3 units

3. A faculty member appointed to two or more academic administrative positions, other than those specified in 1.1. may be granted the ALC for said positions provided that the total ALC shall not exceed nine (9) units. The appointee, however, shall be entitled to receive the honoraria fixed for the positions to which he/she is appointed, subject to pertinent COA rules (e.g. No one may receive honoraria exceeding fifty percent (50%) in the aggregate of his/her basic salary.
4. The President/Chancellors, as the case may be shall be authorized to assign ALCs to other positions as they deem necessary.

ART. 209. The teaching load of a member of the faculty in units of the University situated in another locality outside of his/her regular station may be counted as overload for which he/she shall be entitled to an honorarium in accordance with rules prescribed by the Board of Regents.

ART. 210. Retired members of the Faculty, REPS, and Administrative employees shall enjoy University library privileges and shall receive University publications such as UP Newsletters, UP Forum, UP Update and other publications which are furnished to the University faculty and employees generally. They shall also be entitled to the following:

- a. UP retiree identification card (marked "retired") which may be used in transacting business with banks, post office, health service, library, etc. This is similar to the senior citizen's identification card and effective for life.
- b. Invitation to attend University convocations, celebrations and cultural activities.
- c. Non-earning dependents of UP retirees are entitled to study privileges, as follows:
 1. The non-earning dependents of UP personnel who retire upon reaching the compulsory retirement age or who, at the time of death or permanent disability are deemed retireable under University rules, shall continue to be entitled to the tuition and miscellaneous fees privileges they were entitled to prior to the

retirement.

If any non-earning dependent is already enrolled in a UP College at the time of the personnel's retirement, death or disability, then the dependent shall be entitled to the privileges until he/she finishes the degree in progress.

If any non-earning dependent is not enrolled in a UP College at the time of retirement, death or disability of the employee, then the dependent shall be entitled to the privileges if and when the dependent earns admission into the University (pre-collegiate or collegiate level) until he/she is able to finish his/her first undergraduate UP degree.

2. If a UP employee avails himself/herself of optional retirement (i.e. before reaching compulsory retirement age), or dies or incurs permanent disability while in the service after having served UP an aggregate of at least ten (10) years, then his/her non-earning dependents who are already enrolled in a UP College at the time of retirement, death or disability shall be allowed to continue enjoying the privileges until the degree in progress is completed.
3. The same academic rules, including the maximum residency rule, imposed on dependents of UP personnel in active service shall apply to dependents of UP retirees or those who die or incur permanent disability while in the service of UP.

ART. 211. Upon request of the Dean or Director and the Chancellor of a college or school, a retired University officer or faculty member may be detailed, with his/her consent, by the President to some pending academic project or program or to a special activity of the college or school concerned.

ART. 212. A retired faculty member with the rank of professor may be appointed emeritus professor, if he/she has rendered at least 20 years of active and faithful service to the University and has achieved marked distinction as a productive scholar, scientist, or educator, or is widely acknowledged as an effective and dedicated teacher. A special committee, appointed by the President, will be responsible for nominating retired professors for an emeritus appointment, the nomination to be submitted to the President of the University who, in his/her discretion, may indorse the matter to the Board of Regents for approval; *provided* that this procedure shall be without prejudice to any nomination which may be submitted by the faculty of a unit. The faculty of a college may nominate, but such nomination shall not be required for final appointment as emeritus professor.

The rank of Professor Emeritus is a title for life. In other words, once a faculty member is appointed as such, his/her appointment need not be renewed.

However, University Administration determines when and under what conditions a Professor Emeritus may be given by the Dean, subject to the approval of the Chancellor, an official assignment, including teaching and research.

A Professor Emeritus may be given a teaching or research assignment by the Dean of a college, subject to approval by the Chancellor. No faculty member, including a professor emeritus, beyond seventy (70) years old shall be given any teaching or research assignment. *However*, if there is a need for the teaching services or research management of a faculty which cannot be met by any regular faculty member or lecturer under age 70, a professor emeritus over 70 years old may be given a teaching assignment subject to the approval of the University President.

ART. 213. Members of the faculty shall fill out every two (2) years or oftener as the need arises, the prescribed form in connection with the faculty directory to be kept in the Office of the University Registrar.

1.1.4.3 Chapter 18 Administrative Staff

Chapter 18

Administrative Staff

ART. 214. The Civil Service Law, as well as the rules and regulations issued by competent authority pursuant thereto, such as the prohibition against nepotism, shall be taken into account in addition to whatever measures the Board of Regents may adopt in connection with appointments to the administrative staff

ART 215. The appointments of all administrative personnel (in system offices) to positions whose starting salaries (i.e. step 1 in the salary grade) are lower than that of Associate Professor I are subject to the approval of the Vice President for Administration, *Provided*, That the corresponding modification of item or position, if any is required, shall be subject to approval by the President of the University.

The appointments of Research, Extension and Professional Staff (in System Offices) to positions whose starting salaries (i.e. step 1 in the salary scale) are lower than that of Associate Professor I are subject to the approval of the Vice President for Academic Affairs.

The appointments of Research, Extension and Professional Staff and administrative personnel (in the constituent universities) to positions the starting salaries for which are lower than that of Professor are subject to approval by the Chancellor.

The term appointment as used in this article includes original, renewal, reappointment, transfer, permanency, promotion, salary increase, salary adjustment, reclassification of position and automatic promotion on the basis of earned Ph.D. or equivalent degree.

ART. 216. The appointments of laborers and helpers on the daily wage basis shall be approved by the Chancellor (for the constituent universities) and by the Vice

President for Administration (for system administration units) upon recommendation of the Director of the Campus Maintenance Office. The rules and regulations on the computation and payment of daily wage was issued by the Department of Budget and Management (DBM) in the Budget Circular 2003-4, dated September 26, 2003. This circular provides the rules and regulations that will "rationalize the existing policy/practices on the computation and payment of daily wage" and shall apply to all casual employees of the government.

In accordance with Section 7, Republic Act No. 6758 or the Salary Standardization Law (SSL) the daily wage rate shall be based on the following formula:

Daily wage rate = authorized monthly salary for the period divided by 22 days

Payment of the daily wage shall be in accordance with the " No Work No Pay" policy. The casual employee shall be paid for each day that he/she actually worked based on the above formula regardless of the number of working days in the month.

ART 217. All administrative officers, clerks and other employees shall be paid such salaries or wages as are fixed by the Salary Standardization Law (SSL). If rendering overtime services, they shall be entitled to such overtime pay or meal and transportation allowances as may be authorized.

ART. 218. Whenever a faculty member receiving extra compensation for administrative services rendered in addition to his/her teaching is absent for more than thirty (30) days and another person is appointed to perform his/her administrative duties, the person so taking up his/her work shall be entitled to the additional compensation.

An Officer-in-Charge who serves for at least five (5) working days shall be compensated as follows:

- a. Officers-in-Charge of Academic Administrative Positions – The Officer-in-Charge shall be entitled to the honoraria rate for the position computed pro rata based on length of service, provided he/she served for at least five (5) working days.
He/She shall likewise be entitled to the regular RATA for the position, pro rata based on length of service, provided he/she served as Officer-in-Charge for at least thirty (30) days.
- b. Officers-in-Charge of Administrative Positions – Where the incumbent is sitting on a plantilla item, rendering full-time service (e.g. HRDO Director), the Officer-in-Charge shall be entitled to an honorarium equivalent to the difference between the appointee's basic salary and the minimum salary for the position where he/she serves as Officer-in-Charge, or 50% of the appointee's basic salary, whichever is lower, pro-rata based on length of service, provided he/she served for at least five

(5) working days. In no case, however, shall the honorarium of the OIC be higher than the honorarium for the equivalent academic administrative position.

If the position is entitled to RATA, the Officer-in-Charge shall receive the RATA, pro-rata based on length of service, provided he/she served for at least thirty (30) days.

1.1.4.4 Chapter 19 Physical Examination

Chapter 19

Physical Examination

ART. 219. There shall be conducted an annual physical examination of the members of the faculty, officers, and employees under the direction of the directors of the University Health Services of the constituent universities or the Director of the Philippine General Hospital, in the case of UP Manila.

1.1.4.5 Chapter 20 Working Hours

Chapter 20

Working Hours

ART. 220. Full-time members of the faculty, REPS and administrative employees of the University shall be on duty on a minimum of forty (40) hours during each week in accordance with a time schedule to be approved by the Chancellor (for the constituent universities) and by the Vice President for Administration (for UP System units).

ART. 221. Except in the College of Medicine where the time required shall be in accordance with the exigencies of the service, part-time service calls for the following:

- a. At least four hours of service each working day in case there are five working days a week; and
- b. At least 3 1/3 hours of service from Monday through Friday and at least 2 1/2 hours of service on Saturday in case there are six working days a week.

ART. 222. When the interests of the university service so require, the head of any office may request the proper authorities to extend the daily hours of labor for any or all of the employees under him/her, and may likewise require any or all of them to do overtime work not only on workdays but also on holidays.

ART. 223. Members of the faculty shall accomplish a certificate of service which shall be submitted through the Department Head/Chair for attestation and the

Dean or Director for approval for each pay day, but those whose salaries are paid by the hour shall accomplish the daily time record.

ART. 224. All members of the administrative staff shall record their time of service either by the use of bundy clock, if one is provided, or by the daily time record. The use of the bundy clock is personal to the employee and cannot be delegated to another, and any violation of this requirement subjects the offender to administrative action.

ART. 225. The following are exempt from accomplishing service reports:

- a. The President
- b. The Vice Presidents
- c. The Secretary of the University
- d. The Assistant Vice Presidents
- e. The Assistant Secretary of the University
- f. The Chancellors
- g. The Vice Chancellors
- h. The University Registrar
- i. Deans and Directors of colleges, schools and institutes; and
- j. Heads of departments or offices and others of similar category.

ART. 226. Each member of the faculty shall be available for consultation for at least ten (10) hours a week during regular office hours. The Dean or Director in consultation with the faculty members shall determine these hours at the beginning of every semester or term and shall designate the particular students and their number who shall consult with the teacher at the designated hours and rooms. In place of consultation work, the Chancellor may give the faculty member a different assignment, other than class recitation work, should he/she consider such assignment necessary.

ART. 227. Whenever the class schedule of a student conflicts with his/her consultation schedule, a special time for consultation in his/her case shall be arranged by the faculty member with the approval of the Dean or Director.

1.1.4.6 Chapter 21 Leave Privileges

Chapter 21

Leave Privileges

ART. 228. Leave of absence in the University shall be classified as follows:

- a. Teacher's Leave
- b. Cumulative Leave
- c. Maternity Leave
- d. Military Service Leave

- e. Special Leave Privileges
- f. Paternity Leave

ART. 229. Teacher's Leave shall be granted to full- and part-time members of the faculty who do not normally perform administrative functions. It shall consist of vacation and sick leave, neither of which shall be cumulative.

ART. 230. Teacher's vacation leave shall consist of one month in each academic year in addition to the usual Christmas vacation. Such vacation leave may be taken only during the regular vacation periods of the University, except in the case of members of the faculty who are also members of the staff of the clinical departments of the College of Medicine and resident physicians in the Philippine General Hospital who may be permitted to enjoy the same at any time during the year at the discretion of the Chancellor; Provided, however, That the Chancellor may, in his/her discretion, on recommendation of the deans and directors of the respective colleges or schools, grant to members of the faculty whose services are not required vacation in excess of one month during such vacation periods; Provided, further, That in case of sickness for more than fifteen days during the regular class periods, vacation leave with pay not exceeding one month in lieu of the summer vacation may be allowed during the regular class periods; and Provided, finally, That the work of the members of the faculty to whom such leave is granted is duly taken care of without the need of a new appointee.

ART. 231. Notwithstanding the provisions of the next preceding Article, the Chancellor may detail such members of the faculty as he may consider necessary to teach during the summer sessions of the University, but such members so detailed and who actually teach throughout the summer sessions shall be entitled to vacation throughout the next succeeding summer.

ART. 232. In the event of failure to render service as required in the next preceding Article, without good reasons, the teacher in question shall not be entitled to the regular salary corresponding to that summer session.

ART. 233. Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays and holidays, in any one academic year. Absence for more than two days at a time shall not be approved unless a doctor's certificate is submitted or unless the physical appearance of the faculty member clearly shows that he/she has been sick or seriously indisposed.

ART. 234. The inter-semester period shall not be a vacation for the faculty members but shall be for the purpose of giving them time to grade examination papers, prepare reports of student's grades, clear up all other pending academic and committee work, and help in the registration for the following semester.

ART. 235. Cumulative leave shall be granted to members of the faculty who regularly perform administrative functions and to officers, employees, and laborers. Administrative functions pertain to offices which are normally necessary in the

management of the affairs of the University and its units.

Faculty members who are engaged in assignments which involve reporting for work beyond the normal office hours, and which prevent them from taking advantage of the teacher's vacation leave, both conditions being certified to by the appropriate dean or director, may enjoy cumulative leave status. This privilege may be granted only when the assignment carries an official designation or appointment, lasting at least one academic year with the previous approval of the Chancellor.

ART. 236. After at least six months of continuous, faithful, and satisfactory service, the persons mentioned in the next preceding Article shall be entitled to vacation and sick leaves, both with full pay and exclusive of Saturdays, Sundays and holidays for each calendar year of service.

ART. 237. Vacation leave of 15 days and sick leave of 15 days may be granted to officers and employees of the University at such times during the calendar year as may be approved by the Chancellor. Both leaves shall be cumulative and any part thereof which may not be taken within the calendar year in which it is earned may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the University through no fault of his/her own, he/she shall be entitled to the commutation of all accumulated vacation and/or sick leave to his/her credit; Provided, That the Chancellor may, in his/her discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed officer or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid; Provided, further, That no person whose leave has been commuted following his/her separation from the University shall be re-appointed or re-employed in the University before the expiration of the leave commuted unless he/she first refunds the money value of the unexpired portion of the leave commuted.

For the purpose of granting leave of absence to employee required to observe service schedules which extend to six or more days a week, leave credits shall be charged with only the number of hours that are supposed to be rendered on that day.

ART. 238. Sick Leave shall be granted only on account of sickness on the part of the person concerned or any member of his/her immediate family.

ART. 239. Maternity leave shall be granted to married women members of the faculty, officers, and employees, in addition to such leaves to which they may be entitled as provided in the preceding sections.

ART. 240. *Maternity Leave.* Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60 days maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding sixty (60) calendar days.

Every woman, married or unmarried, may be granted maternity leave more than once a year. Maternity leave shall be granted to female employees in the University in every instance of pregnancy irrespective of its frequency.

Every married or unmarried woman may go on maternity leave for less than sixty (60) days. When a female employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work.

In addition, under UP guidelines, faculty members shall be entitled to maternity leave of six (6) months, two (2) months before and four (4) months after delivery; *Provided, That:*

1. Such leave shall be paid subject to the provisions of the Maternity Leave Law (i.e. 60 days with pay);
2. If the health of the mother or of the child requires it, as evidenced by a medical certificate, such leave may be extended by the Chancellor;
3. If the health of the mother or of the child so warrants, as evidenced by a medical certificate, and her services are urgently needed, the Chancellor may reduce the leave after delivery from four (4) to two (2) months;
4. In special cases the Chancellor may waive the provisions of the two (2) preceding clauses if the health of the mother and her child so warrants as evidenced by a medical certificate, but in no case shall the period of leave be less than 30 days before and 30 days after delivery.

The President and/or the Chancellor is/are authorized to waive the University rules on maternity leave in individual cases.

Paternity Leave. Paternity leave refers to the privilege granted to a married male employee of the University allowing him not to report for work for seven (7) days while continuing to earn the compensation therefor, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in

the nursing of the newly born. This entitlement is true for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting.

ART. 241. Military Service Leave shall be granted to members of the faculty, officers, and employees.

ART. 242. Any person mentioned in the next preceding Article who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active duty training, shall be paid his/her salary during his/her absence for such purpose.

ART. 243. When he/she goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, he/she shall apply for leave of absence. In case the application is approved, he/she shall draw no compensation from the University during his/her absence; *Provided*, however, That his/her absence shall not curtail his/her vacation leave privileges in the University.

ART. 244. The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one year at a time, *provided* it does not go beyond two (2) consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. If the faculty has a temporary appointment, the leave may be granted only for the purpose of study, in which case existing rules on study leave shall apply. Failure to report back to the University shall be considered absence without leave.

ART. 245. Any member of the academic staff, officer, or employee of the University System shall be dropped from the service for unexplained absence for at least thirty days after the expiration of the period of the leave granted.

1.1.4.7 Chapter 22 Special Detail

CHAPTER 22

Special Detail

ART. 246. A member of the academic staff or an administrative employee may be assigned by the President or the Chancellor on a special detail in the Philippines or abroad for the benefit of the University System or any of its units and under conditions to be fixed by him/her in each case; *Provided*, That members of the academic staff or administrative personnel who are married at the time of the detail may be granted an extra family allowance to commence from the date of their departure from a Philippine port to the date of their arrival in the Philippines if in the opinion of the President/Chancellor the circumstances warrant.

Special detail shall include participation in an official capacity in conferences, workshops, seminars, short-term courses and similar activities. It shall be subject to prior authorization and to such conditions as may be attached thereto and to

applicable laws and regulations.

ART. 247. Person given such special detail shall make periodic reports on and full disclosure of his/her activities, through channels, to the President/Chancellor.

1.1.4.8 Chapter 23 Student Privileges

CHAPTER 23

Student Privileges

ART. 248. Members of the faculty, officers and employees shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or their career development, subject to the approval of the Chancellor or his/her authorized representative. In the case of non-teaching personnel, the courses shall be taken after office hours.

ART. 249. Privileges of the UP Personnel:

1. Full time University personnel upon the approval of their immediate Supervisor, Head of Unit and Chancellor, may enroll in University courses to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100% waiver of tuition, laboratory and miscellaneous fees (except student fund fees). For faculty members, the tenured faculty of the College, as a body, shall decide which fields are deemed relevant, taking into account new developments in the discipline and the growing multi-disciplinary nature of certain fields of knowledge. This applies to all full-time personnel – permanent or temporary, regular incumbents or substitutes, casual or contractual personnel, including project personnel, regardless of the source of funds for their salaries as long as the funds either belong to the regular budget of the University or are institutional grants to the University, whose appointments issued by the University are at least coextensive with the semester or term.
2. The provisions above shall also apply to all regular part-time faculty with at least one (1) year of continuous service. It is to be noted that lecturers or Clinical Professors without compensation are not classified as regular faculty members.
3. Regular full or part-time faculty members who have completed their Ph.Ds or terminal degrees in the relevant discipline can enroll in any field without paying tuition, laboratory and miscellaneous fees. Approval from the head of unit and the Chancellor shall be required only for registration purposes.
4. The tuition, laboratory and miscellaneous fees privilege may be renewed for a succeeding semester subject to the satisfactory scholastic performance of the employee concerned in the previous semester.

Copies of the grades of the employee, therefore, should be forwarded to the HRDO and to the Dean or head of unit of the employee.

1.1.4.9 Chapter 24 Restrictions

Chapter 24

Restrictions

ART. 250. No members of the faculty, officer or employee of the University System shall publish or discuss publicly the proceedings of the Board of Regents or its decisions, not yet released for publication, without the written permission of the President.

ART. 251. No members of the faculty, officer or employee of the University System shall publish or discuss publicly any information concerning a particular college or school, not related for publication, without the written permission of its Dean, Director, Chancellor and the President.

ART. 252. No member of the faculty, officer, or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, officer, or employee concerning his/her official duties or his/her private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University System for action before resorting to any other remedy available to the complaining party.

ART. 253. All information concerning a particular college or school shall be given by its Dean or Director; Provided, That the information has to do with his/her college or school only and not with any other college or school of the University System; Provided, further, That the President/Chancellor may prohibit the publication or the release of any news affecting the University.

ART. 254. Authors of articles appearing in University System publications shall be severally responsible for the opinions expressed therein.

ART. 255. No member of the faculty, officer, or employee of the University shall, without permission from the Chancellor, practice any profession or manage personally any private enterprise which in any way may be affected by the functions of his/her office; nor shall he/she be directly financially interested in any contract with the University unless permitted by the Board. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service.

ART. 256. No dean/director of a college/school in the University shall, unless expressly authorized by the Board of Regents, accept other assignments involving

administrative duties and responsibilities in other units of the University System or in any branch of the government service.

ART. 257. Permission to engage in private practice of the profession of faculty members may be granted only if such private practice may enhance their usefulness to the University or improve their efficiency.

ART. 258. The privilege of private practice, when granted, shall be for a definite period of one year, renewable at the discretion of the President or the Chancellor, as the case may be, for one-year periods, and under such conditions as may be prescribed by him/her regarding the nature of the work, the time of performance, and other circumstances.

ART. 259. No member of the faculty on full-time basis may engage in teaching outside of the University, unless so authorized under a memorandum of agreement duly entered into with another educational institution; *Provided*, That, in exceptional cases, the President or the Chancellor, as the case may be, may grant permission to faculty members to teach in another institution even in the absence of an institution-to-institution agreement between the University and the other institution.

ART. 260. No member of the faculty shall have dealings with any student involving money, property, or other valuable considerations which might have an influence on the scholastic standing of such student in the University System.

ART. 261. No member of the faculty shall be permitted to give private lessons to any student enrolled in his/her college or school and to accept payment therefor without the previous approval of the President.

ART. 262. No book, outline, compilation, or syllabus, whether printed or duplicated, shall be used as a basic or required textbook in any class unless approved by a committee in accordance with the rules prescribed by the Chancellor/President. Prices shall be determined in accordance with the rules issued by the Chancellor/President.

ART. 263. Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National Research Council and similar institutions of the government may use official time in attending meetings of such institutions.

ART. 264. Members of the faculty of the University shall be permitted to accept invitations to speak at graduation exercises and other similar activities of other schools or colleges, and the time spent in going to and returning from the place shall be counted as official.

University personnel may, subject to the exigencies of the service, and with permission of the Dean of the college or head of office, accept speaking and similar

engagements on official time.

ART. 265. No member of the faculty shall enroll as a student in the University System or in an outside institution without the permission of his/her Dean or Director and the Chancellor. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he/she intends to take, and the time the course requires, such study will not impair his/her efficiency as a member of the faculty.

ART. 266. A faculty member may invite an expert who is not officially connected with the University to give a lecture or talk before his/her class or group of students in order to supplement or enrich the course/discussion; *Provided*, That the total number of lecture hours does not exceed nine (9) hours in a given semester. The faculty member must be present in all the lectures.

The faculty member must obtain the consent of:

- The Department Chair or Institute Director, when the lectures by outside experts total four and a half (4 ½) hours or less in a given semester; or
- The Dean, when the lectures total more than four and a half hours (4 ½) up to nine (9) hours.

If the faculty member concerned is the Department Chair, Institute Director or Dean, he/she shall obtain the consent of the next higher official.

This rule shall not apply to cases where, under a memorandum of agreement, part of the course is to be taught by a visiting professor.

Violation of this rule shall subject the faculty member concerned to disciplinary action.

ART. 267. Before a member of the faculty can undertake any research work under the auspices of an organization outside of the University of the Philippines System, he/she shall obtain the consent of the proper division or department chairman, Dean or Director, and of the Chancellor; and in the publication of such research, the University of the Philippines System shall be credited, side by side with the outside organization.

1.1.4.10 Chapter 25 Suspension and Removal

Chapter 25

Suspension and Removal

ART. 268. No member of the faculty, officer or employee shall be suspended or removed except for cause after an investigation and hearing shall have been had.

ART. 269. Notwithstanding the provisions of the next preceding Article, the Chancellor/President may suspend preventively any member of the teaching staff, officer or employee during the pendency of the administrative charges against him/her.

ART. 270. The President/Chancellor may suspend or remove after due hearing administrative officers or employee, without prejudice to an appeal to the Board of Regents within thirty (30) days after the receipt of the decision.

1.1.4.11 Chapter 26 Insurance and Retirement

Chapter 26

Insurance and Retirement

ART. 271. The University participates in the Government Service Insurance System.

ART. 272. A faculty, officer, or employee who has the necessary technical, academic, and moral qualifications but is unable to pass the medical examination for government insurance shall nevertheless be considered permanent for all other purposes except membership in the insurance and retirement funds plan administered by the Government Service Insurance System.

ART. 273. In cases of leave of absence without pay of members of the faculty and other personnel of the University, the University shall pay the government share in the life insurance premiums corresponding to the first year of leave. Thereafter, the person concerned, excepting in meritorious cases, shall pay both the personal and government shares.

1.1.4.12 Chapter 27 Diploma of Merit

Chapter 27

Diploma of Merit

ART. 274. A "Diploma of Merit" shall be presented to members of the faculty and administrative staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to the University upon their voluntary resignation or their retirement from the service after at least fifteen (15) years. The diploma shall be issued and signed by the Chancellor and the University Registrar on the date following the last day of active service.

1.1.4.13 Chapter 28 Organizations and Associations**Chapter 28****Organizations and Associations**

ART. 275. An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President.

1.1.4.14 Chapter 29 Coursing of Communications**Chapter 29****Coursing of Communications**

ART. 276. All employees and members of the faculty of the University System shall forward all official communications which they may desire to bring to the notice of the President, the Board of Regents, or any of its members, through the proper Dean or Director and the Chancellor, to the President for his/her action or decision or for transmission to the Board of Regents as the case may be.

In highly exceptional cases, where time absolutely is of the essence or when some alleged grievance is being communicated to an appropriate governmental body, the concerned offices in the University Administration shall be informed immediately of any communication sent directly. A copy of said communication shall also be sent to the concerned offices.

1.1.5 Title Five

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1.1.5.1 Chapter 30 Administration of University System Property**Chapter 30****Administration of University System Property**

ART. 277. University buildings, structures, streets, and other places shall have such names as may be given them by the Chancellor.

ART. 278. The University grounds and buildings located in UP Diliman Campus, Quezon City shall be under the immediate supervision of the Director of the Campus Maintenance Office (CMO). The CMO is composed of two (2) divisions: The Building Maintenance Division and the Grounds, Services and Arboretum Division.

The CMO Director or the equivalent official in the constituent university shall

be responsible for the proper care and maintenance of the University grounds and buildings. He/She shall supervise the employees and laborers who are specifically assigned for the upkeep and maintenance of grounds and buildings with the exception of those who may be otherwise assigned under other colleges/units in the constituent university.

ART. 279. The Vice Chancellor for Administration or equivalent officer in the constituent university shall be the custodian of University buildings. Deans, Directors and other head of units shall be the custodian of buildings assigned to their respective units, subject to the supervision of the Vice Chancellor for Administration or equivalent officer in accordance with University rules and regulations.

ART. 280. The duties of the custodian shall be those that are provided in the rules and regulations of the University.

ART. 281. The Dean/Director of a college/school/institute or his/her authorized official shall have the power to allot classrooms in the buildings assigned to his/her unit. When there is a shortage of classrooms in a particular college, school, or institute, the University Registrar shall coordinate with the Deans/Directors of the other colleges, schools and institutes to solve the classroom shortage of that particular unit.

ART. 282. Unless otherwise authorized, only recognized University and college/school organizations may use a building or a portion of a building or any other property belonging to the University.

University and college/school organizations are those whose members are drawn from the students, alumni, employees or faculty of the University.

ART. 283. The use of buildings and premises by individuals or by outside organizations shall be in accordance with rules promulgated by the Chancellor.

ART. 284. College properties (equipment, supplies, etc.) shall be under the immediate custody and responsibility of the respective deans or directors, who shall each designate an employee to take charge of properties issued to the department or division. *Provided, However,* That at the request of any college and with the approval of the Chancellor or his/her duly authorized representative, property responsibility shall be assumed by department chairmen or heads of offices for the property in their respective departments or offices. Each administrative official having property responsibility shall be bonded.

ART. 285. No one shall take from the buildings or grounds any University property for private or public use without the approval of the Vice President for Administration or the equivalent official in the constituent university.

ART. 286. All motor vehicles, owned and operated by the University except authorized for the exclusive use of the President and other officials shall be

constituted into a motor pool under the supervision and control of the Vice President for Administration or his/her representative.

ART. 287. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University.

ART. 288. The business and operation of the University land grants shall be under the supervision of the President. The management of the land grants may be performed by an administrator who shall render an annual report and such other reports on the operation and finances as the President may require.

ART. 289. No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes shall be conducted in the University System buildings or grounds without the previous approval of the Chancellor or his/her duly authorized representative in writing.

ART. 290. Streamers, placards, and similar materials which are used to announce, advertise or publicize events, products, or the like shall not be posted or placed in any of the buildings and grounds of the University of the Philippines System without the written permission of the Chancellor or his/her duly authorized representative.

1.1.5.2 Chapter 31 Sale and Disposal of University System Property

Chapter 31

Sale and Disposal of University System Property

ART. 291. The sale or disposal of equipment or any property of the University System shall be made only upon authority of the Board of Regents; *Provided*, that the President or the Chancellor may authorize the sale of University property no longer used the value of which does not exceed the ceiling prescribed by the Board of Regents. The proceeds shall be used in the manner authorized by law or regulations.

ART. 292. The rates of subscription to constituent university or college publications shall be approved by the Chancellor and the income that may be derived from their sale shall accrue to their maintenance and support.

ART. 293. All publications received on exchange basis shall be turned over to the appropriate college libraries.

1.1.5.3 Chapter 32 Purchase and Requisitions**Chapter 32****Purchase and Requisitions**

ART. 294. All purchases and requisitions shall be made in accordance with the provisions of law and pertinent rules and regulations.

ART. 295. All requisitions shall be submitted to the Vice President for Administration for the UP System or to the Vice Chancellor for Administration for constituent universities. The Vice President for Administration/Vice Chancellor for Administration, the Chief Accountant and the Budget Director or its equivalent shall determine whether or not appropriation is available to fill the requisition. No requisition shall be honored exceeding the amount appropriated for the office submitting the requisition.

ART. 296. The President of the University of the Philippines shall approve and sign contracts for the purchase after the public bidding, of supplies, materials, equipment, and services, including architectural and engineering designs services, involving amounts not exceeding thirty million pesos (Php 30,000,000.00) per single transaction, subject to pertinent laws and regulations, and information to the Board of Regents.

He/She shall also approve and sign negotiated contracts for the purchase of supplies, materials, equipment and services, including architectural and engineering design services, involving amounts not exceeding ten million pesos (Php 10,000,000.00) per single transaction, as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three responsible suppliers, subject to pertinent laws and regulations.

ART. 297. Whenever a requisition for which there is money available according to the certification of the Chief Accountant and Budget Director/Officer is objected by the Vice President for Administration/Vice Chancellor for Administration, the latter shall state in writing his/her reasons therefor and a copy thereof shall be furnished the official/head of the requesting unit, who may then appeal to the President (for UP System unit) or to the Chancellor (for constituent university) for final decision.

1.1.5.4 Chapter 33 Bids for University System Projects**Chapter 33****Bids for University System Projects**

ART. 298. The determination of eligibility in connection with bids for the

University infrastructure projects shall be based on the submission of required documents to the University Bids and Awards Committee (BAC) utilizing the forms prepared by the BAC and using the criteria provided for in the Implementing Rules and Regulations of Republic Act (IRR-A) No. 9184 otherwise known as the Government Procurement Reform Act.

1.1.5.5 Chapter 34 University System Budget

Chapter 34

University System Budget

ART. 299. The annual budget of the University of the Philippines System shall be prepared in accordance with the pertinent laws and rules, as well as regulations approved by the President of the University.

ART. 300. Pending the approval of the annual budget for the ensuing year, the University shall operate from the date set by the National Government as the beginning of the national government's fiscal year, using as basis the budget of the previous fiscal year.

ART. 301. The President shall be authorized to make allotments from the item "Miscellaneous Expenses" in the budget.

ART. 302. No expenditures shall be made from any revolving fund receipts collected in the University unless they are duly authorized by the Board of Regents.

ART. 303. As a matter of policy no transfer of funds shall be authorized in cases of real necessity; however, in emergency cases, the Board of Regents may approve the shifting of funds to any item; Provided, that such shifting of funds may be covered by the corresponding savings in the other budget items of the same unit for the same fiscal year.

ART. 304. No appropriation for labor, except student labor, in any office or unit of the University shall be spent for clerical or instructional assistance or for permanent improvement.

ART. 305. The President may order the closing of accounts of finished and dormant projects and direct the reversion of any balances remaining to the original funds from which they were shown or to the general unassigned funds of the University

1.1.5.6 Chapter 35 Accounting and Auditing

Chapter 35

Accounting and Auditing

ART. 306. All accounts and expenses of the University shall be audited by the Commission on Audit, and all disbursements shall be made in accordance with pertinent laws and regulations.

ART. 307. All vouchers and warrants shall be submitted to the Vice President for Administration or his/her representative (for the UP System offices) or the Vice Chancellor for Administration or his/her representative (for constituent university).

1.1.5.7 Chapter 36 Travelling Expenses

Chapter 36

Travelling Expenses

ART. 308. The President (for the UP System) or the Chancellor (for the constituent university) may, in his/her discretion, authorize any college/school/institute/unit of the University System to spend from its appropriation for "Traveling Expenses of Personnel" such amount as may be necessary for travel within the country for purposes of research, observation, or study.

1.1.5.8 Chapter 37 Donation and Endowments

Chapter 37

Donation and Endowments

ART. 309. The Chancellor of the constituent university shall negotiate, obtain or receive grants, gifts, and donations and shall administer the same for the benefit of the constituent university, subject to reporting to the President; *Provided*, that the acceptance of (1) donations of equipment the installation, operation or maintenance of which require financial outlay in addition to the approved budget of the constituent university and (2) donations whether in cash or in kind entailing some onerous conditions stipulated by the donor, shall be confirmed by the Board of Regents upon recommendation of the President; *provided, further*, that all service donations shall be subject to approval of the Board upon recommendation of the President.

1.2 Book II Academic Affairs

Academic Affairs

1.2.1 Title One

ACADEMIC CALENDAR AND CLASSES

1.2.1.1 Chapter 38 Calendar**Chapter 38****Calendar**

ART. 310. The general framework of the academic calendar shall be approved by the Executive Committee and the details thereof prepared by the University Registrar, subject to the approval of the President.

ART. 311. The academic year is divided into two (2) semesters of at least 16 weeks each, exclusive of registration and final examination periods. Each semester shall consist of at least one hundred (100) class days. A summer session of 6 weeks follows the second semester. Classwork in the summer session is equivalent to classwork in one (1) semester.

The first semester begins in June, the second semester in November, and the summer session in April.

ART. 312. All affairs or activities of the University of the Philippines System shall be reported to the University Registrar so that he/she may be able to issue a calendar therefor.

1.2.1.2 Chapter 39 Schedule of Classes**Chapter 39****Schedule of Classes**

ART. 313. The schedule of classes shall be prepared and issued by the Deans/Directors in consultation with the University Registrar.

No scheduled class shall be abolished after the last day of late registration except for valid reason and *provided*, that students enrolled therein are not prejudiced.

1.2.1.3 Chapter 40 Class Size**Chapter 40****Class Size**

ART. 314. The size of a class shall be determined on the basis of the method of instruction and available facilities.

ART. 315. In general, before an undergraduate class is opened, there must be at least ten (10) students and for a graduate class, at least five (5) students.

Present University rules require that any exceptions to this rule must have the special approval of the Chancellor on or before the last day of registration. The offering of small classes should be avoided.

If the offering of a graduate class with less than five (5) students cannot be postponed or avoided, then the teaching load credit for the teacher equals the course credit. That is, there shall be no credit load multiplier. There shall be no exception to this rule.

ART. 316. The method of instruction, whether lecture, lecture-discussion, seminar, tutorial, or any other method shall depend on the nature and objectives of the course, type of students, skill of instructor, and physical facilities available.

ART. 317. The lecture-discussion or small lecture method shall be used when a certain amount of student participation under the affirmative leadership of the lecture is desired.

ART. 318. The seminar method shall be used when what is desired is open discussion under relatively loose instructional leadership.

ART. 319. The tutorial method shall be used only when its justification is abundantly clear.

ART. 320. A laboratory class taught by one instructor shall have 40 students. Where there are two or more instructors, the laboratory class shall be proportionately enlarged so that when the total number of students is divided by the total number of instructors, the quotient shall be at least 40 or a major fraction thereof.

ART. 321. Any exceptions to the rules on class size for both undergraduate and graduate classes must have special approval of the Chancellor.

ART. 322. No class shall be divided into sections to suit personal convenience of the instructor or to increase teaching load. Furthermore, no faculty member shall change the officially approved class schedule nor meet the students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean concerned.

ART. 323. The Vice Chancellor for Academic Affairs, the University Registrar, deans, directors, and division or department chairmen are charged with the enforcement of these rules.

ART. 324. At the end of every academic year, each Dean or Director shall present to the Chancellor a report together with his/her recommendations, on class size in his/her college or school. In view of these reports and other available data, the Vice Chancellor for Academic Affairs in consultation with the University Registrar shall then present his/her own views to the Chancellor on problems of class size.

ART. 325. No departure from the foregoing rules shall be initiated or attempted by any faculty member with previous authorization from the division or department chairman and the Dean or Director concerned, without the approval of the Chancellor. Every such departure shall be included in the annual report referred to in the next preceding article.

ART. 326. Colleges and schools shall have general authority to limit their enrolment if they find that such limitation is necessary, subject to the approval of the Chancellor.

1.2.1.4 Chapter 41 Dismissal and Postponement of Classes

Chapter 41

Dismissal and Postponement of Classes

ART. 327. Classes in a College or School shall not be dismissed by the Dean or Director without authority from the Chancellor except in unusual cases for which report should be submitted to the Chancellor, giving the reasons for such action taken by the Dean or Director.

ART. 328. No faculty member shall postpone the holding of his/her class to any other hour than that officially scheduled nor shall he/she meet his/her students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean or Director concerned.

1.2.2 Title Two

ADMISSION AND REGISTRATION

1.2.2.1 Chapter 42 Entrance Requirements

Chapter 42

Entrance Requirements

ART. 329. The entrance requirements for each course shall be as prescribed by the faculty of the college or school offering the course and approved by the University Council and the President of the University.

ART. 330. In the case of students coming from foreign countries, they shall be required to meet substantially the entrance requirements prescribed for a course; Provided, That their previous training was obtained in an institution of recognized standing; and Provided, further, That there is a place for them in the college or school.

ART. 331. Students who are deficient in any of the subjects required for admission but who are otherwise considered competent and may therefore be admitted must make up all deficiencies within one year.

1.2.2.2 Chapter 43 Admission

Chapter 43

Admission

ART. 332. No student shall be denied admission to the University System by reason of age, sex, nationality, religious belief, or political affiliations.

ART. 333. Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to the University System who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit or take courses in any college or school of the University System.

ART. 334. Every student shall, upon admission, sign the following pledge: "In consideration of my admission to the University of the Philippines System and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authority in the University System and in the college or school in which I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

ART. 335. No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean or Director concerned, authorize the admission of a visitor to a class for not more than five (5) sessions.

1.2.2.3 Chapter 44 Regular and Special Fees

Chapter 44

Regular and Special Fees

ART. 336. The President of the University of the Philippines System shall fix and revise all fees regardless of the rate of increase, except tuition and laboratory fees for academic programs without need for further reporting to the Board of Regents, subject to these conditions: (1) new fees or fines and revisions of existing fees or fines shall not be imposed retroactively; and (2) in the case of student fees and fines, the increase shall not be made more than once within an academic year.

The term fees shall include students fees, fees for non-degree programs, rental of equipment/facilities, selling prices of materials reproduced/fabricated by the University, I.D. fees, library fines and related fees charged from UP students and non-UP personnel or individuals availing of University library facilities, application fee, athletic fee, change of matriculation fee, graduation fee, entrance examination fee, etc.

1.2.2.4 Chapter 45 Registration

Chapter 45

Registration

ART. 337. No student shall be registered in any subject after one (1) week of regular class meetings have been held, unless the Dean, on the basis of his/her scholastic record, permits his/her registration; *Provided*, That if registration is made outside the regular registration period indicated in the University calendar the student shall be subject to fine for late registration; *Provided, further*, That special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adapted by the college or school.

1.2.2.5 Chapter 46 Cross - Registration

Chapter 46

Cross – Registration

ART. 338. The enrollment of cross-registrants is subject to the approval of the Deans of the home and the accepting units/colleges.

ART. 339. The total number of units of credit for which a student may register in two or more colleges or schools in the University shall not exceed the maximum allowed by the rules on academic load.

ART. 340. The University of the Philippines System shall give no credit for any course taken by any of its students in any other university, college, or school unless the taking of such course was expressly authorized by the Chancellor on the recommendation of the Dean or Director concerned. The authorization shall be in writing to be recorded by the University Registrar or by his/her representative, and shall specifically describe the subjects authorized.

1.2.2.6 Chapter 47 Classification of Students**Chapter 47****Classification of Students**

ART. 341. Students are classified as follows:

A. Regular

1. Regular – regular undergraduate students follow organized programs of study and comply with requirements that lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semester's load prescribed by their respective curricula and are classified into freshmen, sophomores, juniors, and seniors.

- A freshman is a student who has not finished the prescribed subjects of the first year of his/her curriculum, or 25 percent (25%) of the total number of units required in the entire course;
- A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent (25%) nor more than 50 percent (50%) of the total number of units required in the entire course;
- A junior is a student who has completed the prescribed subjects of the first two (2) years of his/her curriculum, or has finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units required in the entire course;
- A senior is a student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum or has finished not less than 75 percent (75%) of the total number of units required in the entire course.

2. Regular graduate students – follow organized programs of study and comply with requirements that lead to a master's or doctoral degree. They may be either part-time or full-time.

A. Irregular – are students registered for formal credit but who carry less than the full load called for in a given semester by the curriculum for which they are registered.

B. Non-regular

- Non-degree students – are those who are enrolled for credit but do not follow an organized program of study. They are either degree holders or undergraduate students not currently enrolled in any other institution of higher learning who satisfy appropriate requirements for admission to the University at the graduate and or undergraduate levels. They shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the college concerned and the

University Registrar.

Since they do not follow any organized program of study, non-degree students are not prospective candidates for graduation for any degree in the University.

- Non-majors, with credit – are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college. They shall also be assessed/counseled by the Office of Guidance and Counselling. However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted.
- Cross-registrants, with credit – are students who enroll in a unit in the university for a specific period of time but are primarily enrolled in their home units in the constituent university or in another UP constituent university or in another institution of higher learning. Such enrollment is subject to the approval of the Deans of the home and the accepting units/colleges.
- Special student without credit – is one who is not earning formal academic credit for his/her work. Mature students, even if they do not fully satisfy the entrance requirements, may be admitted as special students and may enroll in such subject for which, in the opinion of the instructor and the Dean, they have the necessary background knowledge and ability to pursue profitably. They shall not be allowed to enroll for more than 9 units a semester or to register for more than two (2) years, except by special permission of the Dean. They are not earning formal academic credit. However, subject taken even though without credit may be reported at the end of each semester as "satisfactory" or "unsatisfactory".

Special students pay the same fees as regular students. They may register at any time without the payment of fine for late registration, subject to other regulations of the University. They may register for particular subjects within a semester when permissible under the System of instruction adopted by the College.

1.2.2.7 Chapter 48 Academic Load

Chapter 48

Academic Load

ART. 342. One University unit of credit is at least sixteen (16) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within a semester.

ART. 343. For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is 6 units, but in justifiable cases, the Dean may allow enrollment up to 9 units.

ART. 344. On the graduate level, full-time students are allowed the normal load of 9-12 units per semester or 8 – 10 units per trimester. During the summer session, the normal load is 6 units.

No graduate student employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless he/she has the prior approval of the head of the graduate unit to which he/she belongs.

1.2.2.8 Chapter 49 Attendance

Chapter 49

Attendance

ART. 345. All colleges and units, including the Department of Military Science and Tactics, shall observe the rules on attendance prescribed herein. In the case of graduate studies and honors courses, the department may modify the rules on attendance, subject to the approval of the Vice Chancellor for Academic Affairs.

ART. 346. Any student who, for unavoidable cause, is absent from class must obtain an excuse slip from the Dean to be presented to the faculty concerned not later than the second class session following the student's return.

Excuses are for time missed only. All work covered by the class during the period of absence shall be made up for within a reasonable time from the date of absence.

ART. 347. Whenever a student has been absent from his/her class for two consecutive class meetings, a report thereof should be sent by the faculty member concerned to the Vice Chancellor for Student Affairs/Director for Student Affairs through his/her Dean or Director, stating, if he/she knows, the reason for such absence. The Vice Chancellor for Student Affairs/Director for Student Affairs shall call the student and notify his/her parent immediately.

ART. 348. When the number of hours lost by absence of a student reaches twenty per cent (20%) of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, such student shall be dropped from the subject. If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped; but if the majority of the absences are not excused, the

student thus dropped shall be given a grade of "5". Time lost by late enrollment shall be considered as time lost by absence.

1.2.2.9 Chapter 50 Refund of Fees

Chapter 50

Refund of Fees

ART. 349. Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Before the opening of classes	100%
Within one week from the opening of classes	80%
Within the second, third, and fourth week from the opening of classes	50%
After the fourth week	No refund

In case of students who register after the opening of classes, and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of their matriculation fees shall also be in accordance with the above schedule. In case of death of a student during the semester, all fees may be refunded, if so requested by his/her family.

ART. 350. Laboratory fee shall not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in case the student is required to drop such subject.

ART. 351. Any student who is drafted into active military service and is unable to complete the semester may apply for refund of the proportional part of the matriculation fees corresponding to the balance of the semester.

1.2.3 Title Three

CURRICULAR CHANGE

1.2.3.1 Chapter 51 Dropping of Courses

Chapter 51

Dropping of Courses

ART. 352. A student may, with the consent of the faculty and the approval of

the Dean, drop a subject by filling out the prescribed form before three-fourth (3/4) of the hours prescribed for the semester has lapsed, and not later. If a subject is dropped after the middle of the semester, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance.

ART. 353. The registration privileges of any student who drops a course without official approval shall be curtailed or entirely withdrawn according to rules prescribed by the College/School faculty.

ART. 354. Any college or school may enact special rules on dropping of courses which would meet its particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.

1.2.3.2 Chapter 52 Changing of Classes

Chapter 52

Changing of Classes

ART. 355. All transfers to other sections or change in matriculations shall be made only for valid reasons. No change of matriculation to add a new subject shall be allowed after one (1) week of regular class meetings. Form 26-A shall be duly accomplished and submitted to the University Registrar for assessment, payment and notation.

1.2.3.3 Chapter 53 Substitution

Chapter 53

Substitution

ART. 356. Substitution of subjects may be allowed only in the following cases:

- a. When a student is pursuing a curriculum that has been superseded by a new one;
- b. Conflict of hours between two required subjects; or
- c. When the required subject is not offered.

ART. 357. Every application for substitution:

- a. Must involve subjects within the same department, if possible; if not, the subjects must be allied to each other;
- b. Must be between subjects carrying the same number of units; and

- c. Must be recommended by the adviser and by the heads of the departments concerned.

ART. 358. All applications for substitution must be submitted to the Office of the Dean concerned not later than the last day for late registration. Any request submitted thereafter shall be considered for the following semester.

ART. 359. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has received a grade of five "5" or an unremoved grade of four "4", except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter on the required subject.

ART. 360. All applications for substitution shall be acted upon by the Dean/Director. In case the action of the Dean/Director is adverse to the recommendation of the adviser and the head of the department, the student may appeal to the Vice Chancellor for Academic Affairs, whose decision shall be final.

1.2.3.4 Chapter 54 Transfer Students

Chapter 54

Transfer Students

ART. 361. The following rules shall govern the admission of transfer students:

1. A transfer student may be admitted provided that:
 - a. He/She must have obtained an average grade of "2", "86%", or "B", or better, for all collegiate academic units he/she has earned outside this University
 - b. He/She will have to complete in this University no less than 50% of his/her units required for his/her course
 - c. The quota set by the University Registrar and the Dean or Director of the college or school concerned for the course to which he/she seeks admission has not yet been filled up.
2. The admission of transfer students shall be on probation basis until such time as he/she shall have validated or repeated, in accordance with Rule 4 below, all the subjects taken outside this University which are required for his/her course;
3. An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisites of which, taken elsewhere, have not yet been validated or repeated in this University;
4. An admitted transfer student must validate all the courses he/she is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three semesters from the date of his/her

admission. Failure to comply with this requirement will mean the cancellation of his/her registration privileges.

5. Any or all of the above rules may be set aside in exceptional cases upon the recommendation of the committee on admission in units where admission of students is passed upon by this committee or of the Dean or Director concerned and upon the approval of the President.

ART. 362. A student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, the major discipline may prescribe additional courses up to 18 units of general education courses and/or preparatory courses for the major. Candidates for a second baccalaureate degree will be required a written comprehensive examination.

ART. 363. The grant of advanced credits for courses which are completed in other institutions but which have no equivalent in this University shall be left to the faculty of the unit concerned.

ART. 364. Application for advanced credit shall be made on the prescribed form to the University Registrar or to the Dean or Director of the college which offers the course for which advanced credit is applied for. If the Dean or Director is satisfied that the application is in order, he/she shall cause the proper department or division chairman to conduct the validating tests. The regular period for the holding of these validating tests shall begin two (2) weeks prior to the first day of registration at the opening of each term and shall end on a week after the last day of registration. There shall be no fee for validating tests taken during this period. A validating test may be held outside of this period with the consent of the department or division chairman and approval of the Dean or Director and upon payment of the required fee per subject.

ART. 365. Advanced standing may also be granted by the Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized by the Council. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by the departments or divisions concerned in accordance with the preceding Article.

ART. 366. Courses taken for one year and satisfactorily completed in the United States and Philippine military training schools of collegiate level shall be given general advanced credits equivalent to one year, or 30 units of general credit in the University of the Philippines; Provided, That in no case shall advanced credit be given to exceed 30 units; Provided, further, That courses taken for less than a year in the United States and Philippine military training school shall be given *pro-rata* advanced general credit on the above basis. The awarding of corresponding general advanced credit to individuals concerned on the basis of the above principles is a matter of administration left with the office of the Dean or Director concerned.

ART. 367. For the purpose of the preceding rule, military service schools are those operated by the Armed Forces of the United States or the Republic of the Philippines. For students enrolled for the first time, credit for courses taken in military service schools may be granted in courses duly evaluated by the American Council of Education as of the graduate level. In case of courses above the bachelor level for which graduate credit is requested, credit may be granted upon the advice and recommendation of the department concerned, subject to the approval of the proper committee in the graduate college or school concerned.

ART. 368. Each college or school may promulgate rules for the admission of transfer students and the grant of advanced credits provided they are not inconsistent with the general rule set by the University Council.

1.2.4 Title Four

EXAMINATIONS AND GRADES

1.2.4.1 Chapter 55 Integration Period

Chapter 55

Integration Period

ART. 369. A department chairman, with the approval of the Dean or Director, may authorize any faculty member of his/her unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review; Provided, that in the case of colleges having no departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; Provided, further, That faculty members who have been authorized to suspend their classes shall keep regular hours for consultation.

1.2.4.2 Chapter 56 Examinations

Chapter 56

Examinations

ART. 370. No final examination shall exceed four (4) hours.

1.2.4.3 Chapter 57 Grading System

Chapter 57

Grading System

ART. 371. The performance of the student shall be rated at the end of each

semester/trimester/terms in accordance with the following system:

1	-	Excellent	2.5	-	Satisfactory
1.25	-	Excellent	2.75	-	Satisfactory
1.5	-	Very Good	3.0	-	Pass
1.75	-	Very Good	4.0	-	Conditional
2.0	-	Good	5.0	-	Failure
2.25	-	Good	Inc.	-	Incomplete

Only the above grades shall be officially recognized. However, some subjects are graded as follows:

H	-	Honors
P	-	Pass
F	-	Fail

The work of special students or students on audit may be reported at the end of the semester as "S" (Satisfactory) or "U" (Unsatisfactory).

The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students.

The grade of "Inc" is given if a student, whose class standing throughout the semester is "Passing" but fails to take the final examination or fails to complete other requirements of the subject, due to illness or other valid reasons. In case the class standing is not "Passing" and the student fails to take the final examination for any reason, a grade of "5" shall be given.

Removal of the "Inc" must be done within the prescribed time (within one (1) academic year where there are three (3) regular removal periods) by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

A grade of "4" means "Conditional". It may be removed only by re-examination taken within the prescribed time of one (1) academic year. If the student passes the re-examination, he/she is given a grade of "3", but if he/she fails, a "5" shall be given. Only one (1) re-examination is allowed which must be taken within the prescribed time (within one (1) academic year where there are three (3) regular removal periods). If the student does not remove the grade of "4" within the prescribed time, the grade of "4" becomes "5". In this case, he/she may earn credit for the same course only by repeating and passing it.

A grade of "4" given for the first semester work of a 2-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year; if he/she fails, the grade of "4" which he/she received for the first semester work shall be converted to a grade of "5".

For graduate thesis work, there shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail". The result of the oral defense must be reported by the Panel to the Dean/Director, through channels, within the first working day after the defense.

"Fail" means substantial revisions are required by at least two (2) of five (5) panel members or one (1) of three (3) panel members. Any member who gives a "Fail" must specify the reason(s) in writing, a copy of which shall be attached to the report of the Panel.

"Provisional Pass" means minor revisions are required. All members of the Panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student has incorporated the revisions and the Panel has certified that the revisions have been made.

There are three (3) ratings for the Comprehensive Examination: "High Pass," "Pass," or "Fail."

If a student fails the Comprehensive Examination, a second examination shall be allowed within one (1) year after the first. Failure to pass this second examination or to retake it within the prescribed period shall bar the student permanently from the Master's program, and from admission into other Master's programs within the same Department.

If the student passes the Comprehensive Examination, he/she shall qualify for the Master's degree under the Non-Thesis Option.

ART. 372. If an instructor submit any grade between "4" and "5", it shall be regarded as "5". If the "plus" or "minus" sign is added to a grade, such as "3+" or "3-" the suffix shall not be recorded and shall be disregarded in all computations of grades.

ART. 373. A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his/her grades.

ART. 374. A report of grade for each section shall be submitted by every faculty member as soon as possible after the final examination. A period of five (5) days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades. In case a faculty member handles several sections and the interval between the examinations is less than five (5) days, the reports of grades for the various sections shall be submitted at the rate of one report at the end of every five-day period after each examination: *Provided*, That all reports of grade must be submitted not later than seven days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the Chancellor.

ART. 375. No instructor may be required to furnish grades in any one course oftener than twice a semester or term, in case the request comes from a college other than that to which the instructor is attached.

ART. 376. No faculty members shall change any grade after the report of grade has been filed with the Secretary of the College. Where an error has been committed, the instructor may, not later than six (6) months after submission of the grade, request authority from the faculty of the College to make the necessary change; *Provided*, That the student shall be informed and given a chance to be heard by the College faculty if the change requested is to a grade lower than the one previously given. A faculty member may also request a change of grade upon presentation of the student concerned within thirty (30) days from the student's receipt of the final grade and upon clear proof of error.

If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the dean of the college if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. Reconsideration shall be made only upon request by the student concerned within thirty (30) days after receipt of the final grade.

ART. 377. No student of the University shall solicit directly or indirectly any grade from his/her professor. Any student violating this rule shall lose credit in the subject(s) regarding which such solicitation is made, without prejudice to the filing of a case for disciplinary action.

ART. 378. In graduate course, the requirement for graduation shall either be a general average grade of "2" or better in all formal courses except thesis, or a grade of "2" or better in each formal course as the graduate college or school may require. If the student fails to obtain grades which carry graduate credit as required by the particular graduate college or school, the University rules on scholastic delinquency shall be applied.

1.2.4.4 Chapter 58 Removal of Grades of "Incomplete"

Chapter 58

Removal of Grades of "Incomplete"

ART. 379. Examinations for the removal of grade of "Incomplete" may be taken without fee a) during the regular examination period(s) within the allowed period of one (1) year, if the subject in which a student got an "Inc." is included in the schedule of examination; b) within the regular removal examination period which is the period covering ten-day preceding the registration in each semester, excluding summer; Provided, That the examination for the particular subject is taken at the time that it is scheduled; and c) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; Provided, That the examination is taken at the time it is scheduled.

Students who are not enrolled in any subject but who want to complete an "Inc." must enroll for residence. Registration for residence should be done during the regular enrollment period. Student shall pay the registration fee. If the "Inc." is to be removed by an examination the students shall also pay the removal fee as required.

ART. 380. There shall be a regular period for removing grades of "4" and "Inc." before the start of each semester. Such grade may no longer be improved after the end of the third regular removal period immediately falling the semester/term in which the grade was incurred. If a grade of "4" is received after removing an "Inc.", this must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc.".

1.2.5 Title Five

RULES ON SCHOLASTIC STANDING

1.2.5.1 Chapter 59 Scholarships

Chapter 59

Scholarships

ART. 381. The University recognizes academic excellence by conferring honorific scholarships which do not entitle the holders to any tuition waiver or discounts. These scholarships are classified as:

- a. University Scholarship
- b. College Scholarship

Private and government scholarship grants are given as financial assistance as well as reward for excellent academic performance. These scholarships include monetary benefits, the extent of which is determined by the donor.

ART. 382. Government and Private Scholarship Grants – The rules governing the government and private scholarship grants including the qualifications like

minimum General Weighted Average (GWA), family income, etc. required of prospective awardees, are subject to the approval of the University. These scholarships are either University-administered or college-administered.

ART. 383. University Scholarship – a university scholarship shall be granted to any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of "1.45" or better, or to a graduate student whose weighted average is "1.25" or better. University scholars are listed in the President's list of scholars.

ART. 384. College Scholarship – a college scholarship shall be granted to any undergraduate student who, not being classed as a University scholar, obtains at the end of the semester a weighted average of "1.75" or better; or to a graduate student whose weighted average is "1.50" or better. College scholars are listed in the Dean's list of scholars.

ART. 385. In addition to the general weighted average prescribed, a student to be eligible for a University or College scholarship must:

1.2.5.2 Chapter 60 Scholastic Delinquency

Chapter 60

Scholastic Delinquency

ART. 388. The faculty of each college or school shall approve suitable and effective provisions governing delinquent students, subject to the following minimum standards:

a. Warning – any student who obtains final grades at the end of the semester below "3" in 25 percent to 49 percent of the total number of academic units in which he/she is registered shall be warned by the Dean to improve his/her work;

b. Probation – any student who, at the end of the semester obtains final grades below "3" in 50 percent to 75 percent of the total number of academic units in which he/she has final grades shall be placed on probation for the succeeding semester and his/her load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of "3" or better in more than 50 per cent of the units in which he/she has final grades in the succeeding semester.

c. Dismissal – any student who, at the end of the semester obtains final grades below "3" in at least 76 percent of the total number of academic units in which he/she receives final grades shall be dropped from the rolls of his/her college or school.

ART. 389. Any student on probation who again fails in 50 per cent or more of

the total number of units in which he/she receives final grades shall be automatically dropped from the rolls of his/her college or school.

ART. 390. Any student dropped from one college or school shall not ordinarily be admitted to another unit of the University, unless, in the opinion of the Vice Chancellor for Student Affairs/Director for Student Affairs his/her natural aptitude and interest may qualify him/her in another field of study, in which case he/she may be allowed to enroll in the proper college, school, or department.

ART. 391. Any student who, at the end of the semester, obtains final grades below "3" in 100% of the academic units in which he/she is given final grades shall be permanently barred from re-admission to any college of the University System.

Any student who was dropped in accordance with the rules in the paragraph on "Dismissal" of Art. 389 or Art. 390 and again fails so that it becomes necessary again to drop him/her, shall not be eligible for re-admission to any college of the University System.

ART. 392. Permanent disqualification does not apply to cases where, on the recommendation of the faculty member concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grade of "5" shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases in their individual merits in the light of the recommendation of the Vice Chancellor for Student Affairs/Director for Student Affairs; Provided, That in no case of readmission to the same or another college shall the action be lighter than probation.

ART. 393. For purposes of scholastic standing, a grade of "Inc." is not included in the computation, when it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. The grade of "4" is counted until it is removed. Once removed, only the final grade of "3" or "5" is counted.

ART. 394. Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment.

ART. 395. In colleges or schools in which the weights of the courses are not expressed in term of units, the computation shall be based on their respective equivalents.

ART. 396. No re-admission of dismissed or disqualified students shall be considered by the Dean or Directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Deans or Directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs or its equivalent, whose

decision shall be final.

a. have taken during the previous semester at least 15 units of academic credit or the normal load prescribed, (not less than 8 units in the case of a graduate student); and

b. have no grade below "3" in any academic or non-academic subject.

Grades of "Inc." must be completed by the end of the semester. The end of the first semester is the day before the registration for the second semester. The end of the second semester is commencement day.

The effectivity of the scholarship is for the semester when such GWA is obtained.

ART. 386. A university or college scholarship shall last only for one semester, but shall be renewable for the succeeding semester if the student meets the conditions prescribed for any of them.

ART. 387. Recipients of government/UP Funded Scholarships may enjoy a maximum of two grants (government , private or STFAP).

1.2.5.3 Chapter 61 Honorable Dismissal

Chapter 61

Honorable Dismissal

ART. 397. A student in good standing who desires to sever his/her connection with the University shall present a written petition to this effect, signed by his/her parent or guardian, to the University Registrar. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

ART. 398. Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar. All indebtedness to the University must be adjusted before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

ART. 399. A student who leaves the University by reason of expulsion due to disciplinary action shall be allowed to obtain his/her academic transcript of record without reference to Dishonorable Dismissal, provided:

- a. The student writes an application;
- b. Not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
- c. The party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in Court after the fiscal's investigation; and
- d. All such applications are subject to Board of Regents action.

Section 5, Rule VII of the Revised Rules and Regulations Governing Fraternities, Sororities, and other Organizations, however, provides that the University Registrar shall make a permanent entry in the transcript of records of the student the fact of his/her having been expelled or suspended under the said rules. The student may not apply to have such entries deleted.

1.2.5.4 Chapter 62 Leave of Absence

Chapter 62

Leave of Absence

ART. 400. Leave of absence shall be applied in writing. The application, indicating the reason for the leave and the period which must not exceed one academic year, shall be presented to the faculty member concerned for appropriate action and shall be subject to approval by the Dean.

The Dean shall notify the University Registrar and the parents or guardian of every student granted leave of absence.

ART 401. After three-fourths of the total number of hours prescribed for the course lapsed, a grade of "5" may be given students in courses where their class standing is below pass at the time the leave of absence is taken.

ART. 402. The registration privileges of students who withdraw from a college without formal leave of absence shall be curtailed or entirely withdrawn.

1.2.6 Title Six

GRADUATION

1.2.6.1 Chapter 63 Graduation Requirements**Chapter 63****Graduation Requirements**

ART. 403. No student shall be recommended for graduation unless all academic and other requirements prescribed for graduation have been complied with.

ART. 404. Candidates for graduation who had completed all the requirements of a curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated. Those who had completed all but two (2) or three (3) subjects required by a curriculum shall be made to follow any of the curriculum enforced from the time they first attended the University to the present.

ART. 405. During the first three (3) weeks after the opening of classes in each semester, the Dean shall certify to the University Registrar a list of candidates for graduation at the end of that semester, such list to specify deficiencies, if any. The University Registrar, in consultation with the chairmen of departments and college secretaries, shall examine the academic record of each candidate to ascertain whether any candidate in such a list has any deficiency and whether all other requirements for graduation have been fulfilled. The University Registrar shall call the attention of the Deans to the deficiencies of their students.

ART. 406. All candidates for graduation shall remove their deficiencies and clear their records not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and Military Science Training in which the student is enrolled during that semester.

ART. 407. No student shall be graduated from the University unless he/she has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in case of the following:

- a. Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units of the course; and
- b. Students who have been readmitted after being absent without official leave (AWOL).

ART. 408. No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar. Such student may, however, upon request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of

the requirements toward any title or degree.

1.2.6.2 Chapter 64 Graduation with Honors

Chapter 64

Graduation with Honors

ART. 409. Students who complete their courses with the following absolute minimum weighted average grade shall be graduated with honors:

Summa Cum Laude	1.20
Magna Cum Laude	1.45
Cum Laude	1.75

Provided that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives shall be included in the computation of the weighted average grade; Provided, further, That in cases when the electives taken are more than those required in the program, the following procedure will be used in selecting the electives to be included in the computation of the weighted average grade:

- a. For students who did not shift programs, consider the required number of electives in chronological order.
- b. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:
 1. Electives taken in the program where the student is graduating will be selected in chronological order.
 2. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
 3. Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

ART. 410. In the College of Medicine, University of the Philippines Manila, students who complete their Bachelor of Science or medical course with the following averages computed on the basis of units or hours earned during the required years shall be graduated with honors.

Cum Laude	1.451 to 1.750
Magna Cum Laude	1.201 to 1.450
Summa Cum Laude	1.200

For the Medical Degree, the grades in Years III to VI or medical course proper

shall be included in the computation of ranking.

All grades obtained by the student in all the subjects prescribed in the curriculum shall be included in the computation of the average.

Candidates for graduation with honors must have taken during each semester no less than 15 units of credit or the normal load prescribed in the curriculum.

ART. 411. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation

ART. 412. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

ART. 413. Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the lighter load was due to justifiable causes, such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

The pertinent documents required from students to support "justifiable causes" for a lighter academic load are:

- a. For health reasons – medical certification to be confirmed by the University Health Service;
- b. For unavailability of course – certification by program adviser and copy of schedule of classes; and
- c. For employment – copy of payroll or appointment papers indicating duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of his/her claim as to the cause(s) of the lighter academic load.

1.2.6.3 Chapter 65 Commencement and Baccalaureate Exercises

Chapter 65

Commencement and Baccalaureate Exercises

ART. 414. The University Registrar shall be in charge of the arrangements for the commencement and baccalaureate exercises and may call upon the other offices for assistance in the carrying out of the plans.

ART. 415. The commencement exercises for graduating students of the University System, excepting those who are to receive titles and certificates below the bachelor's degree, shall be held on the same day and on the dates fixed for graduation in the calendar.

ART. 416. The commencement exercises of the colleges not included in the general commencement exercises shall be held on such dates and in such places as shall be fixed by the Chancellor on the recommendation of the Dean.

ART. 417. Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must so inform their respective deans or their duly designated representative at least ten (10) days before the commencement exercises.

ART. 418. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

ART. 419. The diploma shall bear only one date which shall be the date of the commencement exercises.

1.2.6.4 Chapter 66 Academic Costumes

Chapter 66

Academic Costumes

ART. 420. Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University System.

1.3 Book III Student Affairs

1.3.1 Title One

STUDENTS SERVICES

1.3.1.1 Chapter 67 Curricular Consultation Service

Chapter 67

Curricular Consultation Service

ART 421. There shall be a regular system of consultation and guidance to be offered by the faculty to the students in connection with their registration, their assignments, the progress of their academic work, and other curricular problems in their subjects.

ART. 422. Students may consult with and seek the assistance of faculty members at the time and place stated in the schedule prepared by the Department and approved by the Dean.

1.3.1.2 Chapter 68 Residence Halls

Chapter 68

Residence Halls

ART. 423. The University maintains residence halls as auxiliary services to its educational program and its students may reside therein whenever rooms are available.

ART. 424. The Residence Hall shall be governed and operated in accordance with University rules and regulations:

a. Each Residence Hall shall have a Dormitory Manager who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal behavior and academic work. The Dormitory Manager and his/her staff shall serve under such rules and regulations as may be prescribed by the President. They shall be under the supervision of the Vice Chancellor for Student Affairs/Director for Student Affairs to whom all breaches of discipline and misconduct shall be reported.

b. Each Residence Hall shall have a House Parent and such assistants, helpers, and janitors as may be needed in the performance of his/her responsibility for the physical upkeep, repairs, cleanliness, and custody of the building, rooms, furniture, and other equipment therein. The financial operation and administrative direction of the residence shall be the responsibility of the House Parent, who shall be under the supervision of the Vice Chancellor for Student Affairs/Director for Student Affairs to whom all budgetary requests for administrative positions,

appointments, and other housekeeping matters shall be submitted.

c. The Vice Chancellor for Student Affairs/Director for Student Affairs shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification shall be admitted.

d. The Vice Chancellor for Student Affairs/Director for Student Affairs shall exercise supervision over the work of the University Health Service in relation to the health and welfare of the students.

1.3.1.3 Chapter 69 Financial Aid to Students

Chapter 69

Financial Aid to Students

ART. 425. Scholarships and other forms of financial assistance for students shall be awarded in accordance with University rules and regulations.

ART. 426. To assist deserving and promising students and to develop faculty potential, the Vice President for Administration (for UP System units) or the Vice Chancellor for Student Affairs/Director for Student Affairs (for the constituent university) may appoint students as assistants and assign them to the various units in accordance with the rules of the University.

ART. 427. A. There shall be created out of the accrued interest of students' deposits a Tuition Loan Fund and Short-Term Cash Loan Fund which shall be administered in accordance with rules and implementing regulations prescribed by the Vice Chancellor for Student Affairs/Director for Student Affairs of the constituent university.

1. The Tuition Loan Fund shall be granted only for the purpose of meeting tuition or part thereof. No loan shall be granted for a period longer than one semester. The loan shall bear interest at the rate of six percent per annum from the date on which it is made.
2. The Short Term Cash Loan shall be used only for educational expenses (school supplies, books, board, lodging and similar expenses). The loan shall bear an interest of $\frac{1}{2}$ percent per month.

B. The Socialized Tuition and Financial Assistance Program (STFAP), more popularly known as "Iskolar ng Bayan Program" is designed to democratize access and admission to the University's various academic programs and promotes fairness and social justice in the university.

The program is divided into four (4) basic concepts:

- a. Subsidized education for every UP student regardless of his/her capacity to pay and financial need, tuition and other fees paid to UP being much less than the direct cost of education in the University.
- b. Socialized tuition by which UP grants subsidies covering tuition and other fees, the subsidy level being based on capacity to pay and financial need of the student.
- c. Scholarships consisting of living subsidies which are based on both financial need and academic performance.
- d. Student assistantships which give undergraduate students the opportunity to earn by working for UP.

In general, all undergraduates in the constituent universities shall be charged tuition, miscellaneous fees (e.g. laboratory, medical, athletic, etc.) and contributions to student-controlled funds (e.g. student council, student paper, etc.). However, the actual amount to be paid by a student may be lower depending on the income bracket in which that student is assigned.

In addition, low income students who meet the academic requirements of the program will receive scholarship consisting of living and book subsidies or stipends, transportation allowances and lodging allowances.

ART. 428. Students who are indebted to the Student Loan and Short-Term Cash Loan Funds, their sureties and parents or guardians shall be notified that such indebtedness must be paid as follows:

- Student Loan – should be paid at one time or in four installments one month before the final examination.
- Short Term Cash Loan – is payable within ninety (90) days. After ninety (90) days, a service charge shall be collected per month. The period of payment shall be extendable to another sixty (60) days. If after the extension the loan has not been fully paid, the co-debtor shall pay the principal, the interest and service charge.

ART. 429. If a student fails to settle an account in full one month before the final semestral examinations, the faculty member shall either bar the delinquent student from taking the examinations or, if the student is allowed to take the examinations, withhold the grades. If the account is not settled by the opening of the following semester, the student may not be allowed to enroll.

ART. 430. In each constituent university the Vice Chancellor for Student Affairs/Director for Student Affairs shall administer the student loan fund accruing from the deposits of their respective students in accordance with the rules and regulations prescribed by his/her office.

1.3.1.4 Chapter 70 Foreign Students**Chapter 70****Foreign Students**

ART. 431. The Office of the Vice Chancellor for Student Affairs/Director for Student Affairs, through its Office of Student Activities or its equivalent, shall attend to the special needs of foreign students enrolled in the constituent university.

1.3.2 Title Two**EXTRA CURRICULAR ACTIVITIES****1.3.2.1 Chapter 71 The Student Union and the Student Council****Chapter 71****The Student Union and the Student Council**

ART. 432. As constituents of the university, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body.

The official collective participation of students in the formulation and application of institutional policy affecting academic and student affairs shall be made through the student councils.

ART. 433. There shall be a College Student Council in each college that offers at least a bachelor's degree program and a University Student Council in each constituent university.

ART. 434. The composition of each student council, its officers and the manner of selection of its members and officers shall be in accordance with a constitution ratified by the student body concerned and submitted to the Chancellor/President.

ART. 435. There shall be one Regent representing the Student Body to be appointed by the President of the Philippines

ART. 436. The University Student Council shall be composed of a Chairman and a Vice Chairman, twelve University Councilors all elected at large, and one representative per 2,000 students or less from each degree granting unit, provided that each of such units with a population greater than 2,000 students shall be entitled to an additional college representative for every 2,000 students in excess of the first 2,000.

ART. 437. The Vice Chancellor for Student Affairs/Director for Student Affairs

shall be the ex-officio advisers of the University Student Council.

ART. 438. The officers of the Council shall be the Chairman, Vice Chairman, Secretary, Treasurer, Business Manager and Public Information Officer.

The officers of the Council other than the Chairman and the Vice Chairman, shall be elected by the members of the Council from among themselves. A majority of the votes cast by the Council members present, provided that there is a quorum, shall be sufficient to elect an officer, provided further, that in case a majority vote of the members present is not obtained, the subsequent balloting shall be limited to the candidates obtaining the highest number of votes in which case election shall be by plurality vote.

ART. 439. No student in the first semester of his/her freshmen year in the University shall be eligible to hold any position in the University Student Council. To qualify as elector in the general elections for University of the Philippines Student Council positions, a student must be duly registered in an undergraduate, or certificate, or diploma degree program in a degree-granting unit in the constituent university.

ART. 440. To qualify for any of the University of the Philippines Student Council positions, a candidate must possess/satisfy the following qualifications:

- a. He/She must have at least one (1) year residence in the University;
- b. He/She must be of good standing in his/her college;
- c. He/She must carry the normal load prescribed by his/her college;
- d. He/She must not have been found guilty in any disciplinary case of any act involving moral turpitude as defined in the Revised Penal Code.

ART. 441. For any offense of which any officer or member of the University of the Philippines Student Council may be found guilty by the authorities of the University, his/her position shall be considered automatically vacated and shall be filled up in the following manner:

- a. If the office vacated is that of Chairman, the Vice Chairman shall automatically assume office as Chairman.
- b. If the office vacated is that of the Vice Chairman either because of assumption of office as Chairman by the incumbent Vice Chairman pursuant to paragraph (a) above or by reasons or causes specified in the preceding section, the University of the Philippines Student Council shall elect from among the University Councilors a new Vice Chairman.
- c. On the matter of filling up of vacancies for the position of Councilor and College Representative, it shall be done in the manner prescribed in Article VI, Section 5, letter c through e of the University of the Philippines Council Constitution; as follows
 - If the vacancy occurs in the Office of the University Councilor, the candidate who obtained the next highest number of votes in the last general elections of the

student council shall take the place.

- Vacancies in the Office of the college representative shall be filled, insofar as practicable, in the manner provided above for the University Councilor. Should this not be possible, then the college council or the central student body organization shall expediently select his/her replacement in consultation with the University Student Council until the students shall have elected their new representative.

- When the vacancy is not permanent, the Council may choose a replacement who shall discharge the duties of the council member during the period of the latter's temporary vacancy.

d. No position other than that of Chairman, Vice Chairman and that of College Representative vacated on or after January 1 likewise for any of the foregoing reasons/causes shall be filled; Provided, that anyone assuming a vacated position pursuant to this section shall serve for the unexpired term only.

ART. 442. No council member shall hold office as president of the University of the Philippines Woman's Club, Corps Commander of University of the Philippines CMT, or as Editor-in-Chief of the Philippine Collegian without forfeiting his/her seat in the Council.

1.3.2.2 Chapter 72 Student Organization and Activities

Chapter 72

Student Organization and Activities

ART. 443. A student organization of the University System or of any college or school thereof shall be any association, club, fraternity, sorority, order, or any other form of organized group fifty percent (50%) or more of whose members are students of this University System or whose principal officers are such students.

ART. 444. Organizations which are provincial, sectional or regional in nature shall not be allowed in the University System.

ART. 445. Student organizations may be University, College or class organizations. A University student organization shall be one whose members belong to two or more colleges of the University; a college student organization shall be one whose members belong exclusively to one college; and a class organization shall be one composed of members of a class in any college.

ART. 446. University student organizations shall be directly under the control and supervision of the University Council Committee on Student Organizations, Activities and Welfare, through the Vice Chancellor for Student Affairs/Director for Student Affairs. College or school student organizations and class organizations shall be under the jurisdiction of the Dean or Director of the corresponding College or School.

ART. 447. The University Council Committee on Student Organization, Activities and Welfare shall have as its ex-officio Chairman the Vice Chancellor for Student Affairs/Director for Student Affairs. The Committee shall review and recommend to the Council policies on student organization, activities and welfare.

ART. 448. Every university student organization shall have one or more faculty adviser or advisers chosen by it and approved by the Vice Chancellor for Student Affairs/Director for Student Affairs. No student organization may hold any meeting or undertake any activity for any purpose whatever, except that of adopting the constitution, before its advisers or advisers are appointed and have assumed office.

ART. 449. No University student organization shall be allowed to function without a constitution which has been previously approved by the Chancellor through the University Council Committee on Student Organization, Activities and Welfare and the Vice Chancellor for Student Affairs/Director for Student Affairs.

ART. 450. Appeals from the decision of the Committee may be made within 36 hours from the time the decision is made known to the head or acting head of the organization. They shall be taken to the Chancellor/President whose decision shall be final.

1.3.2.3 Chapter 73 Convocations

Chapter 73

Convocations

ART. 451. University convocations shall be held under the auspices of the University System Administration, the different colleges, schools and units of the constituent university, the University Student Council or other university or college organizations, upon approval of the President (for convocation sponsored by the System Administration) and of the Chancellor, upon the recommendation of the Vice Chancellor for Student Affairs/Director for Student Affairs (for convocation sponsored by the constituent university, colleges, school or units and organization)

ART 452. Any priest, preacher, or minister of the gospel of any religious denomination may speak before student groups or organizations of the University; Provided, That in every case the written permission of the President/Chancellor shall have been previously secured; and Provided, further, That speakers do not discuss questions which might provoke dissension in the University.

1.3.2.4 Chapter 74 Press Articles by Students

Chapter 74

Press Articles by Students

ART. 453. Any student of the University System who publishes an article, or writes a letter to the press and who desires to be known as a student of the University of the Philippines, shall prefix the name of the college or school in which he/she is registered with the word "student."

1.3.2.5 Chapter 75 Students' Participation in Controversial Activities

Chapter 75

Students' Participation in Controversial Activities

ART. 454. The participation of students in controversial activities shall be governed by the following principles:

The University has for one of its aims the training of leaders of thought and action for the general citizenry of this country. For this purpose, the students of this institution are and have always been encouraged to take an intelligent interest in public questions. Many of these questions could be of a controversial nature but to place them beyond the inquiry and consideration by the students would be to defeat this object. Therefore, students of this institution are and should be free to express their views and sympathies on any public question, subject however, to certain self-evident and well-established limitations, among which are:

- (1) The participation of students in parades, demonstrations, mass-meetings, programs, and the like, organized or promoted by parties or interests not authorized by the University shall not interfere with the classes and other activities of the institution;
- (2) Students who take part in any of the aforementioned activities shall not exhibit any signs of any kind giving the impression that they represent the University, their participation to be clearly indicated as on their own individual responsibility;
- (3) Students at all times shall observe the pertinent laws and regulations and shall act always with fairness, tolerance, moderation, and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles; Students are expected to be courteous and considerate on all occasions as befitting men and women of refinement and good breeding.

1.3.3 Title Three

Conduct and Discipline

1.3.3.1 Chapter 76 General Provisions

Chapter 76

General Provisions

ART. 455. Students shall at all times observe the laws of the land and the rules and regulations of the University.

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

ART. 456. A student shall be subject to disciplinary action for any of the following acts:

- a. Any form of cheating in examinations or any act of dishonesty in relation to his/her studies;
- b. Carrying within University premises any firearm, knife with a blade longer than 2 ½ inches, or any other dangerous or deadly weapon; Provided, That this shall not apply to one who shall possess the same in connection with his/her studies and who has a permit from the dean or director of his/her college or school;
- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises;
- e. Gambling within the University premises;
- f. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- g. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
- h. Making a false statement or any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her

admission or registration in, or graduation from the University;

- i. Practicing or attempting to practice any deception or fraud in connection with his/her application in any University funded or sponsored scholarship or grant;
- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;
- l. Unlawful taking of University property;
- m. Any other form of misconduct.

1.3.3.2 Chapter 77 Disciplinary Actions

Chapter 77

Disciplinary Actions

ART. 457. Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circularization and date of effectivity, as herein provided.

ART. 458. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Disciplinary Tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

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

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

The Chairman and non-student members shall render full-time service in the tribunal. The Chairman, Members and Recording Secretary shall be entitled to honoraria at rates fixed by the University.

The Tribunal shall be under the supervision of the Vice Chancellor for Student Affairs/Director for Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

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

ART. 459. Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the dean, one of whom shall be a student of the college.

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

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

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

- a. Hearings shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.
- b. No hearing on any case shall last beyond two (2) calendar months.
- c. All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for this purpose.

Should either complainant or respondent fail to appear at the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing

shall proceed ex parte without prejudice to the party's appearance in subsequent hearings.

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

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

ART. 460. The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the President of the University or the Chancellor of a constituent university, as the case may be.

The Student Disciplinary Tribunal shall decide each case under its jurisdiction within fifteen (15) days from final submission.

The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

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

ART. 461. Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised;
- d. Pending final decision on any charge, to enjoy all his/her rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University;

e. To defend himself/herself personally, or by counsel, or representative of his/her own choice. If the respondent should desire but is unable to secure the services of counsel, he/she should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him/her from among the members of the University constituency.

ART. 462. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

ART. 463.

A. Any student found guilty of the misconduct defined in Article 456-A shall be penalized with suspension for not less than one (1) year.

1. All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.

2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

B. Any student found guilty of the misconduct defined in Article 456-B shall be penalized as follows:

1. For the first offense, suspension for a period of not less than fifteen (15) calendar days but not more than thirty (30) calendar days;

2. For the second offense, suspension for a period of not less than thirty calendar days but not more than one (1) semester;

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

C. Any student found guilty of the misconduct defined in Article 456-C shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.

D. Any student found guilty of the misconduct defined in Article 456-D shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.

E. Any student found guilty of the misconduct defined in Article 456-E shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.

F. Any student found guilty of the misconduct defined in Article 456-F shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester, Provided, that the penalty for the second offense shall be Expulsion; and Provided further, that should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be Expulsion.

G. Any student found guilty of the misconduct defined in Article 456-G shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.

H. Any student found guilty of the misconduct defined in Article 456-H shall be penalized as follows:

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

I. Any student found guilty of the misconduct defined in Article 456-I shall be penalized as follows:

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

a. If the information withheld involves common appliances, e.g, owned by majority of the population, the recommended penalty is one (1) semester suspension, reimbursement of STFAP benefits received, plus permanent disqualification from STFAP and other scholarships.

b. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STFAP benefits received and permanent disqualification from STFAP and other scholarships.

c. If the information withheld is substantial such as car, income employment, real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefits.

d. If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.

e. If the student pleads guilty, he/she should be made to reimburse

all STFAP benefits received either before the decision is made or reimbursement is made a precondition for enrollment.

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

J. Any student found guilty of the misconduct defined in Article 456-J shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.

K. Any student found guilty of the misconduct defined in Article 456-K shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.

L. Any student found guilty of the misconduct defined in Article 456-L shall be penalized with suspension for not less than fifteen (15) calendar days but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.

M. The disciplinary action that may be imposed for violations of the misconduct in Article 456-M may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrollment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature or the disciplinary action or penalty to be imposed.

N. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he/she deems suspension for a longer period or expulsion is warranted, he/she shall so recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.

O. Any disciplinary action taken against a student shall be reported to his/her parents or guardians.

P. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him/her is filed shall prejudice his/her future enrollment in any unit of the University.

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

a. Violation of rules and regulations issued by the Dean of the unit in accordance with Article 459 of these rules;

b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

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

Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days exclusive of Sundays and official holidays.

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

1. Misconduct committed as provided in paragraph (b) of this Section, when committed within the University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a Unit other than a college, school, or academic unit.

2. Misconduct as defined in Article 456-G above, whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools, or units.

1.3.3.3 Concluding Title Amendment and Repeal

Concluding Title

Amendment and Repeal

ART. 464. Save as to matters specifically provided for by law, any provision in this code may be amended by any regular meeting of the University Council and/or the Board of Regents.

ART. 465. Existing bodies, offices, committees, etc. which are rendered obsolete by this Code are hereby dissolved; and all existing rules and regulations which are in conflict with the provisions of this Code are hereby declared repealed.

1.3.3.4 Miscellaneous Provisions

Miscellaneous Provisions

ART. 466. The University colors shall be forest green and maroon.

ART. 467. The seal of the University shall be as approved by the Board of Regents. It shall be two inches in diameter (1 ¼ inches within the circle) and shall have the inscription "University of the Philippines System" at the top and "1908" at the bottom. A constituent university may adopt the University Seal indicating its name and year of establishment.

ART. 468. The University is an institution of higher learning supported by the Filipino people: Therefore while it carries out the obligation to pursue and find abiding and universal principles, the University must relate its activities to the needs and aspirations of the people.

ART. 469. The University shall provide education that will enable those who avail of its instruction and training to think and act humanely and become responsible members of a free society whose highest value is human dignity.

ART. 470. Save as to matters specifically provided for by law, any provision of this Code may be amended by the Board of Regents, and where the Charter so requires, upon the recommendation of the University Council.

ART. 471. Changes made and new provisions and rules laid down in this Code which may prejudice or impair vested or acquired rights under previously existing rules shall have no retroactive effect.

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