



MAPÚA  
UNIVERSITY

# STUDENT DISCIPLINE HANDBOOK



## **STUDENT RULES AND REGULATIONS**

The student rules and regulations contained in this handbook are the product of serious and mature deliberation made by the Mapúa University using the Manual of Regulations for Private Higher Education as guidelines.

This handbook is the offshoot to the Commission on Higher Education's (CHED) issuance, pursuant to the pertinent provisions of the 1987 Constitution, Act No. 2706 as amended by Act No. 3075, Commonwealth Act No. 180, Batas Pambansa Bilang 232, Republic Act 7722 and other applicable legislations.

Policies stipulated in this Student Discipline Handbook have been adopted in the firm belief that they will promote the welfare of the student population.

The Student Discipline Handbook of Mapúa University supersedes all previously issued Student Discipline Handbooks. It applies to all current students of Mapúa regardless of year of entry to the University. This Handbook shall take effect starting S.Y. 2020-2021.

The Student Discipline Handbook is subject to periodic reviews and modifications as may be recommended by the Office of the Executive Vice-President for Academic Affairs (OEVPA) and approved by the Office of the President (OP).

### **RATIONALE**

Education is a cooperative enterprise of both the teacher and the learner. It requires mutual and coordinated efforts from both parties for it to be effective. For Mapúa, to achieve its desired educational goals, the entire academic community needs to subscribe and adhere not only to the fundamental objectives of effective learning but also to the development of moral character expected of educated men and women.

As mandated under Article XIV, Sec. 3 (2) of the 1987 Philippine Constitution "All educational Institutions shall teach the rights and duties of the citizenship, strengthen ethical and spiritual values, and develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency. Mapúa University, as a Higher Education Institution, with the primary goal of imparting knowledge to its students, strives to meet its implicit "built in" obligations by providing its students with an atmosphere conducive to learning and by formulating and implementing rules and regulations as provided by the law.

Section 102 (under Student Discipline) of the Manual of Regulations for Private Higher Education (MORPHE)), provides that every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus and beyond school hours, term or year on the instances as follows:

1. where school policies or regulations are violated; and,
2. where the misconduct involves or affects a student's status, or the good name or reputation of the school.

A student enrolling in the University assumes an obligation to conduct himself in a proper and irreproachable manner as a bona fide member of the academic community and should not hamper the University from discharging its educational functions. He must accept the rules and regulations which the University prescribes for the members of the academic community to enable it to fulfill effectively its educational mission.

Therefore, all students and faculty members shall abide by and observe the rules and regulations herein set forth. They are urged to refrain from committing any offense which is inimical to the good of the students in particular and the whole academic community in general.

## **I. OFFICE OF THE PREFECT OF DISCIPLINE**

The Office of the Prefect of Discipline (OPD) aims to promote DISCIPLINE in accordance with the Mapúa University Core Values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Furthermore, the OPD envisions providing guidance for the integral development of student's moral values, habits, ethics and ideals to become a responsible and better person in the future.

The OPD also strives to take part in creating an environment that is conducive to learning by implementing rules and regulations aligned with the Student Discipline Handbook and which reflect Mapúa's Core Values.

The following are the functions and responsibilities of this office:

- to inform students of their rights and responsibilities;
- to apprise students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teachers, employees, and

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administrative officers; and also to ensure that due process as provided under Section 105 of the Manual for Private Higher Education is observed in every administrative proceeding. This requires that:

1. the student is informed in writing of the nature and cause of any accusation against him, and required the accusation in writing. If the student is minor, the parent or guardian shall be furnished with a copy of the show cause letter;
2. if the student denies the allegations or alleges some fact or matter in justification or mitigation of the offense, and the issues are complex and/or sensitive in nature, the University may form a fact-finding committee to hear and receive evidence; (Please refer to page 5, part III (Authority of the Prefect of Discipline));
3. in all stages of the proceedings, the student has the right to assistance of a counsel of his own choice;
4. the student has the right to examine the evidence presented against him, to ask clarificatory questions through the fact finding committee, and to present evidence on his behalf;
5. the fact-finding committee consider the pieces of evidence received during the proceedings;
6. the student is informed in writing of the decision promulgated in his case;
7. if the student is found liable for the offense charged, the punishment imposed is commensurate to the nature and gravity of the offense.

The Office of the Prefect of Discipline (OPD) offers the following services:

- Resolution of disciplinary cases and other student concerns
- Issuance of Certificate of Good Moral Character
- Processing of Affidavit of Loss

### 1.1 AUTHORITY OF THE PREFECT OF DISCIPLINE

The authority of the Prefect of Discipline depends on the gravity and complexity of the case.

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- I. The Prefect has the authority to investigate, decide, and impose sanctions on minor offenses. He has the same authority with respect to major offenses where the imposable penalty is suspension for less than one term when such penalty is imposed, provided that appropriate notices are sent to the OEVPA and the Legal Affairs Department of the University.
- II. The Prefect may recommend to the EVPAA the disposition of cases involving major offenses where the equivalent sanctions are suspension for one (1) term or more.
- III. The Prefect may, at his discretion, recommend to the EVPAA the creation of a Committee on Decorum and Investigation (CDI) in complex cases or those that are sensitive in nature. Once constituted, the CDI shall then have jurisdiction to handle cases involving major offenses as specified in this Handbook.

The Committee on Decorum and Investigation (CDI) is ideally composed of, but not limited to, the following:

- a) MU Legal Counsel;
- b) Prefect for Discipline;
- c) Director for Guidance and Counseling;
- d) Faculty Member;
- e) Non-teaching Employee
- f) Student Council Officer or student leader.

### 1.2 STUDENT'S GENERAL BEHAVIOR

Mapúa students are expected to embody and practice the school's core values – Discipline, Excellence, Commitment, Integrity, and Relevance. In the same manner, Respect, Courtesy, and Politeness are given emphasis in order to create an atmosphere conducive to learning.

## II. DEFINITION OF TERMS

**Authority** - the power to determine, adjudicate, or otherwise settle issues or disputes; jurisdiction; the right to control, command, or determine.

**Complainant** - the party reporting/filing the complaint or concern against another party.

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**Discipline** - training expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement (Freedictionary.com).

**Evidence** - something (as testimony, writings, or objects) presented in a judicial or administrative proceeding for the purpose of establishing the truth or falsity of an alleged matter of fact (Findlaw.com).

**Exclusion** - a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the Manual of Regulations for Private Higher Education (MORPHE) of 2008. The University shall preserve a complete record of the proceeding for a period of one (1) year in order to afford the Commission on Higher Education (CHED) the opportunity to review the case in the event the student makes and files an appeal with the CHED.

**Expulsion** - a penalty wherein the University declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case the penalty of expulsion cannot be imposed without the approval of the Chairman of the CHED. This penalty may be imposed for acts or offenses involving moral turpitude or consisting gross misconduct, which are considered criminal pursuant to existing penal laws.

The University shall forward a complete record of the proceedings to the Regional Office of CHED concerned within ten (10) days from the termination of the investigation of each case where the penalty imposed is expulsion.

**Prefect of Discipline** - a person appointed as the head of the Office of the Prefect of Discipline with the primary task of implementing the student discipline policies as enumerated under the Student Discipline Handbook of Mapúa University.

**Non-readmission** – a penalty that allows the University to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the MORPHE.

**Public Display of Affection (PDA)**- inappropriate physical contact including, but not limited to, intimate (physical contact) touching, kissing, lying /leaning on another person, etc. inside the school premises or at any school sponsored activity.

**Regulations** - a law, rule, or other order prescribed by authority, especially to regulate conduct (Dictionary.com).

**Respondent**- refers to the party responding to the complaint or concern reported regarding his/her alleged behavior or actions not in accordance to the Student Discipline Handbook.

**Rights**- a moral, ethical, or legal principle considered as an underlying cause of truth, justice, morality, or ethics (Dictionary.com).

**School Premises**- includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by Mapúa (including adjacent streets and sidewalks).

**Student** - any person who is enrolled and engaged in higher education studies (Mapúa University). This includes:

1. foreign students
2. refresher course students
3. special students

(As defined under Section 5, No. 14 (b) of the Manual of Regulations for Private Higher Education, 2008)

**Suspension** – a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days for the school term.

### **III. TYPES OF OFFENSES**

**a. Minor offenses** – are offenses committed against the provisions of the Student Discipline Handbook of MU. A minor offense warrants a penalty of warning, up to nine (9) hours of community service or fine as provided by this handbook for minor offenses.

**b. Major offenses** – are serious infractions committed against any provision of the Student Discipline Handbook of MU, such as offenses that warrant a more severe penalty of suspension, up to dismissal/expulsion.

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### IV. PENALTIES

#### Minor offenses and its sanctions

1. Left/lost ID (without Affidavit of Loss)
  - 1st Offense – 1st warning (oral or written notice of warning)
  - 2nd Offense – 2nd warning (oral or written notice of warning)
  - 3rd Offense – 3rd warning (oral or written notice of warning)
  - 4th Offense – student shall not be allowed to enter the campus
2. Not properly wearing one's ID while inside the campus
3. Spitting or littering
4. Wearing of inappropriate campus attire
5. Violation of parking regulations
6. Disrupting or disturbing classes and/or making excessive noise within the premises of the University
7. Loitering in corridors during class sessions
8. Eating and/or drinking in prohibited areas such as but not limited to classrooms, laboratories, elevators etc.
9. Disruptive use of mobile phones, or other similar communication devices during classes
10. Use of mobile phones and other similar communication devices during an examination
11. Misbehavior during school programs, activities, or competitions;
12. Disrespect for national symbols
13. Improper use of lavatories and washrooms
14. Use of electronic cigarette/vape within the school premises
15. Possession of any gambling materials while inside the vicinity of the University; and
16. Simple misconduct

Except for minor offense no 1 (Left/lost ID without Affidavit of Loss), the following are the sanctions for violation of minor offenses:

- 1st Offense - Warning
- 2nd Offense - 3 hours of community service
- 3rd Offense - 6 hours of community service

An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense (please refer to Policy no. 2, page 11, Major offense).

**Major offenses and its sanctions**

Any of the following sanctions may be imposed on any student who is found guilty of committing a major offense:

- a. Suspension for a period of less than one term, with or without community service
- b. Suspension for a period of one term or more, with or without community service
- c. Non-readmission to the University
- d. Dismissal from the University
- e. Expulsion

An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense and is punishable by suspension for a period of less than one (1) term with or without community service. (Table of Offenses Section 4).

For violation of the Academic Integrity Policy or offenses under Section 1 (Sub-sections 1.1 to 1.10) of the Table of Offenses, the student will be given an outright a modular grade of 5.00 or F, regardless of class standing. This is in addition to any sanction that may be imposed under the Table of Offenses after proceedings conducted by the Prefect under of this Handbook.

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**Table of Offenses: Major offenses and their corresponding sanctions.**

OFFENSE	Occurrence and Sanction			
	1st	2nd	3rd	4th
1. Any violation of the University's Academic Integrity Policy and/ or dishonesty, such as but not limited to the following:				
1.1. Cheating in online or physical examinations, unauthorized possession/ use of notes or any materials relevant to the examination during the exam	a	b	c	
1.2. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials	a	b	c	
1.3. Communicating (through any medium) with another student/any other person (inside or outside examination room) during examination, without permission from the professor or proctor	a	b	c	
1.4. Recording and saving copies of exam questions or answers, or answer keys for distribution; receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.	a	b	c	
1.5. Massive, pre-meditated, organized cheating using any means including online cheating using instant messaging/email during a quiz or exam.	b/c			

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1.6. Asking or hiring someone else to take their exams, do their homework, Coursera course, papers, projects, or other academic requirements	a	b/c		
1.7. Using another's MyMapua email address to login to any of the University's official and/or accredited platforms (e.g. BlackBoard and Coursera) whether with or without permission.	a	b/c		
1.8. Plagiarism or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as own work; or submitting another person's work as one's own	b/c/d			
1.9. Any form of dishonesty in peer-reviewed assignments/submissions (e.g. Coursera peer-graded submissions)	a	b	c	
1.10 Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others	a	b/c		
1.11 Any other form of dishonesty or cheating in any assessment or course requirement, examination, submission of homework, assigned projects or any other academic work	a	b	c	

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2. Falsification of documents, forgery and/or any similar acts of alteration but not limited to:				
2.1. Alteration or misuse of school documents in connection with official matters	b/c/d			
2.2. Alteration or misuse of school records or credentials	b/c/d			
2.3. Submission of false or fraudulent information and/or documents to the University in connection with official matters	b/c/d			
2.4. Publication or dissemination of false information about the school administration, its officials, faculty members, or students	b/c/d			
2.5. Forging of security stamp to gain entry to the University	a/b	c/d		
3. Lending or borrowing of school ID, official receipt, certificate of matriculation, or other official documents and/or presenting another person's documents as one's own; tampering of school ID and using it to gain entry the University	a/b/c			
4. Accumulation of any four (4) minor offenses of any nature within one (1) quarter of the school year	a	b	c	
5. Physical injury/assault upon any member of the faculty, administration, staff; or any student, personnel, or visitor of the University	b/c/d/e			

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6. Any acts of threat either physical or by means of any medium of communications including but not limited to: oral, through social media, and using any electronic gadget against any school officials, faculty member, employee, student and or any visitor of the University	a/b/c/ d/e			
7. Discourtesy in any form (physical/ oral, written) by means of any medium of communication, such as, but not limited to:				
7.1. Bullying , defamation, inciting to fight, and/or any abusive behavior committed against any student	a/b	c/d		
7.2. Disrespect toward any faculty member, or any official of the University or his authorized representative	a/b/c/d			
7.3. Willful failure to comply immediately with the instruction/directions given by persons in authority such as but not limited to: officials of the University, faculty member, and security personnel who are acting in the performance of their official duty	a/b	c/d		
7.4. Failure to comply with the deadline given/set to complete the given disciplinary sanction and/or to submit an explanation letter for commission of any of the minor offense unless justified	a	b	c	

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8. Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside Mapúa premises	a/b/c/d			
9. Illegal possession of deadly weapon of any kind and or use of explosives, incendiary devices, and/or any other similar devices	b/c/d/e			
10. Forcible entry into the campus	b/c/d			
11. Unauthorized use of Mapúa facilities and services, including but not limited to:				
11.1. Unauthorized use of rooms	a	b	c	
11.2 Tampering with or misuse of computer applications, software, programs, and other IT systems of the University, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in computer security breach	a/b	c/d		
12. Any form of bribery (attempted or consummated) of any faculty member or personnel of the University	b/c/d			
13. Stealing, attempting and/or facilitating to steal	a/b/c/d			

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14. Vandalism, or the willful or negligent destruction of any property of the University which includes, but is not limited to such acts as tearing off or defacing any library book, magazine or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices; unauthorized removal of official notices and posters from bulletin boards and other similar acts, or causing other damage to any property of the University	a/b/c			
15. Unauthorized/misuse of emergency switches such as but not limited to fire alarms, activation of water sprinklers, and the like	a/b/c			
16. Hazing or the infliction of any physical or mental harm or ordeal on any person, which injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in the University	c/d/e			
17. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of Student Activities or not listed in the official list of organizations	c/d/e			

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18. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and or other banned substances but not limited to: LSD, marijuana, heroin, shabu, amphetamines, barbiturates or opiates in any form within the premises or immediate vicinity of the University	c/d/e			
19. Unauthorized possession and/or drinking of alcoholic beverages within the premises of the University whether or not in connection with an official school activity approved by the Office of Student Activities; drinking outside the premises of the Institute in connection with an official school activity approved by the Office of the Student Activities; or entering the campus under the influence of alcohol	b	c/d		
20. Public display of Affection (PDA), which offends or tends to offend the sensibilities of Academic community or inappropriate intimate physical contact including, but not limited to: intimate touching, kissing, hugging, lying /leaning on another person, etc. within the school premises or at any school-sponsored activity	a	b/c		
21. Gender based sexual harassment committed within University premises or online including as but not limited to: catcalling, wolf-whistling, unwanted invitations sexual in nature, misogynistic, transphobic, homophobic, and sexist slurs; Persistent uninvited comments or gestures on a person's appearance; relentless requests for personal details; statement of sexual comments and suggestions; groping or making	a/b	c/d		

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offensive body gestures at someone, and other similar lewd actions; any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety. This may include cursing, leering and intrusive gazing, and taunting; Persistent telling of sexual jokes, use of sexual names; and stalking.				
22. Engaging in lewd, obscene, or immoral conduct; public masturbation or flashing of private parts within the campus;	b/c/d			
23. Engaging in any form of gambling within the premises of the University	a	b/c		

24. Smoking at any time within the school premises	a	b/c		
25. All forms of student protests whose distinctive characteristics are physical force, violence, threat, and intimidation	b/c/d			
26. Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Office of the Student Activities	a	b	c/d	
27. Organizing, participating in and/or supporting any activity inside or outside the school campus, without approval from the Office of Student Activities or appropriate school authorities	a/b	c/d		

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28. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes	b/c/d			
29. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the University	a/b	c/d		
30. Embezzlement of funds of a student organization or student council	a/b/c	d		
31. Refusal to comply with instruction (either oral or written), summons and/ or notices given/issued for purposes of investigation conducted in connection with discipline related offenses, or any matters related/in connection to the official function of the University in accordance with law of the land	a	b	c	
32. Perjury/lying or giving false statements in any administrative proceeding and/ or presenting false documents to mislead an investigation during the administrative proceedings	b/c/d			
33. Violation of any penal statute or of rules and regulations promulgated by the Commission on Higher Education (CHED), of the policies and regulations of Mapúa or of any valid order by proper authorities	b/c/d			

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34. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	b/c/d			
35. Any other acts that compromise the name and reputation of Mapúa as a premier educational institution	b/c/d			

Deadline of the completion of the community service given as sanction both for minor and major infractions to a student shall be determined by the Prefect in consideration of the academic schedule and activities of the student.

A student liability shall NOT be confined to the enumeration because some may be generally worded to encompass related wrong doings. (Sec. 103, MORPHE)

In order for the students to understand the gravity of their misdemeanor, the office of the Prefect of Discipline (OPD) can require them to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the head of the Center for Guidance and Counseling.

The University reserves the right to impose other sanctions other than those stipulated in this handbook provided that these are in accordance with the law.

## **V. ADMINISTRATION OF STUDENT DISCIPLINE**

### **5.1. DISCIPLINE PROCEDURES**

a. Formal complaints against students shall be submitted to the OPD; complaints may come from faculty members, school officials, non-teaching employees, students, or other persons not connected with the University (on a case to case basis, as the Prefect may deem appropriate).

b. The Prefect of Discipline shall then conduct a preliminary investigation and shall gather all evidences including documents and materials as he may deem relevant. The concerned students shall be notified through the system (4D) aside from the written notice of receipt.

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c. Upon receipt of all relevant documents, materials, and other evidence including the names of witnesses, the Prefect shall assess the gravity and complexity of the case, and proceed to handle the same in accordance with the provisions of "Authority of the Prefect of Discipline." The Prefect shall have authority to dismiss any complaint which to his opinion is devoid of merit with the written approval of the OEVPA.

d. For special or sensitive cases such as but not limited to gender-based sexual harassment or hazing, the Committee on Decorum and Investigation will have jurisdiction and shall conduct the proceedings in accordance with Section 5.2 of this Handbook.

### **5.2. PROCEDURES APPLICABLE TO CASES INVOLVING MAJOR OFFENSES OR COMPLEX CASES**

#### **I. SHOW-CAUSE NOTICE**

The Prefect shall serve a show-cause notice to the students involved informing them of the offense charged and the imposable sanctions and requiring them to submit a notarized reply countersigned by their parents/guardians within 72 hours from receipt.

#### **II. NOTICE OF HEARING**

a. A written notice shall be served by the Prefect or the CDI, as the case maybe, at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the schedule and/or proceedings of the hearing.

b. Refusal of the respondent/s to acknowledge receipt of the notice of hearing shall not hamper the proceedings.

#### **III. HEARING**

a. The Prefect or the CDI, as the case may be, shall ensure that due process is duly satisfied.

b. The Prefect or the CDI, as the case may be, shall ensure that the respondents are duly informed in writing of the nature and cause of the complaint, the sanctions involved. The respondent shall be given an opportunity to answer the charges filed against them. In any stage of the proceedings, respondents may seek assistance of counsel if they so prefer.

- c. The Prefect or the CDI, as the case may be, shall likewise ensure that respondents are given an opportunity to face the accuser/s, examine the evidence presented against them, defend themselves and present witnesses if they so desire.
- d. The absence of respondents at the initial hearing after due notice shall be noted and the Prefect or the CDI shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted and no further hearing is required under the circumstances, the Prefect or the CDI shall submit its recommendations to the OEVPAA based on the merits of the evidence(s) presented and admitted.
- e. The respondents shall be informed in the event that additional evidence is submitted and shall have the right to adduce the evidence on their behalf.
- f. The official hearings shall be held continually. All cases shall be resolved within three (3) months from the receipt of the complaint. Any delay shall not be allowed except for justifiable reasons as may be determined by the Prefect or the CDI.
- g. During the hearing, the complainant and the respondents shall each present evidence(s) and witnesses, unless otherwise waived.
- h. The hearing is an administrative proceeding. Complainant and respondents, and or witnesses are obligated to tell the truth as this is an official proceeding.
- i. After all parties have presented their evidences, the Prefect or the CDI shall proceed to evaluate the evidence and testimonies.
- j. The Prefect or the Chair of the CDI, as the case may be, shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process. Parties' counsels may be allowed to intervene or ask questions only if allowed by the Prefect or CDI.
- k. Should the respondent admit to the charges against them, they shall be required to execute a written admission or confession of guilt and shall be made to appear before the Prefect or the CDI in order to affirm the written admission or confession. Sanctions shall be enforced immediately but may be lowered at the discretion of the University, acting through the Prefect or the CDI.

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**IV. RESOLUTION**

- a. The Prefect or the CDI, as the case may be, shall resolve a case within one (1) month after the last hearing of the case.
- b. Where the sanction recommended is equivalent to suspension for one term or more, the Prefect or the CDI, as the case may be, shall endorse the findings and recommendations to the OEVPA for approval. The EVPA may accept or reverse the recommendation of the Prefect/ CDI. Should the EVPA find the respondents not guilty of the offense(s), the charge(s) shall be erased from the respondents' records and their rights restored.
- c. The Office of the President, Office of the Registrar, the Security Office, the Dean, the faculty member(s) concerned, the student(s) concerned and the students/parents (if necessary), shall be given copies of the decision.
- d. Should the respondents find the decision unfavorable, they may file an appeal to the Office of the President within ten (10) days from the receipt of the decision. If the appeal is not filed within the indicated time period, the decision of the EVPA shall be rendered final and executory.
- e. Where the offense involved is a minor offense or a major offense where the sanction deemed impossible after due process is suspension, the respondent may file an appeal to the EVPA within ten (10) days from the receipt of the decision. If the appeal is not filed within the prescribed period, the decision of the prefect/CDI shall be deemed final and executory.

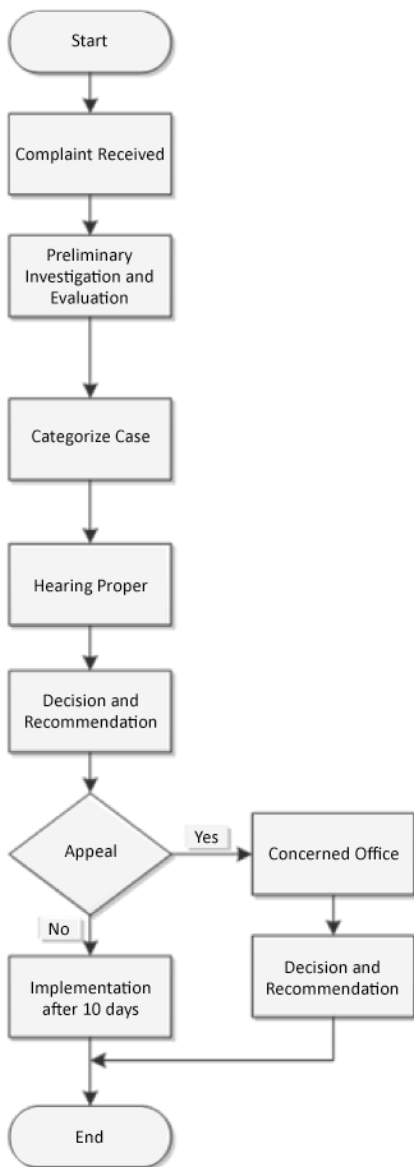
**5.3. PROCEDURES APPLICABLE TO CASES INVOLVING MAJOR OFFENSES UNDER SECTION 1 of the TABLE of OFFENSES (VIOLATION OF ACADEMIC INTEGRITY POLICY).**

- a. Students who violated the University Academic Integrity Policy will be given outright a modular grade of 5.00 or F, regardless of class standing, subject to the proper investigation by the Dean of the School concerned. In any case, before the grade is given under this section, the Dean is required to inform the student of his infraction through a written notice within reasonable time after complaint is filed, and the student should be given the opportunity to explain his side. The Dean should conduct the proper investigation and proceedings within reasonable time and give his recommendation on whether the grade of 5.00 or F should be imposed for violation of the University Academic Integrity Policy. The proceedings and findings during the investigation of the Dean is without prejudice to further proceedings of the OPD pursuant to Section 5.2 of this Handbook.

- b. Every quarter, the school/department shall submit the necessary information to the OPD, which will evaluate if additional sanctions are needed to be imposed based on the circumstances, and conduct the necessary proceedings in accordance with Section 5.2. This is without prejudice to the authority of Prefect to *motu-proprio* or upon filing of the complaint, to conduct the proceedings simultaneous with the investigation conducted by the Dean under Section 5.3 (a)
- c. In addition to the outright giving of the grade of 5.00 or F, the student may also be given sanctions in accordance with the Table of Offenses, after undergoing the procedure under Section 5.2 of this Handbook.

# Student Discipline Handbook

## FLOW CHART IN HEARING OF STUDENT CASES



- Complaints shall be filed at the Office of the Prefect of Discipline (OPD). The OPD will have the jurisdiction only in cases where student/s are the respondent/s.

- The Prefect shall conduct a preliminary investigation and evaluation to determine the prima-facie of the case.

- Cases filed shall be categorized into three (3). These are: (1) student cases with equivalent sanction of suspension of less than one (1) term with or without community service; (2) student cases with equivalent sanction of one term or more (with or without community service); and (3) student cases recommended for Committee on Decorum and Investigation (CDI), upon discretion of the Prefect (based on the complexity of the case).

- All cases will be heard with strict observance of due process.

- After hearing of the case, decision/recommendation will be formulated for implementation/approval of the concerned office/s.

- Appeal of cases with equivalent penalty of 1 up to 10 days suspension imposed by the Prefect shall be submitted to the EVPAA, while cases handled by the CDI and those with equivalent sanction of non-readmission and/or exclusion imposed by the EVPAA shall be submitted to the President.

- Decision is final and executory after ten (10) days if no appeal is filed.

**VI. MAPUA UNIVERSITY ACADEMIC INTEGRITY POLICY**

It is the student's responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any of the following sanctions may be imposed to any student who is found guilty of committing online academic dishonesty:

- a. Failed mark in the course.
- b. Suspension for a period of less than one term, with or without community service.
- c. Suspension for a period of one term or more, with or without community service.
- d. Non-readmission to the University.
- e. Dismissal from the University.
- f. Expulsion.

The following acts are considered academic dishonesty:

1. Using another's MyMapua email address to login to any of the University's official or accredited platforms (e.g. BlackBoard and Coursera) whether with or without permission.
2. Asking or hiring someone else to take, do and submit their exams, homework, Coursera course, papers, projects, or other academic requirements.
3. Recording and saving copies of exam questions or answers, or answer keys for distribution.
4. Receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.
5. Plagiarizing or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as own work.
6. Massive, pre-meditated, organized cheating by any means including online cheating using instant messaging/email during a quiz or exam.
7. Any form of dishonesty in peer-reviewed assignments/submissions (e.g., Coursera peer-graded submissions).
8. Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others.
9. Any other form of dishonesty or cheating in any assessment or course requirement.

## **VII. STANDARD ATTIRE IN THE CAMPUS**

### **GENERAL CONSIDERATION**

No official school uniform has been prescribed by the University. Students are enjoined to improve their personal appearance through neatness, simplicity, and decency of attire.

### **RECOMMENDED ATTIRE FOR MALE STUDENTS**

- a. Short-sleeved shirts
- b. Long-sleeved shirts
- c. T-shirts with sleeves but without patches or indecent letterings or pictures or symbols/logos of unrecognized student organizations like fraternities.
- d. All custom-made pants except those that are torn, unstitched or with untrimmed edges. Wearing of walking shorts is allowed with length of 2 inches at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are not allowed.
- e. Well-polished shoes (leather or other materials) or washed rubber shoes.
- f. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. are not allowed.
- g. Cross-dressing is not allowed.
- h. Wearing of slippers is not allowed.

### **RECOMMENDED ATTIRE FOR FEMALE STUDENTS**

- a. Simple dresses
- b. Blouses except those with bare-midriff or spaghetti straps
- c. T-shirts without patches or indecent letterings or pictures or symbols/logos of unrecognized student organizations like fraternities.
- d. Skirts or custom-made pants except those that are torn, unstitched or with untrimmed edges. Wearing of walking shorts is allowed with length of 2 inches at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are not allowed. Any type of clothing shorter than 2 inches above the knee is not allowed.
- e. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. are not allowed.
- f. Wearing of slippers is not allowed.

Schools may still impose the wearing of uniforms especially if it is required in their program or course.

*No official uniform has been prescribed by the University.  
However, students are enjoined to wear neat and decent attire.*

### **Recommended Attire for Male Students**

Short-sleeved shirts  
Long-sleeved shirts  
T-shirts  
Pants  
Well-polished shoes  
(leather or other materials)  
or rubber shoes



### **Recommended Attire for Female Students**

Blouses  
T-shirts  
Simple dresses  
Long pants or skirts  
Ladies shoes  
Leather or rubber shoes



## VIII. ID POLICY

The Mapúa student **ID (Cardinal Plus)** can be used for any official transaction inside the University within a valid period. However, if the ID is damaged, faded, or lost, only the enrolled student can apply for a replacement. The staff and personnel at the Office of the Prefect of Discipline (OPD) shall guide the student in the following procedures in replacing a lost or damaged ID:

### 8.1 PROCEDURE IN APPLYING FOR REPLACEMENT OF LOST/DAMAGED I.D.

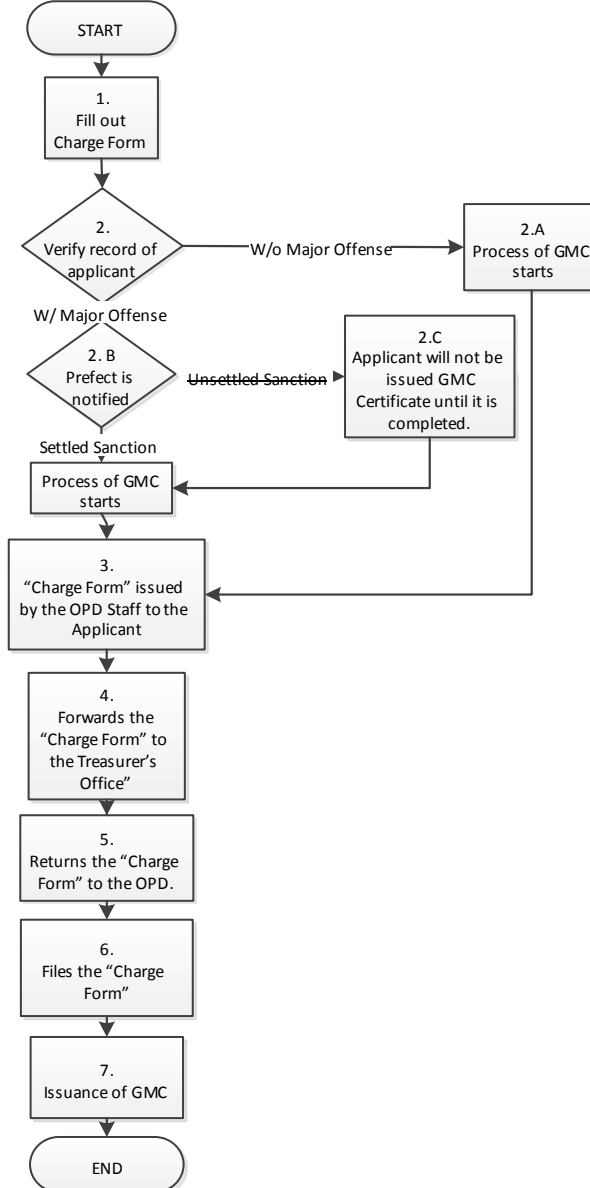
#### Mapúa Intramuros

1. If the Mapúa ID is lost, the applicant shall get an “Affidavit of Loss” form from OPD. In case of a damaged ID, the applicant may proceed directly to DO-IT for checking or repairing of the damaged ID.
2. The applicant shall bring the “Affidavit of Loss” form to any legitimate notary public office and have it notarized.
3. The OPD Staff shall approve the notarized affidavit for clearance.
4. The applicant shall go to DO-IT for billing.
5. The applicant shall bring the billing form to the Treasurer’s Office and pay the required amount.
6. The applicant shall go back to DO-IT for a photo session, and notation of the date of release; the release of ID will be at the Security Office.

#### Mapúa Makati

1. In the case of a lost ID, the student should apply for an “**affidavit of loss**” (AOL) at CSAD immediately. In case of a damaged ID, the student should proceed directly to DOIT for checking or repairing of the damage and for possible billing.
2. Applicant shall bring the filled AOL to any Notary Public for notarization.
3. Applicant shall submit the notarized AOL together with the copy of his/her current Certificate of Matriculation (CM) at CSAD for clearance.
4. The applicant shall proceed to the Treasury Department for billing and payment.
5. The applicant shall return to the OPD to present receipt of payment and for photo session.
6. The applicant shall claim new ID at OPD when notified.

**Procedure in applying for a Certificate of Good Moral Character**



# APPENDICES

**Republic of the Philippines  
Congress of the Philippines**

**Metro Manila  
Seventeenth Congress  
Second Regular Session**

Begun and held in Metro Manila, on Monday the twenty-fourth day of July two thousand seventeen.

**[Republic Act No. 11053]**

**AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF PROTERTNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATION THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED “AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR”**

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

**CHAPTER I  
PRELIMINARY PROVISIONS**

**SECTION 1.** *Title.* — A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

“SECTION 1. *Short Title.* – This Act shall be known as the “Anti-Hazing Act of 2018”.

SEC. 2. Section 1 of the same Act is hereby amended to read as follows:

“SEC. 2. *Definition of Terms.* – As used in this Act:

“(a) *Hazing* refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

“(b) *Initiation or Initiation Rites* refers to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization.

“(c) *Organization* refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Arm Forces of the Philippines (AFP), the Philippines National Police (PNP), the Philippine Military Academy (PMA), the Philippines National police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) *Schools* refers to colleges, universities, and all other educational institutions.”

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. *Prohibition on Hazing.* – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based and other similar fraternities, sororities, and

organizations: *Provided*, That the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the Director general of the PNP, shall not be considered as hazing for purposes of this act: *Provided, further*, That the exception provider herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement for employment in any business or corporation.”

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:

“SEC. 4. *Regulation of School-Based Initiation Rites*. – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided*, That:

“(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites

“(d) The initiation rites shall not last more than three (3) days;

“(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the

office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

“(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

“The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes this section.

“Guideline for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

“School officials shall have the authority to impose, after the due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.”

SEC. 5. Section 3 of the same Act is hereby amended to read as follows:

“SEC. 5. *Monitoring of Initiation Rites.* – The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 6. A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows:

“SEC. 6. *Registration of Fraternities, Sororities, and Other Organizations.* – All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plan to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

“A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: *Provided*, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: *Provided, further*, That schools promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later

than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.

“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization.”

SEC. 7. A new section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

“SEC. 7. *Faculty Advisers*. – Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.”

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. *Role of Educational Institutions.* – The responsibility of schools to exercise reasonable supervision *in loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

“Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. *Registration of Community-Based and Other Similar Fraternities, Sororities, or organizations.* – All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration.”

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

*“SEC. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations. – Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:*

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not falling under the definition of hazing as used in this Act;

“(e) The initiation rites shall not last more than three (3) days;

“(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and

“(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and

shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SEC. 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

“SEC. 11. *Monitoring of Initiation Rites of Community-Based and All Similar Fraternities, Sororities, or Organization.* – The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of the initiation: *Provided*, That if the hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC. 12. *Nullify of Waiver and Consent.* – Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as define in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

SEC. 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

“SEC. 13. *Administrative Sanction.* – The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction.”

SEC. 14. Section 4 of the same Act is hereby amended to read as follows:

“SEC. 14. *Penalties.* – The following penalties shall be imposed:

“(a) The penalty of *reclusion perpetua* and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

“(b) The penalty of *reclusion perpetua* and a fine of Two million pesos (P2,000,000.00) shall be upon:

“(1) All persons who actually planned or participated in the conduct of the hazing;

“(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

“(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or advisers can do so without peril to their person or their family;

“(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippines Bar, such member shall immediately be subjected to disciplinary proceeding by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further*, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall

immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certification from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided*, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

“(6) Members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

“(c) The penalty of *reclusion temporal* in its maximum period and a fine of One million pesos (1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

“(d) The penalty of *reclusion temporal* and a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further*, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall

include, but is not limited to suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided*, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board.”

“(e) The penalty of *prison correccional* in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purposes of this section; and

“(f) A fine of One million pesos (1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: *Provided*, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate *motu proprio* and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanction it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or family. I the hazing is held in the home of one of the officers or members of the

fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by fraternities, sororities, and other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

“The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is prima facie evidence of participation therein a principal unless such person or persons prevented the commission of the acts punishable herein promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who will actually participated in the hazing.

“Any person charged under this Act shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

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

“Any conviction by final judgment shall be reflected in the scholastic record of the person convicted regardless of when the judgment of conviction has become final.”

SEC. 15. A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. *Implementing Rules and Regulations (IRR)*. – The commission on Higher Education (CHED), together with the Department of Education (DepEd), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”

SEC. 16. *Separability Clause*. – If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

SEC. 17. *Repealing Clause*. – Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SEC. 18. *Effectivity Clause*. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved:

PANTALEON D. ALVAREZ  
III

*Speaker of the House  
of Representative*

AQUILINO “KOKO” PIMINTEL

*President of the Senate*

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

CESAR STRAIT PAREJA  
*Secretary General*  
*House of Representatives*

LUTGARDO B. BARBO  
*Secretary of the Senate*

Approved:

RODRIGO ROA DUTERTE  
*President of the Philippines*

## **ANTI-BULLYING POLICY OF MAPUA UNIVERSITY**

### **Prefatory Statement**

*The School values a healthy and peaceful educational environment.*

*All members of the School community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear.*

*The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms.*

*The School takes a strong stance against bullying.*

*Bullying is unacceptable in our School and will not be tolerated.*

### **I. Preliminary Provisions**

**Section 1. Legal Basis.** This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the “Anti-Bullying Act of 2013”.

**Section 2. Scope and Coverage.** This Policy applies to the Kindergarten, Elementary, and High School programs at the (Name of School), hereafter referred to as the “School”.

**Section 3.** The following shall be the parties and/or stakeholders in bullying incidents:

1. **Bully** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.

2. **Bystander** - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. **Bullied or Victim** – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. **Parent or Guardian** - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.
5. **School** – refers to **Mapua Univeristy**.
6. **School Personnel** - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or nonacademic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. **Service Providers** - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

## **II. Prohibition on Bullying**

**Section 4. Statement of Policy.** The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commission.

**Section 5. Definition of Bullying.** The School adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

**“Bullying”** refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- (1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- (2) Any act that causes damage to a victim's psyche and/or emotional wellbeing;
- (3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, namecalling, tormenting and commenting negatively on victim's looks, clothes and body;
- (4) **"Cyber- bullying"** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

**Section 6. Other Forms of Bullying.** The term *"bullying"* shall also include:

- (1) **"Social bullying"** – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;
- (2) **"Gender-based bullying"** – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);
- (3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and
- (4) All other forms of bullying analogous to those provided under the Anti- Bullying Law and its IRR.

**Section 7. Common Forms of Bullying.** The common forms of bullying shall include, but is not necessarily limited to, the following:

1. **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
2. **Rudeness and Intimidation.** These may be done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.

3. **Threats and extortion.** Creating fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.

4. **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

**Section 8. Fair and equal treatment of bullying incidents.** The School shall address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

**Section 9. Situs of Bullying.** The School has the authority to impose school discipline to its students including this Policy. This authority of the School is not confined within the School premises.

The School particularly undertakes to prevent and address bullying committed at the following:

- a. **On Campus.** School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.
- b. **Off-Campus** which covers:
  - 1) properties immediately adjacent to School grounds including places or establishments frequented by our students;
  - 2) any other place where school-sponsored or school-related activities, functions or programs are conducted;
  - 3) School bus stops;
  - 4) School service, buses, or transport used by the School in an activity off-campus; and
  - 5) School buses or School services operated or accredited by the School to transport students to and from the campus.
- c. **On Cyberspace.** Text messages, emails, chat rooms, and other social media and web

sites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

### **III. Prevention Programs**

**Section 10.** The School shall raise the awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate.

The School undertakes to develop anti-bullying programs that are comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

(1) School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
- b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and
- f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;

d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and

e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

a. discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and

b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

**Section 11. Early Detection of Bullying.** There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in the School;
4. Crying to sleep at night or has nightmares;
5. Bedwetting;
6. Doing poorly in class or school work;
7. Coming home with torn clothes or damaged belongings;
8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

#### **IV. Intervention Programs**

**Section 12.** The School shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies.

Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

**Section 13. Forms of Intervention.** Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

**Section 14.** The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

## **V. Responsibilities in Bullying Incidents**

**Section 15.** The following are the responsibilities of stakeholders in bullying incidents:

### **(1) Bully**

The “**Bully**” shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

### **(2) Bullied or Victim**

The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

### **(3) Bystander**

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or any person or school authorities;
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

### **(4) School**

The School through the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the School's student and/or employee handbook and shall be conspicuously posted on the School walls and website;
- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;

- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

#### **(5) Teachers and Other School Personnel**

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

#### **(6) Students in General**

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the School;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

#### **(7) Parents**

Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
  - 1. Education on relevant policies;
  - 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not to take matters into their own hands in resolving bullying incidents.

## **VI. The Anti-Bullying Committee**

**Section 16. The Anti-Bullying Committee.** The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

**Section 17. Composition.** The Committee shall be composed of the following:

- a. Principal – Chairperson
- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (*ad hoc*)

**Section 18. Functions.** The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

## **VII. Handling Bullying Incidents in the School**

**Section 19. Exclusive Jurisdiction.** Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

**Section 20. Effect of Institution of Criminal Action.** The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's

office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

**Section 21. Immediate Responses.** The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:
  1. Determining and addressing the victim's immediate safety needs; and
  2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office

## **Section 22. Reporting the Bullying Incident or Retaliation**

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, who shall immediately report the matter to the Principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or

offending student solely on the basis of an anonymous report and without any other evidence.

5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

### **Section 23. Fact-Finding and Documentation**

The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twentyfour hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

**Section 24. Referral to Experts Outside of the School.** The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

## **VIII. Disciplinary Measures**

**Section 25.** Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

### **Section. 26. Due Process**

A. Bullying cases may be initiated either through:

- 1) a Complaint; or
- 2) a *motu proprio* Charge from the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office on the basis of a report of the teacher, school personnel or bystanders.

B. The Complaint should be duly executed by:

- (1) the complaining student with the assistance of his or her parents;
- (2) or solely by the parents on the basis of their child's statements.

C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.

D. The Complaint or Charge for Bullying shall be filed with the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office.

E. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.

F. Upon receipt of the Sworn Answer, the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

G. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

## **Section 27. Sanctions**

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
  - 1.1 First Offense: Reprimand and Summon of Parents
  - 1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.
  - 1.3 Third or Subsequent Offense: Non-Readmission to Exclusion.
- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
- 4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counselling of School's Guidance Counsellor or to a private counsellor of their choice, or to other intervention programs of the School should it become necessary.

**Section 28. Preventive suspension.** The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

**Section 29. False Accusation of Bullying.** If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

**Section 30. Confidentiality.** Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation. Any school personnel who commits a breach of confidentiality shall be

subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

**Section 31. Effectivity.** This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School

## **ON FRATERNITIES**

### **COMMISSION ON HIGHER EDUCATION OFFICE OF THE PRESIDENT**

**CHED Order  
No. 4, 1995**

#### **PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS**

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social wellbeing of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.

2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.

3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored.

Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.

4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions or higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:

- 4.1. monthly meetings of heads of fraternities in a Council of Equals;
  - 4.2. regular gatherings of fraternities members through sports, cultural events and joint community projects where there are cross membership;
  - 4.3. reporting a potential conflict to the head of the fraternity as a standard procedure.  
The head in turn will patch it up with his counterpart;
  - 4.4. internal policing by the fraternities themselves;
  - 4.5. long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
  - 4.6 more interaction between the School Administration and the fraternities;
  - 4.7. informing parents about the participation of their children in fraternities;
  - 4.8. use of the fraternity alumni members to counsel resident members;
  - 4.9. oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
4. In order to deter violence among fraternities the following sanctions shall be strictly carried out:
- 4.1 Automatic expulsion of any fraternity member for:
    - a. starting or taking the offensive action that clearly provokes violence;
    - b. carrying knives, sticks, pipes, guns, and other deadly weapons in schools; and c. extortion.
  - 4.2 60 days suspension of all officers of a fraternity found guilty of acting that will provoke violence; and
  - 4.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

5.Higher Education institution must fully assume authority and responsibility in dealing with fraternities and other student aggregations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.

6.Immediate dissemination for this order is desired.

## **ON SEXUAL HARASSMENT**

### **REPUBLIC ACT 7877**

#### **AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES**

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

Section 1. Title - This Act shall be known as the “Anti-Sexual Harassment Act of 1995”

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

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

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

(1) the sexual favor is made as a condition in the hiring or in the employment reemployment or continued employment of said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) the above acts impair the employee's rights or privilege under existing labor laws; or(3) the above acts result in an intimidating, hostile, or offensive environment for the employee.

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

(1) against one who is under the care, custody or supervision of the offender:

(2) against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) when the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarship or the payment of a stipend, allowance or other benefits, privileges, or considerations; or

(4) when the sexual advances result in intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

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

(a) promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated

representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanction therefore.

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

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

(b) create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with the officers and employees, 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 case constituting sexual harassment.

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

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

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

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution – The employer or head of office, educational or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party no immediate action is taken thereon.

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

Section 7. Penalties – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months, or a fine or not less than ten thousand pesos (10,000) or more than twenty thousand (20,000), or both such fine and imprisonment at the discretion of the court.

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

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

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

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

## GENDER EQUALITY POLICY TO BUILD A GENDER-SENSITIVE FRIENDLY UNIVERSITY

This gender equality policy enables the Mapua University to build a gender-sensitive friendly environment. The University shall have programs for the academic and non-academic community to be aware of the different needs, roles, responsibilities of women and men. Also, to enable the University to meet the statutory obligations, the duty to eliminate sexual discrimination and sexual harassment, and the duty to promote gender equality of opportunity between men and women.

The University shall actively promote gender equality and oppose gender discrimination in all its forms and foster positive attitudes and commitment to an education for equality.

This policy applies to all personnel, students, parents/guardians and visitors to the University including suppliers/contractors.

We recognize our statutory duty to eliminate unlawful sex discrimination and harassment and promote equality of opportunity between men and women. This policy shall be an integral part of our school life.

### **Commitment of Mapua University to Gender Equality**

The University shall fulfill its commitment to gender equality by:

- Promoting an atmosphere of mutual trust and respect among all members of the school community, regardless of gender;
  - Providing equality of opportunity for personnel and all those receiving services from the school, irrespective of gender.
  - Ensuring that all personnel, parents/guardians and students are treated with dignity and respect;
  - Challenging gender stereotypes in all aspects of school life;
  - Encouraging classroom and office discussion of gender issues which reflect on gender stereotypes, expectations and the impact on learning;
  - Striving to eliminate sexual and sexist bullying and violence;
  - Taking active measures to investigate report and act on incidents of gender discrimination;
  - Monitoring behavior, discipline and exclusions to remove all practices procedures and customs which are discriminatory;
  - Monitoring all aspects of teaching and learning and the wider curriculum to assess the ways in which they might impact on gender equality; and
  - Staff recruitment and professional development promote gender equality.
- 
- ***Curriculum/Learning and Teaching***
    - Reviewing and monitoring curriculum policies and schemes of work to ensure that gender equality is promoted
    - Ensuring equality of access for both men and women to all areas of the curriculum
    - Ensuring that the curriculum is balanced and broadly based
    - Ensuring that teachers' planning and teaching takes account of gender issues and need to challenge stereotypes
    - Ensuring that any particular learning needs of men and women are met

- ***Behavior***
  - Monitoring student behavior and exclusions by gender
  - Using the information collected to ensure that procedures are applied fairly and equitably to all students, ensuring their safety and security in the school
  - Developing and implementing strategies to address any gender specific examples of inappropriate behavior
- ***Staff Recruitment and Career Development***
  - Ensuring that all personnel and administrators responsible for appointing staff and reviewing staff performance and pay do not discriminate against women or men
  - Taking account of the requirement to eliminate unlawful pay discrimination
  - Ensuring that opportunities for professional development, career progression and promotion are free from unlawful sex discrimination
- ***Community/Parental Consultation***
  - Working in partnership with parents/guardians and the wider community to develop positive attitudes to gender issues.

## **Taking Active Measures to Investigate, Report and Act on Incidents of Gender Discrimination**

All academic and non-academic personnel have the responsibility to promote gender equality and to report incidences of discrimination, which may arise in the University.

Breaches of the policy with regard to gender discrimination and harassment shall be dealt with in a manner appropriate to the level of the breach, and with the intention of bringing about the relevant changes. More serious breaches of this policy shall be dealt with in accordance with the University's anti-bullying and harassment procedures, and the disciplinary procedures for personnel.

In case issues based on sex and gender comes to the attention of the University, these will be dealt with according to our policies.

## **Roles and Responsibilities**

Promoting gender equality is the responsibility of the whole school community, including support academic and non-academic personnel, students and parents/guardians. At the beginning of each academic school year, student orientation shall be conducted to highlight the duties implied by this policy in the same way as student protection, health and safety and behavior policies form part of the orientation process. New and temporary personnel of the University shall also be made aware of this policy.

At the beginning of the academic school year, all students will be reminded of their roles and responsibilities regarding equality. Parents/Guardians shall be made aware of their roles and responsibilities through the school brochures and newsletters.

Address an unsafe and violent situation while it is occurring so that you can stop it before it escalates. In addition, it is important to report cases of inappropriate, discriminatory, or abusive behavior regardless of whether an individual is directly involved. Although most people are bystanders in the case of violent incidents, rather than aggressors or victims, they do have a role to play. If someone knows that an incident might happen, is happening, or has happened, and that person does not try to stop the incident or report it, then that person is also guilty. The aggressor may interpret the bystander's silence as approval and support, and as a result, start or continue to carry out the aggressive behavior. In addition, since bystanders are not engaged in the conflict, they may be able to see a wider range of options for dealing with it. Educators, in particular, have a moral obligation to help create gender-safe learning institutions.

## **Additional Action Plan**

In addition to the commitment that the University shall implement, the following shall also form part of, or be implied in, the action plan:

- Encourage parents and guardians of both genders to attend school meetings/orientation and to become involved in the University's learning environment
- Ensure that there is a fair gender balance on the governing body
- Provide successful positive role models from both gender groups to support our work related learning programs, and careers guidance
- Identify and seek to eliminate stereotype in curriculum content
- Opportunities to participate in all types of sports and other extra-curricular activities should be equally available
- Health Education should include gender specific programs to deliver sexual health education
- Discrimination, bullying, harassment of all children, young people and adults shall be dealt with according to the school policies, regardless of gender
- Review of school policy to ensure that it does not have any unnecessary discriminatory elements
- Ensure that contractors or 3<sup>rd</sup> party employed by the University are made aware of gender issues related to staffs and students.
- Challenge sexist behavior in whatever form it takes
- Shall actively encourage men and women to respect each other as equals and make clear the unacceptable nature of violence
- Seek to employ, promote and train men and women equally at all levels

### **Conduct of Educators in relation to students and colleagues (as well as other learning institution staff and parents/guardians**

- Do not discriminate on the basis of race, national or ethnic region, culture, religion, gender, sexual orientation, gender identity, physical characteristics, disability, marital or family status, age, or socioeconomic status.
- Challenge stereotypes, prejudice, and discrimination, and promote equal opportunities for everyone.
- Treat all learners and colleagues with respect and dignity, and protect their rights.
- Do not commit any act of violence, abuse, bullying, harassment, or teasing, whether verbal, emotional, physical, or sexual.
- Use non-violent methods to resolve conflict.
- Address and report inappropriate, discriminatory, or abusive behavior regardless of whether you are directly involved.

## **Conduct of Educators in relation to learners**

- Help each learner develop self-esteem and reach his or her full potential.
- Make every effort to promote the well-being of learners and protect them from anything that is harmful to their learning, health, or safety.
- Do not intentionally expose learners to humiliation or shaming.
- Do not use corporal punishment.
- Do not use coercion or favors in relation to giving grades.
- Do not solicit, encourage, or engage in any type of sexual relationship with learners.
- Do not exploit learners or use them for private advantage. This prohibits such activities as having learners cook, clean, or do heavy labor for educators.

## **Reviewing the Gender Equality Policy**

The following criteria shall be the basis of our review procedures:

- Promote equality of opportunity
- Eliminate unlawful discrimination
- Promote good relations between gender groups

Review of the gender equality policy shall form the basis of an action plan where appropriate. It may also link to other action plans the University is obliged to produce, such as the University Development Plan. Academic and Non-Academic Heads should refer to this policy when reviewing and updating their curriculum schemes of work.

The Center for Guidance Office (CGO) and HRD shall be responsible for updating and reviewing this policy and producing an action plan if necessary.

The gender equality action plan shall identify key objectives, links to other plans, actions, responsibility, resources, timescales, success indicators and targets as well as monitoring and evaluation. The gender equality action plan will be integrated into the University Development Plan.

This policy shall be reviewed annually.

### **General Duty of the University**

The University shall actively seek to:

- Eliminate unlawful discrimination and harassment
- Promote equality of treatment between males and females
- Protect the dignity and privacy of transgender persons

### **Specific Duty of the University**

The University shall:

- Consult staff, students, parents and local community groups to help to determine our gender equality objectives
- Gather and use information on how our University policies and practices affect gender equality both in our workforce and in our educational functions
- Produce a gender equality policy identifying our aims and proposing actions to achieve those aims
- Assess, monitor and review the impact and progress of the policy
- Review and revise the gender equality policy every year

### **Implementation**

The University's development/improvement planning process shall be the main vehicle for implementing the policy.

The University shall continuously monitor the implementation of the policy and evaluate its impact on students, parents/guardians and personnel by:

- Collecting and analyzing data and other information
- Consulting with parents/guardians, personnel and the school community.

Dear Parents and Professors,

Allow us to express our utmost gratitude to you for your unconditional support. Through the years, you are with us always. For this, we are truly thankful.

The Office of the Prefect of Discipline cannot in anyway provide enough guidance and discipline to our children without the unwavering support of their parents and professors. But discipline is not learned in a day or two, not even in conferences and meetings, but is the product of many years of development. That is why the OPD is strongly encouraging all parents and professors to impose some kind of discipline routines at home/inside the classrooms and continuously support our programs that aim to develop and instill discipline to our students. We expect parents and professors to take the lead in disciplining their children/students, and the school through the OPD will provide support and follow-up. Parents and professors should take the center stage in developing a disciplined youth to cognizant of their role and responsibility to themselves and the society at large.

It is likewise important for parents to realize that in this age, social media is emerging and consumes most of the time of our children, so parents must spend more time and give more attention to their sons and daughters. When conflicts arise, there is no need to fight it out; by imposing appropriate disciplinary measures everything could be resolved diplomatically. A parent should always be able to negotiate with his child, and know when to offer a compromise or to remain steadfast, and at the end of the day reach an amicable settlement for every issue.

We, at the Office of the Prefect of Discipline, are here to support both parties. A Parent/Professor may reach out to us and discuss concerns regarding his child/student with the hope that the OPD could somehow create a bridge or open a line of communication to reach the other side. We urge our parents and professors to take proactive measures in disciplining and to consider the OPD as a valuable and trusted partner in providing a guidance and appropriate discipline to our children. Together let us aim to promote DISCIPLINE in accordance with the Mapúa University Core Values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Give us a call or pay us a visit anytime during office hours to discuss your concerns and hear our perspective. In this way we would know what we can expect from one another. Of course, we will treat your visit with utmost confidentiality.

You may also visit the OPD website by clicking the link to learn more about us. <http://www.mapua.edu.ph/Offices/OPD/Default.aspx>

You may also call us at: Telephone nos. (02) 247-5000 locals 7103 (Intramuros) or 5814 (Makati) Once again, thank you very much dear parents and professors for your continued guidance and support.

Your Partners in Discipline,

## The Office of the Prefect of Discipline (OPD)

### UNDERTAKING

I, \_\_\_\_\_, Student no. \_\_\_\_\_, resident and with postal address at \_\_\_\_\_ presently enrolled at MU, taking up \_\_\_\_\_, would like to express my commitment as follows;

I shall comply/abide with the rules and regulations of Mapúa University (MU)

I acknowledge the authority of the Institute to maintain school discipline and its right to impose appropriate and reasonable disciplinary measures as provided under the Manual of Private Higher Education (MORPHE).

I promise that I shall comply with the summons and/ or notices for the purposes but not limited to; administrative proceedings conducted in connection with the disciplinary related offenses.

I acknowledge my obligation to tell the truth and shall not give any false testimony, verbal or written in any event where the Institute is conducting administrative proceedings.

I also hereby promise that in the event that I have found guilty for violating any of the policy of the Institute, I will voluntarily comply/served and/ or settle the sanction given to me on or before the given deadline otherwise, I will not be allowed by the Institute to enroll the following term and/ or the Institute withhold my school credentials.

I understand that, by signing this agreement, I shall be bound by the foregoing promises and stipulations with regards to this undertaking and that violation of any of the foregoing shall be meted with a penalty of any of the following; Suspension, Non-readmission, Exclusion, and Expulsion.

I acknowledge that the Institute has full authority to determine if there's any probable violation of this undertaking.

I am executing this undertaking as prerequisite of my admission/enrollment in the Institute.

Conforme:

\_\_\_\_\_  
Printed name and Signature  
Student

\_\_\_\_\_  
Date

With my Conformity:

\_\_\_\_\_  
Printed name and Signature Parent/Legal  
Guardian

\_\_\_\_\_  
Date

# MAPÚA UNIVERSITY

**Office of the Prefect of Discipline**

**Ground Floor, South Building - Intramuros  
Telephone no. 247-5000 local 7103**

**Center for Student Activities and Discipline**

**Ground Floor, Mapúa University - Makati  
Telephone no. 247-5000 local 5814 / 896-2822**

**[www.mapua.edu.ph](http://www.mapua.edu.ph)**