

UE

UNIVERSITY OF THE EAST
Manila and Caloocan Campuses

STUDENT

MANUAL

2023 EDITION

This supersedes all other previously issued editions of this Student Manual.

Preface

This Student Manual is intended primarily to serve as a comprehensive guide for undergraduate college students throughout their stay at the University of the East. Some ground rules may change over time but what is important is that every student is made aware of the rich history and heritage of what is known as the University of the East—your school of choice and of many others like you who have opted to spend significant years of their life here in quest of quality education.

The University is committed to do just that and more as you, and hopefully your parents, too, find out more about UE as you read through this Manual.

Guided by its Vision, Mission, Core Values and Institutional Objectives, the University has embarked on a Total Student Care Program (TSCP). To sum up, the University seeks to provide its students with Quality Education, Quality Facilities, Quality Services and Quality Curricular, Co-Curricular and Extra-Curricular Activities.

There are also separate handbooks or manuals for the University's elementary pupils and high school students, the College of Law and the Graduate School. All these resource materials, including this Student Manual, have been put together as a manifestation of UE's unwavering support toward the personal success of its students and graduates, apart from a desire to develop manpower beneficial to nation-building.

The UE Administration





UE

Tomorrow Begins in the East.
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Message of the UE President

Welcome to the University of the East!

We are very happy that you have chosen UE to be your second home for furthering your education.

UE's Total Student Care Policy means that Warrior Management, Faculty Members and Staffers are all working to ensure that your student experience in the University will be efficient, enriching and enjoyable, as you pursue your educational goals in the student-friendly environment we have created for you.

This Student Manual is a handy general reference for your stay as UE college students. It gives important information about the University: its history, degree program offerings, the services you can avail as a student, and other pertinent information that can make your UE experience as smooth as possible. Please study and understand its contents as doing so can help make it easier to adjust to and make your UE college life more enjoyable.

May your stay in the University be intellectually stimulating, personally satisfying and perpetually rewarding, well beyond your college years.

Mabuhay! Thank you for letting your tomorrow begin in the East!




ZOSIMO M. BATTAD, Ph.D.
President and Chief Academic Officer
University of the East

A Brief History of UE

The roots of the University of the East were established by a group of educators, led by Dr. Francisco T. Dalupan Sr., in September 1946—as review classes for certified public accountant licensure board examinees. These classes were held in two rented rooms on Dasmariñas Street in Manila. Four of the reviewees then went on to top the 1947 CPA board examination.

Encouraged by this initial success, Dr. Dalupan and his associates opened the Philippine College of Commerce and Business Administration (PCCBA) to some 350 business students in the summer of 1947 on R. Papa Street in Manila. Secretarial and secondary school students were also admitted later on.

After a year, PCCBA moved to what is now the UE Manila (or Main) Campus along C. M. Recto Avenue. With the change of campus came the establishment of the College of Liberal Arts (now the College of Arts and Sciences), the College of Education, the Graduate School of Business Administration (now the Graduate School) and the College of Dentistry.

On July 3, 1951, PCCBA was granted University status and was renamed the University of the East, with Dr. Dalupan as President and Chairman of the Board. The first members of the Board were Herminigildo B. Reyes (businessman, scholar), Santiago F. De La Cruz (CPA and business executive), Jose L. Torres (soldier, businessman and accountant), and Jaime Hernandez (former Secretary of Finance). On the same year, the College of Law was established.

In June 1954, Dr. Dalupan and his associates opened a Vocational and Technical Training Center in Caloocan, on a 4.86-hectare lot along Samson Road; the Center is now known as the UE Caloocan Campus. Later, UE Caloocan became an autonomous unit, headed by a Chancellor; it now houses the Colleges of Business Administration-Caloocan, Arts and Sciences-Caloocan, Engineering-Caloocan and Fine Arts, Architecture and Design.

In 1963, the College of Commerce was renamed the College of Business Administration. In the same year, the Graduate School of Education was established. In 1982, the Graduate School of Business Administration and Graduate School of Education merged to become the Graduate School.

The Institute of Computer Studies and Systems was established in 1986; it was renamed the College of Computer Studies and Systems in 1988.

The Tan Yan Kee Academic Building, located at UE Caloocan and inaugurated in 2003, houses the Colleges of Business Administration-Caloocan, Arts and Sciences-Caloocan and Fine Arts, Architecture and Design. The College of Engineering-Caloocan has its own building on the Campus. (The UE Caloocan grounds had been used for ROTC and CAT instruction.)

UE was hailed in 2003 as “One of the Most Wired Universities in the Philippines” by *Enterprise* magazine. In 2006, *ComputerWorld Philippines* ranked UE as No. 15 in its “Premier 100” list of top corporations and companies in terms of information technology use. UE was the only educational institution on that list.

In February 2005, UE Caloocan was honored by the City Government of Caloocan as One of the Outstanding Institutions of Caloocan City in the field of education.

UE marked its 60th Foundation Anniversary, its first Diamond Jubilee, in September 2006. The University marked its 77th Foundation Anniversary in September 2023.

In October 2009, UE Manila was granted the Autonomous Status by the Commission on Higher Education, the highest recognition the CHED can grant to private higher education institutions. Effective October 2019, aside from the extension of UE Manila’s Autonomous Status—the third status renewal for the Manila Campus after October 2012 and April 2016—CHED has likewise granted the Autonomous Status to UE Caloocan for the first time.

To date, the following UE Manila program offerings are Level IV Reaccredited by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA): the Liberal Arts programs, the Bachelor of Science in Business Administration programs, and Bachelor of Science in Computer Science. Meanwhile, the PACUCOA Level III Reaccredited Status has been granted to six Bachelor of Science programs—namely Mathematics, Biology, Psychology, Hotel and Restaurant Management, Information Technology, and Civil Engineering—while the PACUCOA Level II Reaccredited Status is assigned to eight other programs—namely, Bachelor of Arts in Broadcasting and in Journalism; Bachelor of Library and Information Science; Bachelor of Science in Tourism Management, Accountancy, Civil Engineering, and Electrical Engineering; and Doctor of Dental Medicine. Rounding off UE Manila’s PACUCOA accreditations are the Level I status upon these four programs: Bachelor of Science in Information Systems, Mechanical Engineering, and Computer Engineering; as well as Master of Science in Construction Management and Master in Information Management. One other UE Manila program has the PACUCOA Candidate Status: BS in Entertainment and Multimedia Computing.

Several other UE Manila programs are also accredited by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU). The PAASCU Level III Reaccredited status is enjoyed by three programs: Bachelor of Elementary Education, of Secondary Education, and of Special Needs Education, as well as of the Basic Education programs. PAASCU Level II Reaccredited is the status of the Bachelor of Science in Nutrition and Dietetics program as well as of these graduate programs: Master in Education, Master of Arts in Education, Doctor of Education, Master of Library and Information Sciences, Master in Public Administration, Doctor of Business Administration, and Master of Business

Administration. The Master in Accountancy and the Master of Science in Accountancy, as well as the Senior High School program, meanwhile, bear the PAASCU Candidate Status.

After previously earning from the Commission on Higher Education (CHED) the status of Center of Development for Information Technology initially for 2007 to 2010, UE Manila—through the UE CCSS—was formally recognized by CHED as a Center of Excellence in Information Technology effective January 2016.

The following program offerings of UE Caloocan are PAASCU Level IV Reaccredited as of January 2024: Bachelor of Arts in Communication Arts; and Bachelor of Science in Computer Engineering; Granted Level III Reaccredited Status are Bachelor of Science in Accountancy and in Business Administration programs; and Bachelor of Science in Tourism Management and in Hospitality Management. Granted the PAASCU Level II Reaccredited Status are Bachelor of Science in Electrical Engineering, Mechanical Engineering, Civil Engineering, Information Technology, and Computer Science; and Bachelor of Fine Arts major in Advertising Arts and major in Painting; as well as the Elementary and High School programs of the Basic Education Department. One program, Bachelor of Science in Architecture, is PAASCU Level I Accredited, while the Bachelor of Science in Interior Design bears the PAASCU Candidate Status.



Mission/Vision Statements

Mission Statement

Imploring the aid of Divine Providence, the University of the East dedicates itself to the service of youth, country and God, and declares adherence to academic freedom, progressive instruction, creative scholarship, goodwill among nations and constructive educational leadership.

Inspired and sustained by a deep sense of dedication and a compelling yearning for relevance, the University of the East hereby declares as its goal the development of a just, progressive and humane society, and addresses itself to its attainment.

Vision Statement

As a private non-sectarian institution of higher learning, the University of the East commits itself to producing, through relevant and affordable quality education, morally upright and competent leaders in the various professions, imbued with a strong sense of service to their fellowmen and their country.

Core Values

The University adheres to the core values of Excellence, Integrity, Professionalism, Teamwork, Commitment, Transparency, Accountability and Social Responsibility.

Institutional Outcomes

In pursuit of its vision and mission, the University will produce GRADUATES:

1. attuned to the constantly changing needs and challenges of the youth within the context of a proud nation, its enriched culture in the global community;
2. able to produce new knowledge gleaned from innovative research-the hallmark of an institution's integrity and dynamism;
3. capable of rendering relevant and committed service to the community, the nation and the world.

Total Student Care Program

The **TOTAL STUDENT CARE PROGRAM (TSCP)** is an organized plan of activities geared towards the holistic development and welfare of students. It is designed to create a student-friendly environment to complement and strengthen the academic function and goals of the University. Thus, the Management, Faculty, Staff and Students shall work together to ensure that the students achieve their own educational goals efficiently and effectively.

COMPONENTS OF THE PROGRAM

Quality Education — means a well-defined academic support program of the University as the Center for Business and Information and Communication Technology through faculty development, effective instruction, adoption of e-Learning and Problem-Based Learning, IT initiatives and offering of relevant and globally competitive academic programs.

Quality Infrastructure or Facility — means the University's commitment to provide sufficient and world-class facilities and services for its students to foster student care. These include, but are not limited to, library and audio-visual facilities, computers, laboratories, multimedia services, venues for sports, seminars and other student activities, air-conditioned classrooms, info kiosks, Smart ID System, UE TechnoBus and canteens.

Quality Service – means that all University service units, including College offices, are enjoined to effectively and efficiently deliver their services to students and shall be highly capable to address their needs and concerns. Teaching and non-teaching staff, as well as University officials, shall recognize that students are individuals who need assistance in clarifying and establishing their goals and shall help them eliminate the barriers that hinder their total development, both as students and individuals.

Quality Curricular, Co-Curricular and Extra-Curricular Activity – means that the University commits itself to provide a variety of suitable activities contributory to total student development and supportive of the University's objectives. Students shall be encouraged to take advantage of such activities that would contribute to the development of their talents and would harness their potentials.

Academic Information

Academic Calendar

The Academic Calendar shall consist of 18 weeks per semester, or shall not be less than 100 school days per semester, excluding approved vacations, registration days, legal and special holidays, and days for special holidays, and days for special activities. The summer term shall consist of six weeks.

All academic units of the University operate under the semester system.

Academic Units and their Programs as of SY 2023-2024

UE Manila

College of Arts and Sciences (CAS Manila)

1. Bachelor of Arts in Broadcasting (BA BD)
2. Bachelor of Arts in International Studies (BA IS)
3. Bachelor of Science in Legal Management (BS LM)
4. Bachelor of Arts in Political Science (BA PS)
5. Bachelor of Science in Biology (BS BI)
 - Medical Biology Track (BS BIOMBT)
 - Ecology and Biodiversity Track (BS BIOEBT)
6. Bachelor of Science in Psychology (BS Psy)
7. Bachelor of Science in Hospitality Management (BS HM)
8. Bachelor of Science in Tourism Management (BS TM)

College of Business Administration (CBA Manila)

1. Bachelor of Science in Accountancy (BSA)
2. Bachelor of Science in Business Administration (BSBA)
 - Majors: Financial Management, Marketing Management, Business Management
3. Bachelor of Science in Management Accounting (BSMA)

College of Computer Studies and Systems (CCSS)

(A CHED-recognized Center of Excellence in IT Education)

1. Bachelor of Science in Computer Science (BSCS)
2. Bachelor of Science in Information Technology (BSIT)
3. Bachelor of Science in Entertainment and Multimedia Computing (BSEMC) with specializations in Game Development and Digital Animation
4. Bachelor of Science in Data Science (BSDS)

College of Dentistry (CDent)

1. Doctor of Dental Medicine (DMD) (six-year program)

College of Education (CEduc)

1. Bachelor of Science in Nutrition and Dietetics (BSND)
2. Bachelor of Elementary Education (BEEEd)
3. Bachelor of Special Needs Education (BSNEd) Generalist
4. Bachelor of Secondary Education (BSEd)
Major: English
5. Bachelor of Physical Education (BPED)
6. Bachelor of Science in Exercise and Sports Sciences (BSESS)
Majors: Fitness and Sports Management
7. Certificate in Professional Education (CPE)
8. Certificate in Early Childhood Education (CECE)
9. Certificate in Special Education (CSPEd)

Basic Education Department: Kindergarten, Elementary, Junior High School and Senior High School Education

College of Engineering (CEng'g Manila)

1. Bachelor of Science in Civil Engineering (BSCE)
2. Bachelor of Science in Computer Engineering (BSCpE)
3. Bachelor of Science in Electrical Engineering (BSEE)
4. Bachelor of Science in Mechanical Engineering (BSME)



UE Caloocan

College of Arts and Sciences (CAS Caloocan)

1. Bachelor of Arts in Communication (BA Comm)
2. Bachelor of Science in Tourism Management (BSTM)
3. Bachelor of Science in Hospitality Management (BSHM)
4. Bachelor of Science in Psychology (BS Psych)

Basic Education Department: Kindergarten, Elementary, Junior High School, Junior High School—Science-Based Curriculum, and Senior High School Education

College of Business Administration (CBA Caloocan)

1. Bachelor of Science in Accountancy (BSA)
2. Bachelor of Science in Management Accounting (BSMA)
3. Bachelor of Science in Business Administration (BSBA)
Majors: Business Management, Financial Management, Marketing Management

College of Engineering (CEng'g Caloocan)

1. Bachelor of Science in Civil Engineering (BSCE)
2. Bachelor of Science in Computer Engineering (BSCpE)
3. Bachelor of Science in Electrical Engineering (BSEE)
4. Bachelor of Science in Electronics Engineering (BSECE)
5. Bachelor of Science in Mechanical Engineering (BSME)
6. Bachelor of Science in Information Technology (BSIT)
7. Bachelor of Science in Computer Science (BSCS)
8. Bachelor of Science in Data Science (BSDS)

College of Fine Arts, Architecture and Design (CFAD)

1. Bachelor of Fine Arts (BFA)
Majors: Visual Communication (Advertising Arts), Painting
2. Bachelor of Science in Architecture (BS Arch)
3. Bachelor of Science in Interior Design (BSID)
4. Bachelor of Multimedia Arts (BMMA)

Admission and Registration Procedures

General Policy

Admission to any of the undergraduate courses of the University shall be selective and shall be correlative with the retention policy of the University.

As a general rule, no applicant may be admitted to and registered in the University unless he/she satisfies all the prescribed requirements/credentials and qualifying factors enumerated herein.

I. Admission Requirements for Freshmen

A. Prescribed Requirements/Credentials

For Filipino Students

1. Original Form 138 (High School Report Card) / Form 137A (High School Permanent Record)
2. Original Certification of Good Moral Character
3. Authenticated copy of Certificate of Live Birth
4. Report of the UE College Entrance Test (CET) Result
5. Two copies of 2" x 2" ID picture

For Foreign Students

a. Resident Foreign Students

- a.1. Original Form 138 (High School Report Card) / Form 137A (High School Permanent Record)
- a.2. Original Certification of Good Moral Character
- a.3. Authenticated copy of Certificate of Live Birth
- a.4. Report of the UE College Entrance Test (CET) Result
- a.5. Two copies of 2" x 2" ID picture
- a.6. Updated Alien Certificate of Registration (ACR) and/or I-Card issued by the Bureau of Immigration (BI)

b. Non-Resident Foreign Students

- b.1. Copies of the following documents authenticated by the Philippine Embassy or Consulate in the applicant's country of origin or legal residence:
 - Scholastic Records
 - Certificate of Graduation or Diploma

- Certification of Support to cover expenses incidental to their studies
 - Police Clearance Certificate
 - Certificate of Live Birth
 - Medical Health Certificate
- b.2. Letters of recommendation (from the Headmaster of the school and from a former teacher)
- b.3. Personal History Statement
- b.4. TOEFL (Test of English as a Foreign Language). In the absence of TOEFL, applicants shall be required to enroll in the UE Special English class.
- b.5. Alien Certificate of Registration (ACR) and/or I-Card
- b.6. Study Permit
- b.7. Passport
- b.8. Report of the UE College Entrance Test (CET) Result
- b.9. Proof of Payment of the Acceptance and Processing Fees
- b.10. Six copies of 2" x 2" ID picture

B. Qualifying Factors for Admission

Applicants shall pass the UE College Entrance Test (CET) and meet the required High School General Weighted Average (HSGWA).



II. Admission Requirements for Transferees

A. Prescribed Criteria/Qualifying Factors

The applicant should meet the following prescribed criteria for transfer to any of the Colleges: Arts and Sciences (CAS), Business Administration (CBA), Computer Studies and Systems (CCSS), Dentistry (CDent), Education (CEduc), Engineering (CEng'g), and Fine Arts, Architecture and Design (CFAD).

Credited Units Requirements

- For CAS, CBA, CCSS, CEduc, CEng'g and CFAD — He/she should take in UE 50% of the General Education subjects and 50% of the total number of units in the major subjects.
- For CDent — He/she should not have earned more than 62 units of acceptable transfer credits in the College of Dentistry. He/she should not be in his/her 3rd or higher curriculum year in the dentistry school last attended.

No Record of Failing Grades

- For CAS, CBA, CCSS, CEduc, CEng'g and CFAD — He/she should have no record of failing grade(s).
- For CDent — He/she should have no record of failing grades in two or more subjects in the school last attended.

No Record of Having Dropped His/Her Subjects

- For All Colleges — He/she should have no record of having dropped (officially or unofficially) two or more subjects in two or more semesters.

General Weighted Average (GWA)/Grade Point Average (GPA)

- For CAS, CBA, CDent, CEduc, CEng'g and CFAD — He/she should have a GWA of at least 2.50 or better or its equivalent.
- For CCSS — He/she should have a GWA of at least 2.00 or better, or its equivalent.

Entrance Test/Examination

- For CAS, CBA, CCSS, CEduc, CEng'g and CFAD — He/she should pass the UE College Entrance Test (CET).
- For CDent — He/she should pass the UE Dentistry validating examinations.

Academic Load Requirement

- For CAS, CBA, CCSS, CDent, CEduc, CEngg and CFAD — He/she should enroll in at least 12 academic units during his/her first semester in UE immediately after admission.

B. Prescribed Credentials and Other Requirements

The applicant should submit the following prescribed credentials/requirements for transfer to any of the Colleges specified below:

For Filipino Students

1. Transfer Credentials.
2. For CAS, CBA, CCSS, CEduc, CEngg and CFAD — Original Transcript of Records or Certification of all the subjects and the corresponding grades obtained duly certified by the Registrar of the school last attended. / For CDent — Original and four photocopies of the Transcript of Records.
3. For CAS, CBA, CCSS, CEduc, CEngg and CFAD — Two letters of recommendation (one from the Dean of the College and the other from the Dean of Students/Director of Student Affairs of the school last attended). / For CDent — Letters of good moral character from 2 different persons.
4. Three copies of 2" x 2" ID picture.
5. Any other document/requirement that the University may prescribe. / For CDent — Certified true copy of the Certification of Eligibility for Admission into the Dental Course (CEAD), plus four photocopies of CEAD.

For Resident Foreign Students

1. Transfer Credentials.
2. For CAS, CBA, CCSS, CEduc, CEngg and CFAD — Original Transcript of Records or Certification of all the subjects and the corresponding grades obtained, duly certified by the Registrar of the school last attended. / For CDent — Original and four photocopies of the Transcript of Records.
3. For CAS, CBA, CCSS, CEduc, CEngg and CFAD — Two letters of recommendation (one from the Dean of the College and the other from the Dean of Students/Director of Student Affairs of the school last attended). / For CDent — Letters of good moral character from 2 different persons.
4. Three copies of 2" x 2" ID picture.

5. Any other document/requirement that the University may prescribe. / For CDent — Certified true copy of the Certification of Eligibility for Admission into the Dental Course (CEAD), plus four photocopies of CEAD.
6. Updated Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI).

For Non-Resident Students

1. Transfer Credentials.
2. Updated Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI).
3. Original Transcript of Records or Certification of all the subjects and the corresponding grades obtained duly certified by the Registrar of the school last attended. / For CDent — Original and four photocopies of Transcript of Records.
4. Letter of “No Objection” to transfer, addressed to the University of the East and signed by the Registrar of the school last attended.
5. Two letters of recommendation (one from the Dean of the College and the other from the Dean of Students/Director of Student Affairs of the school last attended).
6. Processing fee in US Dollars or the Peso equivalent at the prevailing exchange rate (check or money order should be made payable to the University of the East).
7. Acceptance fee in US Dollars or the Peso equivalent at the prevailing exchange rate upon the release of the Notice of Acceptance or NOA (check or money order should be made payable to the University of the East).
8. Ten copies of 2” x 2” ID picture.
9. Any other document/requirement that the University may prescribe. / For CDent – Certified true copy and four photocopies of the Certification of Eligibility for Admission into the Dental Course (CEAD).

No transfer units shall be credited to the transfer student without the approval of the Dean concerned.

Under no circumstances shall a transfer student who has not met certain requirements prescribed in this Circular be considered for admission, except in meritorious cases recommended by the Dean of the accepting College and the Director of Admissions, and approved by the Chancellor for the Manila Campus or the Chancellor for the Caloocan Campus.

III. Admission Requirements for Degree Holders and Cross-Enrollees

A. Degree Holders

1. Accomplished Application Form for Degree Holders
2. Transcript of Records
3. Certificate of Transfer Credentials/Honorable Dismissal
4. One copy of the applicant's latest 2" x 2" ID photo

B. Cross-Enrollees

1. Accomplished Application Form for Cross-Enrollees
2. Cross-Enrollment Permit issued by the Registrar of the school where the student is duly enrolled
3. One copy of the applicant's latest 2" x 2" ID photo

IV. Registration/Enrollment Procedure

A. On-Campus Online Registration Procedure

This kind of registration is undertaken in the assigned computer terminals for registration, which are connected in the network located in the school premises.

Qualifications for Online Registration

Freshmen (new High School graduates), Transferees and Degree Holders who have met all the requirements and qualifying factors prescribed by the University and who have been issued a Notice of Admission (NOA)

Upperclassmen who have no outstanding accounts, no record of scholastic delinquencies and/or administrative case, who were not dismissed or issued transfer credentials

Cross-Registrants who have submitted all the requirements and who have been issued a Notice of Admission (NOA)

Foreign Students who have been given clearance by the Department of Registration and Records Management (DRRM) and the Admissions Office, for having complied with the requirements of the University and the Government.

Re-Registrants whose respective applications for registration have been approved by the appropriate authorities

Cross-Campus Registrants who have been allowed to register with a written permission by the University Registrar or the Assistant University Registrar.

For Freshmen

1. Student shall register/enroll through the assistance of the Admissions Office.
2. The Admissions Office shall issue the Registration Card with the Student Number.
3. Student shall pay tuition and other fees at the designated windows of the UE Cashier inside the Campus or at any branch of Allied Bank or Philippine National Bank.
4. Student shall proceed to the Student Affairs Office (SAO) for processing of Identification Card (ID) and for instructions regarding the school uniform.

For Newly Admitted Transferees, Degree Holders, Cross-Registrants and Cross-Campus Registrants

1. Registrant/enrollee shall proceed to the Office of the College Dean.

For Upperclassmen

1. Student shall proceed to the enrollment area for the encoding/posting of their chosen schedule of subjects.
2. After encoding/posting the subjects, the student shall print the registration form.
3. Student shall pay tuition and other fees at the designated windows of the UE Cashier inside the Campus or at any branch of Allied Bank or Philippine National Bank.

Registration/enrollment by proxy shall not be allowed.

For New Students of the College of Dentistry

1. Registrant/enrollee shall proceed to the Office of the College Dean.
2. Student shall proceed to the enrollment area for the encoding/posting of their chosen schedule of subjects.
3. After encoding/posting the subjects, the student shall print the registration form.
4. Student shall pay tuition and other fees at the designated windows of the UE Cashier inside the Campus or at any branch of Allied Bank

or Philippine National Bank.

After the prescribed period/validity date indicated on the printed registration form, encoded subjects shall be cancelled automatically and shall be made available for the other students. The student shall be required to reprocess his/her enrollment after paying the reprocessing fee.

Registrants/enrollees with outstanding accounts and those with any administrative case or scholastic delinquency printed on their grade card in the preceding semester, per approved Retention Policy, shall be required to pay first their outstanding accounts and/or secure clearance from the SAO Director and/or the Dean and/or Chancellor.

B. Off-Campus Web-Based Registration Procedure

This kind of registration is undertaken outside the Campus via the Internet, including subject enlistment and assessment of tuition and other school fees.

Web-based enrollment is available only to upperclassmen who have no outstanding accounts, no record of scholastic delinquency or administrative or disciplinary case or have been issued transfer credentials.

Upperclassmen foreign students may register off-campus via Web-based Registration, provided they are issued a clearance by the University

University of the East

Courses Assessment Dates Admissions

Welcome to UE!

Thank you for your interest in becoming a Warrior Student! Cheers and we hope to welcome you to where your tomorrow should begin: in the East—the University of the East!

STEP 1: Application Form
Apply for

Use this facility to edit your application form and upload your proof of payment of the application fee

Reference No. Reference Number
Forgot my reference number

Last Name Last Name

STEP 2: Enrollment Academic Credentials and Other Requirements

- Update Personal Information
- Submission of Enrollment Credentials

Enrollment Status

- View Pre-Enrollment Form (PEF)
- Check your email for more info

STEP 3: Payment of Fees

- Payment Procedures
 - PNB over-the-counter
 - GCash, BancNet ATM or BancNet Online
 - Pay Online via Credit Card
- Download Registration Form (pdf)
(within three working days after sending your email of payment to the UE Finance Department)

STEP 4: UE Student Portal Access

UE Data Privacy Statement

Registrar.

To start:

1. **Open** any Web browser.
2. **Type** the website address: ***www.ue.edu/iEnroll/login.html***.
3. **Log in** your student number and access code.
4. **Select** subjects to be enrolled using the curriculum template. Click **Add** to add new subject/s and click Remove to remove selected subject/s.
5. After selecting the desired subjects, click **Cash** or Installment to select the type of payment.
6. Click **Save** button to save selected subjects.
7. Immediately after completing enrollment process, **Print** a temporary registration form from your computer.
8. After printing, go to the bank with the temporary registration card as basis of partial or full payment.
9. The following day or before start of classes, go to the designated windows of the UE Cashier and the IT Department for the issuance of your official receipt and registration form, respectively.

Students are deemed officially registered/enrolled if they have complied with all of the following requirements:

- They have submitted the appropriate admission or transfer credentials.
- They have made an initial payment of their school fees, which have been accepted by the school.
- They have been authorized to attend classes in the school.



School Fees

Tuition and other fees are fixed by the UE Board of Trustees in accordance with the law. These are paid in cash or on installment basis.

Refund of Fees

When a student enrolls in the University, it is understood that he/she is enrolling for the entire semester. A student who transfers to another school or withdraws in writing may be entitled to a refund of fees. He/she shall be charged 10% of the total amount due for the term if he/she withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he/she actually attended classes. A student who withdraws anytime after the second week of classes shall be charged the corresponding tuition and other school fees.

However, if the transfer or withdrawal is due to a justifiable reason/s, the student shall be charged the pertinent fees up to, and including, the last month of attendance only.

Fees paid for in any subject which have been discontinued by the school or not credited by the Commission on Higher Education (CHED), through no fault of the student, shall be refunded in full.

Dropping of Subject/s

A student may officially drop any subject or all of his/her subjects by filling out the prescribed form and securing the approval of the Dean, subject to the existing policy on giving of marks of “W” and “D.”

A mark of “W” (officially Dropped/Withdrawn) shall be given to a student who has withdrawn his/her subject/s with the approval of the Dean and validated by the Comptroller’s Department. This can be done before the midterm examinations or after the midterm examinations, provided, his/her midterm grade is passing.

If the dropping takes place after the preliminary examinations but not later than the second week following the midterm examinations, the student shall receive a grade of “W” (dropped) if his/her scholastic standing in class is satisfactory. Otherwise, he/she shall receive a grade of “5.00” (failure).

A mark of “D” (unofficially Dropped) shall be given to a student who had enrolled but never attended his/her class/es, had stopped attending his/her class/es before midterm examinations without the approval of the Dean and validation by the Comptroller’s Department, or had stopped attending his/her class/es after the midterm examinations, provided, his/her midterm grade is passing; however, if the mid-term grade is 4.00, the student shall be given a final grade of “5.00.”

Changing of Class Schedule/s

Subject to the approval of the Dean, a student may, for valid reasons, change his/her original schedule of classes during the semester. However, no change in schedule involving the taking of a new subject shall be allowed after six regular class meetings on the subject have been held. Changes shall be effected on the prescribed form, which must be submitted to the Comptroller’s Department for validation, with a copy thereof furnished the University Registrar.

A student whose name does not appear in the official class list shall not be allowed to attend the class.

Substitution of Subject/s

A student may apply for substitution of subjects only on any of the following grounds:

- a. Pursuing a curriculum that has been superseded by a new one, and the substitution of subjects is in accordance with the new curriculum;
- b. Conflict in time between a required subject and another required subject;
or
- c. The required subject is not offered during the semester/term.

A petition for substitution shall meet all the following conditions:

- a. It must involve subjects within the same discipline or department or are closely related to each other;
- b. It must involve subjects carrying at least the same number of units; and
- c. It must be recommended by the Chair of the department concerned and approved by the Dean.

The Dean shall act on all applications for substitution of subjects in accordance with prescribed guidelines. No petition for substitution shall be allowed for any subject, prescribed in the curriculum, in which the student failed.



Examinations

Three formal examinations shall be conducted every semester, namely: the preliminary, the midterm and the final examinations, on dates to be determined and announced by the University Registrar.

During the Summer session, there shall be only two formal examinations, namely: the midterm and the final examinations.

Faculty members shall hold their examinations as scheduled except in strictly meritorious cases, duly approved by the Chancellor, upon the recommendation of the Dean concerned.

The period for each preliminary or midterm examination, for non-laboratory subjects held on Mondays, Wednesdays and Fridays (MWF) shall be one hour, and one and a half hours for Tuesdays and Thursdays (TTh). For the final examinations for non-laboratory subjects, the examinations shall be two hours for MWF; and one and a half hours for TTh.

Grading System

The University uses the eleven-point grading system:

NUMBER	PERCENT	LETTER	DESCRIPTION
1.00	98 – 100	A+	Excellent
1.25	95 – 97	A	Excellent
1.50	92 – 94	A-	Very Good
1.75	89 – 91	B+	Very Good
2.00	86 – 88	B	Good
2.25	83 – 85	B-	Good
2.50	80 – 82	C+	Fair
2.75	77 – 79	C	Passed
3.00	75 – 76	C-	Passed
4.00	70 – 74	D	Conditional <i>(4.00 is not given as a Final grade but only as a Prelim or Midterm grade)</i>
5.00	Below 70	F	Failed
LFR – Lacks Final Requirement			
W – Officially Dropped/Withdrawn			
D – Unofficially Dropped			
IP – In Progress			
LOA – Leave of Absence			
GRWH – Grade Withheld			

The faculty member shall encode the prelim, midterm and final grades of his/her students and shall submit hard copies of the same to the Dean's Office five working days after the last day of each examination. The faculty member must always inform his/her students about their standing in his/her class.

“LFR” (Lacks Final Requirement/s): This mark shall be given to a student who failed to take the final examinations and/or failed to comply with other final academic requirements, as prescribed by the course, provided his/her class standing is passing.

Class standing refers to the performance of the student that includes recitation, assignments, term papers, quizzes and other academic works excluding major examination and attendance.

An “LFR” mark shall be given to a qualified student who:

- Failed to take the Final examinations due to sickness (to be supported with a medical certificate immediately upon recuperation)
- Death of an immediate member of the family (an evidence of which has to be submitted and attached to the application form)
- Other extenuating circumstances beyond the control of the student which are subject to the Dean’s approval
- Failed to comply with the prescribed subject requirements, like Undergraduate Thesis, Feasibility Study, Clinical Cases, Fine Arts Projects, and Research Studies.

Experiments and projects which can be done in one semester only must be submitted at the end of the semester.

The mark of “LFR” shall be removed within one semester, i.e., the following semester after the student incurred such mark. UE Form No. 1 shall be used for this purpose. However, if the student is unable to remove the “LFR” mark the following semester, only in meritorious cases shall he/she be allowed to remove this mark in the succeeding semester, provided it is indorsed favorably by the Dean with the corresponding justification, for the approval of the Chancellor. Application for removal of an “LFR” mark shall be approved by the Dean/Director.

To remove the “LFR” mark, the student shall take the final examination and/or submit the lacking prescribed subject requirement/s specified by the faculty member concerned in his/her class record.

The student shall repeat the subject when he/she has failed to remove his/her “LFR” mark within the prescribed time. Removal of an “LFR” mark shall be done within the school premises.

A mark of “LFR” shall be removed within the succeeding semester by the student in order to qualify for an Integrated Scholarship. The GPA shall not be computed when the student has incurred a mark of “LFR” and/or “IP”

As a reminder to students and, at the same time, to the faculty, all outstanding LFRs at the end of a semester/summer shall be posted (only the student number and subject) on the College bulletin board, immediately at the end of such semester/summer class. The listing shall clearly indicate the deadline allowed the students to clear the LFRs. The listing can be accessed through the information-retrieval computers at the info kiosks.

Where the cause for the LFR is failure to take the examinations, the Dean shall schedule a day for the giving of final examinations to clear the LFR.

A fee shall be charged for the removal of an “LFR” mark.

“W” (Officially Dropped/Withdrawn): This mark shall be given to a student who has withdrawn his/her subject/s with the approval of the Dean and as validated by the Comptroller’s Department before the midterm examinations or after the midterm examinations, provided his/her midterm grade is passing.

The student shall repeat the subject where he/she has incurred a mark of “W.”

“D” (Unofficially Dropped): This non-passing mark shall be given to a student who had enrolled but never attended his/her class/es; had stopped attending his/her class/es before the midterm examinations without the approval of the Dean and validation by the Comptroller’s Department; or had stopped attending his class/es after the midterm examinations, provided his/her midterm grade is passing; however, if the midterm grade is “4.00,” the student shall be given a final grade of “5.00.” This mark shall disqualify a student from the University Scholarship in the subsequent semester and from graduating with a Latin Honor.

The student shall repeat the subject where he/she has incurred a mark of “D.”

“IP” (In Progress): This mark shall be given to a student who is enrolled in the College of Dentistry in selected subjects whose requirements involve a long process of undertaking that cannot be completed within a semester. The IP mark shall be removed when the student has completed the requirements (e.g., clinical requirements, thesis/dissertations and projects or independent study). The student who has incurred an “IP” mark shall re-enroll the subject in the succeeding semester/s until he/she has completed the prescribed requirement.

The student shall repeat the subject where he/she has failed to remove his/her “IP” mark within the prescribed time. Removal of “IP” mark shall be done within the school premises.

The student who has incurred an “IP” mark shall re-enroll the subject and shall remove the “IP” mark within the succeeding semester.

“LOA” (Leave of Absence): This mark shall be given to a student who has a request for permission to go on leave, subject to approval by the Chancellor upon the recommendation of the Dean.

“GRWH” (Grade Withheld): This remark shall appear in the grade report card of the student who failed to settle his/her tuition and other accounts with the University. This remark shall be electronically replaced with the grade encoded and posted by the faculty concerned as soon as the student has settled his/her tuition and other accounts with the University.

Classification of Students

Students in the University are classified as regular, irregular or special.

- A. A **Regular Student** is one who is registered for formal academic credits and who carries the prescribed load for his/her course in the semester for which he/she registered.
- B. An **Irregular Student** is one who is registered for formal academic credits but carries less than the full load prescribed for his/her course in the semester for which he/she is registered.
- C. A **Special Student** is one who is not earning formal academic credits for his/her work.

Students are also classified as freshman, sophomore, junior or senior.

- A. A **Freshman** is a student who has not completed the prescribed subjects of the first year of his/her curriculum or 25% of the total number of units required in his/her entire course.
- B. A **Sophomore** is one who has completed the prescribed subjects of the first year of his/her curriculum or has finished at least 25% but not more than 50% of the total number of units required in his/her entire course.
- C. A **Junior** is one who has completed the prescribed subjects of the first two years of his/her curriculum or has finished at least 50% but not more than 75% of the total number of units in his/her entire course.
- D. A **Senior** is a student who has completed the prescribed subjects of the first three years of his/her curriculum, or has finished not less than 75% of the total number of units required in his/her entire course.



Academic Load

The subject load and the sequence of subjects per semester shall be in accordance with the approved curriculum for each program or course of study. Exemption may be permitted on a case-to-case basis, provided it is due to justifiable reason, for the best interest of the student and the objectives of the educational system.

As a general rule, a student shall be allowed to take any advanced subject, provided he/she has satisfactorily passed the pre-requisite subject. A student who failed in any subject shall enroll in the subject again, either during summer or in a succeeding semester/school year. A student shall be allowed to take any new subject, provided he/she takes, at the same time, the subject/s in which he/she failed.

A student shall be allowed to carry a maximum load prescribed for his/her course in the semester for which he/she is registered. Any load in excess thereof shall be considered an overload.

During a regular semester, only a graduating student shall be allowed to carry an overload in accordance with the rules prescribed by the University and the CHED, and shall do so only with the permission of the Dean concerned and the approval of the Registrar.

In excess of the normal load specified by the University for the school year or term, a graduating student may be permitted, upon the discretion of the University, an additional subject load of not more than six academic units.

In the summer term, no undergraduate student shall carry more than nine academic units, provided, however, that no student shall carry more than one laboratory subject and one non-laboratory subject.

A student graduating in the summer can have a maximum load of 12 units.



Attendance

Any student who has incurred during the semester absences beyond 20% of the required total number of class and laboratory periods in a given subject shall not be re-admitted in the said subject and will be marked “dropped” and shall not be given credit. A student who has incurred more than three absences in a subject during the summer term shall not be re-admitted in that subject and shall not be given credit.

Whenever a student has been absent from his/her class for two or more consecutive class meetings, a report thereof shall be sent by the faculty member concerned to the Dean, stating the reason/s for such absence. The Dean shall send for the student on the first day of his/her return to class, and/or notify his/her parents or guardian immediately. If the Dean believes circumstances so demand, he may refer the student to the Student Affairs Office for appropriate remedial action.

Leave of Absence

A Leave of Absence (LOA) not to exceed two semesters shall be granted to students for meritorious reasons, taking into consideration the retention policy and the Maximum Residency Requirement (MRR) of the University, and shall be subject to the approval by the Chancellor, upon the recommendation of the Dean.

The duly approved LOA of a student shall not be included in the MRR of the University. As a general rule, a student should finish his/her course or program of study within the number of years/semesters prescribed by the curriculum of the course.

Retention Policy

To raise the University’s academic standards, the University Academic Council has deemed it necessary to provide for each College a minimum Grade Point Average (GPA) which students must maintain.

This retention Policy also applies to foreign students.

Guidelines for Scholastic Delinquency

I. Warning

A student who, in any given semester, obtains failing grades or a mark of “D” in 25% to 49% of the total number of academic units enrolled in, shall be warned by the Dean to improve his/her grades and shall be required to enroll and pass the failed subjects in the next semester, and to report to the Guidance and Counseling Office for counseling.

Any student who has been given a warning for two consecutive semesters shall automatically be placed on academic probation for the next semester of his/her enrollment.

II. Probation

A student shall be placed under probation in the next semester of enrollment under any of the following conditions:

- A. Had a failing grade or a mark of “D” in 50% to 75% of the total number of academic units enrolled in a given semester.
- B. Had failing grades or a mark of “D” in 25% to 49% of the total number of academic units enrolled in for two consecutive semesters.
- C. Did not comply with the other requirements imposed on them during their “warning” status.

A student placed under probation shall be given a limited academic load, as determined by the Dean, and shall be required to enroll in the failed subjects in the next semester. A student on probation who fails in two or more subjects shall be dismissed from the college or unit. A student, however, may be allowed to enroll for a second semester or term, on probation, at the discretion of the Dean. He/she shall be released only upon passing all subjects enrolled in during his/her period of probation.

III. Dismissal

A student who, in any given semester obtains failing grades or a mark of “D” in more than 75% of the total number of academic units enrolled in shall be dismissed from the College. He/she may be allowed to re-enroll in the succeeding semester only after securing due clearance from the Dean.

A College may impose its own retention policy, provided the requirements shall not be lower than those prescribed by the University.

Special Proviso – A student who is slated for dismissal may appeal his/her case and, in meritorious cases (for causes other than scholastic delinquency), upon the recommendation of and under the conditions set by the College Ad Hoc Committee as approved by the Dean, may be allowed to re-enroll in the next semester. A student who fails to meet the conditions imposed shall no longer be allowed to re-enroll and shall be issued his/her transfer credentials.

A student who is no longer allowed to re-enroll in a particular College because of scholastic delinquency may seek admission in another College. However, he/she shall first be referred to the Guidance and Counseling Office for evaluation of capability and possibility of success in that College or unit, and his application for admission must be favorably considered by the Dean of the College to which he/she is seeking transfer.

Maximum Residency Requirement

As a general rule, a student should finish his/her course or program of study within the number of years/semesters prescribed by the curriculum of the course.

The maximum residency of a student, whether he/she is regular/full-time or part-time, pursuing an undergraduate degree program, shall not exceed ten years, regardless of whether he/she shifted to another degree program. However, in meritorious cases, the Dean is authorized to allow students to re-enroll beyond the MRR.

Graduation

Graduation Requirements

A student who has satisfied all academic and other requirements prescribed for his/her course shall be recommended to the Technical Educational and Skills Development Authority (TESDA) or to the Commission on Higher Education (CHED) Regional Office for graduation.

No degree shall be conferred on a student unless he/she has completed the last curriculum year in the University. Furthermore, no student who earned some academic units in another university shall be recommended for graduation, unless he/she has earned in this University at least 50% of his/her major units and at least 50% of the other units required for graduation in his/her course.

A student who is a candidate for graduation for a degree/title shall be required to pay the corresponding graduation fee during the last two semesters/terms of his/her enrollment.

The University shall confer a degree or title upon a student only after the CHED has issued a special order certifying the student's eligibility to receive the degree or title.



Baccalaureate and Commencement Rites

All graduating students are expected to attend the midyear or yearend baccalaureate and commencement rites.

The commencement rites are characterized by simplicity, solemnity and austerity. The University prohibits the wearing of expensive attire, the publication of independent, non-management-produced annuals or the printing of expensive souvenir programs, and the practice of requiring class rings or pins, class donations and other contributions that may cause undue financial strain on the graduating students and their parents.

The University shall set aside a day to be designated as Recognition Day to honor students and candidates for graduation who have distinguished themselves through academic excellence and outstanding achievements. Recognition Day shall impress upon the awardees that their efforts in all aspects of school work—be it academics, the arts and music, sports, military science, leadership and other forms of extracurricular work—are acknowledged and well-appreciated by the University.

Graduation with Latin Honors

The University shall grant a Latin honor to graduating students in the undergraduate programs with a General Weighted Average (GWA) of 1.6000 (rounded off to the nearest ten thousandths) or better and who have satisfied all the prescribed requirements for graduation with Latin Honors.

I. Criteria and Implementing Rules

A. Eligibility of Students

In general, only students who took their whole degree program at the University are eligible for the academic award of a Latin honor. However, transfer students may also be considered, subject to the terms and conditions set forth in II.A and other provisions relating to transfer students.

B. Computation of the General Weighted Average

In the computation of the GWA, only the grades in the subjects that are credited for the degree program for which the student is a candidate shall be considered, including Physical Education (PE). Grades in the National Service Training Program (NSTP) and non-credited subjects required in the curriculum shall not be included in the computation.

C. Grade Requirements

1. A student who shall obtain the following GWA shall be awarded the corresponding Latin Honor:

1.0000* to 1.2000* — Summa cum laude

1.2001* to 1.4000* — Magna cum laude

1.4001* to 1.6000* — Cum laude

(* rounded off to the nearest ten thousandths)

In case of programs with a prescribed length shorter than four school years, the descriptive equivalents of “With Highest Honors,” “With High Honors” and “With Honors” shall be used in lieu of the above.

2. The student shall have no failing grade of “5.00” and/or a non-passing mark of “D” or “W” in all subjects, whether credited or non-credited.

D. Load Requirement

The student must have taken during each semester not less 18 units of the regular load (excluding NSTP and other non-credited subjects) prescribed in the curriculum, except on certain conditions provided for under II.B.

E. Completion Period of the Degree Program

1. The student shall have completed a four-year degree program in not more than four school years (i.e., eight consecutive semesters), a five-year program in not more than five school years (i.e., 10 consecutive semesters) or a six-year program in not more than six school years (i.e., 12 consecutive semesters).
2. The student shall have completed all the academic requirements of the University.
3. Enrollment in two summer terms, unless prescribed by the curriculum, will be considered as equivalent to one semester.

F. No Record of Misconduct or Misbehavior

The student must have no record of misconduct or misbehavior during his/her entire stay in the University.

II. Exceptions to the Criteria

A. For Transfer Students

In very meritorious cases, as recommended by the Dean, through the Chancellor, and approved by the Academic Council, a transfer student, with excellent academic records, in toto, both in his/her previous school and in UE, may be considered for a Latin Honor under the following terms and conditions:

1. Completion Period of the Degree Program

A transferee shall have completed a four-year degree program in not more than four school years (i.e., eight consecutive semesters), a five-year program in not more than five years (i.e., 10 consecutive semesters) or a six-year program in not more than six school years (i.e., 12 consecutive semesters), respectively, reckoning from the start of his/her enrollment in the previous school. Enrollment in two summer terms, unless prescribed by the curriculum, will be considered as equivalent to one semester.

A transferee shall have completed 50% of the General Education courses/subjects and 75% of the major/core courses/subjects in UE.

2. Grade Requirement

In the computation of the GWA, the transfer student's grades in the credited subjects taken in the previous school shall be considered with certain conditions, as follows:

- A transferee vying for the Latin honor of Summa cum laude should have a GWA of 1.0000 to 1.2000 (rounded off to the nearest ten thousandths), with no grade in any subject lower than 1.50 or its equivalent. In case he/she obtained a grade of 1.75 in any subject from his/her previous school, he/she shall be awarded the Latin honor of Magna cum laude.
- A transferee vying for the Latin honor of Magna cum laude should have a GWA of 1.2001 to 1.4000 (rounded off to the nearest ten thousandths), with no grade in any subject lower than 1.75 or its equivalent. In case he/she obtained a grade of 2.00 in any subject from his/her previous school, he/she shall be awarded the Latin honor of Cum laude.
- A transferee who is vying for the Latin honor of Cum laude should have a GWA of 1.4001 to 1.6000 (rounded off to the nearest ten thousandths), with no grade in any subject lower than 2.00 or its equivalent. In case he/she obtained a grade lower than 2.00 in any subject from his/her previous school, he/she is disqualified from attaining a Latin honor.
- Any non-passing mark shall automatically disqualify a transferee from receiving a Latin honor. Non-passing marks include "5.00," "D" and "W" or their equivalent.

3. Load Requirement

A transferee must have taken during each semester not less than 18 units of the regular load (excluding NSTP and other non-credited subjects) prescribed in the curriculum, except on certain conditions provided for under II. B.

4. No Record of Misconduct or Misbehavior

A transferee must have no record of misconduct or misbehavior during his/her entire stay in the previous school and in UE.

B. For Academic Load Requirements

In general, only candidates for graduation, both transferees and non-transferees, who have taken during each semester not less than 18 units of the regular load (excluding NSTP and other non-credited subjects) prescribed in the curriculum are qualified for a Latin honor. However, exceptions may be granted for any of the following conditions subject to the approval of the Chancellor as recommended by the Dean and the University Registrar:

1. A lesser load is specified in a particular term in the curriculum.
2. The subject required to complete the minimum load is unavailable due to circumstances beyond the student's control, e.g., cancellation of a subject due to the unavailability of faculty, inadequate enrollees, transfer of a subject to another semester, or a required subject is not available in the college or any other college.
3. The student is in his/her final term.



Awards

I. The Outstanding Graduate Award

At each yearend commencement, the University presents the Outstanding Graduate Award, consisting of a gold medallion and a Plaque of Recognition with appropriate citation, and with the image of the Alma Mater and the University Seal, to the member of the graduating class who best satisfies the following requirements:

1. An academic standing not lower than Cum Laude
2. An outstanding record in co-curricular and extra-curricular activities
3. Exemplary character
4. Residency of at least three years in the University.

II. The Leadership Awards for Men and Women

At each yearend commencement, the University presents four leadership awards: one for men and another for women for each of the Manila and Caloocan Campuses, consisting of a Plaque of Recognition with appropriate citation, and with the image of the Alma Mater and the University Seal. These awards are given to the members of the graduating class who have:

1. Outstanding participation in co-curricular and extra-curricular activities
2. Promoted student and University welfare during their residence in the University
3. Exemplary character
4. A weighted average of not lower than 2.50, with no failing grade in any academic subject during their stay in the University
5. A load of not less than 15 units of credit in academic subjects each semester if a full-time student, and not less than 12 units of credits in academic subjects, if a working student.
6. Residency of at least three years in the University.

III. The College Distinguished Graduate Award

At each yearend commencement, the College Distinguished Graduate Award is given to one graduate who best exemplifies the requirement of each College. A gold medal is awarded to the recipient.

The recipient of the College Distinguished Graduate Award is automatically the nominee of the College for the Outstanding Graduate Award.

Incentives

To encourage the alumni to maintain the excellent record of UE graduates in the different professional examinations given by the Government, the University awards prizes to alumni who earn any of the first 20 places in any government licensure board or bar examination, such as those for Certified Public Accountants, Lawyers, Dentists, Engineers, Teachers, Librarians and Nutritionists.

The grant of free tuition for one semester in the UE Graduate School is awarded to the alumnus/alumna who obtains any of the first five places in the CPA Board Examination.

A 50% reduction of tuition for one semester in the UE Graduate School is given to an alumnus/alumna who obtains any place from the sixth to the tenth in the CPA Board Examination.





University Facilities

LABORATORIES

Science Laboratories. A complete line of modern laboratory instruments and facilities for both Biological and Physical Sciences—digital light meter, spectrophotometer, digital PH meter, Mettler analytical balance, electronic toploading balance (Ohaus), magic stirrers (Hannah), binocular compound microscopes with electric illumination, in addition to the existing monocular microscope, a fully air-conditioned Video Microscope Room with two TV monitors, etc.—adequately meet the laboratory needs and requirements of both students and faculty members.

Engineering Laboratories (Caloocan Campus). The Mechanical, Civil, Electrical, and Electronics and Communications Engineering Laboratories are equipped with sophisticated sets of equipment and facilities, such as a Radant Communication dBase 2000, MC88 microcomputers trainer, spectrum oscillator, TV sweep chanalyst, TV analyst, automotive analyzer, two-phase heat transfer unit, industrial pyrometer, refrigeration training unit, mini steam power plant, gasoline engine training set, pipe assembly, theodolite, solar attachment hydraulic bench flow and universal testing machine.

Engineering Laboratories (Manila Campus). The Mechanical Engineering Shop, the Materials Testing Laboratory, the Power and Electronics Laboratory, and the MultiSIM and AutoCAD Laboratory are four new engineering laboratories in the Manila Campus that cater to Engineering students.

Dental Laboratories (College of Dentistry). A complete line of modern dental laboratory instruments and equipment are available for students' experiments and faculty instructional needs, such as kymographs, microscopes, phantom heads, cast trimmers and vibrators, sphygmomanometer, stethoscope, autoclaves and incubators. The modern clinical facilities and equipment for the undergraduate infirmary practice of student clinicians consist of sophisticated and computerized KaVo dental equipment and chairs (the first of their kind in the country), Adec dental chairs and units, and Beaver-state dental equipment and chairs, a Panorex Cephalometry Radiograph (the first among dental schools). Global and Endo Microscope, Radiovisiography, video microscopes, photo microscopes, amalgamators, super-sonic scalers, and light cure machines, among many other things.

Computer Facilities. As of 2020, the College of Computer Studies and Systems has five computer laboratory rooms of 41-unit capacity, fully connected via local area networks; a digital workshop-laboratory, a multipurpose hall and a server room. These modern computer rooms are equipped with the latest specification of branded computers and equipment. The College is likewise powered by wireless fidelity (Wi-Fi).

At the P. O. Domingo Center for Information Technology (POD-CIT), there are four Internet Laboratory Rooms and Multimedia Rooms on the fifth floor; on the sixth floor, there are six Computer Laboratory Rooms (with a total of 250 Pentium-based computers) and two Multimedia Presentation Rooms.

The Accounting Computer Laboratory Rooms are also in place at the College of Business Administration-Manila.

HRM Laboratories. With the entry of the Bachelor of Science in Hospitality Management course in UE Manila and Caloocan, laboratories for specific HRM use were erected, namely: Bar and Beverage Room (a.k.a. Boisson et Beuvrage), Bakery (La Patisserie), The Cold Kitchen (La Cuisine Froide), The Main Kitchen (La Grande Cuisine), the Cooking Demo Lab (La Chambre), and Le Château au Levant.

PHYSICAL EDUCATION FACILITIES

A five-storey gymnasium at the Manila Campus and a single-storey gymnasium at the Caloocan Campus are used as the venues for Physical Education classes as well as athletic activities in the respective Campuses. The gymnasiums are fully equipped with sports equipment and apparatus for various physical and training activities.

Likewise, practice and training of the University athletes are conducted in these gymnasiums. There is also a football field and a beach volleyball court at the Caloocan Campus grounds.

UNIVERSITY THEATRE AND OTHER VENUES

At the Main or Manila Campus, on the fifth floor of the F. Dalupan Sr. Building, is the UE Theatre—the center for culture and the arts not only for the University but also for its surrounding communities in the City of Manila. Major presentations of the companies under the Office of Cultural Affairs and other activities in the University, including commencement exercises, are usually held at the UE Theatre. The only performing arts venue in the University Belt with 998 seats, it is fully air-conditioned and equipped with adequate audio and theatrical lighting equipment, and is manned by highly skilled staffers.

The Conference Hall, on the other hand, has 416 seats and is fully air-conditioned and equipped with an audio-lighting complement. Located on the fourth floor of the Dalupan Building, it is a suitable venue for conferences and seminars. Other venues for activities are the Briefing Room on the second floor of the SFC (Santiago F. de la Cruz) Building and the Multipurpose Hall at the CCSS (College of Computer Studies and Systems). These venues can accommodate 200, 60 and 72 persons, respectively.

At UE Caloocan campus, there are several facilities available for the use of students, faculty members and employees. On the first floor of the Engineering building is the Briefing Room that can accommodate 50 people. On the third floor of the same building is the Multipurpose Hall 1 that has 200 seats and Multipurpose Hall 2 that can accommodate 50 people. The Multipurpose Hall 3 located at the 5th floor of the Lucio Tan Building is likewise provided to accommodate 1,000 people.

AIR-CONDITIONED CLASSROOMS AND INTERNET ROOMS

Classrooms are air-conditioned in all Colleges and the Graduate School in the Manila and Caloocan Campuses. Several computers with dedicated connection to the information superhighway are installed in the Internet Rooms at the POD-CIT. These are open to all students who want to send/receive e-mail or browse the worldwide web or download files. At the Caloocan Campus, the Internet Rooms are on the first and second floors of the Tan Yan Kee Academic Building.

MULTIMEDIA COMPUTER FACILITIES

Several multimedia computers are located at the POD-CIT and in other areas, where students may do research via informative CD-ROMs or supplement classroom lectures with interactive multimedia courseware.

INFO KIOSKS AND SMART ID SYSTEM

The Info Kiosks on both Campuses provide touch-screen access to student records such as profile, class schedule, grades and accounts, while the Smart ID System and Entrance Turnstiles at the gates boost campus security.

CANTEENS

Food services are available in the University. Canteens are located at the ground floor of the College of Education Building and at the POD-CIT on the Manila Campus, and a canteen can be found at the ground floor of the Tan Yan Kee Academic Building, the Dr. Lucio C. Tan Building, and near the Gymnasium on the Calocan Campus.



ACADEMIC UNITS

College of Arts and Sciences (CAS) – Manila and Caloocan

The CAS endeavors to develop a truly humane person whose desire for personal growth is tempered with moral and spiritual values, ethics, self-discipline, and integrity; to equip the student with professional competence within a field of specialization in the humanities, the natural sciences or the social sciences so that he/she becomes a productive member of his/her community and the nation as a whole; to instill a sense of citizenship by making the student aware of the thrust in the development of Filipino society and his potential contribution to his development through the practice of his/her profession; to develop an integrated personality able to withstand pressures and able to function adequately in a world marked by rapid scientific, technological and social changes; and to instill in the student a desire for precise thinking as well as the correct and appropriate means of expression.

College of Business Administration (CBA) – Manila and Caloocan

The College of Business Administration is committed to provide equal opportunities in quality business education with the UE Mission and our national aspiration and geared towards global interdependence.

College of Computer Studies and Systems (CCSS) – Manila

The CCSS pioneered in the offering of a baccalaureate degree in Computer Science (BSCS) in the University Belt area starting in SY 1988-1989. The CCSS aims to promote computer studies and the application of computer technology in education, government and industry.

College of Dentistry (CDent) – Manila

The CDent strives to prepare aspiring dental health professionals for the general practice in order to develop their competence in the maintenance of oral health. Directed to give dental students a sound foundation in oral health, the program of instruction aims to develop the technical skills and digital dexterity of students, and to instill proper attitudes and a strong commitment to the ideals of the dental profession.

College of Education (CEduc) – Manila

Ever conscious of its responsibility as a responsive part of a university system, the College of Education has taken for its goal the development of highly qualified teachers and nutritionists and globally competitive education leaders and nutrition specialists.

College of Engineering (CEng'g) – Manila and Caloocan

The CEng'g affirms its role of developing globally competent and professional engineers imbued with proper values, committed to serve the industry and society and to contribute to national development.

The CEng'g is envisioned to be the “National College of Choice” with the highest quality of academic programs and equipped with the latest technology for research, computational methods and experimentation.

Graduate School (GS) – Manila

The Graduate School aims to produce creative, competent and morally upright graduates with a strong commitment to serve and contribute to the attainment of a just, humane and progressive society. It aims to widen perspectives and deepen knowledge through scholarly and creative endeavors; to educate and train high-level manpower for teaching, research and service in government, industry and other sectors of society; to develop analytical, problem-solving and decision-making skills; and to foster the search for truth and the transmission and use of knowledge through scientific and systematic methods.

College of Law (CLaw) – Manila

The CLaw upholds that the rule of law is a vehicle for the attainment of the highest human aspirations and the maintenance of political, economic and social progress and, therefore, must be regarded with zeal in its study. The College of Law stands firm on the commitment that it must inculcate in its students, through a faculty of proven competence and unquestioned integrity, a proper sense of justice and fairness and a passion for truth.

The CLaw aims to prepare the students in the area of litigation, mediation, arbitration or other alternative dispute resolution, advocacy, and academic or institutional leadership, as well as in management and administration of different enterprises such as banking, real estate, insurance, investment and others.

College of Fine Arts, Architecture and Design (CFAD) – Caloocan

The CFAD aims to offer opportunities for students to develop professionals in the visual arts, oriented to creativity and elucidation of mind, together with artistic technical excellence. It adheres strongly to the noble mission of the University, with a particular disciplinary awareness of placing the blessing of the Fine Arts within the reach of the people.

Basic Education Department - Manila and Caloocan

The Basic Education Department of both Manila & Caloocan campuses offer quality Pre-School, Elementary, Junior High School and Senior High School Programs.

ACADEMIC SERVICES UNITS

Admissions Office (AdO)

The Admissions Office implements policies on admission and preliminaries to matriculation. Through an Online Admission System, it examines and processes the entrance credentials of freshmen applicants, transferees, degree holders and cross-enrollees seeking admission to the University. It is also in charge of selecting qualified students for scholarships and other grants.

Department of Registration and Records Management (DRRM)

The DRRM implements policies on enrollment, transfer and graduation of students, including the generation, storage and use of student records, and preparation of transcripts of records, certifications and diplomas/certificates. It also takes charge of commencement and University-related rites.

Department of Libraries and Audio-Visual Services

The UE Library System is a network of 12 libraries, with the Main Library in the Manila Campus as the biggest. There are separate libraries for the Graduate School, UE Center for Review and Special Studies (UE CRSS), Colleges of Law, Dentistry and Engineering, the Basic Education Department, and the Archives, as well as special rooms for audio-visual services. There are three libraries at the Caloocan Campus, namely the Benjamin G. Chua, Jr. Library, Engineering, and Basic Education Department Libraries.

The collection of reading materials serves the requirement of instructional needs of learners from the elementary to the graduate level. Today, the Online Public Access Catalog (OPAC) provides bibliographic access to a vast collection of books, audio-visual materials, current newspapers, magazines and journals.

It also has an extensive collection of e-journals in all of the University's areas of concern, such as the arts and sciences, business, education, engineering, dentistry, computer science and law. There are both printed and digital indexes that make access to periodical information easy.

The collection of books, audio-visual and periodical materials is regularly augmented through the acquisition of materials selected by faculty members and by the library staff. The University's CD, VCD and DVD collection is growing and an extensive well-indexed vertical file of clippings is maintained.

Multimedia services are available at the Reference and Periodical Sections, and the Elementary and High School, Graduate School, Dentistry, Engineering and Law Libraries at both the Manila and Caloocan Campuses.

The Audio-Visual Office provides the faculty and the students various popular

formats of audio-video equipment, vast collections of titles of audio-visual materials, and the expertise of its audio-visual technician/aides to enhance instructional presentations and teaching-learning experiences.

Information Technology Department (ITD)

The ITD is responsible for all matters related to computer-based information systems of the University, including the design and development of software and the hardware needed in any academic, financial or personnel system and the training of the users. The ITD supervises and maintains the computer facilities of the University.

Office of Curriculum Development and Instruction (OCDI)

The OCDI is an academic unit with a four-fold function encompassing curriculum development, faculty development, instructional technologies, and textbook evaluation.

For curriculum development, the OCDI's primarily assists the UE Colleges, Graduate School and Basic Education Departments in the systematic planning, design, implementation, and the evaluation of their curricula, and ensures that these comply with laws, memoranda, and standards set by the University, the Commission on Higher Education (CHED), and/or the Department of Education (DepEd), among other functions.

For faculty development, the OCDI assists the Colleges et al. in their faculty development programs to respond to the needs of the faculty, using as basis the feedback from peers and students as well as the current trends in the profession and in education, among several responsibilities.

Regarding instructional technologies, the OCDI supervises the development of course materials necessary for the adoption and use of the learning management systems, and oversees the adoption of relevant educational technologies for instruction, among other tasks. And for textbook evaluation, the OCDI assists the University's Basic Education Departments and Colleges offering undergraduate courses in selecting and evaluating textbooks, laboratory manuals and other instructional materials that supplement instruction, in consonance with the DepEd's and CHED's objectives—and implements the sale of textbooks on campus.

Office of Research Coordination (ORC)

The ORC is an offshoot of the reorganization in 1999 of the UE Research and Development Center (UERDC), which was created on March 31, 1995. Its formation arose from the need for studies that will serve as basis for institutional policy formulation/policy evaluation. Among its functions are: (a) to coordinate and keep up-to-date information on the different Colleges and their respective faculty members regarding completed, ongoing and planned research studies; (b) to serve as a clearing office for UE research studies, reports and other related

matters; (c) to extend technical assistance to ongoing and planned research studies; (d) to organize in-house Research Training Institutes for the faculty and academic personnel; (e) to undertake institutional policy studies; (f) to publish a University Research Bulletin featuring completed and ongoing college/faculty researches; and (g) to establish collaborative relationships with the UE Foundation for Research and Advanced Studies, Inc. (UE-FRASI) and other research groups and institutions.

The ORC assists in the implementation of University research policies, which includes assistance to faculty members in finishing master's or doctorate degrees specifically with their theses or dissertation research and writing, as well as the granting of incentives to faculty members who publish their research work in refereed local/in-house journals, refereed national journals, international online refereed journals and international refereed journals. Academic Circular No. 1 Series of 2004 (as amended August 8, 2006) also allows students to do collaborative research projects with faculty members in research classes.

Office of Extension and Community Outreach (OEEO)

The OEEO is the lead office in integrating all the community outreach programs and services of the various Colleges. This office takes charge of monitoring, evaluating and implementing the community involvement of students and faculty members on both Campuses. This office is also in charge of monitoring the Reserve Officers Training Corps (ROTC) and the literacy and civic welfare programs of the National Service Training Program (NSTP).

Marketing and University Relations Department (MURD)

A fusion of UE's previous Marketing Department and its longtime University Relations Office, the UE MURD is primarily tasked with the overall marketing of the University's college undergraduate and senior high school program offerings of the Manila and Caloocan Campuses (while also providing support work for the promotion of the University's graduate degree programs and Kinder to Grade 10 programs), and institutional communications work on behalf of UE Management, i.e., advertising, public relations, internal institution-level communications and the like, among other work.

The Department's marketing end is committed to promoting UE and showcasing its selling points to its target market largely through school-to-school promotions (STSP) to and at feeder schools, for the University to continually increase its enrollment and compete head on with present and future competitors. The university relations end of the UE MURD, meanwhile, continues to be the general communications and public relations arm of the University vis-à-vis its internal and external stakeholders and audiences. In addition to all of that is a third segment within the UE MURD: Alumni Affairs, i.e., liaison work with countless UE graduates and former students of various batches, generations and fields of endeavor, thus playing an active role in events and activities that are either

spearheaded by the UE Alumni Association, Inc. or its various chapters in the Philippines and elsewhere in the world or by the University for the attention and interest of general or specific groups of UE alumni.

Office of Cultural Affairs (OCA)

The OCA projects the image of the University through social and cultural activities designed to nurture and enliven artistic consciousness, as well as to sustain the creative involvement of University constituents, particularly the students and faculty members. It seeks to establish harmonious cultural tie-ups and relationships within and outside the Campus, foster closer exchanges with the different foreign embassies, and develop the aesthetic sensibilities of the various sectors of the academic community. The OCA takes charge of selecting and recommending grants-in-aid and membership in the UE Silanganan Dance Troupe, the UE Chorale, the UE Band, the UE Pep Squad and the Drama Company.

ADMINISTRATIVE SERVICES UNITS

Office of the Director for Administrative Services

Under the Department of Administrative Services (DAS), which is headed by a Director, are the following offices:

Department of Engineering

The Department of Engineering is responsible for the repair, maintenance, upgrading and construction of the University facilities and the overall beautification of the Campuses. The unit prepares the designs or plans, scope of work and budgetary cost estimates for different projects on the Campuses, and oversees the work of the in-house carpenters, painters, tinsmiths, plumbers and electricians, as well as the contractors engaged by the University to implement necessary work.

Security Office

The Security Office is tasked with the maintenance and protection of people and property within the academic community. It maintains close linkages with law enforcement agencies off-campus, to attain the rationale and objectives for which the Office was created. There is a Security Office on each Campus.

Environmental Services Office

The ESO is in charge of the housekeeping, beautification and sanitation requirements of the University. In coordination with UE offices concerned, it makes available materials and equipment for activities of students and other sectors of the University. It also has a Lost and Found section where students can check for missing personal belongings.

Coordinating Office for the Theatre and Other Venues

The Coordinating Office for the Theatre and Other Venues handles the Venue Reservation/Booking of the UE Theatre and other general venues in the University.

General Services Department

The General Services Department is in charge of the University's telecommunication facility, printing/photocopying requirements, repair maintenance of office machines, as well as the activities of the Property Office.

STUDENT SERVICES UNITS

Student Affairs Office (SAO)

The SAO, with offices both in UE Manila and in UE Caloocan, administers, coordinates and supervises matters within the context of student affairs work. It implements the University requirements, programs, policies, rules and regulations insofar as uniform, ID card, as well as student activities and welfare are concerned.

The SAO likewise supervises and monitors student organizations and their activities, facilitates students' use of venues and equipment, handles student involvement in off-campus events, and networks with outside agencies concerned with youth and student development. It conducts orientation programs as well as leadership trainings and team-building activities.

Disciplinary cases involving students are handled by the Student Disciplinary Board (SDB) after evaluation and endorsement by the SAO Director. The SAO also assists in the processing of job placement for alumni and graduating students by providing referrals for employment upon request.

It likewise handles the processing and issuance of ID cards, certification of no record of misconduct/misbehavior and clearances for varied purposes such as: release of diploma, transcript of records, re-enrollment, transfer credentials, certificate of no record of misconduct, scholarships, student assistantship, employment, on-the-job training, admission to College of Law or Dentistry, and other related documents.

Guidance, Counseling and Career Services Office (GCCSO)

The GCCSO seeks as its fundamental task the total development of persons for better adjustment to their environment and to society. Lectures, workshops, training and in-service training programs on team-building, interpersonal skills, stress management and decision-making are provided to the University's students, as well as to staffers, faculty members and employees so that they may evolve into capable, responsible and productive human beings.

Those who seek the GCCSO services are helped to be more objective and realistic through psychological testing and counseling. They are also helped to set career goals and to identify the means to achieve them through career planning and career pathing, to match their personal goals and opportunities to the needs of the times.

Medical and Dental Clinics

The UE Ramon Magsaysay Memorial Medical Center Inc. (UERMMMCI) maintains the Medical and Dental Clinics for students of both Manila and Caloocan Campuses. The Clinics service the basic medical and dental needs of UE constituents. Both clinics offer free consultation and free starter doses of medicine, and make referrals to UERMMMCI for cases warranting further evaluation and treatment. The University conducts annual physical and medical examinations for students, in coordination with UERMMMCI.



Student Health Benefits

I. Student Medical Health Benefits

Students are entitled to the following for the period covered by their registration as bona fide students:

1. Medical/Dental Clinic Benefits

A. *For free:*

- Consultations at the Clinic and the UERMMMCI Infirmary
- First-aid treatment
- Routine physical examinations, including chest X-rays when indicated
- Wound dressing and incision and drainage
- Follow-up injections after the medicine has been approved by the Clinic and Infirmary Physician
- Routine Laboratory procedures such as blood count, urinalysis and feces examinations when requested by the Clinic physicians, to be done free of charge at the Laboratory Department of UERMMMCI, if requested by the Infirmary Physician.

B. *At reduced costs:*

- Special laboratory examinations will be charged at prevailing rates in UERM's University Health Service Hospital with a discount of 25% when requested by the Infirmary Physician.
- Special diagnostic procedures, such as EKG, EEG, BMR, GI Series, Proctoscopy, etc., will be done with a 25% discount once requested by the Infirmary Physician.

2. Hospital Benefits

A. *For free:*

- Consultation with the University Health Service staff and maximum confinement of seven days per semester in the University Health Service Hospital cumulative for the whole semester, EXCEPT for the following conditions:
 - a. elective surgeryt
 - b. obstetrical and gynecological conditions like abortion, pre-natal check-up, family planning, venereal diseases of women, etc.
 - c. cosmetic and dermatological reasons like removal of keloid, face-lifting, plastic reconstruction, pimples, acne vulgaria, etc.

- d. mental illness or any other psychiatric condition
- e. congenital or acquired deformities
- f. weight gain or reduction
- g. executive check-up
- h. neurosurgical, thoracic and cardiovascular cases
- i. trauma, except those that happened within the Campus
- j. Medico-legal cases
- Routine Laboratory procedures (urinalysis, blood count and feces examination) when indicated.
- Free medicines as prescribed by the University Health Service physicians, for the treatment of the disease for which the student is confined. This EXCLUDES:
 - a. vitamins, supplements and nutrients, and medicines for weight gain or reduction
 - b. blood and its substitutes and hematinics
 - c. anti-cancer drugs and other adjunctive therapy
 - d. contraceptive pills and devices
 - e. hormones
 - f. immunizations and vaccines
 - g. knots and screw
- Free surgery for medical emergency.
- Free chest X-ray service for diagnostic purposes as requested by the Health Service physicians.

B. At reduced costs (subject to change without prior notice):

- A student patient who, by nature of his/her illness, must stay for more than seven days in the University Health Service Hospital will be charged, based on infirmary rate for room and board, for each extra day of stay in the infirmary.
- A student who elects to be confined in a private room at UERMMMCI shall not be entitled to free confinement of seven days under hospitalization benefits, but shall only be entitled to a 20% discount on room and board and the other benefits. Where the student patient further elects to secure the professional service of the consultants of UERMMMCI instead of the University Health Service physicians, he/she shall be responsible for the professional fee/s of the consultant/s he/she has engaged.
- General Provision — in all cases of confinement, students entitled to Medical Benefits must file the following papers with UERMMMCI:
 - a. Identification Card
 - b. Registration Card for semester enrolled
 - c. Physical Examination Report with chest X-ray

II. Dental Health Benefits

- Dental Examination
- Emergency dental treatment
- Selective Scaling of food impaction or foreign body impaction between teeth
- Treatment of Oral Soft Tissue Lesions like Aphthous Lesions (Ulcer) and cuts due to accident
- Tooth extraction EXCLUDING extraction for prosthetic and orthodontic purposes

Job Placement

Information on job placement opportunities is available to students and alumni through the Placement Bureau under the Alumni Office, the Colleges, the UE Alumni Association Inc., the Student Affairs Office (in UE Manila), the OJT Coordinator's Office (in UE Caloocan), and the Guidance, Counseling and Career Services Office.

Campus Ministry

The University Chapels on both Campuses are open to all University constituents. Holy Mass is held daily at the UE Manila Chapel while scheduled Masses are held at the UE Caloocan Chapel. Special Eucharistic celebrations are likewise held during feast days and other occasions. Recollections, retreats and lectures on moral and spiritual values are provided all year round. Activities of other religious groups and denominations are monitored through an ecumenical approach. Spiritual guidance is extended to anybody as needed or requested.

The Office of the Campus Ministry is attached to the SAO, which coordinates religious activities with the University Chaplain and student groups, so as to promote the spiritual and moral well-being of students and of the UE Community in general.

For a Rewarding University Life

Student Councils and Organizations

The value of out-of-classroom activities is recognized. Thus, student activities are integrated with social, cultural, religious, artistic, literary and/or recreational programs.

The University Student Council (UE Manila) and the Central Student Council (UE Caloocan) are the highest student body of each of the two Campuses. Each College has its own College Student Council. Officers for the various positions are elected at large. Student Council officers spearhead projects and activities beneficial to their fellow students. They are also provided with leadership training, team development workshops and exposure in University and off-campus events to ensure total development as student leaders.

The University also encourages membership in Recognized Student Organizations (RSOs). There are a number of University-wide and College-based organizations which may either be co-curricular or extra-curricular in nature. A University-wide student organization is one whose members belong to two or more Colleges of the University; a College-based student organization is one whose members belong exclusively to one particular college. They are designed to make students develop creative and responsible leadership to suit their basic needs, aspirations and interests.

Extra-curricular activities are those activities organized largely by students themselves, with assistance from faculty members and administrators, to promote special educational, cultural and recreational aims, and assist in the fuller development of the students' personality.

Co-curricular activities are those activities of student organizations wherein a faculty member and the dean or director have direct responsibility for their organization and promotion, and are related to certain College programs or subjects.

All extra-curricular activities or projects of student organizations involving the entire campus shall be subject to the approval of the Chancellor, upon recommendation of the Director for Student Affairs, who shall exercise direct control and supervision over them. Activities/projects involving a College shall be under the direct control and supervision of the Dean/Director of the College concerned. All co-curricular activities of organizations involving a college shall be under the supervision and control of the Dean/Director.

Only RSOs are given Certificates of Recognition and the Authority to Operate. Yearly evaluation or re-accreditation by the SAO is done to determine if an organization will be granted Authority to Operate for a specific school year.

RSOs shall be dissolved or their recognition withdrawn under any of the following circumstances:

- a. Inactive status for a period of one year
- b. Submission of a written request for dissolution to the Director for Student Affairs
- c. Undertaking of activities considered inimical to the mission of the University
- d. No record of any constructive activity for the previous year
- e. Failure to submit a list of officers and members to the SAO for a period of one year, and
- f. Failure to submit to the SAO the organization's financial statement covering the previous school year.

Students are banned from joining unrecognized fraternities/sororities, groups or organizations.

Guidelines for the new UE Student ID Effective SY 2023-2024

- I. The new student ID shall be predominantly in red showing the University seal, the campus where the student belongs, the picture of the student, the ID's validity period, the signature of the student, the student's complete name, student number, College/Department where the student belongs and the College/Department's color.
- II. The new student ID shall have a two-year validity period.
- III. Students shall be assessed a student ID fee every two years upon enrollment.
- IV. Cross-enrollees shall be issued an ID which shall be valid for one semester.
- V. If the ID is replaced before its expiration date, the validity period of the new ID shall be reset for another two years.
- VI. If the student transfers to another College or campus, or moves up from Kindergarten to Elementary, Elementary to Junior High School, or Junior High School to Senior High School, the student shall be assessed a student ID fee.

Guidelines on Student Activities

A. Ban Period for Student Activities

- Five school days before the prelim and midterm examinations;
- Ten school days before the final examinations.

B. Standard Operating Procedures on Approval of Student Activities

A student council/organization, through its head/president or authorized representative must:

1. Verify the availability of the venue to be used from the offices concerned.
2. Prepare a project proposal following the format provided by the SAO. Submit the same to the faculty adviser for initial screening and notation.
3. Secure a recommendation from the Dean of College (if a College-based organization or a College council activity).
4. Forward the project proposal to the SAO Director, through the SAO staff, for evaluation at least two weeks prior to the activity, together with the Venue Reservation Form (VRF – UET Form 1), the parents' consent/waiver form (if off-campus), and other documents, if needed. Together with the project proposal, submit the following: (a) copy of the program, (b) layout of the venue, and (c) materials/equipment needed.
5. If all requirements and policy concerns are complied with, the SAO Director endorses the project proposal to the Chancellor for approval.
6. Once approved, get the project proposal and the venue reservation form at the SAO; provide the SAO a copy of the approved project proposal.
7. Submit a copy of the VRF to offices concerned for processing.
8. Advise the SAO regarding any changes such as date or venue, if any. The time frame still applies.
9. Coordinate with the Security Office, the ESO and other offices concerned, if necessary.

C. Application for Recognition as a Campus Organization

1. To be recognized, a student group shall accomplish and submit the following requirements to the SAO:
 - a. Letter of Application for Recognition as a Campus Organization (with endorsement from the Dean, if College-based)
 - b. Copy of the group's Constitution and By-Laws
 - c. List of Interim Officers, and Members with at least 25 bona fide students*
 - d. Student Information Sheet of Officers with 1"x 1" ID photo of each*
 - e. Directory of Officers
 - f. Plans and Programs for the School Year*
 - g. Nomination Form for the Proposed Faculty Adviser*

**Pertinent forms involving these items are available at the SAO.*

2. The application shall be screened and evaluated by the SAO. If all requirements and policy concerns are complied with, the same shall be endorsed by the SAO Director to the Chancellor for approval.
3. If approved, the organization shall be put on probationary status for one semester. It shall continue to be accredited based on evaluation of performance, subject to submission of requirements for issuance of an Authority to Operate for the next school year.

D. Invitations for Guest Speakers, Moderators, Judges and Resource Persons

To ensure that University guests and visitors are afforded the honor and recognition due them, the organizers must attend to protocol and all the necessary preparations. A formal invitation to be signed by any of the following officials shall be requested by the organizer, through proper channels:

- University-sponsored symposium or convocation — President
- Campus or college-sponsored symposium or convocation — Chancellor
- Class Resource Speaker — Dean
- University organizations — Chancellor
- College Organization — Dean

Note: If the Speaker is of national or international stature, the invitation will be signed by the President.

E. Posting of Announcements/Posters

Student Councils or Recognized Student Organizations (RSOs) shall secure clearance and approval from the Chancellor, through the SAO, prior to the posting of announcements and posters.

F. Faculty Adviser

A Recognized Student Organization (RSO) must have a Faculty Adviser, who must be a regular, full-time faculty member and is imbued with the sense of volunteerism and responsibility as well as genuine commitment to service. Nominated by the RSO, his/her qualifications should be in accordance with the pertinent academic circular on the appointment of faculty advisers.

The appointment of a faculty adviser for University-wide organizations shall be approved by the Chancellor. For College-based organizations, it shall be approved by the College Dean concerned.

G. External Activities

No student organization shall participate in off-campus co-curricular or extra-curricular activities without prior written permission of the Chancellor, upon the recommendation of the SAO Director, nor shall it use the name of the University off-campus without written permission from proper authorities.

No student organization may affiliate with outside organizations without the written permission of the Chancellor, upon the recommendation of the SAO Director.



Student Publications

Dawn

The official student news outlet of the University, the *Dawn* serves as a major information link between and among students and various sectors in the University's two Campuses, and tackles local and national issues as well. Run by an all-student writers' pool, it largely posts timely announcements about or concerning UE's collegiate student body, especially through the 'UE Dawn' Facebook page. *Dawn* staffers enjoy scholarships, honoraria, allowances and other privileges of a campus press.

UE Panorama Yearbook

This is the yearbook of UE college and Graduate School graduates. Contents include pictures, names and other pertinent data about the graduates, University officials and select photos of University activities. It is published by the University Relations Office.



Scholarships and Grants Programs

The University and College Scholarship Programs

Scholarship Programs

University Scholarship

The University Scholarship is awarded for one semester, renewable every semester, to an undergraduate student who meets the following requirements:

- a. A grade point average (GPA), computed minus the grades in PE, NSTP and non-credited subjects, of 1.0000 to 1.2500 (rounded off to the nearest ten thousandths) in the immediately preceding semester with an academic load of not less than the full load as required by the curriculum.
- b. A general weighted average (GWA), computed minus the grades in PE, NSTP and non-credited subjects, of 1.60000 or better.
- c. No failing grade of 5.00, mark of D, W or lapsed LFR in any course (credited or not credited) in any semester. *In case the student received an LFR mark, he/she should have removed it not later than the second week of classes in the semester when the scholarship is to be availed.*
- d. Enrolled in the same degree program the student previously enrolled in.
- e. No record of misconduct or misbehavior as certified by the Student Affairs Office.
- f. A student who enrolled in Clinical Dentistry 1 without units or in Clinical Dentistry 3 without units during a summer term and incurred an I.P. mark in the course may still qualify for the University Scholarship provided he/she enrolls in Clinical Dentistry with units immediately during the First Semester of the succeeding School Year and provided further that all the conditions set forth for the scholarship have been met.

This scholarship is also awarded to entering freshmen students who graduated Valedictorian/Rank 1 in a senior high school class with at least 50 graduates.

College Scholarship

The College Scholarship is awarded for one semester, renewable every semester, to an undergraduate student who meets the following requirements:

- a. A grade point average (GPA), computed minus the grades in PE, NSTP and non-credited subjects, of 1.2501 to 1.5000 (rounded off to the nearest ten thousandths) in the immediately preceding semester with an academic load of not less than the full load as required by the curriculum.
- b. A general weighted average (GWA), computed minus the grades in PE, NSTP and non-credited subjects, of 1.60000 or better.

- c. No failing grade of 5.00, mark of D, W or lapsed LFR in any course (credited or not credited) in any semester. *In case the student received an LFR mark, he/she should have removed it not later than the second week of classes in the semester when the scholarship is to be availed.*
- d. Enrolled in the same degree program the student previously enrolled in.
- e. No record of misconduct or misbehavior as certified by the Student Affairs Office.
- f. A student who enrolled in Clinical Dentistry 1 without units or in Clinical Dentistry 3 without units during a summer term and incurred an I.P. mark in the course may still qualify for the College Scholarship provided he/she enrolls in Clinical Dentistry with units immediately during the First Semester of the succeeding School Year and provided further that all the conditions set forth for the scholarship have been met.

This scholarship is also awarded to entering freshmen students who graduated Salutatorian/Rank 2 in a senior high school class with at least 50 graduates.

A transferee may qualify for the University or College Scholarship provided that he/she further satisfies the following conditions:

- *No non-passing mark in any course from his/her previous school as reflected in his/her official Transcript of Records.*
- *A GWA of at least 2.0000 from his previous school.*
- *Residency of at least one 1 year or two semesters in the University.*

Benefits

University Scholarship

The awardee shall enjoy free 100% tuition for a maximum of the full academic load as required by the curriculum plus free 100% miscellaneous fees for one semester.

College Scholarship

The awardee shall enjoy free 50% tuition for a maximum of the full academic load as required by the curriculum plus free 50% miscellaneous fees for one semester.

Availments

1. The scholarship benefits shall be enjoyed by the awardee in the immediately following semester after he/she earned the required GPA and GWA; otherwise, the scholarship benefits shall be forfeited.
2. The University and the College Scholarships may be availed only during the regular semesters.

One Scholarship Policy

Pursuant to the “One Scholarship Policy” of the University, a student shall not be allowed to avail two or more UE-sponsored/co-sponsored scholarship and/or grant programs.

Official List

The official list of approved scholars shall be posted at the bulletin boards for scholarships per College.

Appeals

Appeals must be submitted to the Dean of the College where the student belongs, and it goes to the University Scholarship Committee for evaluation and submission of the appropriate recommendation to the President, if found to have merit.

Terms

These scholarships, which are LIMITED in terms of the number of slots, are privileges accorded to qualified students and should not be regarded as entitlements. This means that the University reserves the right to amend, revise and update the policies and guidelines as it sees fit provided that no vested rights would be affected.

Integrated University Service Grants Program

Grants Programs

Athletic Service Grant

This grant, consisting of free tuition, in full or in part, and miscellaneous fees and other related benefits, is awarded to bona fide students with outstanding skill, aptitude and ability in a particular sport, who are potential University representatives in tournaments of the University Athletic Association of the Philippines. The grant is also extended to members of the UE Pep Squad.

Cultural Service Grant

This grant, consisting of free tuition, in full or in part, and miscellaneous fees and other related benefits, is awarded to members of the UE Drama Company, the UE Chorale, the UE Silanganan Dance Troupe and the UE Band who, by reason of their artistic talent or proficiency in dancing, in reading notes or skill in playing one or more musical instruments, are accepted into the core group which will be trained and developed for ensemble work in the Theatre.

Criteria for the Awarding of the Service Grant

The Service Grant is awarded for one semester to undergraduate/graduate students and for one school year to basic education students who meet the following requirements:

1. A bona fide student of the University, of good moral character, physically fit, and with aptitude, skill and ability required by the Service Grant Program.
2. A graduate student enrolled per semester in not less than two subjects of a duly approved course leading to a graduate degree.
3. An undergraduate student enrolled per semester in not less than 15 units, but not more than the full load specified in the curriculum of the duly approved course leading to a bachelor's degree.
4. A basic education student enrolled in all subjects corresponding to his/her grade level. A repeater is ineligible.
5. For the Cultural Service Grant, he/she must not be a member of any other performing group.

Criteria for the Renewal of the Service Grant

The Service Grant may be renewed every semester for undergraduate/graduate students and every school year for basic education students, provided they meet the following requirements:

1. Academic Load

A graduate student must enroll per semester in not less than two subjects of a duly approved degree program leading to a graduate degree.

An undergraduate student must enroll per semester in not less than 15 units, but not more than the full load specified in the curriculum of the duly approved degree program leading to a bachelor's degree.

A basic education student must enroll in all the subjects corresponding to his/her grade level. He/She must not be a repeater.

2. Grades

A graduate student must have passed all the subjects he/she enrolled in the immediately preceding semester.

An undergraduate student must have passed:

For the Athletic Service Grant, at least four out of five, or five out of six, or seven out of eight subjects he/she enrolled in the immediately preceding semester, provided further that the total number of units passed is not less than 12 units.

For the Cultural Service Grant, at least 75% of the total units he/she enrolled in the immediately preceding semester, provided further that the total number of units passed is not less than 12 units.

A mark of "LFR" must have been removed on or before the second week from the last day of the midterm examinations for the immediately succeeding term after the "LFR" mark was received.

A basic education student must not have failing grades in two or more subjects he/she enrolled in the immediately preceding school year.

3. The student must have no record of disciplinary or administrative case.

4. Other requirements

For the Athletic Service Grant, the student must have participated as a representative (regular or reserve player) of the University to the UAAP in the immediately preceding playing season.

For the Cultural Service Grant, the student must have finished basic and advanced workshops and must be an active core group member. In addition, the student must have participated in four productions for the season; a season represents one year.

Additional Guidelines

1. A grantee must not drop his/her whole degree program after enrollment; otherwise, he/she shall be required to pay the tuition and other fees corresponding to the term.
2. A regular player grantee should complete four playing years or a four-year residency at the University subject to compliance for retention, while a reserve player grantee must complete four playing years for the University.
3. A full grant shall not be divided into half grants.

Revocation of the Grant

If for some reason the grantee fails to perform his/her responsibilities and/or misbehaves, the Director of the Department of Physical Education or the Office of Cultural Affairs may submit, on or before the second week from the last day of the midterm examinations—for the approval of the President, through the University Scholarship Committee—a recommendation for the revocation of the earlier approved grant. Upon approval, the DPE/OCA Director immediately furnishes the Comptroller's Department a copy of the revocation for the adjustment of the concerned student's account.

One Scholarship Policy

Pursuant to the "One Scholarship Policy" of the University, a student shall not be allowed to avail of two or more UE-sponsored/co-sponsored scholarship and/or grant programs.

Appeals

Appeals must be submitted to the concerned DPE or OCA Director and, if found to have merit, must go to the University Scholarship Committee for the evaluation and submission of the appropriate recommendation to the President.

Terms

These grants, which are LIMITED in terms of the number of slots, are privileges accorded to qualified students and should not be regarded as entitlements. This means that the University reserves the right to amend, revise and update the policies and guidelines as it sees fit provided that no vested rights would be affected.

Other Scholarships and Grants

UE-Tan Yan Kee Foundation, Inc. (UE-TYKFI) Scholarship Program

1. Coverage

The Program, which is LIMITED in terms of the number of slots, is for qualified students who wish to pursue or are pursuing any of the following areas of specialization critical to nation-building that are offered by the University: Accountancy, Dentistry, IT or Computer Science, Engineering, Science, Communication Arts, Education, and Nutrition and Dietetics.

2. Admission Requirements

- The applicant must meet the University policy on admission.
- He/She must pursue any of the abovementioned degree programs.
- He/She must pass the qualifying tests for the enrolled program.

3. Renewal of Scholarship

Students who are accepted into the program must maintain a GPA of at least 1.7500, with no grade below 2.5000 in any subject, no failing grade in NSTP, and no marks of “W” and “D” in any subject.

4. Benefits

The scholarship offers the following per semester; 100% free tuition and miscellaneous fees, a P1,500.00 book allowance, a P1,000.00 uniform subsidy and a P1,000.00 transportation allowance, as well as a P2,500.00 monthly stipend.

Other Guidelines

A scholar shall enjoy a full scholarship provided he/she maintains a GPA of at least 1.5000 or a partial scholarship provided he/she maintains a GPA of at least 1.7500—and in both instances, no grade lower than 2.5000 in any subject, no failing grade in NSTP, and no marks of “W” and “D” mark in any subject.

President Francisco Dalupan Sr. Scholarship (PFDS)

1. Admission Requirements

The University awards the President Francisco Dalupan Sr. Scholarship (PFDS) initially consisting of free tuition for one semester:

- a. to a Latin honor graduate from any of the Colleges of the University who wishes to be admitted to any other UE College for an additional degree, or the UE College of Law or the UE Graduate School,
- b. to a Latin honor graduate from any other recognized institution, with a General Weighted Average (GWA) of 1.6000 or better or its equivalent, with no grade lower than 2.00 in any subject and 2.50 in NSTP, who wishes to be admitted to the UE College of Law, the UE College of Engineering or the UE Graduate School.

2. Retention Requirements

The recipient of the PFDS may continue to enjoy a 50% tuition discount in the succeeding semester subject to the following conditions:

- a. He/She must have carried an academic load of not less than 15 units as an undergraduate/law student or nine academic units as a graduate student.
- b. He/She must have a GPA of 1.6000 or better with no grade lower than 2.0000 in any subject.
- c. He/She must have no record of misconduct or misbehavior.

Student Assistantship

Students who are less privileged but intellectually deserving may apply for the Student Assistantship Program. He or she must be willing to work for four hours a day, five days a week. Benefits include 100% free tuition and miscellaneous fees per semester, and a reasonable monthly allowance.

Information and application forms for student assistantship are available at the UE Department of Human Resources and Development (DHRM).

PD 577 Grants

This grant is awarded to qualified dependents of military personnel who died or became incapacitated while in the line of duty. Qualified dependents are entitled to free tuition and matriculation fees per semester.

Information and application forms for the PD 577 grant are available at the UE Department of Registration and Records Management (DRRM).

Speak English Pilot Program

In line with the University's efforts to improve the English proficiency of students, faculty members and non-teaching personnel in the University of the East, the Speak English Pilot Program is being implemented where participants are required to speak in English, which is aimed at developing the competence and proficiency of students, faculty members and employees in using English as the medium of communication as they interact with each other.

This program designates Speak English Zones, where participants are required to speak in English. These zones are the Dean's Offices, classrooms, corridors, laboratories, faculty rooms, library, canteens, infirmary, faculty and student lounges, gymnasiums, study areas/lobby, and other offices such as the Executive Offices, DHRD, Budget, Comptroller and Accounting Offices, Auditing Office, Security Office, Engineering Office, OCDI, MURD, and ESO.



On Students' Rights and Discipline

I. Rights of Students

Subject to the limitations prescribed by law, students in all levels shall enjoy the following rights:

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
2. The right to freely choose their field of study, subject to existing curricula, and to continue their course therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations.
3. The right to school guidance and counseling services.
4. The right to access to their school records, the confidentiality of which the school shall maintain and preserve.
5. The right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and similar documents as soon as possible.
6. The right to publish a student newspaper and similar publications.
7. The right to free expression of opinions and suggestions, and to effective channel of communication with the appropriate academic and administrative bodies of the school.
8. The right to take part in duly approved activities, to foster intellectual, socio-cultural, spiritual and physical growth and development of the studentry and other University constituencies.
9. The right to be free from compulsory collection or contribution of any sum of money, hazing and any form of pressure or harassment from any student, peer/s in the organization/s or from any other source, including faculty members and administration staffers.

II. Duties and Responsibilities of Students

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

1. Exert their utmost to develop their potentials by undergoing an education suited to their abilities, that they may become assets to their family and society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing their academic responsibilities.
3. Promote and maintain peace and order in the school by observing the rules of discipline and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff, and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of their community and in the attainment of a just, compassionate and orderly society.
5. Exercise their rights, duties and responsibilities in the knowledge that they are answerable for any infringement or violation of the public welfare and of the rights of others.



Code of Conduct for Students

Article I Preliminary Provisions

Sec. 1. Declaration of Policy. The University of the East is committed to provide adequate quality education geared to the goals of national development and world peace. Towards this aim, it maintains a wholesome educational environment and community, essential to the attainment and advancement of knowledge, leadership and correct values. The students of the University are expected to conduct themselves with decorum on and outside the campus. Accordingly, this Code of Conduct has been promulgated to foster Total Student Care.

Sec. 2. Student's Declaration. Every officially enrolled UE student shall sign the following DECLARATION (at the back of the printed official registration form):

DECLARATION

1. In consideration of my admission to the University of the East, I hereby agree to recognize, accept, abide by and comply with all its rules and regulations, policies and requirements set forth in the **Student Manual**, bulletins, prospectus and other official documents of the University, particularly those pertinent to the use of facilities, payment of fees, conduct and discipline.
2. I am fully aware that it is the absolute prerogative of the University to accept me or not, and that willful and deliberate disregard of elementary rules of good behavior, decency and morality, or failure to disclose relevant facts or deliberate intent to give misleading information in the application for admission constitutes sufficient cause for denial of my admission or discharge from the University.
3. I am fully aware that my enrollment is on a semester-to-semester basis only.
4. I was duly apprised of the tuition and other fees I am going to pay during the semester, which I found to be fair and reasonable, and I agree that the University has the right to raise its tuition and other fees in accordance with the guidelines set by the Commission on Higher Education.
5. I am fully aware that installment payments not paid on due dates shall be subject to additional surcharge, based on University guidelines.
6. Finally, I pledge loyalty to the University and adherence to the laws of the land.

Article II Required Department and Disciplinary Sanctions

Sec. 1. General Behavior. Entering and while in the University campus, all students shall wear the prescribed students' uniform/College T-shirt and be neat and clean, in accordance with pertinent policy guidelines, and must at all times wear and prominently display their University-issued ID. They shall conduct themselves with civility and propriety—ever polite, courteous and respectful in dealing with fellow students, visitors, faculty members, administrative and academic officers and employees of the University. Students who are not in the prescribed uniform/College T-shirt and/or not wearing the University-issued ID may be denied entry to the campus.

In addition, all students are reminded that sharing, publishing, posting or any other similar kind of processing of image, video, chat messages, conversations and other personal information belonging to faculty members, employees and other students is subject to the Data Privacy policies and other related policies of the University.

Sec. 2. Behavior in Classrooms. Students shall enter the classroom only after the outgoing class has left the room and shall do so in an orderly manner. The class shall rise when the teacher/professor enters the room to begin session and also when he/she prepares to leave at the end of such session, as a gesture of respect for authority. Likewise, students shall rise when called upon to recite and when asking the teacher/professor questions.

While the class is in session, students shall at all times be attentive to the teacher/professor and shall not:

- a. leave the classroom without prior permission from the teacher/professor;
- b. engage in conversation with a classmate or any outsider, or otherwise disturb the orderly course of studies going on;
- c. eat, nap or otherwise render untidy or dirty any classroom;
- d. boisterously laugh, giggle, hoot or shout;
- e. utter or write indecent or vulgar words or remarks, nor inscribe any letter, figure or words on any desk, table, chairs, blackboard/whiteboard or wall of the classroom;
- f. raise and place a foot/feet on desks, seats or walls;
- g. insult anyone or in any way act or show lack of respect for authority and others; or
- h. send or receive text messages or answer calls on their cell phone.

Sec. 3. Behavior During Online Classes and Other Online Activities. When attending online classes or online programs and other online activities, students shall always observe the following rules:

- Attend online classes/programs/activities on time.

- Follow the prescribed dress code.
- Use an appropriate background for your video screen.
- Keep your microphone on mute if you are not asked to speak.
- Do not interrupt your teacher nor speak rudely. Speak only when allowed to do so.
- Be respectful and tactful in the way you speak and chat.
- Use the chat box properly. Do not post inappropriate, harsh and hurtful messages in the chat box.
- Screen capturing, sharing or posting in social media or any other similar kind of processing of chats, images, videos and sounds involving your classmates, teachers, participants and speakers during online classes, programs and other activities must be in accordance with the Data Privacy policies and other related policies of the University.

Sec. 4. Behavior on Social Media and Other Online Platforms. Students shall at all times avoid posting comments, videos or images in social media or any other online platforms that may cause injury, dishonor, discredit and embarrassment to the University including faculty members, employees and other students. In addition, students are reminded that they must never hack or illegally access any account that is not theirs.

Sec. 5. Behavior in Libraries. Students shall respect the authority of the librarians and abide by their instructions and directives on the use of the library. After all, the library is a place for seeking and enhancing knowledge through reading and research. The following rules shall be observed:

- Proper conduct is expected of everyone at all times. Anyone causing any disturbance will be asked to leave the library.
- In units where an open-shelf system is adopted, users are required to deposit their personal things, except money and valuables, at the baggage/control counters.
- Cell phones must be turned off or put on silent mode upon entering the library.
- Deliberately concealing or misfiling library materials for the exclusive use of an individual or group is prohibited.
- Seats may not be reserved. Anything left on the reading tables for this purpose shall be removed by the library staff to make room for other readers.
- Eating, smoking (including vaping), drinking, littering and loitering are strictly prohibited.

Library services shall cease 15 minutes before closing time, to enable the

staff members to put the library in order for the next day.

Sec. 6. Behavior at the UE Theatre.

- The audience should enter at the Theatre Box Office Gate located at C. M. Recto Avenue upon presentation of a ticket for programs with tickets, or their school ID for programs without tickets, on a first-come-first-served basis.
- All events start on time. The Theatre opens an hour before curtain time to allow the audience to be seated before the start of the presentation.
- Latecomers can enter only between presentations but definitely not during speeches and the like.
- No one should stand up and leave their seats or transfer to another seat during the program.
- Rowdiness, boisterousness or other forms of disruptive behavior are not allowed inside the Theatre.
- Food and drinks are not allowed inside the Theatre.
- Picture-taking inside the Theatre is strictly prohibited except for official photo coverage authorized by the University.
- The UE Theatre is a smoke- and drug-free establishment.
- Cellular phones shall be turned off during the entire program.

Sec. 7. Behavior in Reading Areas, Hallways, Corridors and Stairways.

Students shall not make any unnecessary noise in reading areas, hallways, corridors and stairways, especially during class or office hours. Boisterous conversations, shouting, laughing, singing, playing musical instruments, eating or running in these areas are not allowed. Loitering along corridors during class hours and blocking stairways by sitting on the steps are also not allowed. Corridors and stairways shall always be kept clear for passage.

Strict observance of rules and regulations during emergency, such as fire, earthquake and the like, is required. Acts which cause alarm or panic should not be done. A peaceful, orderly and clean environment is conducive to learning and is healthy for all.

Sec. 8. Behavior in University Activities (Academic, Cultural and Social).

Students attending or participating in these activities, whether held on or outside the campus, shall observe proper decorum. Due respect shall be accorded to the speaker/s or performer/s. Any act or conduct which disturbs the activity/program, such as rising from seats and leaving the hall during a speech, is annoying and contemptible.

Sec. 9. Behavior Outside the Campus. Students shall at all times avoid acts that may cause dishonor, discredit and embarrassment to the University.

Sec. 10. Minor Offenses and Their Disciplinary Sanctions. Punishable as minor offenses are the following acts and their corresponding sanctions:

MINOR OFFENSE	DISCIPLINARY SANCTION
10.1. Not wearing of prescribed uniform, deviation from official design (Note: Grounds for non-admission in gate/class)	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.2. Lending, borrowing or using a UE ID/ registration form belonging to another	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.3. Littering/unsanitary acts; eating in restricted areas	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.4. Loitering in corridors and common areas	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.5. Unauthorized and/or improper use of laboratories, workrooms, libraries, Theatre, Chapel, canteen and other school facilities/ venues	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.6. Using and/or failure to turn off cellphones and other similar electronic devices inside the classrooms, library, Chapel and other University venues	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.7. Public display of affection or intimate gestures anywhere inside the Campus	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.8. Whistling, conversing in a boisterous or boorish manner, or making offensive noises which disturb the peace within the University	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*

10.9. Male students entering restrooms for women and vice versa	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.10. Any other conduct violative of Sections 1 to 7, Article II, Chapter VII of this Manual, provided that such conduct does not otherwise amount to or is committed with a major offense	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.11 Any other behavior unbecoming of a student or deviation from required deportment or conduct	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*
10.12 Use of University equipment, venues or facilities without permit	1st offense – WARNING 2nd offense – REPRIMAND 3rd or subsequent offense – SUSPENSION*

** Not exceeding 20% of the prescribed class days during the semester*

Sec. 11. Major Offenses and Their Corresponding Sanctions. The following acts are considered major offenses under this Code, violations of which shall be dealt with by the following corresponding sanctions:

MAJOR OFFENSE	DISCIPLINARY SANCTION
11.1 Conviction of a crime or violation of any penal law of the country	DISMISSAL OR EXPULSION
11.2. Entering the University Campus under the influence of drugs and/or after having personally used any dangerous drug and/or being in possession of illegal or prohibited drugs	DISMISSAL OR EXPULSION
11.3. Conducting, participating or engaging in any hazing and other forms of initiation rites in fraternities, sororities or other groups, inside or outside the Campus	DISMISSAL OR EXPULSION

11.4. Entering the University premises or carrying of a firearm, explosive or contrivance designed to start a fire or explosion, or any deadly or bladed weapon or instrument, knuckle bearings, pipes, sticks and other devices that could cause harm or inflict injury (unless the bladed instrument is being used as a tool in a construction work or in laboratory studies within the University)	DISMISSAL OR EXPULSION
11.5. Participating in any disorderly confrontation or “rumble” between or among fraternities, student groups or organizations, or in any activity that will disturb or disrupt classes or any activity taking place or about to take place within the Campus	DISMISSAL OR EXPULSION
11.6. Theft of school or personal property of another student or any member of the University community	SUSPENSION OR DISMISSAL
11.7. Conducting or attending unauthorized teach-in sessions within the University, especially in classrooms, on any subject outside of the school curriculum, including online classes	SUSPENSION OR DISMISSAL
11.8. Mauling or assaulting any person, or starting or engaging in any offensive action that clearly provokes violence inside the Campus	SUSPENSION OR DISMISSAL
11.9. Entering the University premises under the influence of liquor or alcoholic drink, or bringing and imbibing intoxicating drinks inside the Campus	SUSPENSION OR DISMISSAL
11.10. Joining or recruiting for any unrecognized fraternity/sorority or group; or participating in any of its activities inimical to the interest of the University	SUSPENSION OR DISMISSAL
11.11. Coercing or harassing another student to join any group or organization	SUSPENSION OR DISMISSAL
11.12. Instigating students to leave or boycott their classes and/or intimidating, insulting or in any manner preventing students, faculty members, or any officer or personnel of the University from entering the classroom or the premises of the University	SUSPENSION OR DISMISSAL

11.13. Possessing, posting or distributing unauthorized printed materials inimical to the interest of the University	SUSPENSION OR DISMISSAL
11.14. Engaging in gambling or any lottery inside the Campus or premises of the University	SUSPENSION OR DISMISSAL
11.15. Tampering with, altering or destroying University property including notices, announcements, posters and the like posted on bulletin boards	SUSPENSION OR DISMISSAL
11.16. Alteration or misuse of University documents, records, credentials and effects	SUSPENSION OR DISMISSAL
11.17. Cheating in examinations, plagiarism and other gross acts of dishonesty	SUSPENSION OR DISMISSAL
11.18. Gross acts of disrespect, in words or in deeds, which tend to put any school authority, including security guards and janitors, in ridicule or contempt	SUSPENSION OR DISMISSAL
11.19. Using the name or seal of the University on printed materials, such as programs, announcements, invitations, tickets, certificates and the like, without authority or permission from the President of the University and/or the Chancellor or the duly authorized representative	SUSPENSION OR DISMISSAL
11.20. Sexual misconduct or other forms of gross misconduct and/or misbehavior or immorality	SUSPENSION OR DISMISSAL
11.21. Unauthorized collection of money, contributions, solicitation and the like	SUSPENSION OR DISMISSAL
11.22. Unauthorized attendance and/or holding of student activity on or off Campus inimical to the interest of the University	SUSPENSION
11.23. Possessing and/or displaying of subversive flags, banners, streamers and the like	SUSPENSION
11.24. Bringing out of books, laboratory equipment, PE paraphernalia, other school equipment and the like from rooms and buildings without authorization	SUSPENSION
11.25. Access through the Internet of pornographic websites, videos, pictures and the like	SUSPENSION
11.26. Smoking, including vaping, inside the campus	SUSPENSION

11.27. Making noise or any other acts that disrupt classes, office work and other school programs and activities	SUSPENSION
11.28. Bullying or cyberbullying other students, faculty members, employees, BOT and officers of the University	SUSPENSION OR DISMISSAL
11.29. Sharing, posting or publishing images, videos, chats, communications, conversations, personal information and other information without the consent of the owner or the people involved.	SUSPENSION OR DISMISSAL
11.30. Posting comments, videos or images on social media or any other online platforms that may cause injury, dishonor, discredit and embarrassment to other students, faculty members, employees, Board of Trustees (BOT) and officers of the University	SUSPENSION OR DISMISSAL
11.31. Hacking or illegal accessing of the accounts of students, faculty members, employees, BOT and officers of the University	SUSPENSION OR DISMISSAL

Sec. 12. Penal Sanctions for Minor and Major Offenses. Subject to applicable laws, and rules promulgated by the Commission on Higher Education (CHED) regarding disciplinary measures, the University may impose sanctions for these offenses as indicated and on the basis of the recommendation by the University’s Student Disciplinary Board (SDB). The SDB resolution shall be subject to the approval of the proper University authority based on the Manual on Signing and Approving Authority (MSAA).

For MINOR OFFENSES — The penalty of SUSPENSION deprives an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the school year or term, as maximum.

For MAJOR OFFENSES — The minimum period of SUSPENSION is one semester. In this case, the period of suspension exceeds 20% of the prescribed class days for the school year or term. The University shall advise the appropriate CHED office, but only to notify and not to seek approval.

PREVENTIVE SUSPENSION may also be imposed by the University for a period not exceeding 20% of the prescribed class days for the school year or term, when it is convinced that the continued stay of the respondent poses a risk or danger to the lives of other members of the UE community or property of the University, conformably with governing laws and/or jurisprudence.

The penalty of EXCLUSION OR DISMISSAL and EXPULSION FROM THE UNIVERSITY, as the case may be, is approved by the PRESIDENT of the University, subject to the confirmation of the Board of Trustees.

EXCLUSION OR DISMISSAL is a penalty in which the University is allowed to exclude the name of an erring student from the school rolls for being undesirable and transfer credentials are immediately issued. No prior approval of the CHED is required in the imposition of the penalty. The decision of the University on every case involving the penalty of EXCLUSION from the rolls, together with all the pertinent papers, therefore, shall be filed in the University for a period of one year, in order to afford the CHED an opportunity to review the case in the event an appeal is taken by the party concerned.

The penalty of EXPULSION shall require prior approval of the Chairman of CHED. A copy of the decision, together with the supporting papers, shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case.

In addition thereto, accessory penalty of disqualification from holding office in any student council or recognized student organization may also be imposed.

The following sanctions for the erring recognized student organization shall be imposed for the above-stated offenses committed as a group:

- Cancellation of recognition as a Campus Organization or its Authority to Operate for a specific period, or a permanent ban, as the case may be.
- Suspension of all officers/members of the erring recognized student organization who took part, directly or indirectly, in the commission thereof.
- Preventive suspension of the organization and its officers and members pending investigation as determined by the SDB.

Article III Handling of Student Disciplinary Cases

Sec. 1. Declaration of Policy. As stated in General Order No. 02, Series of 2010, “Rules and Procedures Governing Student Disciplinary Cases in the University,” it is the objective of these rules to bring about a speedy and just resolution/disposition of student disciplinary cases, in strict accord with due process of law. To this end, technicalities shall not be allowed to control the proceedings and dilatory moves shall not be entertained, so long as the substantial rights to the parties are not impaired.

Sec. 2. Violations Committed Jointly by Student with Faculty Member and/or Employee. In case the violation was jointly committed by student/s with faculty member/s and/or employee/s, the investigation shall be consolidated and referred to any of the Disciplinary Boards created herein as determined by the President.

Sec. 3. Rules of Procedures. The following rules shall be observed in handling student disciplinary cases (excerpts from General Order No. 02, Series of 2010):

- a. The COMPLAINANT submits notarized complaint or report to the Student Affairs Office.
- b. The Director of the Student Affairs Office may invite the parties concerned and conduct a fact-finding investigation.
- c. If the SAO Director finds the complaint sufficient in substance and with merit, the complaint is referred to the Student Disciplinary Board.
- d. Otherwise, the SAO Director recommends the dismissal of the case stating the reason for such recommendation.
- e. The SDB may place the respondent under preventive suspension if one or all of the conditions exist:
 - The continued presence of the respondent in the University poses a serious threat to the life or property of the affected employer, employees, students or the offended party.
 - There is prima facie evidence of guilt.
 - Given the gravity of the offense, there is a great probability that the presence of the respondent in the University may influence the witness or pose a threat to the safety and integrity of the records and other evidence.
- f. The SDB serves notice within three working days from receipt of the complaint and requires the respondent to submit his/her Verified Answer within five working days from receipt of notice.
- g. Within five days from receipt of such Verified Answer, the SDB furnishes the complainant with a copy of the respondent’s Verified Answer.
- h. The SDB shall set the case for a Mandatory Conference within five working days from the receipt of the respondent’s Verified Answer. The parties

shall be notified of the dates of the two mandatory conferences which dates shall be set within ten working days from receipt of respondent's Verified Answer to discuss the possibility of an amicable settlement, if allowable; stipulation of facts; simplification of issues; and such other matters as may aid in the prompt disposition of the case.

- i. Both parties submit evidence to include affidavits of their witness/es, if any.
- j. Both parties are required to submit their position papers within ten working days from the termination of the mandatory conferences.
- k. The SDB submits its findings to the proper authority for approval within fifteen working days from submission of the position papers of both parties.
- l. The approving authority shall furnish copies of the decision to the complainant, the respondent, the SAO, the College where respondent belongs, and the DRRM.
- m. Failure of the complainant and/or his/her legal counsel to appear at the mandatory conference may be a ground for the dismissal of the case unless the SDB deems it necessary to resolve the case for the protection of its interest.
- n. Failure of the respondent and/or his/her legal counsel to appear at the mandatory conference shall be deemed as his/her waiver of his/her right to be heard and shall be a ground to allow the complainant to present his/her evidence ex parte and the SDB shall render its decision in accordance with the evidence presented.
- o. Failure of the complainant and/or respondent to submit such position papers shall be deemed as waiver of their right to present the same.

Sec. 4. Prohibited Pleadings. No motion to dismiss, no motion for extension to file answer, or any dilatory motion shall be entertained. Cases shall be resolved on the merits and with reasonable dispatch.

Sec. 5. Warning or Admonition. The dismissal of the case by the SDB shall be without prejudice to a warning or admonition by such Board. In case the order of dismissal due to any cause will include a warning or an admonition, it shall state the reasons for such dismissal and for such warning or admonition. Such dismissal of the case shall be forwarded to the President.

Sec. 6. Motion for Reconsideration. Any party to the case may file a motion for reconsideration of the decision with the concerned Disciplinary Board, within ten calendar days from receipt thereof. Only one motion for reconsideration shall be allowed and must categorically state the grounds thereof.

Sec. 7. Appeal. Only the respondent may file an appeal to the Board of Trustees within ten working days from receipt of the approved decision. In case the respondent initiates any other action outside the University prior to the resolution of the appeal, the same shall be considered abandoned.

Sec. 8. Right to Counsel. In all disciplinary cases governed by these rules, the parties shall have the right to be assisted by counsel of his/her choice. However, the counsel shall not interfere with the conduct of the proceedings, beyond advising his/her client and/or guiding his/her client during the proceedings.



Student DO's and DON'Ts

□ Dos

I. General Behavior

1. Uphold the University Vision, Mission, Core Values and Institutional Objectives.
2. Abide by all the policies, rules and regulations of the University.
3. Wear the prescribed uniform/College T-shirt or observe the appropriate dress code in coming to and while in school.
4. Wear your ID upon entering the University and at all times while inside the Campus.
5. Open your bags for inspection at the gate without need for demand. This is for your safety and security.
6. Cooperate in keeping the University premises clean and orderly.
7. Be polite, courteous and respectful in dealing with fellow students, faculty members, administrative and academic officials, employees, security personnel and janitors of the University.
8. Practice basic courtesy, such as greeting administrators and faculty members with a “Good morning” or Good afternoon,” as appropriate. Good manners and right conduct are never out of style.
9. Learn to say, “Thank you” or “Excuse me” or “I’m sorry,” as called for.
10. While the flag ceremony is ongoing, stop walking and talking. Stand up if you are seated. Show respect for the Philippine flag, even if you are a foreign student.
11. During programs, stand up during the singing of the National Anthem and during the prayer, invocation or doxology.
12. In times of emergency, such as an earthquake or a fire, do not panic. Heed instructions from your teacher or other authorities.
13. When using the elevator, give way to University visitors, administrators and faculty members.
14. Turn off or put your cell phones in silent mode upon entering the Library, in classes or in the Theatre and other venues for programs or performances.
15. Strictly observe the Data Privacy Policy of the University.
16. Follow the reminders when attending online classes and online programs and activities.

II. Student Life and Activities

1. Prioritize your studies over extra-curricular activities.
2. Join recognized student organizations (RSOs) only. There are University-wide organizations open to students from all Colleges. There are also College-based organizations that are co-curricular in nature. For information, consult the Student Affairs Office or your College, or the UE Student Councils. The list of RSOs is posted on the SAO bulletin board or in other strategic areas on campus.

3. If you have a special talent or skills, you may apply to join the UE Chorale, the UE Silanganan Dance Troupe, the UE Drama Company, the UE Pep Squad, the UE Band or a varsity team.
4. As a sign of respect, observe silence as you pass by or near the Chapel especially during Mass, even if you are not a Catholic.
5. Be tolerant of others' religious beliefs.
6. Attend University activities and orientation programs as required.
7. Obtain prior written authorization from the Dean concerned and/or the Director of Student Affairs, if participating in off-campus activities as official representatives of the University.
8. Be responsible, transparent and accountable in all dealings and actions as student leaders.

III. Academic Concerns

1. Attend your classes regularly, participate actively and submit class requirements on time.
2. Work on your assignments, study conscientiously and prepare for your examinations way ahead of time.
3. Be attentive in class. Stand up when you are called upon to recite or when asking a question.
4. Buy required textbooks and read them. Make full use of your parents' or guardians' investment.
5. Utilize library resources for research and other references.
6. Speak in English, especially in the classroom, except during the Filipino class.
7. Avail of your teacher's consultation hours to clarify concerns about lessons or requirements.
8. If you have On-the-Job Training (OJT), attend it regularly, show diligence and complete the required hours on time.
9. If you incur an LFR mark, clear it immediately or submit the class requirement/s within the prescribed period.
10. Cite source/s of materials/statements you use in a report or research paper. Put proper acknowledgement or ask permission from the author/s, if so indicated.

IV. Behavior in Libraries

1. Respect the authority of the library staff and abide by their instructions and directives in the use of the library.
2. Observe proper conduct, especially silence, at all times.
3. In open-shelf areas, deposit your personal things, except money and valuables, at the baggage/control counters.

V. Behavior in the Theatre and Other Venues

1. Use the UE Theatre box office gate located at C. M. Recto Avenue. Line up properly and present tickets, if any, or your school ID for programs without tickets.
2. Go up or down through the stairs or escalator in an orderly manner.
3. Take a seat in the area designated by the ushers or usherettes.
4. Remain seated while waiting for the start of the program and during the entire program, as much as possible.

■ Don'ts

I. General Behavior

1. Don't be arrogant, disrespectful and vulgar in dealing with fellow students, faculty members, administrative and academic officials, employees and visitors of the University.
2. Don't enter the Campus while intoxicated or under the influence of prohibited drugs.
3. Don't lend/borrow and/or use an ID or registration form belonging to another student.
4. Don't bring any deadly weapon such as a gun, knife or other deadly devices.
5. Don't maul, assault, harass/coerce or instigate any offensive action.
6. Don't loiter in any corridor, especially during class hours.
7. Don't litter or throw away candy wrappers, plastic cups and the like, except in proper trash cans.
8. Don't smoke or vape anywhere inside the campus, including in the restrooms.
9. Don't eat inside the classroom and other prohibited areas on campus, like the library or in the Theatre.
10. Don't stare at or utter malicious or unsavory remarks towards anybody.
11. Don't publicly display affection or intimate gestures anywhere inside the campus.
12. Don't enter the women's restrooms if you are male, and vice versa.
13. Don't be boisterous or manifest other forms of disruptive behavior which may cause panic, alarm or disturbance.
14. Don't use improperly or vandalize University property, facilities and venues.
15. Don't steal school or personal property/properties.
16. Don't smoke or vape, drink liquor/beer and/or take prohibited drugs.
17. Don't shoot unauthorized photos or videos of campus premises.
18. Don't use cell phones and similar gadgets in prohibited areas.
19. Don't commit sexual misconduct or harassment.
20. Don't gamble and/or play cards with bets.
21. Don't utter or write indecent or vulgar words or remarks, or inscribe any letter, figure or words on any desk, table, chair, blackboard or whiteboard, or wall of the classroom.

22. Don't raise and place a foot or feet on a desk, seat or wall.
23. Don't share, post or publish images, videos, chats, communications, conversations, personal information and other information without the consent of the owner or the people involved.
24. Don't post comments, videos or images on social media or any other online platforms that may cause injury, dishonor, discredit and embarrassment to students, faculty members, employees, BOT and officers of the University.
25. Don't bully or cyberbully other students, faculty members, employees, BOT and officers of the University.
26. Don't hack or illegally access the accounts of students, faculty members, employees, BOT and officers of the University.
27. Don't make noise or any other acts that disrupt classes, office work and other school programs and activities.

II. Student Life and Activities

1. Don't join unrecognized fraternities/sororities or any such similar group.
2. Don't engage or get involved in hazing or in any fraternity/sorority rumbles or brawls inside or outside the school.
3. Don't solicit donations or sponsorships using the name of the University, the student councils or student organizations.
4. Don't miss attendance in meetings called by proper authorities.
5. Don't use the name of the University and/or its seal, the College seals or other official seals without proper authorization.
6. Don't instigate other students to leave or boycott their classes.
7. Don't possess, post or distribute unauthorized printed materials inimical to the interest of the University.

III. Academic Concerns

1. Don't be absent unnecessarily, cut classes, come in late or go out while class is in session, without permission from the teacher.
2. Don't converse with a classmate or any outsider while class is ongoing.
3. Don't utter or write indecent or vulgar words or remarks, inscribe any letter, figure or words on any desk, table, chair, blackboard or whiteboard, or wall of the classroom.
4. Don't conduct and/or join rallies, illegal assemblies and similar acts that disrupt academic functions.
5. Don't plagiarize or commit other forms of intellectual property violation or intellectual dishonesty.

IV. Behavior in Libraries

1. Don't conceal or misfile library materials for one's exclusive use.
2. Don't tear pages from a book or a journal or from any material or publication.
3. Don't eat, smoke or vape, drink, litter and loiter in library premises.
4. Don't chat, laugh, giggle and text or call while inside the library.

V. Behavior in the Theatre and Other Venues

1. Don't rise from your seat or in the hall during a speech or performance.
2. Don't use University venues and/or facilities without permit or authorization.
3. Don't be rowdy, boisterous or make unnecessary noises that will disrupt the programs.
4. Don't eat, drink, smoke or vape, or take pictures without authorization.

Classroom Decorum

With the aim to train students to be responsible professionals in various fields, and to prepare them to be worthy members of society, the school enjoins all its constituents to value respect, discipline, honesty and integrity, hard work, sense of responsibility and professionalism, among other values, inside the classroom. With this, you are expected to:

I. PRACTICE PUNCTUALITY

1. **Come to class on time.** You should be in your designated seat once the teacher comes in. You will be marked late if you come beyond ten minutes after the second bell and absent if you come beyond 15 minutes. Three consecutive incidents of tardiness will be counted as one absence.
2. **Come to class regularly.** You will be dropped from the roll once you exceed the maximum number of absences in a semester.
3. **Follow the teacher's seat plan.** You will be marked absent if you are not in your designated seat.

II. UPHOLD HONESTY AND INTEGRITY

4. **Be honest at all times.** Do not cheat. Cheating does not only refer to copying from other students. It also means allowing your classmates to see or copy your answer. Cheating also includes informing others about the questions or items in a test. Cheating will be punished severely.
5. **Always uphold INTELLECTUAL HONESTY.** Do not plagiarize. Plagiarism means copying and claiming other people's work as your own. Plagiarism is a crime. To avoid committing plagiarism, respect other peoples' work. Cite the author of the work that you include in your paper. Always consult your teacher on proper citation and documentation. Buying and selling term papers, theses and other work is the highest form of intellectual dishonesty in a university. It will be dealt with severely.

III. EXERCISE RESPECT, PROFESSIONALISM AND SENSE OF RESPONSIBILITY

6. **Follow this routine in order to establish a classroom culture of respect, discipline and sense of responsibility:**
 - a. **Stand up as the teacher comes in.** It is a way of acknowledging his/her authority.
 - b. **Say a short personal prayer.** (A minute or two of silent prayer will do). Remind the teacher if he/she forgets to initiate this activity.
 - c. **Greet your teacher after the prayer.** Smile at your teacher and at everyone in the room. It will make your day bright and light.
 - d. **Before you sit down, keep your chair properly aligned with other chairs.** Keep your space clean and free from litter. A clean and orderly room will create an atmosphere conducive to learning. It is an indication that you are ready for the day's business.
 - e. **After the teacher declares that the class session is closed, stand up and slightly nod (bow) your head towards your teacher.** This is a way of showing gratitude and appreciation of his/her efforts, expertise and professionalism and authority. The teacher should acknowledge this gesture by doing so also.
 - f. **Before you leave, be sure to keep your space orderly and clean.** This is an indication of respect for the next student who will occupy the same space.

7. **Come to class prepared. This includes:**
 - a. **Being ready for class discussion, quiz and activities and bringing the materials needed in class.** Asking anybody for a sheet of paper or borrowing a pen, book or notebook is an indication of irresponsibility. Students should avoid these acts.
 - b. **Staying inside the classroom while the class is going on.** Leave the room only after the teacher dismisses the class. It is not polite to leave while the class is going on.
 - c. **Being attentive at all times.** Sleeping, daydreaming, eating, drinking, chewing a gum, chatting with other students, or using gadgets such as cellular phone, portable music players and the like connote disrespect to your teacher. Students should avoid these acts.

8. **Raise your hand and be acknowledged by the teacher before saying anything.** Once acknowledged, speak clearly so that everyone in the classroom will hear you.

9. **Use polite, formal speech and body language at all times.** Colloquial and slang language are inappropriate in the classroom. Teasing, boisterous laughter or making other people a laughing stock is unkind and improper.
- Cursing** (even in the guise of “expression”) is strictly prohibited. It is the highest form of disrespect.
 - Respect the opinions of other people (Teacher/Students/Classmates).** Remember that we are in a free country with a “free market of ideas.” However, opinions and ideas should be grounded on sound principles and theories in order to be considered scholarly.
 - Carry on a class discussion in a polite manner.** Appreciate other students’ contributions to class discussion.

IV. EXERCISE FAIRNESS AND JUSTICE TO ALL

10. **Treat everyone fairly and justly. Do not discriminate against other people by reason of race, color, religion, gender, culture and socio-economic status.**
- Do not laugh at others’ mistakes.** Most students try their best to participate in class discussions. It is unfair and impolite to laugh at them as it may dampen their enthusiasm to participate in class.
 - Avoid ridiculing others and making them a laughing stock.** If you want to be noticed, do the right thing. Do not make people laugh at the expense of others.
 - Do not confront your teacher in front of the class regarding personal matters.** If you have questions, approach him/her politely after the class or you may set an appointment with him/her at the faculty room.
 - Do not monopolize classroom discussion.** Be patient with other students even if you think that their answer or question may sound “shallow” to you.



UNIVERSITY OF THE EAST OFFICIALS

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Director, Department of Physical Education
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Basic Education Department-Caloocan
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Director, Student Affairs Office-Caloocan
Director, Office of Cultural Affairs
Director, Office of Extension and
Community Outreach
Director, Guidance, Counseling and
Career Services Office
Director, Office of Quality Assurance
Director, Office of Curriculum Development
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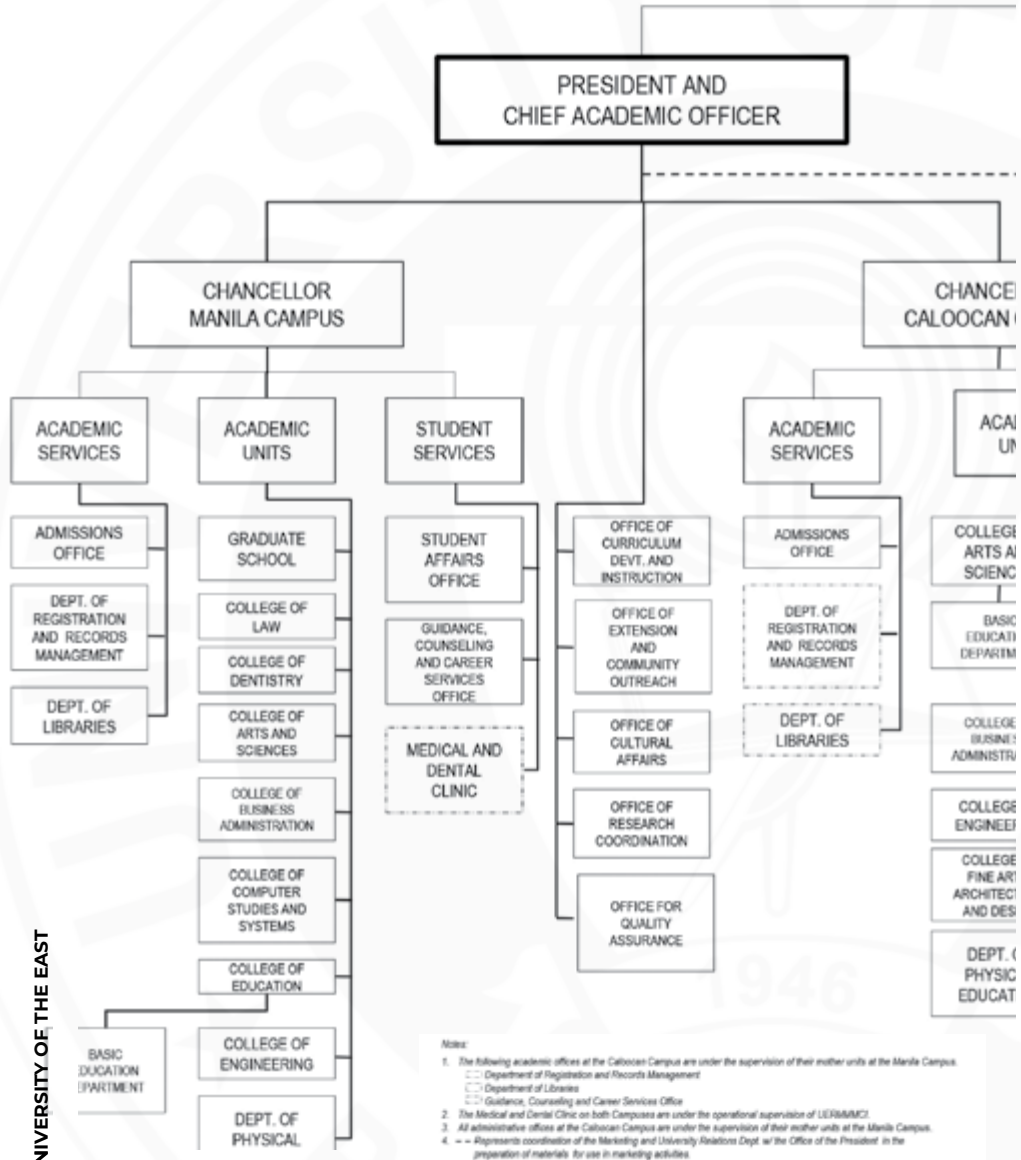
Internal Auditor
Purchasing Officer
University Cashier
Director, Marketing and University Relations
Department

GOVERNANCE AND ORGANIZATION

The UE Organizational Chart

BOARD

CHAIRMAN OF THE BOARD
CHIEF EXECUTIVE OFFICER



Notes:

- The following academic offices at the Caloocan Campus are under the supervision of their mother units at the Manila Campus:
 - Department of Registration and Records Management
 - Department of Libraries
 - Guidance, Counseling and Career Services Office
- The Medical and Dental Clinic on both Campuses are under the operational supervision of UERMAMC.
- All administrative offices at the Caloocan Campus are under the supervision of their mother units at the Manila Campus.
- Represents coordination of the Marketing and University Relations Dept. w/ the Office of the President in the preparation of materials for use in marketing activities.

Pamantasan Ka Naming Mahal (The UE Hymn)

Pamantasan ka naming mahal
Ilaw sa karimlan
Buhay, lakas, dunong, dangal
Pamantasan ka ng bayan.

Ang pangalan mo ay Lualhati
At sandigan ka ng lahi
Pamantasan ng Silangan
Pamantasan ka naming mahal.

(Repeat both stanzas)

Lyrics by Dionisio S. Salazar / Music by Felipe P. De Leon

Tira! UE!

Tira! UE! Fight for victory!
Fight fight fight UE!
We must win our game today!
Fight fight fight UE!
We must bring home victory!
Rah rah rah!!!

Fight fight fight UE!
We are here for you to cheer!
We must win
And bring home victory!
So you fight fight fight!
UE Dear! Fight! Fight!!!

What to Do in Case of Emergency

In case of a fire or an earthquake: **DO NOT PANIC, KEEP CALM, HAVE PRESENCE OF MIND.** Here are some safety tips in emergency cases:

During an Earthquake

Stay in your seat if you are inside the classroom. Do not rush out; the destructive power of an earthquake lasts less than a minute, after which the worst danger of a major quake is usually over. Keep calm and maintain presence of mind. After the initial shock of tremor:

- Wait for instructions from your teacher.
- Follow his/her instructions to leave the room in an orderly manner.
- Go to an open space and stay about ten meters away from the nearest building.
- Wait for further announcements from proper authorities.

In general, always keep in mind the following:

- When an earthquake occurs, seek cover under a large piece of strong furniture when you happen to be inside a building.
- When caught by the tremor in the street or between buildings, take refuge under a strong structure. Beware of broken electrical wires, falling debris, loosened ceiling slabs and crumbling walls.
- Avoid staying or being caught in narrow alleys, between tall structures or walls, beneath steep precipices, etc.
- Aftershocks are not as dangerous as the main shock. After the main shock, stay away from damaged structures, objects, ceilings, etc. Aftershocks may cause damaged structures and loosened objects to fall.
- Strong earthquakes are nature's warning of an impending tidal wave. One should go to higher ground and away from possible landslide areas.
- Do not believe in rumors. Listen only to instructions from authorities.
- Observe good sanitation and keep public order.

During a Fire

Do not rush out of the classroom. Study the situation quickly by determining the location of the fire. Keep in mind the following:

- Wait for instructions from faculty members.
- Follow the instructions of faculty members to leave the room as orderly and briskly as possible.
- Go to an open space, away from the burning building/structure.
- Extinguish at once any fire that may start anywhere around you before attempting to save lives.

In general, always keep in mind the following:

Your worst enemy is smoke. Smoke, heat and gas can choke and kill you. If you are caught in smoke, get down and crawl. Avoid using the elevator during an earthquake or a fire. If you are trapped:

- Think.
- Crawl through the smoke, hold your breath and close your eyes if you can.
- Put closed doors between you and the smoke. Seal off cracks around doors and vents with a cloth or rug. Soak them if there is water nearby.
- Find a room with an outside window. If it opens, open it slightly at both top and bottom.
- Signal from the window. If there is a phone, call the Fire Department and give your exact location even if the firemen are already on the scene. Be calm. Rescue may just be a moment away.

Five Ways to Enjoy Campus Life at UE

1. Develop good study habits. Always remember that your primary reason for coming to UE is to study and earn a degree.
2. Know and follow the University policies, rules and regulations.
3. Observe proper behavior, good conduct and discipline. Maintain respect, courtesy and honesty at all times.
4. Take active part in the projects and activities of student councils and recognized student organizations. Share your talents and harness your potential.
5. For a holistic development, maintain a harmonious balance between your academic endeavor and extra-curricular involvements.

Tips for Effective Study

1. The value of a time schedule

- Before you even begin to think about the process of studying, you must develop a schedule.
- A schedule saves time.
- Make every hour count.

2. Know when to study

- A good rule of thumb is that studying should be carried out only when you are rested, alert and have planned for it. Last-minute studying just before a class is usually a waste of time.
- If your study period is before the lecture class, be sure you have read all the assignments and made notes on what you do not understand. If the study period is after the lecture class, review the notes you took during class while the information is still fresh.

3. Where to study

- You can study anywhere. Obviously, some places are better than others.
- Libraries, study lounges or private rooms are best. Above all, the place you choose to study should not be distracting.
- Distractions can build up and, before you know it, you are out of time and out of luck. Make choosing a good physical environment a part of your study habits.

4. Develop critical thinking skills

- Everybody has thinking skills, but few have critical thinking skills.
- The SQ3R method has been a proven way to sharpen study skills. SQ3R stands for Survey, Question, Read, Recite, Review. Take a moment now and write SQ3R down. It is a good slogan to commit to memory to carry out an effective study strategy.

5. Develop reading skills

- You must learn to read with a purpose.
- Get the main idea.
- Extract important ideas.

6. Learn to take notes

- Like reading, note-taking is a skill which must be learned and refined.
- You must learn to keep notes logically and legibly. Remember, if you cannot read your own writing a few days after taking notes, they are of little use.
- Outline textbooks, but do not underline. Use a highlighter.

7. Expand your knowledge

- See to it that whenever there is a scheduled forum, symposium, roundtable discussion and the like that would tackle subjects and issues that are related to your field of study, take time to attend such, because these will keep you abreast of the latest trends and technologies.
- Expand your knowledge through constant research, experimenting and hands-on experience.





APPENDICES

Appendix A – Excerpts from the CHED Statement on Fraternities

CHED Order No. 4, Series of 1995. Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations.

1. The Commission on Higher Education (CHED) strongly condemns any form of violence committed in the name of establishing fraternal bonds. Hazing and all other forms and/or kinds of violence must be banned.
2. Fraternities and other student organizations must serve to forge not only brotherhood among their members but must establish brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities. Their talents and energies must be channeled and utilized for the development of the larger collectivity and beyond their immediate small group.
3. In order to deter violence among fraternities and other student organizations, the following sanctions shall be strictly carried out:
 - a. Automatic expulsion of any fraternity member for:
 - Starting or taking the offensive action that clearly provokes violence.
 - Carrying knives, sticks, pipes, guns and other deadly weapons in schools.
 - Extortion.
 - b. Sixty days' suspension of all officers of a fraternity found guilty of starting action that will provoke violence.
 - c. Suspension of guilty fraternity for one year for the first offense, and permanent ban for the next offense.
4. Higher education institutions must fully assume authority and responsibility in dealing with fraternities and other student aggrupations. They are enjoined to closely monitor and supervise the activities of fraternities, initiate prevention measures that will control conflicts and strictly impose the sanctions herein above stated.

Appendix B – Anti-Hazing Law
(Excerpts pertinent to Educational Institutions)

Republic Act 8049. An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties Therefor.

1. “Hazing” as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situation, such as forcing him/her to do menial, silly, foolish and similar tasks or activities, or otherwise subjecting him/her to physical or psychological suffering or injury.
2. No hazing or initiation rites of any form or manner by a fraternity, sorority or organization shall be allowed without prior notice to the school authorities or head of organization seven days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities, and shall not exceed three days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.
3. The head of the school or organization or their representatives must assign at least two representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representatives to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.
4. If the person subjected to hazing or other form of initiation rites suffers any physical injury or dies as result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals.
5. The person or persons who participated in the hazing shall suffer:
 - a. The penalty of the reclusion perpetua, if death, rape, sodomy or mutilation results therefrom.
 - b. The penalty of reclusion temporal in its maximum period, if in consequences of the hazing the victim shall have become insane, imbecile, impotent or blind.
 - c. The penalty of reclusion temporal in its medium period, if in consequences of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm, a leg or shall have lost the use of any such member and shall have become incapacitated for the activity of work in which he/she was habitually engaged.

- d. The penalty of reclusion temporal in its minimum period, if in consequence of the hazing the victim shall have become deformed or shall have lost any part of his body, or shall have lost the use thereof, or shall have been ill and incapacitated for the performance of the activity or work in which he/she has habitually engaged for a period of more than 90 days.
 - e. The penalty of prison mayor in its maximum period, if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he/she was habitually engaged for more than 30 days.
 - f. The penalty of prison mayor in its medium period, if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he/she has habitually engaged for ten days or more, or that the injury sustained shall require medical attendance for the same period.
 - g. The penalty of prison mayor in its minimum period, if in consequences of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he/she was habitually engaged from one to nine days, or that the injury sustained shall require medical attendance for the same period.
 - h. The penalty of prison correctional in its maximum period, if in consequences of the hazing the victim shall have sustained physical injuries which do not prevent him/her from engaging in his/her habitual activity or work nor require medical attendance.
6. The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.
7. The maximum penalty herein provided shall be imposed in any of the following instances:
- a. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join.
 - b. When the recruit, neophyte or applicant initially consents to join but, upon learning that hazing will be committed on his/her person, is prevented from quitting.
 - c. When the recruit, neophyte or applicant, having undergone hazing, is prevented from reporting the unlawful act to his/her parents or guardians, to the proper school authorities or to police authorities through force, violence, threat or intimidation.

- d. When the hazing is committed outside of the school or institution; or
 - e. When the victim is below 12 years of age at the time of the hazing.
8. The owner of the place where the hazing is conducted shall be liable as an accomplice, when he/she has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.
 9. The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring, shall be punished as accomplices for the acts of hazing committed by perpetrators.
 10. The officers, former officers or alumni of the organization, group fraternity or sorority who actually planned the hazing, although not present when the acts were committed, shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducting the victim to be present thereat shall be liable as principals. A fraternity or sorority adviser who is present when the acts constituting hazing were committed and failed to take any action to prevent the same from occurring shall be liable as a principal.
 11. The presence of any person during the hazing is prima facie evidence of participation therein as a principal, unless he/she prevented the commission of the acts punishable therein.

Appendix C - Excerpts from the Campus Journalism Act of 1991

Republic Act No. 7079. An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes.

1. A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication funds.
2. Funding for the student publication may consist in subscription fees collected by the school administration, savings of the respective school's appropriations, donations and other sources of funds.
3. In no instances shall the DepEd or CHED or the school administration concerned withhold the release of funds sourced from the above herein stated. They should be released automatically to the student publication concerned.

4. The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.
5. A member of the publication staff must maintain his/her status as a student in order to retain membership in the production staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of performance of his/her duties in the student publication.

Appendix D – Anti-Sexual Harassment Law
(Excerpts pertinent to Educational Institutions)

Republic Act No. 7877. An Act Declaring Sexual Harassment Unlawful in the Law in the Employment, Education or Training Environment and for Other Purposes.

1. In education or training development, sexual harassment is committed:
 - d. Against one who is under the care, custody or supervision of the offender;
 - e. Against one whose education, training apprenticeship or tutorship is entrusted to the offender;
 - f. When the sexual favor is made a condition for the giving of a passing grade, or the granting of honors and scholarship, or the payment of a stipend, allowance or other benefits, privileges or considerations; or
 - g. When the sexual advance results in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

2. It shall be the duty of the head of the office in an education or training environment or institution to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment.

Towards this end, the head of the office shall:

- a. Promulgate appropriate rules and regulations in consultation with and jointly approved by the students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions thereafter.
- b. Create a committee on decorum and investigation of cases on sexual

harassment. The committee shall conduct meetings, as the case may be, with teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

3. In the case of educational or training institutions, the committee shall be composed of at least one representative from the administration, the trainers, teachers, instructors, professors or coaches, and students or trainees, as the case may be.
4. Nothing in this act shall preclude the victim of education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.
5. Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one month, nor more than six months, or a fine of not less than ten thousand pesos (P10,000.00) or more than twenty thousand pesos (P20,000.00) or both fine and imprisonment at the discretion of the court.
6. Any action arising from the violation of the provisions of this Act shall prescribe in three years.

Appendix E – Comprehensive Dangerous Drugs Act of 2002 (Excerpts pertinent to Educational Institutions)

Republic Act No. 9165. An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, Repealing Republic Act No. 6425, otherwise known as the Dangerous Drugs Act of 1972, As Amended, Providing Funds Therefor, and for Other Purposes.

1. It is policy of the State to safeguard the integrity of its territory and the well-being of its citizenry, particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, being one of today's more social ills.

Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act

2. **Involvement of the Family** — The family being the basic unit of Filipino society shall be primarily responsible for the education and awareness of the member of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

3. **Student Council and Campus Organizations** — All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.
4. **School Curricula** — Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal and indigenous learning systems. Such instructions shall include:
 - a. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
 - b. Preventive measures against drug abuse;
 - c. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
 - d. Steps to take when the intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
 - e. Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutical use, as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.
5. **Heads, Supervisors and Teachers of Schools** — For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors and teachers.
6. Any teacher or school employee who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.
7. Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

Drug Abuse Prevention (and its Implementing Guidelines and Procedures for Random Drug Testing).

Section 1. Declaration of Policy.

Pursuant to R.A. 9165 and its implementing rules and regulations, the University of the East commits itself to promote a drug-free campus. In line with this goal, the University shall use all means to prevent the use and abuse of dangerous drugs through an effective Drug Abuse Prevention Program, which includes education, advocacy and implementation activities. The University shall use all means to encourage the participation of management, employees, students and parents in the program.

Section 2. Definition of Terms.

1. **Drug Abuse Prevention Program (DAPP)** or “Program” refers to initiatives set by the University to prevent the use and abuse of dangerous drugs.
2. **Education activities** as part of the DAPP include seminars and information campaign programs aimed to increase the awareness of all concerned about the ill effects of dangerous drugs.
3. **Advocacy activities** as part of the DAPP include close coordination with pertinent government and non-government agencies, training and research.
4. **Implementation activities** as part of the DAPP include random drug testing, detection, counseling, referral and follow-up, whenever necessary.
5. **Student Leader** is a student who occupies a leadership position in the Student Council or any recognized student organization.
6. **Random Drug Testing (RDT)** refers to the unbiased process of selecting and testing students for drug use.
7. **Dangerous Drugs** include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of R.A. 9165.
8. **Stakeholders** of this program include this University, its management, its employees, its students and the parents of the students.

Section 3. Role of Students, Management, Employees and Parents in the Program.

A. Role of Students

1. Student Leaders shall promote leadership values and practices that unite the entire studentry for action and participation in the DAPP.

2. Student Leaders shall be actively involved in activities that will help ensure a drug-free campus.
3. Student Leaders shall coordinate with concerned University authorities in the conduct of student activities that enhance the awareness of the students on the ill effects of drug abuse.
4. Serving as role models, Student Leaders shall voluntarily participate in the activities of the DAPP, including but not limited to Random Drug Testing, so as to put greater emphasis on their advocacy regarding drug abuse.
5. Student shall participate in activities of the DAPP that will broaden their awareness on drugs and its effects.
6. Student shall notify the Student Affairs Office (SAO), the Guidance and Counseling Office (GCO) or any concerned officer of the University of any probable use of dangerous drugs within the Campus.
7. Student shall subscribe to the just and effective implementation of the DAPP.

B. Role of Management

1. Management shall ensure full and proper implementation of the Random Drug Testing Policy through periodic evaluation of the effectiveness of the Program.
2. Management shall facilitate and provide adequate support to the collaborative effort of students, employees and parents toward dissemination of and compliance with the Policy.

C. Role of Employees

1. Employees shall participate in the activities of the DAPP especially education activities.
2. Employees shall promote a drug-free campus through dissemination of information about the Program to their co-employees and students.

D. Role of Parents

1. Parents shall take the initiative to increase their awareness of dangerous drugs and the laws and policies pertaining thereto by participating in education activities conducted by the University.
2. To help prevent the use of dangerous drugs by their children, parents shall be expected to notify the school authorities, if and when necessary, of any indications of the use of dangerous drugs among students.
3. Parents shall exert reasonable efforts to collaborate with other stakeholders of the Program. In particular, parents shall cooperate with the University in case their children are chosen for Random Drug Testing and shall provide support to their children in case treatment is deemed necessary.

Section 4. Implementing Guidelines and Procedures.

(Primarily taken from DDB Board Regulation No. 6 – Guiding Principles in the Implementation of Random Drug Testing in Schools and Management of Drug Testing Results)

1. The University recognizes the primary responsibility of the family, particularly the parents, for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. The University, with the assistance of government and non-government agencies shall employ every reasonable means to provide a healthy and drug-free environment.
4. Cognizant of the right of the students to continue and complete their studies, the University shall give emphasis to the implementation of measures aimed at the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Guidance and counseling, referral and follow-up shall be provided as necessary by the GCO, the SAO and other concerned offices in the University.
6. Random Drug Testing shall be implemented as provided by law, and as a collaborative undertaking of the University, in partnership with the appropriate government, non-government agencies and their parents. The whole process shall not in any manner be utilized to harass the students.
7. Random drug testing shall be implemented primarily for prevention and rehabilitation.
8. Implementation of any of the activities in the Drug Abuse Prevention Program shall guarantee and respect the personal privacy and dignity of the student.

Section 5. Implementation

1. The Guidance and Counseling Office shall be the lead entity in the dissemination and full implementation of the Program.
2. The Student Affairs Office shall coordinate with the Guidance and Counseling Office regarding student-initiated activities related to the Program.
3. The Department of Human Resources and Development (DHRD) shall coordinate with the Guidance and Counseling Office regarding employee-related activities related to the Program.

IMPLEMENTING GUIDELINES AND PROCEDURES FOR RANDOM DRUG TESTING

(Adapted from the Guiding Principles in the Implementation of Random Drug Testing in Schools and Management of Drug Test Results)

Purposes of Random Drug Testing

1. To determine possible incidence of drug use among students of the University.
2. To deter the use of illegal drugs.
3. To assess the effectivity of school-based drug abuse prevention programs.
4. To assist parents and concerned agencies in facilitating the rehabilitation of identified drug users and dependents.
5. To strengthen the collaboration efforts between the University and other concerned agencies against the use of illegal drugs.

Definition of Terms

1. Drug Counselor shall mean a person trained in the techniques of guidance and counseling, particularly dealing with cases of drug dependency. The Drug Testing Coordinator shall designate such person.
2. Drug Testing Coordinator shall be the point person in the school tasked with handling random drug testing, which shall be the principal of a secondary school, the administrator of a technical/vocational education and training institution, or the administrator appointed by the president/ chief executive officer in tertiary institutions.
3. Parents shall, for purposes of these guidelines, include court-appointed guardians.
4. Random Selection refers to the unbiased process of selecting students who are to undergo drug testing.
5. Rehabilitation is the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials, and become a law-abiding and productive member of the community.
6. Schools shall mean an institution that has for its primary purpose the education of students, including secondary, tertiary and technical/ vocational education and training institutions.
7. Selection Board shall be the board constituted by the University President, composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members, nominated by their respective authorized governing body duly recognized by their respective constituents, based on a set of selection criteria formulated for this purpose. In the absence of a parents' association, the University President may appoint any parent who shall be a member of the Selection Board.

- Supervising Agency shall refer to the government agency that exercises supervision over the school, such as the Department of Education (DepEd), Commission on Higher Education (CHED) or the Technical Education and Skills Development Authority (TESDA).

PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

Notification and Sampling

- The University, through the Guidance and Counseling Office (GCO), shall conduct an information campaign to disseminate the guidelines and procedures for Random Drug Testing to the school community. The Student Affairs Office (SAO) shall also include excerpts of the same in the Student Manual.
- All students and their parents/guardians shall be notified in writing by the GCO on the process and manner by which the Random Drug Testing shall be conducted. Such notification may be sent any time during the school term.
- Parents should return to the GCO the accompanying acknowledgement receipt in the notification. Failure to return the acknowledgement receipt shall not be a bar to the conduct of the random drug testing.
- The whole student population of the school shall be included in the random sampling.

Selection of Samples

- The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the DepEd/CHED, as the case may be, stating that the school is included in the program.
- On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- The random selection of students and the drug testing shall be done on the same day.
- The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- The selection process shall be random through a lottery, which may be computerized or in any other manner that shall be agreed upon by the Board.
- Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- Drug testing shall be done at the Medical-Dental Clinic by a duly accredited drug-testing laboratory. The health personnel of the Clinic shall assist the drug testing laboratory. The health personnel of the Clinic shall assist the drug-testing laboratory in the conduct of the drug testing.

8. The accredited laboratory shall follow the Department of Health (DOH)-prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH-prescribed guidelines shall be posted in strategic places/visible areas of the Campus.
9. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
10. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students. This assurance shall also apply to the administration, faculty and personnel of the University. As much as possible, drug testing for administration, faculty personnel and students shall be done simultaneously.

Treatment of Random Drug Testing

1. The results of the tests shall be strictly confidential. The result, whether positive or negative, shall not be published or posted.
2. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and to applicable University policies.

Section 72 of RA 9165 states that (Liability of a Person Who Violates the Confidentiality of Records):

“The penalty of imprisonment ranging from six (6) months and one (1) day to six (6) years and a fine ranging from One thousand pesos (P1,000.00) to Six thousand pesos (P6,000.00), shall be imposed upon any person who, having official custody of or access to the confidential record of any drug dependent under voluntary submission programs, or anyone who, having gained possession of said records, whether lawfully or not, reveals their content to any person other than those charged with the prosecution of the offenses under this Act and its implementation. The maximum penalty shall be imposed, in addition to absolute perpetual disqualification from any public office, when the offender is government official or employee. Should the records be used for unlawful purpose, such as blackmail of the drug dependent or the members of his/her family, the penalty imposed for the crime of violation of confidentiality shall be in addition to whatever crime he/she may be convicted of.”

3. The accredited laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.
4. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent/guardian concerned that

- a confirmatory test shall be conducted. The student shall be told to inform his/her parent/guardian of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.
5. During the scheduled conference, the Drug Testing Coordinator shall relay to the parent/guardian full information on the process that shall be undertaken for the confirmatory test. In the event that the parent/guardian does not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
 6. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
 7. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
 8. The Drug Testing Coordinator shall inform both the parent/guardian and the student of the results of the test.
 9. The Drug Testing Coordinator shall not delegate such task of informing the student and parent/guardian to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent/guardian.
 10. A first-time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
 11. The Drug Testing Coordinator shall refer the student and his/her parent/guardian to a government-owned, DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
 12. The student may opt for a private DOH-accredited facility or physician for this initial determination, provided it is at his/her own expense.
 13. The student shall then undergo a three-month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent/guardian. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the University.
 14. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.
 15. If the student shows no sign of improvement or recovery, or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent/guardian, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, RA 9165.
 16. The parent/guardian and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

17. If the parent/guardian refuses to act, the University shall proceed in accordance with Sec. 61 of RA 9165, without prejudice to the provisions of Section 73, RA 9165.

Sec. 61 of RA 9165 states that (Compulsory Confinement of a Drug Dependent Who Refuses to Apply Under the Voluntary Program):

“Notwithstanding any law, rule and regulation to the contrary, any person determined and found to be dependent on dangerous drugs shall, upon petition by the Board or any of its authorized representatives, be confined for treatment and rehabilitation in any Center duly designated or accredited for the purpose.

A petition for the confinement of a person alleged to be dependent on dangerous drugs to a Center may be filed by any person authorized by the Board with the Regional Trial Court of the province or city where such person is found.

After the petition is filed, the court, by an order, shall immediately fix a date for the hearing, and a copy of such order shall be served on the person alleged to be dependent on dangerous drugs, and to the one having charge of him.

If after such hearing and the facts so warrant, the court shall order the drug dependent to be examined by two (2) physicians accredited by the Board. If both physicians conclude that the respondent is not a drug dependent, the court shall order his/her discharge. If either physician finds him to be a dependent, the court shall conduct a hearing and consider all relevant evidence which may be offered. If the court finds him a drug dependent, it shall issue an order for his/her commitment to a treatment and rehabilitation center under the supervision of the DOH. In any event, the order of discharge or order of confinement or commitment shall be issued not later than fifteen (15) days from the filing of the appropriate petition.”

Sec. 73 of RA 9165 cites that (Liability of a Parent, Spouse or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency):

“Any parent, spouse, or guardian who, without valid reason, refuses to cooperate with the Board or any concerned agency in the treatment and rehabilitation of a drug dependent who is a minor, or in any manner, prevents or delays the after-care, follow-up or

other programs for the welfare of the accused drug dependent, whether under voluntary submission program or compulsory submission program, may be cited for contempt of court.”

Reportorial Requirement of Results of the Random Drug Testing

1. The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities and/or testing laboratories shall not reveal the names of the students or test results to any other person except to the student concerned or his/her parent/guardian.
2. The aggregate test results, which shall not include the identities of the students tested, shall be submitted by the University President to the Regional Director of CHED.

Training of Guidance Counselors

1. Guidance Counselors of the GCO shall undergo a training program to equip them with the necessary skills in handling drug abuse/dependency cases and involvement in the drug abuse prevention program.
2. The Department of Education, the Commission on Higher Education, the Technical Education and Skills Development Authority, the Philippine Drug Enforcement Agency and the Dangerous Drugs Board, in coordination with each other, shall formulate and conduct the training program for guidance counselors.

Enforcement of Compliance

1. Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the school, provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.
2. In accordance with RA 9165, the University shall be liable under Section 32 if it refuses to implement the random drug testing program, without prejudice to other administrative sanctions that may be imposed by the CHED.

Sec. 32 of RA 9165 provides that (Liability to a Person Violating Any Regulation Issued by the Board):

“The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person found violating any regulation duly issued by the Board pursuant to this Act, in addition to the administrative sanctions imposed by the Board.”



REPUBLIC ACT NO. 10173

DATA PRIVACY ACT OF 2012

REPUBLIC ACT NO. 10173, THE DATA PRIVACY ACT OF 2012

1. What is the Data Privacy Act (DPA) of 2012?

The **Data Privacy Act of 2012** is a comprehensive law on protection of privacy that regulates proper use and disclosure of an individual's personal information collected, stored and processed by a person, institution or company.

2. Are there any technical terms to remember to understand the Data Privacy Act more clearly?

Yes. Here are some important terms:

- (a) **Data subject** – refers to an individual whose personal information is collected and processed. Examples of data subjects in the university setting are students, faculty, employees, and alumni.
- (b) **Personal information** – refers to any information whether recorded in a material form or not, from which the identity of an individual can be reasonably and directly ascertained, or when put together with other information would directly and certainly identify an individual. Examples of personal information collected by UE from a student are name, address, birthdate, name of parents, ID photo, etc. while an example of personal information generated by UE for a student is the student number.
- (c) **Personal data** – refers to all types of personal information.
- (d) **Personal information controller (PIC)** – a person or organization that controls the collection, storage, processing or use of personal information. There is control if the entity decides on what information is collected, or the purpose or extent of its processing. In the case of students, faculty, employees, stockholders, and alumni, UE is a PIC.
- (e) **Personal information processor (PIP)** – refers to any person or organization that is directed by a PIC to handle the processing of personal data. It is any natural or juridical person to whom a personal PIC may outsource the processing of personal data pertaining to a data subject.
- (f) **Sensitive personal information** – refers to personal information
 - About an individual's race, ethnic origin, marital status, age, color;
 - About an individual's religious or philosophical beliefs, or political affiliation;
 - About an individual's health, education, genetics, or sexual life;
 - About any judicial record of any offense committed or

alleged to have been committed by an individual, the disposal of such proceedings, or the sentence of any court that emerges in such proceedings.

- Issued by government agencies specific to an individual, such as the social security number, tax returns, licenses or its denials, suspension or revocation;
- Specifically established by an Executive Order or an act of Congress to be kept classified.

(g) Privileged information – refers to any and all forms of information which under the Rules of Court and other pertinent laws constitute privileged communication, e.g. marital privilege, i.e. communication between husband and wife; attorney-client privilege, doctor-patient privilege, clergy-penitent privilege. Processing of sensitive personal information and privileged information is prohibited, except under certain conditions.

(h) Regulatory enactment – refers to any existing set of laws, regulations, policies, guidelines, circulars, memorandum orders, and similar issuances by which the government establishes, manages and controls its internal operations and procedures and its relations with other external entities.

3. What is the scope and application of the DPA?

The DPA applies to individuals and juridical entities that collect, store and process personal information aimed at implementing a legitimate purpose. Examples of such juridical entities are banks, schools, and companies operating in various industries. The DPA applies even to institutions, groups or companies established in foreign countries that maintain an office, branch or agency in the Philippines, or, those using equipment located in the Philippines, even if not actually maintaining a local office, branch or agency.

4. Are there any exceptions to the scope and application of the DPA?

Yes. The DPA does not apply to the following cases:

- (a) information relating to the employment of any individual in a government agency;
- (b) information relating to the contracted services of an individual for any government agency;
- (c) information relating to any financial benefit given by the government to an individual;
- (d) information processed for journalistic, artistic, literary or research purposes;
- (e) information necessary for law enforcement and regulatory bodies to carry out the functions of public authority (e.g. DepEd, CHED, Central Bank, etc.);
- (f) information necessary for banks and other financial

institutions to comply with AMLA and other applicable laws; and

(g) information originally collected from residents of foreign jurisdictions in accordance with their laws, but is being processed in the Philippines.

5. What are the criteria for lawful processing of personal information?

The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- (a) **The data subject has given his/her consent** (e.g. a student has given consent to the UE to process his personal information so that he can obtain his grades for a given semester).
- (b) **The processing of personal information is necessary and related to the fulfilment of a contract with the data subject** (e.g., the UE must process personal information of faculty and employees so that they can receive their salary, or personal information of scholars so that they can receive their allowances).
- (c) **The processing is necessary for compliance with a legal obligation of the PIC** (e.g., UE must report to the BIR the withholding taxes that it collected from faculty and employees.)
- (d) **The processing is necessary to protect vitally important interests of the data subject**, including life and health.
- (e) **The processing is necessary in order to respond to national emergency**, to comply with the requirements of public order and safety, or to fulfil functions of duly mandated public authority.
- (f) **The processing is necessary for the purposes of the legitimate interests** pursued by the PIC or by a third party(ies) to whom the data is disclosed.

6. What are the exceptions for processing sensitive personal information and privileged information?

- (a) In the case of sensitive personal information, the data subject has given his consent, specific to the purpose prior to the processing, and in the case of privileged information, all parties to the case have given their consent prior to processing;
- (b) The processing is provided for by existing laws and regulations, provided that such regulatory enactments guarantee the protection of the sensitive personal information and privileged information, and that the consent of the data subjects are not required by the regulatory enactment;
- (c) The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his/her consent prior to the processing;
- (d) The processing is necessary for purposes of medical treatment,

is carried out by a medical practitioner or a medical treatment institution and an adequate level of protection of personal information is ensured;

- (e) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

7. What items of personal information does UE collect initially?

From students:

- (a) Name
- (b) Home address
- (c) Office address (for Law and Graduate School students)
- (d) Email address
- (e) Telephone number – work (for Law and Graduate School students)
- (f) Telephone number - home
- (g) Age
- (h) Date of Birth
- (i) Gender
- (j) Citizenship
- (k) Parents' names, occupation and contact details (except Law students)
- (l) Gross annual family income
- (m) Marital status
- (n) Religion
- (o) Education
- (p) Photo
- (q) Health
- (r) Unique identifiers issued by government:
 - a. LRN (for SHS students)
 - b. Passport, ACR (for foreign students)
- (s) Proof of financial capability, affidavit of support (for foreign students)

From faculty and employees:

- (a) Name
- (b) Home address
- (c) Email address
- (d) Telephone number – home
- (e) Age
- (f) Date of birth
- (g) Gender
- (h) Citizenship
- (i) Name of spouse and dependents (if applicable)

- (j) Marital status
- (k) Education
- (l) Work history
- (m) Photo
- (n) Health
- (o) Unique identifiers issued by government:
 - a. SSS number
 - b. TIN
 - c. PhilHealth number
 - d. Professional license

8. What other data are generated during the course of a person's stay in UE?

For students, some examples are:

- (a) Classes enrolled in and corresponding grades obtained
- (b) Medical records
- (c) Internship/OJT records
- (d) Community outreach activities attended
- (e) Membership and leadership positions in student organizations
- (f) Attendance in research conferences, seminars and other similar activities
- (g) Participation and performance in competitions
- (h) Honors and awards won
- (i) Involvement in student disciplinary cases
- (j) Video clips from security cameras

For faculty, some examples are:

- (a) Subjects taught per semester/summer term
- (b) Class record for each subject taught
- (c) Student evaluation of teaching performance, ad hoc evaluation records
- (d) Payments received, accountabilities incurred (if applicable)
- (e) Medical records
- (f) Research publications
- (g) Merit promotions/grants/awards received
- (h) Participation in training programs, workshops, seminars and similar activities
- (i) Involvement in faculty disciplinary cases
- (j) Video clips from security cameras, photos from university events, etc.

For employees, some examples are:

- (a) Performance evaluation by immediate supervisor

- (b) Payments received, accountabilities incurred (if applicable)
- (c) Medical records
- (d) Promotions and awards received
- (e) Participation in training programs, workshops, seminars and similar activities
- (f) Involvement in employee disciplinary cases
- (g) Video clips from security cameras, photos from university events, etc.

9. How does UE use personal information?

For students, some examples are:

- (a) Evaluate applications for admission of new students and transfer students
- (b) Issue student number and photo ID
- (c) Generate student records of performance in their curricular, co-curricular and extra-curricular activities
- (d) Rate and record student work such as projects, exams, quizzes, reports, homework, seatwork, papers, thesis, etc.
- (e) Maintain electronic records of student ingress into the campus through the University gate turnstiles
- (f) Establish and maintain information systems and data bases in the Student Portal
- (g) Process applications and maintain records for scholarships, grants, student assistantship, and other forms of financial support from the University and third-party donors;
- (h) Provide services for health, counselling, library, internet access, sports, security, internship and OJT, etc .
- (i) Maintain records of access and use of facilities such as borrowing library books, etc.
- (j) Process billing and payment of student fees.

For faculty, some examples are:

- (a) Evaluation of eligibility for tenure, promotion, incentives, awards, etc.
- (b) Process payment of salaries and other benefits
- (c) Assessment of faculty qualifications related to accreditation, or CHED recognition of autonomous university status, or COD/COE status and similar processes
- (d) Maintain records of access and use of facilities such as learning management system, Internet labs, library, etc .

10. With whom does the UE share personal information?

UE shares information as required or permitted by law, for the pursuit of its legitimate interests as an educational institution. Such legitimate interests cover academic, administrative, historical and statistical purposes.

Some concrete examples of situations where in UE must share personal information of students are:

- (a) Publishing student achievements in curricular, co-curricular and extra-curricular activities, such as graduating with honors, winning a competition, getting recognition from prominent awards bodies, etc.
- (b) Notifying parents/guardians to promote a student's well-being, health, safety and security;
- (c) Preparing and distributing marketing materials, such as marketing videos, brochures, and newspaper advertisements which may include photos of student activities;
- (d) Conducting research;
- (e) Providing information to other parties upon request, e.g.
 - issuing Certificate of Good Moral Character to other schools in case of a request to transfer;
 - attesting to a student's scholastic ranking in case of applications to scholarship donors, or to take a college entrance test (for Grade 12 students);
 - submitting nominations to other entities (schools or companies) in case of applications for exchange student visit, internships or OJT placement;
 - For SHS students, complying with DepEd requirements to establish eligibility for government subsidy;
 - With the student's consent, responding to queries seeking verification or confirmation about a person's status as a student or as an alumnus;
 - Complying with court orders, subpoenas, and other legal obligations;

11. What measures are being taken by UE to ensure privacy protection?

- (a) Appointment of data privacy officers
- (b) Crafting of new policy and strengthening existing data privacy rules
- (c) Preparation of UE Privacy Management Program
- (d) Preparation of Data Privacy Manual
- (e) Ensuring security measures for the university IT systems used in its operations
- (f) Ensuring overall compliance with the DPA

12. After a student leaves the University, how long does UE keep that student's records?

In general, a student's academic records (Transcript and Diploma) are stored indefinitely. Where there are existing rules on disposal after some retention period (such as keeping a student's final examination booklets), the University will follow a secure and safe disposal process that will ensure protection of the student's privacy.

13. What are the rights of students, faculty and employees as data subjects?

- (a) **Right to be informed** – of the description of his/her personal information to be entered into the University information system, the purposes for which such personal information are being processed, scope and method of the processing, recipients to whom they may be disclosed, methods for access to the information, period for which the information will be stored;
- (b) **Right to access**
- (c) **Right to object**, unless certain circumstances are present (See Sec. 34 of the DPA Implementing Rules and Regulations for the exceptions.)
- (d) **Right to rectification** – in case of inaccuracy or error in the personal data, to have it corrected
- (e) **Right to erasure or blocking** – under the following conditions:
- Incomplete, outdated, false or unlawfully obtained data
 - Data being used for purpose not authorized by data subject
 - Data no longer necessary for the purposes for which they were collected
 - Withdrawal of data subject's consent
 - Private information prejudicial to the data subject
 - Unlawful processing
 - Violation of rights of data subject
- (f) **Right to damages** – Compensation may be claimed if the data subject suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data taking into account any violations of rights as a data subject
- (g) **Right to data portability** – refers to right to obtain and electronically move, copy or transfer his/her data in a secure manner, for further use.

14. When are these rights not applicable?

- (a) If the processed personal information is used only for the needs of scientific research and compiling statistics, provided no activities are carried out or decisions taken regarding the data subject;
- (b) If the processed personal information is for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

15. What happens if there is a breach of data security?

The University is required to notify the National Privacy Commission and the affected data subjects in case of a personal data breach in our information systems, if data obtained under such breach can be used to enable identity fraud, or there are grounds to believe that a real risk of serious harm to the affected persons exists. Handling of data privacy violations by students, faculty, employees and officials of the University will be incorporated into the existing system for disciplinary cases.

Important Notice

For any queries or requests for University action regarding the exercise of your rights under the Data Privacy Act, please submit the query/request in writing to:

The Data Protection Officer
Email: *dpo@ue.edu.ph*



Appendix G

Computation of Grades

2.1 Computation of Grades. As a general rule, the Cumulative Grading System is followed from one grading period to another. A periodic grade is computed using $\frac{1}{3}$ of the previous periodic grade and $\frac{2}{3}$ of the present grade.

For example:

Prelim Grade ζ			85	2.25
Temporary Midterm Grade			82	
Midterm Grade ζ	$85 + 2 (82)$	=	83	2.25
	3			
Temporary Final Grade			90	
Final Grade ζ	$83 + 2 (90)$	=	88	2.00
	3			

2.1.1 The Bases (components and weights) for the computation of each periodic grade will vary according to the nature of the subject/course, but these shall be standardized, at least within the Department or College.

- ➔ The student's grade in percent shall be used in computing his periodic grade.
- ➔ The grade equivalent in the Eleven-Point Grading System shall be used only to reflect the student's periodic grade in the Grade Sheets, Form IX and Transcript of Records. This shall not be used for computation purposes.

2.1.2 Items to Consider in the Computation of Grades. In the computation of grades, the following items, but not limited to what are hereunder indicated, shall be considered to comprise the grade of the student.

- 2.1.2.1** Formative and Summative Tests: Periodic Tests, Unit Tests, Quizzes
- 2.1.2.2** Laboratory and other activities (if applicable): Experiments, Research, Clinical Requirements, Drawing Activities, etc.
- 2.1.2.3** Projects (if applicable): Feasibility Study, Portfolios, Completion Reports, etc.

- 2.1.2.4 Class Participation: Homeworks, Seatworks, Recitation, Class Discussion, Boardwork, etc.
- 2.1.2.5 Non-academic Components: Attitude (Diligence, Respect, Submission, etc.), incentives for perfect attendance, etc.

2.2 Sample Computation of Periodic Grade. The following illustrates the computation of a student's Prelim Grade:

Periodic Exam:	30%
Average of Unit Tests, Quizzes:	35%
Class Participation:	30%
(seatworks, homeworks, class discussions, boardwork, etc.)	
Non-academic Components:	5%

HW	SW	Q	SW	HW	HW	SW	Q	Attendance	Prelim Exam	AQ	CP	PG	
95	83	75	87	90	85	100	85	100	82	80	90	85	2.25

Average of Quizzes (AQ)	=	$\frac{75 + 85}{2}$	= 80%
Class Participation (CP)	=	$\frac{95+83+87+90+85+100}{6}$	= 90%
Prelim Grade (PG)	=	$30\% (82) + 35\% (80) + 30\% (90) + 5\% (100)$	
	=	84.6 \approx 85%	2.25

The 2001 Revised Constitution of the University of the East- Manila Studentry

PREAMBLE

We, the students of the University of the East-Manila, imploring the guidance of our Almighty God, in order to establish a Student Council that is representative, autonomous, nationalistic and democratic, and that shall embody our aspirations and protect and uplift our rights and welfare, do hereby ordain and promulgate this constitution.

ARTICLE I GENERAL PROVISIONS

Section 1. This organization shall be known as the University of the East Student Council (UESC) with principal address at University of the East, 2219 Claro M. Recto Avenue, Manila.

Section 2. This Constitution shall provide the framework for the establishment and operation of the UESC composed of the University Student Council (USC) and the College Student Councils (CSCs) in accordance with the rules and regulations of the University of the East, the policies of the Commission on Higher Education (CHED) and the laws of the Republic of the Philippines.

Section 3. The offices of the USC and the CSCs shall be located in appropriate places within the University.

Section 4. This Constitution shall apply to all bona fide students enrolled in the College of Dentistry, Arts and Sciences, Business Administration, Computer Studies and Systems, Education, and Engineering.

Section 5. Within the context of this Constitution, the following terms are defined as:

- a. “University” signifies the University of the East which includes all the colleges except the College of Law and the Graduate School, located in the Manila Campus.
- b. “University Student Council or USC” refers to the central student body of the UE Student Council.
- c. “College Student Council or CSC” means the duly constituted central student council of a college.
- d. “University of the East Student Council or UESC” refers to the governing body composed of the University Student Council (USC) and College Student Councils (CSCs).

Section 6. The University shall ensure the autonomy of the UESC.

Section 7. The USC and CSCs shall have their respective official logos.

ARTICLE II DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The UE Student Council believes in the following principles and objectives:

- a. That access to education should be afforded to all in accordance with the rules and regulations of the University of the East, the policies of CHED and the laws of the Republic of the Philippines.
- b. That education should primarily be centered in the development of the students' social, political, cultural, spiritual and intellectual potentials so as to attain favorable and realistic goals.
- c. That a nationalistic, scientific and mass-oriented system of education shall be provided in order to respond to the genuine and fundamental aspirations and rights of the Filipino people in general and the Filipino students in particular.

Section 2. The UESC shall promote quality education that encourages critical thinking and the ability to make informed judgment, free of ideological dogmas and myths.

Section 3. The UESC shall be the supreme student body in the University's Manila Campus and shall be the highest policy-making body of the studentry.

Section 4. The UESC shall have the right to determine its policies, programs and activities and to implement them in accordance with the rules and regulations of the University of the East, the policies of CHED and the laws of the Republic of the Philippines.

Section 5. The UESC aims to:

- a. Develop a sense of unity, camaraderie and brotherhood among the students, faculty members and employees;
- b. Promote and uphold academic freedom;
- c. Disseminate vital and relevant information in order to develop a truly nationalistic, free and democratic Filipino youth and citizenry;
- d. Coordinate with different segments of the academic community and of society for the purpose of maintaining common interest for the good of the entire studentry in particular and of the nation in general;
- e. Instill a sense of responsibility among the students in serving the studentry and the people;
- f. Support the development of a universal, humanistic and scientific system of education, and
- g. Assist the faculty members, employees and other members of the academe in the promotion of moral, spiritual and intellectual development of the students.

ARTICLE III BILL OF RIGHTS OF STUDENTS

Section 1. Subject to limitations prescribed by law, and by the rules and regulations of the University of the East and the policies of CHED, the students shall have the rights herein enumerated in addition to other rights they may have under the constitution and other applicable laws:

- a. No student shall be subjected to any disciplinary action without due process of the law nor shall any student be denied equal protection of the laws.
- b. Students shall enjoy freedom of expression and shall have the right to peaceably assemble and petition the school authorities for redress of grievances.
- c. No administrative order, rule, regulation, circular, directive or any other related policies thereof shall be passed that violates students' rights and the free exercise thereof. In the event of violations of this article, the UESC shall exhaust all legal means possible to protect the rights of the students.
- d. The right of students to form associations for purposes not contrary to laws and school regulations shall not be abridged.
- e. Students shall have the right to publish a free newspaper and other similar publications.
- f. The right of students to invite speakers and/or resource persons for assemblies, convocations, symposia and other similar activities shall be upheld.
- g. Students shall have the right to the expeditious issuance of their official transcript of records, grades, certifications, diplomas, clearances and other similar documents.
- h. No student shall be denied access to his own official school records.
- i. No student shall be subjected to harassment, intimidation and other similar acts for violating administrative orders, regulations, rules, circulars, directives or any other policies.
- j. No Student Council officer shall be removed from office without due process of law.
- k. Access to information such as administrative orders, circulars, documents and decisions, subject to limitations as may be provided by law, shall be afforded to all students.

ARTICLE IV DUTIES AND RESPONSIBILITIES OF STUDENTS

Section 1. All bona fide students of UE shall have the following duties and responsibilities to:

- a. Observe and uphold at all times the Constitution of the University of the East Student Council, the policies of the University and of the

Commission on Higher Education (CHED) and other applicable laws of the land.

- b. Be concerned about national and local campus issues concerning them.
- c. Help establish an academic atmosphere conducive to learning and a harmonious relationship among members of the UE community.
- d. Assist the University authorities in disseminating among the students and educating them on the rules and regulations on student conduct and discipline.

Section 2. The student shall exercise the right and duty of suffrage.

Section 3. The rights of the students impose upon them the correlative duty to exercise these rights responsibly and constructively with high regards as to the rights of others.

ARTICLE V POWER, DUTIES AND FUNCTIONS OF THE UE STUDENT COUNCIL

Section 1. The UE Student Council shall:

- a. Adopt rules governing its conduct of meetings and activities.
- b. Organize and coordinate student activities designed to improve the general welfare of students as well as to prepare them for constructive citizenship.
- c. Represent the students in all major policy-making bodies of the University when so provided by rules and regulations promulgated by competent authority.
- d. Communicate and make recommendations to the UE President or other University officials on student matters, affairs and activities.
- e. Uphold academic freedom in the University and promote social awareness among students.
- f. Represent the University in off-campus activities involving student councils or organizations.
- g. Have such additional powers and duties as the University authorities may, from time to time, grant or delegate to it, consistent with its stated powers, duties and functions.

ARTICLE VI THE UNIVERSITY STUDENT COUNCIL

Section 1. The University Student Council (USC) shall be composed of a President, Vice President, Secretary, Treasurer, Auditor, Business Manager and Press Relations Officer, all elected at large in an election simultaneously held with the respective College Council elections.

Section 2. A Student Council Assembly (SCA) shall be formed within fifteen (15) days after the date of proclamation and shall be composed of the USC President, Vice President, Secretary and College Council Presidents.

The SCA shall formulate the council policies prior to the approval of the majority of the USC/CSC officers. It shall recommend from time to time, or as deemed necessary, approval of joint activities of the USC and CSCs to University authorities and perform other functions mentioned in Articles VII and IX.

Section 3. All officers of the USC shall assume office five (5) school days after the date of proclamation and shall serve for a term of one (1) school year and shall continue in office until a new set of officers and members have been elected and qualified, provided they are still bona fide students or have not graduated.

Section 4.

- a. Any permanent vacancy in the Office of the President shall be filled by the Vice President, provided that if a permanent vacancy occurs in the Office of the Vice President, the council shall elect from among the officers a new Vice President.
- b. If the President and the Vice President of the Council will be temporarily incapacitated, the remaining officers of the Council shall elect from among themselves an Acting President and Acting Vice President, both of whom shall relinquish their positions upon the return of the permanent officers. In no case shall the Council be dissolved or rendered inoperative.
- c. Any vacancy in the Office of the College Representative or College Council President as member of the SCA shall be filled, insofar as practicable, by the next officer in rank respectively from the College that he represents. In the event that no one among the remaining officers of the College Council are willing to fill the vacancy, the remaining officers may appoint any qualified student, subject to the approval of authorities.
- d. Any other vacancies shall be filled by the remaining officers from among themselves. In case no one among the remaining officers is willing to fill the vacancy, the remaining officers may appoint any qualified student.
- e. In case all the positions in the USC are left vacant, the outgoing officers shall have the power to appoint the Officer-in-Charge.

Section 5. Any vacancy which occurs by reason of non-enrollment of an officer shall automatically be filled by the next officer in rank. In case no one among the remaining officers is willing to fill the vacancy, the remaining officers may appoint any qualified student.

All appointments shall be subject to confirmation by the University officials concerned.

Section 6.

- a. “Permanent Vacancy” exists when an office has been vacated by reason of death, resignation, impeachment, expulsion from the University, disqualification from holding any elective or appointive position in the student council as a disciplinary sanction or part thereof, or permanent illness preventing the officer or member from performing the functions of his office.
- b. “Temporary Vacancy” exists when an office has been vacated by reason of temporary mental or physical incapacity, suspension, detention, or any other reason that will temporarily suspend or interrupt his performance of duties before the expiration of his term.

Section 7.

- a. The USC shall create the following standing committees:
 1. Student Welfare Committee
 2. Education and Research Committee
 3. Community Development Committee
- b. The USC may create any other special committee for student activities at the discretion of the USC President when the need arises.
- c. Regular committee meetings will be set by its members and/or special meetings may be called upon by the committee chairman when the need arises.

ARTICLE VII THE COLLEGE STUDENT COUNCILS

Section 1. All existing Colleges in the University, regardless of population, shall have their own College Student Council (CSC).

Section 2. The officers of each CSC shall be composed of a President, Vice President, Secretary, Treasurer, Auditor, Business Manager, Press Relations Officer and a representative from each year level where he belongs effective 1st semester of the next school year after elections, all elected at large by the constituents of the particular College except for first-year representative and shall serve for a term of one (1) school year.

A representative from the first year level shall be appointed by the majority of the College Council officers within fifteen (15) days from the opening of classes for the first semester of each school year.

Section 3. The CSC shall coordinate with the USC, provided that they

shall be autonomous in the management of their own internal affairs and in the implementation of their respective programs and activities.

Section 4. Rules, procedures, and programs adopted or approved by the CSCs shall uphold pertinent and applicable policies, adopted or approved by the USC provided that where inconsistencies exist, those adopted or approved by the USC shall prevail.

Section 5. The CSC shall:

- a. Plan and implement programs and projects for the College as approved by the University authorities concerned.
- b. Enforce rules and policies of the University in coordination with the USC.
- c. Appropriate student activity funds and administer them in the implementation of projects relevant to the needs of its constituents.

Section 6. Each College Council Representative shall be the grievance officer of his/her year level and shall perform other functions as delegated by the College Council President.

Section 7. The officers of the CSC shall perform powers, duties and responsibilities inherent to their respective positions.

Section 8. Any vacancy in the office of the CSC shall be filled by the remaining officers among themselves. In case no one among the remaining students is willing, the CSC may appoint any qualified student.

ARTICLE VIII POWERS AND DUTIES OF THE OFFICERS

Section 1. The President shall be the chief executive officer of the Council. It shall be his duty to:

- a. Sign all resolutions, communications, papers of the Council.
- b. Preside over all meetings of the Council, provided that in case he desires to take part in the debate or discussion he may name the Vice President or, in the absence of the latter, any member of the Council to take the Chair.
- c. Together with the other members of the SCA, hold or initiate dialogue with the University President or other University officials concerned on matters relating to student welfare.
- d. Together with the other members of the SCA, formulate and make amendments, whenever necessary, to the UE Election Code, which shall govern the rules and regulations of the general elections of the UE

Student Council with the supervision of a faculty member chosen by the majority of the SCA members.

- e. Create committees and appoint the Chairman, who in turn can appoint members of his Committee.
- f. Represent the Council in his official capacity as President on occasions and events where the council needs representation or act as official representative of the UE Studentry.
- g. Prepare the budget of the University Student Council with the aid of the USC Treasurer.
- h. Have direct supervision over the USC and its instrumentality and ensure that the policies are faithfully executed.
- i. Perform such other duties as may be necessary or incidental to the discharge and performance of the functions of his office and may be inherent with the position.

Section 2. The Vice President shall:

- a. Assist the President in all matters where his assistance is required.
- b. Aid the President in making necessary decisions concerning the studentry.
- c. Take over the function of the President whenever the office is left vacant by reason of death, resignation, illness, absence or physical or mental incapacity, or disqualification from office.
- d. Identify student problems and non-academic concerns and submit periodic reports to the President.
- e. Coordinate and monitor operations of the Student Council such as Special Projects and the activities of College Councils.
- f. Exercise such other functions as may be delegated to him by the President.

Section 3. It shall be the duty of the Secretary to:

- a. Be responsible for the safekeeping of the records and documents of the Council.
- b. Prepare and file communication and documents of the Council.
- c. Record the proceedings and meetings of the Council.
- d. Head the Secretariat Committee.
- e. Perform other duties related to the position as may be assigned by the President.

Section 4. The Treasurer shall:

- a. Assist the President in preparation of the budget of the Council.
- b. Act as a custodian of the funds of the council, including its bank deposit.
- c. Disburse the same in accordance with the appropriation of the Council.
- d. Keep all the financial records of the Council.

- e. Submit all financial reports at the end of the semester to the Council.
- f. Head the Finance Committee.
- g. Perform other duties related to the position as may be assigned by the President.

Section 5. The Auditor shall:

- a. Be responsible for establishing and maintaining a review and examination of the financial records of the Council.
- b. Audit the financial report of the Treasurer.
- c. Act as the Vice Chairman of the Treasurer in the Finance Committee.
- d. Perform other duties related to the position as may be assigned by the President.

Section 6. The Business Manager shall:

- a. Keep an inventory and take charge of all Council properties.
- b. Supervise all business and fund-raising activities of the Council.
- c. Make the necessary budgetary preparations in coordination with the Committee Chairmen for the activities of the Council.
- d. Head the Ways and Means Committee.
- e. Perform other duties related to the position as may be assigned by the President.

Section 7. The Public Relations Officer shall:

- a. Handle all matters related to information regarding activities of the Council.
- b. Keep the Council officers informed of its activities and meetings.
- c. Be responsible in giving proper and due publicity to the activities of the Council.
- d. Promote good relations with the press and the public.
- e. Answer inquiries about the Council.
- f. Head the Mass Media Committee.
- g. Perform other duties related to the position as may be assigned by the President.

ARTICLE IX

IMPEACHMENT AND DISCIPLINE OF COUNCIL MEMBERS

Section 1. if a Council officer fails to attend four consecutive regular Council sessions without informing the body of his status or reasons why he has not been attending or working, the body has the right to impeach or suspend him provided that his rights under the due process of the law are observed.

Section 2. Any officer of the Council may be impeached or suspended, as may be determined by the vote of the majority of the Council officers for any of the following causes:

- a. Any willful violation of this Constitution.
- b. Gross neglect of duty.
- c. Any disorderly behavior.
- d. Misuse and malversation of student funds.
- e. With record of misconduct or misbehavior at the SAO due to involvement in a disciplinary case or suspension, expulsion or dismissal from the University.
- f. Any other forms of misconduct, which undermines the integrity of the Council.

Section 3. For purposes of impeachment of USC officer/s, an impeachment proceeding shall be initiated by the SCA and an affirmative vote of at least majority of all officers of the USC and the CSC shall be required.

Section 4. For purposes of suspension, an affirmative vote of at least majority of those present, there being a quorum, at the disciplinary proceedings at which the penalty is being determined, shall be required, provided that:

- a. The members in attendance shall constitute a quorum; and
- b. The period of suspension shall not exceed one (1) month.

Section 5. The respondent/s shall have no right to vote in any of the disciplinary proceedings.

ARTICLE X QUALIFICATION OF OFFICERS

Section 1. Any student seeking any position in the UE Student Council must have a good academic standing in his College with no failing grades in any subject within two (2) successive semesters (including summer classes) except NSTP/ ROTC and PE immediately preceding the election; and no grade of X, LFR or its equivalent. In the event the student had incurred an X, LFR or its equivalent, the same shall have been removed prior to the filing of his certificate of candidacy except for College of Dentistry students who obtained X, LFR or its equivalent in clinical subjects.

Section 2. Must carry a minimum load of twelve (12) units at the time of the election and shall continue to carry the same minimum number of units in the next semester in order to be incumbent unless he is graduating in that semester.

Section 3. A resident of the University for at least two (2) successive semesters with a minimum load of twelve (12) units in each of the said semesters immediately prior to the election, except if he is a first- or second-year representative or a candidate from the Engineering Student Council, who must be a resident of the University for at least one (1) semester.

Section 4. With no record of misconduct or misbehavior as certified by the SAO.

Section 5. Only candidates who will be able to provide the necessary documents and requirements stated herein within the specified period of time shall qualify as official candidates for USC or CSC posts.

ARTICLE XI MEETING AND CONFERENCES

Section 1. Organizational meetings shall be held by the members of the UE Student Council five (5) school days after assumption of office to plan programs/ activities and thrusts of the Council for the school year.

Section 2. Regular meetings/sessions of the USC/CSC shall be held twice a month.

Section 3. A majority of the officers of the USC/CSC must be present for any meeting to constitute a quorum or conduct meetings/sessions.

Section 4. Special meetings of the USC/CSC may be called upon the request of a majority of all the members.

Section 5. Emergency meetings of the USC/CSC may be called by the Council President concerned.

Section 6. A joint session of the USC and CSC may also be held to tackle important matters as may be determined by the USC and CSC Presidents.

ARTICLE XII ELECTIONS

Section 1. The University-wide popular elections for the USC shall be held during the 2nd semester of each school year not later than the last week of February.

Section 2. The College-wide elections for the CSC shall also be held simultaneously with the USC elections during the 2nd semester of each school year not later than the last week of February.

Section 3. No student shall hold two (2) or more highest elective positions in the UE Student Council and any recognized student organizations at the same time.

Section 4. The election of the officers shall be through an automated system.

ARTICLE XIII COMMISSION ON ELECTIONS

Section 1. There shall be a Commission on Elections (COMELEC) which shall be responsible for the conduct of the elections of the UE Student Council. It shall be composed of advisers of the College Student Councils and two (2) non-partisan students from each College appointed by the adviser. The Chairman shall be elected from among the advisers of the COMELEC.

Section 2. To be a member of the COMELEC, a student must carry an academic load of at least twelve (12) units for the current semester, is non-partisan and has no record of misconduct or misbehavior as certified by the SAO.

Section 3. The Commission on Elections (COMELEC) shall be created within a reasonable period of time but not later than the first week of February before the general election.

Section 4. The COMELEC shall have the following specific powers and duties to:

- a. Receive and authenticate certificates of candidacy;
- b. Accredite student political parties and create criteria for accreditation;
- c. Promulgate, enforce and administer rules cited in the Election Code relative to the overall supervision and conduct of elections;
- d. Decide all cases pertaining to the screening of qualifications of candidates and such other matters related to the conduct of the elections;
- e. Provide official ballots and ballot boxes and other election materials and paraphernalia, and coordinate with the Superintendent of Buildings and Grounds and the Security Department through the Student Affairs Office for the use of facilities;
- f. Open the ballot boxes in the presence of poll watchers and inspectors immediately after the election;
- g. Announce the official results immediately after the canvassing of votes;
- h. Certify and proclaim within five (5) school days after the election all duly elected candidates; and
- i. Receive election protests submitted in writing forty-eight (48) hours from the closing of the election.

Section 5. If any election irregularity involves any member of the COMELEC, the UE Student Council shall create an Ad Hoc Committee to investigate and

recommend appropriate action to the University President through the SAO.

Section 6. Students who are members of the COMELEC are automatically disqualified from running for any office.

Section 7. The outgoing USC and CSC officers shall prepare a budget approved by University authorities concerned effective for the next election, to be incorporated in the overall budget of the Council.

Section 8. The COMELEC shall limit its expenses for student council elections and any other electoral exercise within the budget prepared by the USC and CSC and as approved by University authorities.

Section 9. The COMELEC shall submit to the SAO and the UE Student Council a detailed liquidation of expenses of the student council elections and other electoral exercises.

ARTICLE XIV ADVISERS

Section 1. The appointment of USC and CSC Advisers shall be approved by the Chancellor of the University or his duly authorized representative as chosen and nominated by the majority of the officers/members of USC/CSC concerned through channels. He may be a member of the faculty or the Administration.

Section 2. They shall be chosen for their integrity, credibility, honesty and commitment to serve the studentry and in accordance with the University policy on appointment of advisers.

Section 3. The Advisers of the USC and CSC shall:

- a. Receive and study reports from the USC/CSC such as periodic financial accomplishments and other special reports that may be required for the UE Student Council.
- b. Advise and assist the Council on its plans and programs, projects, and resolutions so as to ensure that all actions of the Council are in accordance with University rules and regulations.
- c. Perform other duties and responsibilities in accordance with University policies.

ARTICLE XV STUDENT ACTIVITY FUNDS

Section 1. The student activity funds of the UESC shall come from the contributions of the students to be included in the miscellaneous fees during registration and enrollment.

Section 2. Every student of the University shall be charged Php 30.00: Php 20.00 shall be apportioned for the CSC Student Activity Fund in accordance to their respective college enrollment; Php 10.00 shall be allocated to the USC Student Activity Fund.

Section 3. Collection of the Student Activity Funds shall be done by the Comptroller's Department. Within fifteen (15) school days after the end of enrollment, the University shall issue a check for deposit in an account in the name of the UE Student Council.

Section 4. The Accounting Department shall give reports to the USC and CSCs through the Student Affairs Office (SAO) regarding the appropriated budget or fund of the Council in the said semester, consequently, after the money is put in the bank.

Section 5. No money shall be paid out of the student activity funds of the UE Student Council, except in the pursuance of an authorized appropriation through a resolution of the UESC submitted by the Presidents of the USC and CSCs, respectively, and recommended for approval by the SAO Director or his duly authorized representative and approved by the University Finance Officer.

Section 6. No disbursement from the USC or CSC fund shall be made unless it is through a resolution duly approved and signed by the majority of the University Student Council or College Council officers, respectively, and recommended for approval by the Director of the Student Affairs Office or his duly authorized representative as approved by the University Finance Officer.

Section 7. The USC/CSC Treasurer shall submit a liquidation report to the Accounting Office within five (5) school days after the activity, duly signed and audited by the Treasurer, Auditor and President of the UESC, respectively, as noted by the SAO Director.

Section 8. The UESC shall render a financial report to the students. The same shall be published in the student publication within a reasonable period of time or immediately after each semester.

ARTICLE XVI AMENDMENTS AND REVISIONS

Section 1.

- a. The Constitution of the University of the East Student Council may be amended by a majority vote of all the Officers of the USC/CSC, provided that the proposed amendments must be presented in writing at the previous meeting of the UESC called for that purpose, and copies thereof be sent to all the Council officers at least ten (10) days prior to their

consideration.

- b. One-eight (1/8) of all bona fide students of the University may also propose amendments to this Constitution.
- c. A majority of the presidents of recognized student organizations or their duly authorized representatives in the University may propose amendments to this Constitution.

Section 2. Any amendments or revision in this Constitution shall become valid and part thereof when approved by a majority of the votes cast in a plebiscite held for the purpose, and upon prior approval of the President of the University.

ARTICLE XVII TRANSITORY PROVISIONS

Section 1. The First General Election under this Constitution shall be held after this Constitution is duly ratified in a plebiscite held for the purpose.

Section 2. The incumbent officers of the University Student Council and the College Student Councils shall continue in office until a new set of officers shall have been elected and qualified under this Constitution, provided they are still bona fide students or have not graduated.

Section 3. The current Commission on Elections (COMELEC) members shall continue in office until after a new set of members has been appointed in accordance with this Constitution.

Section 4. The Election Code shall take effect on the first general election and shall supercede the 1985 Election Code. The same shall be formulated in accordance with the provision of this Constitution.

ARTICLE XVIII EFFECTIVITY

Section 1. This Constitution shall take effect immediately upon the approval of the President and upon ratification by a majority of the votes cast in the plebiscite called for the purpose.

Section 2. This Constitution shall supercede the 1987 UE Studentry Constitution.



The 2021 Revised Constitution of the University of the East- Caloocan Studentry

PREAMBLE

We, the students of the University of the East–Caloocan, imploring the aid of Divine Providence, in order to attain the need to establish a student council that will represent and unite students, promote academic excellence, protect our rights, and foster a more collective spirit among the studentry and the society embodying our aspiration based on truth, justice, democracy, and peace, do hereby ordain and promulgate this Constitution.

ARTICLE I GENERAL PROVISIONS

Section 1. The name of this student organization shall be known as the University of the East–Caloocan Student Council (UECSC) with principal address at the University of the East, 105 Samson Road, Caloocan City.

Section 2. The Constitution shall provide the framework for the establishment and operation of the UECSC composed of the Central Student Council and the College Councils in accordance with the rules and regulations of the University of the East–Caloocan (UE Caloocan), the policies of the Commission on Higher Education, and the laws of the Republic of the Philippines.

Section 3. The office of the UECSC shall be located in appropriate places within the University.

Section 4. This Constitution shall apply to all bona fide students of UE Caloocan.

Section 5. Within the context of this Constitution, the following terms shall be defined:

- a. “University” signifies University of the East–Caloocan.
- b. “UECSC” refers to the Central Student Council and the College Councils as a whole.
- c. ”CSC” refers to Central Student Council.
- d. “CC” refers to College Council.
- e. The “council” refers to either the Central Student Council or any of the College Councils in their individual capacities.

Section 6: The University of the East Caloocan Student Council shall always maintain its autonomy from the University.

Section 7: The CSC and CC shall each have its respective official logo.

ARTICLE II DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The UECSC shall promote the University’s role in nation-building thus:

- a. It shall promote education which:
 1. Shall be accessible and affordable to all in accordance with the constitution of the country.

2. Shall develop the students' physical, mental, social, and spiritual potential.
3. Shall be nationalistic, scientific, and mass-oriented to be responsive to the genuine and fundamental aspiration and rights of the students.
4. Shall enhance critical thinking and develop the ability to make informed judgment free of dogmas and myths.

b. It shall disseminate vital and relevant information that may affect the Filipino youth and citizenry.

c. It shall unite with the student councils of other schools as well as with the various sectors of the society in pursuit of common interest, particularly in the establishment of a just and humane society.

ARTICLE III BILL OF RIGHTS OF STUDENTS

Subject to the limitations prescribed by law and by the University, a **bona fide** student shall have the right herein enumerated in addition to other rights embodied under this Constitution.

Section 1. Any student shall not be subjected to any disciplinary action without due process of law nor shall be denied equal protection of the laws.

Section 2. All students shall have the right to information on matters directly affecting their welfare or interest. This includes the right to be informed in an appropriate and timely manner by the administration about matters within the knowledge of the University that would significantly affect such welfare or interest, without the need of any inquiry or request by the students concerning the same, through an official announcement, letter, memorandum, or any other reasonable means, regardless of whether the matter involves a policy change, an unofficial act, or a mere change in the interpretation or implementation of a policy. Access to official records and other pertinent documents and paper pertaining to official acts, transactions, and decisions affecting a student's interest or welfare shall be afforded, subject only to reasonable regulations that may be imposed.

Section 3. Students shall enjoy freedom of expression and shall have the right to peaceably assemble and petition the school authorities for redress of grievances.

Section 4. No administrative order, rule, regulation, circular, directive, any other related policies thereof, or any changes in the interpretation or implementation of such policies, shall be passed which constitutes a violation of student's rights and the free exercise thereof.

Section 5. Students shall have the right to form associations for purposes not contrary to laws and school regulations.

Section 6. Students shall have the right to publish a student newspaper and other similar publications, subject to tenets of responsive journalism.

Section 7. Students shall have the right to invite speakers and/or resource persons for assemblies, convocations, symposia, and other similar activities.

Section 8. Students shall have the right to expeditious issuance of their official transcripts of record, grades, certifications, diplomas, clearances, and other similar documents.

Section 9. Students shall not be subject to harassment, intimidation, and other similar acts for violating administrative orders, regulation, rules, circulars, directives, or any other policies.

Section 10. Students shall be protected from the imposition of unfair or inappropriate treatment within campus grounds and the conduct of classes. They shall not be subject to:

- a. Any form of discrimination on the basis of gender, socio-economic status, beliefs, culture, disabilities, and other similar aspects.
- b. Denial of access to adequate services and facilities without due cause.
- c. The imposition of tuition and other fees increase without due consultation by the University.

Section 11. Any behavior outside of the campus and of class hours, excluding gross misconduct by an individual in their character as a student, shall not be subject to disciplinary action by the administration. Unless proven to be libelous in character or a direct attack to the personality of a University official, faculty, or employee causing injury, dishonor, discredit, or embarrassment, statements or posts made on any platform or medium by a student shall neither be held against them nor serve as basis for disciplinary action by a university official.

Section 12. Students shall have the right and the duty to vote and actively participate in all students' elections, referenda, and plebiscites,

Section 13. In the event of any violation of this Article, the UECSC shall exhaust all legal means to protect the rights of the students.

ARTICLE IV DUTIES AND OBLIGATION OF STUDENTS

Section 1. Every student shall at all times observe, adhere to, and abide by the laws of the country, rules and regulations of the University, and this Constitution.

Section 2. Every student shall help establish an academic atmosphere conducive to learning and a harmonious relationship among members of the UE Community.

Section 3. The Bill of Rights guaranteed in Article III imposes upon the students the correlative duty to exercise such rights responsibly and constructively with highest regard for the rights of others.

ARTICLE V POWERS, DUTIES AND FUNCTIONS OF THE UE STUDENT COUNCIL

The University of the East–Caloocan Student Council (UECSC) shall:

Section 1. Adopt its internal rules governing the conduct of meetings and official activities.

Section 2. Organize and coordinate with other bodies of student activities designed to improve the general welfare of the students as well as to prepare them to become responsible members of the society.

Section 3. Represent the students in all major policy-making bodies of the University when so provided by the rules and regulations promulgated by the competent authority.

Section 4. Involve itself in and be formally informed by the administration via an official announcement, letter, memorandum, or any other reasonable means in an appropriate and timely manner about any matter within the knowledge of the University such as an administrative order, rule, regulation, circular, directive, any other related policies thereof, or any changes in the interpretation or implementation of such policies that would have a significant effect on the welfare or interest of the students.

Section 5. Communicate and make recommendations to the Chancellor or other University officials on student matters, affairs, and activities.

Section 6. Uphold academic freedom in the University.

Section 7. Represent the University in off-campus activities involving student councils or organizations.

Section 8. Promote social awareness among students.

Section 9. Have such additional powers and duties as the University authorities may, from time to time, grant or delegate to it, consistent with its stated powers, duties, and functions.

ARTICLE VI CENTRAL STUDENT COUNCIL

Section 1. The Central Student Council (CSC) shall be the highest student council of the University whose power emanates from the studentry. It shall be responsible for formulating and implementing policies, rules, and regulations directly affecting the welfare and interest of the students pursuant to the objectives and principles set forth in this Constitution.

Section 2. The CSC shall exercise executive, legislative, and judicial functions.

Section 3. The CSC shall serve as the channel of communication among the different College Councils and coordinate their activities that are university-wide in scope and of common interest to the student body.

Section 4. The CSC shall adopt its own internal rules and government which shall be consistent with this Constitution.

Section 5. The CSC shall be composed of the following officers:

- a. President
- b. Vice President
- c. Executive Secretary
- d. Treasurer
- e. Auditor
- f. Public Relations Officer
- g. Business Manager

Section 6. The CSC officers shall be elected simultaneously with the College Council officers as may be provided by this Constitution and shall serve for a term of one (1) school year.

Section 7. The CSC may create any other special committee for student activities as the need arises.

ARTICLE VII THE COLLEGE COUNCILS

Section 1. All existing colleges in the University, regardless of population, may have their own College Council (CC).

Section 2. The different CC shall be composed of the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Auditor
- f. Public Relations Officer
- g. Business Manager
- h. Year-Level Representatives

Section 3. The CC officers shall be elected at large by the students of the particular college except for the year-level representatives and shall serve for a term of one (1) school year.

Section 4. The CC shall exercise executive, legislative, and judiciary functions.

Section 5. A representative from the first-year level shall be appointed by the majority of the CC officers within fifteen (15) school days from the opening of classes for the first semester of each year.

Section 6. The CC shall coordinate with the CSC, provided that they shall be autonomous in the management of their own internal affairs and in the implementation of their respective programs and activities.

Section 7. The CC can create special committees for student activities as the need arises.

Section 8. Rules, procedures, and programs adopted or approved by the CC shall uphold pertinent and applicable policies adopted or approved by the CSC, provided that where inconsistencies exist, those adopted or approved by the CSC shall prevail.

Section 9. The CC officers shall have the following powers, duties, and functions:

- a. Plan and implement programs and projects for the college as approved by

- the University authorities concerned.
- b. Enforce rules and policies of the University in coordination with the CSC.
 - c. Appropriate student activity funds provided for their college and administer them in the implementation of projects relevant to the need of its constituents.

Section 10. The CC officers shall perform other powers, duties, and responsibilities inherent in their respective positions.

ARTICLE VIII CENTRAL BOARD

Section 1. The Central Board shall be composed of the following:

- a. CSC President
- ii. CSC Vice President
- iii. CSC Secretary
- iv. CSC Treasurer
- v. CC Presidents

Section 2. The Central Board shall formulate council policies subject to the approval of the majority of the UECSC officers. It shall recommend, as deemed necessary, the approval of the joint activities of the CSC and CC to the University authorities.

Section 3. The Central Board shall be formally constituted within fifteen (15) days from the date of proclamation of the UECSC officers.

Section 4. A majority vote of all the members shall be necessary to promulgate the decision of the Central Board after careful consideration and full comprehension of the facts of the case.

ARTICLE IX POWERS AND DUTIES OF THE UECSC OFFICERS

Section 1. The CSC President shall be the Chief Executive Officer of the UECSC as well as the Chairman of the Central Board. The President shall:

- a. Preside over all meetings of the council.
- b. Sign all the documents, resolutions, and communications of the council.
- c. Officially represent the council in those occasions which warrant

- such representation.
- d. Appoint chairpersons of the committees, which the council may create.
 - e. Delegate works, assignments, and responsibilities to other officers and members that may not be prescribed by this Constitution.
 - f. Convene the council within two (2) weeks after proclamation of the UECSC officers.
 - g. Exercise such other powers inherent to their office and perform such other duties as may be necessary or incidental to the performance of their responsibility or as the council may provide.

Section 2. The Vice-President shall:

- a. Assist the President in all matters where their assistance is required.
- b. Aid the President in making necessary decisions concerning the studentry.
- c. Assume the Office of the President during temporary or permanent vacancy as stated in Article XIV.
- d. Exercise such other functions as may be delegated by the President.

Section 3. The Executive Secretary/Secretary shall:

- i. Be responsible for the safekeeping of records and documents of the council.
- ii. Prepare and send notices of meetings to all members concerned.
- iii. Prepare and file communication documents of the council.
- iv. Record the proceedings and meetings of the council.
- v. Perform other duties related to the position as may be assigned by the President.

Section 4. The Treasurer shall:

- i. Prepare the budget for the council with the aid of the President.
- ii. Act as custodian of the funds of the council, including its bank deposit.
- iii. Keep all financial records of the council.
- iv. Submit all financial reports at the end of the semester to the council.
- v. Perform other duties related to the position as may be assigned by the President.

Section 5. The Auditor shall:

- i. Be responsible for establishing and maintaining a review and examination of the financial records of the council.

- ii. Audit the financial reports of the Treasurer of the council.
- iii. Perform other duties related to the position as may be assigned by the President.

Section 6. The Public Relations Officer shall:

- i. Handle all matters related to information regarding activities of the council.
- ii. Keep the council informed of its activities and meetings.
- iii. Be responsible in giving proper and due publicity to the activities of the council.
- iv. Promote good relations with the press and the public.
- v. Answer inquiries about the council.
- vi. Perform other duties related to the position as may be assigned by the President.

Section 7. The Business Manager shall:

- i. Conceptualize, coordinate, and supervise all external and nonacademic activities of the council.
- ii. Keep an inventory and take responsibility of all council properties.
- iii. Be responsible for maintaining the supplies of the council office.
- iv. Perform other duties related to the position as may be assigned by the President.

Section 8. The Year-Level Representatives shall:

- i. Be responsible for the implementation and coordination of all policies, plans, and programs set by the CC with their respective year level.
- ii. Make themselves available for student consultation corresponding to their year level.
- iii. Perform other duties related to the position as may be assigned by the President.

**ARTICLE X
MEETING AND CONFERENCES**

Section 1. Organized meetings shall be held by the members of the council within two weeks from the date of proclamation of the UECSC officers to plan programs, activities, and policies of the council for the school year.

Section 2. Regular meetings and sessions of the council shall be held twice a month with due notice to all its members at least two (2) days from the scheduled meeting.

Section 3. Special meetings of the council may be called upon the request of the majority of all the members as certified by the Secretary.

Section 4. The Council President concerned may call for emergency meetings.

Section 5. A joint session of the CSC and CC may also be held to discuss important matters as may be determined by the CSC and CC Presidents.

Section 6. A majority of the officers of the council must be present for any meeting to constitute a quorum and be rendered valid and official.

ARTICLE XI QUALIFICATIONS OF OFFICERS

Section 1. A student seeking any position in the UECSC must:

- i. Have a good academic standing in their college with no failing grades and LFR marks in any subject within two successive semesters (including summer classes) except NSTP and PE immediately preceding the election. Candidates with any LFR mark must complete the LFR form before the filling of candidacy in order to be qualified.
- ii. Carry a minimum load of twelve (12) units at the time of the election and shall continue to carry the same minimum number of units throughout their term of office. Graduating students are disqualified from running for any elective position.
- iii. Be a bona fide student with at least two (2) successive semesters of residence at the University immediately prior to the election, except for a first-year candidate who must be a resident of the University for at least one (1) semester.
- iv. Have no record of misconduct as certified by the Student Affairs Office (SAO).

Section 2. All candidates for election must be an incoming student for the respective school year they are running for.

Section 3. Any candidate making misrepresentations or false entries in the Certificate of Candidacy shall be disqualified perpetually to run for any elective post thereon.

Section 4. A candidate must personally provide the necessary documents and comply with election requirements to qualify in the said election, unless current circumstances would render the personal provision of documents inappropriate or harmful to the welfare of the students. In the latter case, compliance via electronic means shall suffice, subject to reasonable rules and regulations as may be promulgated by the Commission on Elections.

Section 5. No officer shall hold two (2) executive positions in the UECSC and any recognized student organization at the same time. Executive positions include the President, Vice President, Secretary, Treasurer, and their equivalent.

ARTICLE XII ELECTION

Section 1. The university-wide popular elections for the CSC shall be held within two months before the end of the second semester of the academic year.

Section 2. The college-wide elections for the CC shall also be held simultaneous with the CSC elections within two months before the end of the second semester of the academic year.

Section 3. The election of the officers must be conducted via an electronic voting platform, subject to reasonable rules and regulations as promulgated by the Commission on Elections.

ARTICLE XIII COMMISSION ON ELECTIONS

Section 1. There shall be a Commission on Elections (COMELEC) responsible for the conduct of the election of the UECSC. It shall be composed of advisers of the UECSC approved by the Chancellor and two (2) non-partisan students from each college appointed by the adviser. The chairman shall be elected from among the advisers of the CC.

Section 2. To be a student member of the COMELEC, a student must carry an academic load of at least twelve (12) units for the current semester, be a non-partisan, and must have no record of misconduct or misbehavior as certified by the SAO.

Section 3. The COMELEC shall be created within a reasonable period but not later than the first week of February before the general election.

Section 4. The COMELEC shall have the following specific powers and duties:

- i. Enforce and administer all laws and regulations relative to the conduct of the election, plebiscite, referendum, and recall, according to this Constitution.
- ii. Receive and authenticate certificates of candidacy.
- iii. Accredite both student political parties and independent candidates and create criteria for accreditation.
- iv. Promulgate, enforce, and administer rules cited in the election code relative

to the overall supervision and conduct of elections.

- v. Decide all cases pertaining to the screening of qualifications of candidates and such other matters related to the conduct of the elections.
- vi. Provide the electronic voting platform and other election paraphernalia.
- vii. Open the database and reveal the unaltered official results generated by the electronic voting platform in the presence of poll watchers and inspectors immediately after the canvassing of votes.
- viii. Announce the official results once available.
- ix. Certify and proclaim all duly elected candidates within five (5) school days after the election.
- x. Receive election protests submitted in writing within forty-eight (48) hours from the closing of the election.
- xi. Respond to valid election protests in writing within twenty-four (24) hours after receipt.
- xii. Provide for an official format to be used in the *mítng de avance*.
- xiii. Hold an orientation before the *mítng de avance* to explain proper rules and regulations.

Section 5. If the occurrence of any fortuitous event or the presence of extraordinary circumstances would lead to irregularities in the electronic voting platform or the actual votes collected, the COMELEC shall have the sole authority to investigate and resolve any conflict or issues that arise from such in consultation with at least one (1) representative from each accredited student political party and all independent candidates.

Section 6. Should there be any election irregularity involving any member of the COMELEC, the outgoing UECSC shall create an ad hoc committee to investigate and recommend appropriate action to the Chancellor through the SAO.

Section 7. Students who are members of the COMELEC are automatically disqualified from running for any office.

Section 8. The COMELEC shall limit its expenses for the student council elections and any other electoral exercise within the budget prepared by the UECSC and as approved by the Chancellor.

Section 9. The COMELEC shall submit to the SAO and the UECSC a detailed liquidation of expenses of the student council elections and other electoral exercises.

ARTICLE XIV TENURE AND VACANCY

Section 1. All officers of the UECSC shall assume office two (2) weeks after the date of proclamation and shall serve for a term of one (1) school year, continuing in office until a new set of officers and members have been elected and qualified, provided that they are still bona fide students who have not graduated.

Section 2.

1. The Vice President shall fill any permanent vacancy in the Office of the President, provided that if permanent vacancy occurs in the Office of the Vice President, the council shall elect from among the officers, a new Vice President. If the President and Vice President of the council will be temporarily incapacitated, the remaining officers of the council shall elect from themselves an Acting President and Acting Vice President, both of whom shall resign from their positions upon the return of the permanent officers. In no case shall the council be dissolved or rendered inoperative.

(2) The remaining officers from among themselves shall fill any other vacancies. In case no one among the remaining officers is willing to fill the vacancy, the remaining officers may appoint any qualified student.

(3) In case all the positions in the council are left vacant, the outgoing officers shall have the power to appoint the Officer-in-Charge.

Section 3. The next officer in rank shall automatically fill any vacancy that occurs by reason of non-enrollment of an officer. In case no one among the remaining officers is willing to fill the vacancy, the remaining officers may appoint any qualified student.

All appointed officers shall be presented to the University authorities concerned for approval.

Section 4. All appointed officers shall be presented to the university authorities concerned for approval. All appointed officers shall inherit the powers, duties, and rights of the elected officers and shall serve only the unexpired term.

Section 5.

(1) Permanent vacancy exists when an officer has been vacated by reason of death, resignation, impeachment, expulsion from the University, disqualification from holding any elective or appointive position in the student council as a disciplinary sanction or part thereof, or permanent

illness preventing the officer or member from performing the functions of their office.

(2) Temporary vacancy exists when an officer has been vacated by reason of temporary mental or physical incapacity, suspension, detention, or any reason that will temporarily suspend or interrupt their performance of duties before the expiration of their term. In case such temporary incapacity is contested, the majority of the members of the council shall decide whether such incapacity exists.

ARTICLE XV IMPEACHMENT AND DISCIPLINE OF COUNCIL MEMBERS

Section 1. If a council officer fails to attend four (4) cumulative regular council sessions with no legitimate excuse or valid explanation, the body has the right to impeach or suspend them with the due process of law.

Section 2. Any officer of the council may be impeached or suspended, as may be determined by the vote of the majority of the council officers, for any of the following causes:

- i. Any willful violation of this Constitution;
- ii. Gross neglect of duty;
- iii. Any disorderly behavior;
- iv. Misuse and mishandling of student funds; and
- v. Record of misconduct or misbehavior at the SAO due to involvement in a disciplinary case or suspension, expulsion, or dismissal from the University.

Section 3. For purposes of the impeachment of council officers, the Central Board shall initiate an impeachment proceeding and an affirmative vote of at least majority of all officers of the council shall be required.

Section 4. For the purpose of suspension, an affirmative vote of at least majority of those present, there being a quorum, at the end of the disciplinary proceeding at which the penalty is being determined shall be required, provided that the period of suspension shall not exceed one (1) month.

Section 5. The officer subject of the impeachment shall be disqualified to vote in any of the disciplinary proceedings.

Section 6. No student council officer shall be removed from office without due process of law.

ARTICLE XVI STUDENT ACTIVITY FUNDS

Section 1. The student activity funds of the UECSC shall come from the contributions of the students to be included in the miscellaneous fees during the registration and enrollment period.

Section 2. Every student of the University shall be charged Php 30.00, Php 20.00 shall be apportioned for the CC Student Activity Fund in accordance to their respective college enrolment, and Php 10.00 shall be allocated to the CSC Student Activity Fund.

Section 3. Collection of the student activity funds shall be done by the Comptroller's Office, which shall issue a check for deposit in a separate bank account in the same name of the council.

Section 4. The Accounting Department shall give documented reports to the CSC and the CC through the SAO regarding the appropriated budget or fund of the council in the said semester after the money is put in the bank.

Section 5. All proposed projects of the council requiring funds must be submitted to the SAO for approval by the Chancellor in the form of a resolution signed by all officers of the council.

Section 6. The Treasurer shall submit a liquidation report to the Accounting Office within ten (10) school days after the activity duly signed and audited by the Treasurer, Auditor, and President of the council as noted by the SAO Director.

ARTICLE XVII ADVISERS

Section 1. The student activity funds of the UECSC shall come from the contributions of the students to be included in the miscellaneous fees during the registration and enrollment period.

Section 2. Every student of the University shall be charged Php 30.00, Php 20.00 shall be apportioned for the CC Student Activity Fund in accordance to their respective college enrolment, and Php 10.00 shall be allocated to the CSC Student Activity Fund.

Section 3. Collection of the student activity funds shall be done by the Comptroller's Office, which shall issue a check for deposit in a separate bank account in the same name of the council.

Section 4. The Accounting Department shall give documented reports to the

CSC and the CC through the SAO regarding the appropriated budget or fund of the council in the said semester after the money is put in the bank.

Section 5. All proposed projects of the council requiring funds must be submitted to the SAO for approval by the Chancellor in the form of a resolution signed by all officers of the council.

Section 6. The Treasurer shall submit a liquidation report to the Accounting Office within ten (10) school days after the activity duly signed and audited by the Treasurer, Auditor, and President of the council as noted by the SAO Director.

ARTICLE XIX AMENDMENTS AND REVISIONS

Section 1.

(1) The Constitution of the UECSC may be amended by a majority vote of all the officers of the UECSC, provided that the proposed amendments must be presented in writing at the previous meeting of the UECSC called for that purpose and that copies thereof be sent to all council officers at least ten (10) days for its consideration.

(2) Two-thirds (2/3) of all bona fide students of the University may also propose amendments to this Constitution.

(3) A majority of the presidents of the recognized student organizations or their duty authorized representatives may also propose amendments to this Constitution.

Section 2. Upon prior approval of the Chancellor of the University, any amendment or revision in this Constitution shall become valid when approved by a majority of the votes cast in a plebiscite held for that purpose.

ARTICLE XX TRANSITORY PROVISION

Section 1. The first general election under this Constitution shall be held after this Constitution is duly ratified in a plebiscite held for that purpose.

Section 2. The incumbent officers of the UECSC shall continue in office until a new set of officers have been elected and qualified under this Constitution, provided they are still bona fide students and have not graduated.

Section 3. The current COMELEC members shall continue in office until after a new set of members has been appointed in accordance with this Constitution.

Section 4. The Election Code of 2004 shall take effect on the first general election and shall supersede the previous election code. The same shall be formulated in accordance with the provisions of this Constitution.

ARTICLE XXI EFFECTIVITY

Section 1. The Constitution shall take effect immediately upon approval of the Chancellor and upon ratification by a majority of the votes cast in a plebiscite called for that purpose.

Section 2. The Constitution shall supersede the 1987 and 2004 Revised Constitutions of the University of the East–Caloocan Studentry.



The Election Code of the University of the East Student Council (UESC)

MANILA CAMPUS

ARTICLE I GENERAL PROVISIONS

Section 1. Title – This decree shall be known and cited as “The Election Code of the University of the East Student Council – Manila Campus.”

Section 2. Applicability – This code shall govern the election of officers of the University Student Council and College Student Councils of the University of the East, namely:

- a. College of Arts and Sciences Student Council
- b. College of Business Administration Student Council
- c. College of Computer Studies and Systems Student Council
- d. College of Dentistry Student Council
- e. College of Education Student Council
- f. College of Engineering Student Council

and to the extent appropriate, all referenda and plebiscites.

Section 3. Date of Election – The election of the University Student Council and College Student Councils shall be held during the 2nd semester of each school year not later than the last week of February, unless the Commission on Elections (COMELEC) postpones the election for any serious cause.

Section 4. Election and Campaign Periods – The election period shall be fixed by the COMELEC in accordance with Article XII of the Revised UE Studentry Constitution. The campaign period shall not be more than fifteen (15) days immediately preceding the election, excluding the day before and the day of the election.

Section 5. Obligation to Vote – It shall be the obligation of every bona fide UE student from the Colleges mentioned in this Code to cast his vote.

Section 6. Postponement of Election – When for any serious cause such as violence, loss or destruction of election paraphernalia or records, force majeure, and other analogous causes of such nature that the holding of a free, orderly and honest election should become impossible, the COMELEC, motu proprio or upon a verified petition by any interested party, and after due notice and hearing, whereby

all interested parties are afforded equal opportunity to be heard, shall postpone the election therein to a date of the election not held, suspended or which resulted in a failure to elect but not later than thirty (30) days after the cessation of the cause for such postponement or suspension of the election or failure to elect.

Section 7. Failure of Election – If on account of force majeure or any serious cause, the election in any voting center has not been held on the date fixed or has been suspended before the hour fixed by law for the closing of the voting and such failure or suspension of election in any voting center would affect the result of the election, the COMELEC may, on the basis of a verified petition and after due notice and hearing, call for the holding or continuation of the election on a date specified on the said petition or reasonably close to the date of the election not held or suspended.

Section 8. Election Code to be Available in Voting Centers – A printed copy of this Code in English and Filipino shall, whenever possible, be made available in every voting center on voting day, in order that it may be readily be consulted in need thereof.

Section 9. Failure to Assume Office – The office of any officer elected who fails or refuses to take his oath of office within one (1) month from his proclamation shall be considered vacant, unless the said failure is for a cause or causes beyond his control.

ARTICLE II

COMPOSITION OF THE UNIVERSITY STUDENT COUNCIL, STUDENT COUNCIL ASSEMBLY AND THE COLLEGE STUDENT COUNCILS

Section 10. Composition of the University Student Council – The University Student Council (USC) shall be composed of a President, Vice President, Secretary, Treasurer, Auditor, Business Manager and Press Relations Officer, all elected at large in an election simultaneously held with the respective College Student Council elections.

Section 11. Composition of the Student Council Assembly (SCA) – The SCA shall be composed of the elected USC President, Vice President, Secretary and College Student Council Presidents.

Section 12. Composition of the College Student Councils – Each College Student Council shall be composed of a President, Vice President, Secretary, Treasurer, Auditor, Business Manager, Press Relations Officer and Representative from each year level where he belongs effective 1st semester of the next school year after the elections.

ARTICLE III ELECTION OF OFFICERS AND REPRESENTATIVES

Section 13. Election of University Student Council Officers – The University Student Council officers, namely the President, Vice President, Secretary, Treasurer, Auditor, Business Manager and Press Relations Officer, shall be elected at large.

Section 14. Election of College Student Council Officers – Each set of officers of the various College Student Councils composed of the President, Vice President, Secretary, Treasurer, Auditor, Business Manager, Press Relations Officer and Representatives shall be elected by the bona fide students of the respective Colleges, except for First-Year Representatives who shall be appointed by the majority of the College Student Council officers within fifteen (15) days from the opening of classes in the first semester of each school year.

ARTICLE IV ELIGIBILITY OF CANDIDATES AND CERTIFICATE OF CANDIDACY

Section 15. Qualifications for Officers of the USC and CSC – Any student seeking any position in the UE Student Council must:

- a. Have a good academic standing in his College with no failing grades in any subject within two (2) successive semesters (including summer classes) except NSTP/ROTC and PE immediately preceding the election; and no grade of X, LFR or its equivalent. In the event that the student had incurred an X, LFR or its equivalent, the same shall have been removed prior to the filing of his certificate of candidacy, except for College of Dentistry students who obtained X, LFR or its equivalent in clinical subjects.
- b. Carry a minimum load of twelve (12) units at the time of the election and shall continue to carry the same minimum number of units in the next semester in order to be incumbent, unless he is graduating in that semester.
- c. Be a resident of the University for at least two (2) successive semesters with a minimum load of twelve (12) units in each of the said semesters immediately prior to the election, except if he is a First- or Second-Year Representative or a candidate from the Engineering Student Council who must be a resident of the University for at least one (1) semester.
- d. Have no record of misconduct or misbehavior as certified by the SAO.

Section 16. Disqualification – Only candidates who will be able to provide the necessary documents and requirements stated herein within the specified period of time set by the COMELEC shall qualify as official candidates for USC or CSC posts. Any candidate who, in an action or protest in which he is a party is declared by final decision of the majority of the COMELEC members, was found

guilty of having violated the rules and regulations governing student elections shall be disqualified from continuing as a candidate, or if he has been elected, from holding office.

Section 17. Effects of Disqualification and Priority – The COMELEC shall give priority to cases of disqualification by reason of violation of these rules to the end that a final decision shall be rendered not later than five (5) days in which the disqualification is sought.

Section 18. Certificate of Candidacy – Every interested candidate should file a sworn certificate of candidacy not later than the day before the beginning of the campaign period fixed in accordance with this Code. No student shall be eligible for more than one elective office.

Section 19. Contents of Certificate of Candidacy – **The certificate of candidacy shall state that the person filing it is announcing his** candidacy for the office stated herein and that he is eligible for such office, if for representative,

- (1) The curricular year level which he seeks to represent whether he is filling it as a nominee of a political party or group to which he belongs, if any; the college and the curricular year level to which he belongs;
- (2) His class schedule;
- (3) His post office address for all election purposes; that he will uphold the Constitution of the UE Studentry as well as the rules and regulations of the University of the East; that he will maintain true faith and allegiance thereof; that he will obey the laws, legal orders and decrees promulgated by the duly constituted authorities; that the obligation imposed by his oath is assumed voluntarily, without mental reservation or purpose of evasion; and that the fact stated in the certificate of candidacy are true to the best of his knowledge. Provided that a candidate shall use only the name by which he is enrolled in the University of the East. A certificate of candidacy not in accordance with this provision shall not be accepted.

Section 20. Other Requirements – The person filing a certificate of candidacy shall also submit

- 1) Two copies of his latest 2” x 2” photograph;
- 2) A statement in duplicate containing his information sheet and general program of action not exceeding one hundred (100) words;
- 3) Photocopy of his current registration card;
- 4) Grade sheets for two (2) preceding successive semesters.

Section 21. Candidates for the Same Office Bearing the Same Name and Surname – When there are two or more candidates for an office with the same name and surname, each candidate, upon being made aware of such fact, shall state his paternal and maternal surnames.

Section 22. Withdrawal or Cancellation of Certificate of Candidacy – Withdrawal or cancellation of certificate of candidacy shall be made through a sworn statement of withdrawal or cancellation at any time before the day of election.

Section 23. Candidates in Case of Death, Withdrawal or Disqualification of Another – If after the last day of filing certificates of candidacy, a candidate with a certificate of candidacy duly filed should withdraw or be disqualified for any case, any student voter qualified for the office may file his certificate of candidacy for the office in accordance with the preceding sections on or before the mid-day of the day of the election.

ARTICLE V THE COMMISSION ON ELECTIONS

Section 24. The Commission on Elections (COMELEC) shall be responsible for the conduct of the elections of the UE Student Council. It shall be composed of advisers of the College Student Councils and two (2) non-partisan students from each College appointed by the adviser. The Chairman of the COMELEC shall be elected from among the advisers.

The President of the University Student Council shall sit as an ex-officio member of the COMELEC for purposes of carrying out its duties as the official representative of the UESC in matters concerning the election budget, appointment of Election Committee members, and other related concerns for which representation of the Council is deemed necessary in accordance with the UE Studentry Constitution.

Section 25. To be a member of the COMELEC, a student must carry an academic load of at least twelve (12) units for the current semester, is non-partisan and has no record of misconduct or misbehavior as certified by the SAO.

Section 26. The Commission on Elections (COMELEC) shall be created within a reasonable period of time but not later than the first week of February before the general election.

Section 27. As conferred upon by the UE Studentry Constitution, the COMELEC shall have the following specific powers and duties to:

- a. Receive and authenticate certificates of candidacy.
- b. Accredit student political parties and create criteria for accreditation.
- c. Promulgate, enforce and administer rules cited in the Election Code relative to the overall supervision and conduct of the elections.
- d. Decide all cases pertaining to the screening of qualifications of candidates and such other matters related to the conduct of the elections.
- e. Provide official ballots and ballot boxes and other election materials and paraphernalia, and coordinate with the Superintendent of Buildings and Grounds and the Security Department through the Student Affairs Office for the use of facilities.
- f. Open the ballot boxes in the presence of poll watchers and inspectors immediately after the elections.
- g. Announce the official results immediately after the canvassing of votes.
- h. Certify and proclaim within five (5) school days after the elections all duly elected candidates; and
- i. Receive election protests submitted in writing forty-eight (48) hours from the closing of the elections.

Section 28. Other Powers and Functions – In addition to these powers, the COMELEC shall have exclusive charge of the enforcement and administration of this Code.

Section 29. If any election irregularity involves any member of the COMELEC, the UE Student Council shall create an Ad Hoc Committee to investigate and recommend appropriate action to the University President through the SAO.

Section 30. Students who are members of the COMELEC are automatically disqualified from running for any office.

ARTICLE VI POLITICAL PARTIES

Section 31. Political Party – “Political Party” or party, when used in this Code, means an organized group of students in the University pursuing the same ideology, political ideas, platforms or general program of action. To qualify it for subsequent reaccreditation, and to entitle it to the rights and privileges herein granted to political parties, a political party shall first be duly registered with the COMELEC.

Section 32. Registration – Any organized group of students seeking registration as a student political party may file with the COMELEC a verified petition attaching thereof its constitution and by-laws, platforms or general program of action, list of officers and members, membership forms/bio-data and such other relevant information as may be required by the COMELEC. The COMELEC shall, after due notice and hearing, resolve the petition within ten (10) days from the date it is submitted for decision.

No religious sect shall be registered as a political party and no political party which seeks to achieve its goal through violence shall be entitled to accreditation.

Annual reaccreditation of political parties shall be required by the COMELEC.

ARTICLE VII WATCHERS

Section 33. Official Watchers of Political Parties/Candidates – Every registered political party or group shall be entitled to not more than two (2) watchers in every voting center and every independent candidate to one (1) watcher in each center.

No person shall be appointed watcher unless he is a qualified student voter of the University and with no record of misconduct before the Student Affairs Office.

Each political party or independent candidate shall furnish the COMELEC with the list of official watchers of the political party or candidate within a reasonable time fixed by the COMELEC before the date of the elections.

Section 34. Duties and Prerogatives of Watchers – Upon entering the voting center, the watcher shall present his Identification Card/Name Plate issued by the COMELEC and deliver his appointment and forthwith his name shall be recorded in the minutes. The appointment of all poll watchers shall bear the personal signature of the registered candidate for the presidency or his authorized representative from the political party, except for independent candidates.

The watchers shall have the right to stay in a designated place within the voting center. They shall have the right to witness and inform themselves of the conduct and proceedings of the COMELEC members, including the counting of votes, as well as election returns, tally boards and ballot boxes, and to file a protest against any irregularity or violation of law which they believe may have been committed by any Election Committee or COMELEC member.

ARTICLE VIII CAMPAIGN AND ELECTION PROPAGANDA

Section 35. Election Campaign activities falling under the term “Election Campaign” are the following:

- 1) Forming organizations, associations, clubs, committees or other groups of persons for the purpose of soliciting votes for a candidate;
- 2) Making speeches, announcements or commentaries for any candidate;
- 3) Printing, importing, publishing or distributing campaign literature or materials;

- 4) Directly or indirectly soliciting votes, pledges or support for a candidate.
- 5) Giving, soliciting or receiving contributions for election campaign purposes, either directly or indirectly; and
- 6) Establishing headquarters for every party or group during the campaign period.

Section 36. Time for Election Campaign – Election campaign activities should be done only during the election campaign period fixed under the rules and, in special cases, during the period fixed by the Commission on Elections.

Section 37. Intervention of Outsiders – It shall be unlawful for outsiders or non-students of the University of the East to take part in or influence in any manner any election of the Student Councils in the University, or to contribute or make any expenditure in connection with any election campaign.

Section 38. Lawful Election Propaganda – Lawful election propaganda shall include:

- 1) Pamphlets, leaflets, cards, decals, stickers or other written or printed materials of any size not more than eight and one-half inches in width and fourteen inches in length.
- 2) Handwritten or printed letters urging voters to vote for any candidate.
- 3) One streamer for the whole slate of each party for every College and one streamer for the University Student Council candidates of each party, both with an area not exceeding three yards in size.
- 4) All other forms of election propaganda not prohibited by this Code as the COMELEC may authorize.
- 5) All the above propaganda materials shall bear the signatures of the following:
 - a) Central or College COMELEC Chairman for University Student Council or College Student Council.
 - b) Student Affairs Office Director as authorized by the Chancellor.

Section 39. Renewal, Destruction or Defacement of Lawful Election Propaganda Prohibited – It shall be unlawful for any person during the campaign period to remove, destroy, obliterate or in any manner deface or tamper with or prevent the distribution of lawful election propaganda.

Section 40. Prohibited Forms of Election Propaganda – It shall be unlawful for candidates or political parties to:

- a) Print, publish, post or distribute any poster, pamphlet, circular, handbill or printed matter urging voters to vote for or against any candidate unless they bear the names and addresses of the printer and payor.

- b) Erect, put up, make use of, attach, float or display any billboard, tinplate-poster and the like, of whatever size, shape, form or kind, advertising for or against any candidate or political party.

Any prohibited election propaganda gadget, advertisement or poster shall be stopped, confiscated or torn down by the COMELEC.

Section 41. Room-to-Room Campaigns – Candidates shall be allowed to conduct a fifteen-minute class-hour campaign for the duration of the campaign period.

Section 42. Holding of “Miting De Avance” or Presentation of General Program of Action and Other Political Activities – Subject to the rules and regulations of the University, the COMELEC shall hold the “Miting de Avance” or Presentation of General Program of Action during the last day of the campaign period. The Presidential Candidates for the University Student Council and College Student Councils from each political party shall present their general program of action to the students and answer relevant questions raised during the open forum.

Political activities of the political parties during the election period shall be regulated by the COMELEC. The activities of political parties shall cease after the UESC elections.

Section 43. COMELEC White Boards and Poster Areas – Whenever practicable, the Commission shall also designate and provide for a common poster area; posters shall be placed in white bulletin boards located in strategic places within the University premises in coordination with the Student Affairs Office and other offices concerned. The boards shall be allocated free of charge, equally and impartially by the COMELEC among all candidates concerned.

ARTICLE IX VOTES

Section 44. List of Voters – There shall be a master list of voters to be provided automatically by the Information Technology Department (ITD) or the Department of Registration and Records Management (DRRM) to the COMELEC every semester of each school year from those enrolled in the University arranged alphabetically per College and per year level.

ARTICLE X VOTING CENTERS

Section 45. Requirements for Voting Centers – Each College of the University shall put its own voting centers, the number of which shall depend on or upon the size of enrollment in the College and according to the discretion of the respective College COMELEC Chairmen. Separate voting centers for different curricular year levels must be maintained per College to facilitate voting.

Section 46. Arrangement of Voting Centers – The physical arrangements of the voting centers must be in accordance with the specifications of the COMELEC and shall be uniform for all the Colleges concerned.

ARTICLE XI ELECTION COMMITTEES

Section 47. Appointment of Election Committee – The Commission on Elections, together with the President of the University Student Council as an ex-officio member, shall appoint in writing the members of the Election Committee for every voting center at least ten (10) days before the elections, subject to confirmation by University authorities.

Section 48. Composition of Election Committee – Each set of Election Committees shall be composed of one (1) Faculty Supervisor and two (2) poll clerks for every voting center.

Section 49. Function of the Election Committee – With the supervision of the COMELEC Faculty Commissioner and two (2) Student Commissioners in each College, the first Election Committee shall conduct the voting from the opening of the poll at 9:00 a.m. up to 1:00 p.m. of the election day; the second Election Committee shall conduct the voting from 1:00 p.m. to 6:00 p.m. of the same election day to assure continuous, uninterrupted voting. The Chairman of the COMELEC, together with the Faculty Commissioner and two (2) student commissioners in each College, shall compose the third Election Committee, which shall conduct the counting and canvassing of ballots cast immediately upon closing of the polls until finished. The USC President shall likewise be present during the conduct of elections.

Section 50. Functions of the Members of the Election Committee:

- 1) A Faculty Supervisor shall oversee the orderly and peaceful conduct of elections and counting of votes, and prepare reports and minutes, for final submission to the College COMELEC.
- 2) One (1) Poll Clerk shall give out ballots to voters and receive accomplished ballots for putting inside ballot boxes.

- 3) One (1) Poll Clerk shall act as an election registrar and shall check the identity and identification documents of the voters and require the signing of the list of votes against respective names in the master list of voters.
- 4) Student Commissioners acting as canvassers shall assist in the counting of votes by writing down the number of votes per candidate as they are read by the Faculty Commissioner on the tabulation sheets.

Section 51. Voting Privilege of the Student Committee Members – Students who are members of the Election Committee may cast their votes in their respective voting centers of their duty hours.

ARTICLE XII OFFICIAL BALLOTS

Section 52. Official Ballots – The official ballots shall be of uniform size and color and shall be provided to all student voters.

The COMELEC is hereby empowered to prescribe a different form of ballot to facilitate voting and to use or adopt the latest technological and electronic devices subject to the approval of the UESC and of University authorities based on the availability of equipment.

Section 53. Printing of Official Ballots – The official ballots shall be printed by a printing office under the exclusive supervision and control of the Commission on Elections.

Section 54. Storage and Care of Official Ballots – The COMELEC shall be charged with the storage and care of the official ballots in the designated COMELEC headquarters. The COMELEC, through its faculty Commissioner and two (2) Student Commissioners in each College, shall be charged with the distribution of the official ballots from the COMELLEC headquarters to every voting center located in each College, not earlier than one (1) hour before the opening of the polls at 8:00 am. They shall see to it that there is a continuous supply of official ballots in every voting center and shall be responsible for the return of the ballots boxes with counted votes upon the termination of the canvassing under the supervision of the COMELEC Chairman.

**ARTICLE XIII
APPRECIATION OF VOTES**

Section 55. How Votes Shall be Appreciated – Votes shall be appreciated as follows:

1. A candidate shall be credited with as many number of votes as are clearly written in his favor, for the position he is aspiring for, provided either his name and surname or his surname is written on the ballot. In the event that there are two candidates for the same position bearing the same surname and the voter wrote the surname alone, neither of the candidates shall be credited with the vote.
2. All ballots with erasures and alterations shall be considered “SPOILED” and therefore not counted in favor of any candidate.
3. Wrong spelling of names/surnames written on ballots shall be likewise considered “MARKINGS” and will render the ballot “SPOILED” and therefore not counted in favor of any candidate.
4. Waivers of the above shall be allowed upon concurrence of the faculty supervisor and poll watchers of contending parties.

**ARTICLE XIV
EFFECTIVITY**

Section 56. This Code shall take effect upon the approval of the President of the University of the East.





UE Student Manual

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