



**UNIVERSITY OF PERPETUAL HELP
DR. JOSE G. TAMAYO MEDICAL UNIVERSITY
BIÑAN, LAGUNA**

“The Medical University”

saasa@mu.uphsl.edu.ph

www.uphdjgtmedicaluniversity.edu.ph



**UNIVERSITY OF PERPETUAL HELP
DR. JOSE G. TAMAYO MEDICAL UNIVERSITY
BINAN, LAGUNA**



STUDENT HANDBOOK

TABLE OF CONTENTS:

I. INTRODUCTION

- A. Foreword
- B. Message from the CEO
- C. Message from the Chancellor
- D. History
- E. University of Perpetual Help System
 - Vision
 - Mission
 - Philosophy
 - Objectives
 - Core Values
- F. UPH-Dr. Jose G. Tamayo Medical University
 - Vision
 - Mission
- G. School Officials
- H. Perpetual Hymn

II. ACADEMIC POLICIES AND PROCEDURES

- A. Collection and Transfer of Personal Information
- B. Terms of Enrollment
- C. Cross Enrollment
- D. Adding or Dropping A Course/Subject
- E. Shifting to Another Program within the Medical University
- F. Attendance
- G. Academic Load
- H. Examinations
- I. Special Examinations
- J. Grading System
- K. Academic Honors
- L. Promotion and Retention
- M. Student Status
- N. Academic Probation

- O. Academic Requirements for Graduation
- P. Requirements for Graduation and Credentials
- Q. Clinic or Hospital Affiliation
- R. Scholarship Policies and Guidelines
- S. Refund of Fees
- T. Special Payment Arrangements with Third Party Collecting Agency
- U. Collection (Monetary or Otherwise)

III. STUDENT DISCIPLINE

- A. General Directives
- B. Code of Conduct
- C. Attitude and Decorum
- D. School Uniform and Dress Code
- E. Student ID

IV. RIGHTS, DUTIES, AND RESPONSIBILITIES

- A. Student Rights
- B. Student Duties and Responsibilities
- C. Faculty Obligations

V. STUDENT SERVICES AND ACADEMIC SUPPORT

- A. Office of Student Affairs, Academic Support and Administration
- B. Admissions & Information Services
- C. Alumni Services
- D. Campus Ministry & Religious Affairs
- E. Community Outreach Programs
- F. Complaint Management
- G. Counseling Services
- H. Facilities
 - On-campus Dormitories
 - Sports Facilities
- I. Financial Assistance
- J. Food Services
- K. Library Services

- L. Medical Health and Dental Services
- M. Publications
- N. Registrar
- O. Student Organizations
- P. Student Formation
- Q. Students with Special Needs
- R. Testing Services

VI. APPENDICES

- A. Acceptance of International Students to the Medical University
- B. Anti-Bullying School Policy
- C. Anti-Hazing School Policy
- D. Dangerous Drugs Policy
- E. Emergency Preparedness and Response
- F. Emergency Risk Control
- G. Institutional Policy for Accommodating Learners with Special Needs
- H. List of Minor & Major Offenses
- I. Policy on Off-Campus Student Activities
- J. Policy for Pregnant Individuals
- K. Policy on Testing for Blood Borne Illnesses
- L. Policy on the Use of Artificial Intelligence
- M. School Policy on the Prevention and Response to Violence Against Women and their Children
- N. School Policy on Safe and Inclusive Environment
- O. Social Media Policy
- P. Student Mental Health Guidelines
- Q. UPH-FLY Student Guidelines (Hybrid Learning Modalities)
- R. Campus Facility Map
- S. Student Handbook Committee
- T. Student Handbook Digital Clearance Procedures

I. INTRODUCTION

A. Foreword

Welcome to the **University of Perpetual Help System**. You are now a part of the **Perpetualite Family**, and it is a pleasure to be of service to you. Your university is giving its best in the delivery of effective and efficient education systems. This conviction is anchored on our quest for excellence in academics and technology generation through research, community partnerships and industry linkages. We invite you to take part in the process of creating, enhancing, and sustaining our university atmosphere.

This is your handbook. The provisions in the Handbook shall apply to all students of the Medical University. It is our hope that it will guide you during your stay in our University. It will help keep you well-informed of your rights and privileges, your duties and responsibilities, the policies and procedures, and rules and regulations to be followed and to be complied with. Therefore, the familiarization and mastery of the contents of this handbook is encouraged and necessary. Any new policies, amendments, or announcements posted on the bulletin boards of each respective college shall form part of this handbook.

CONGRATULATIONS! You are now an MU PERPETUALITE!

B. Message from the CEO/President of the University of Perpetual Help System

Dear Fellow Perpetualites,

Welcome to your new Home. We are honored that you have chosen to become a member of the Perpetualite Family.

It is a special gift you have given yourself – you have a school that is committed to learning, high ideals, and service to the country. I would like to assure you that the University of Perpetual Help System will be a happy place for you, a home where you will find learning challenging as you build new and strong friendships.

The gift comes with a price. That price is your commitment, your diligence, and your hard work as students and seekers of knowledge and truth. The prize is the most precious of rewards—the sense of fulfillment, pride and honor that only honest work can give. The University of Perpetual Help System will always be here to assist you.

Again, welcome! Feel at home and be the best that you can be.

Dr. /B. Gen Antonio L. Tamayo, GSC, FPCHA, PhD
President & CEO JONELTA SYSTEM

C. Message from the Chancellor

Welcome to another milestone in your life—your stay at the UPH—Dr. Jose G. Tamayo Medical University.

I congratulate you and thank the Lord that you have chosen us.

The UPH-DJGTMU endeavors to provide quality education that arms you with the needed intellectual prowess, research capability, and clinical competence by mentors who are clinical experts and are role models of the Perpetualite virtues, namely: DEDICATION TO SERVICE, UNWAVERING DISCIPLINE, UNEQUALED ENTHUSIASM, UNQUESTIONABLE INTEGRITY, ENDURING LEADERSHIP, AND A PERPETUAL QUEST FOR EXCELLENCE.

We aim to transform you into skilled professionals by providing adequate and appropriate learning resources. We further believe that to be a well-rounded individual, you should have a socially, emotionally, spiritually, physically, mentally, and psychologically healthy environment filled with well-balanced curricular and co-curricular activities.

“Lagi ninyo sanang ilagay sa puso, diwa, at isip na: Ikaw, Ako, at higit sa lahat, Tayo – PAMILYA NG PERPETUAL!”

ARCADIO L. TAMAYO, MD, MEd, PhD

Chancellor & EVP DJGTMU

Board Member – UPH Jonelta System

D. History

The University of Perpetual Help System, committed to service in the forefront of education and health care, came into being out of the unselfish effort and untiring commitment of its founders: Dr. Jose de Guzman Tamayo and Dr. Josefina Laperal Tamayo. The desire to serve others was manifested at a very young age when Dr. Jose G. Tamayo dreamt of becoming a medical doctor. For him, it was the best way that he could serve his fellowmen. But when that dream became a reality, he realized that his best was not good enough. The services he rendered were so limited and only within the realm of his profession as a doctor. With an ardent desire to serve his fellowmen, his vision was to reach out to them through the setting up of an educational institution.

To fulfill the vision of our founder which is to address the medical needs of the rural folks, the College of Medicine and the Colleges of Health Sciences were established to take care of the education and training of future health care practitioners.

The College of Nursing opened its doors in 1976, initially offering a three-year course of Graduate in Nursing (GN). In the following year, a five-year program for the Bachelor of Science in Nursing replaced the three-year course. The clamor for reforms in all aspects of human endeavor paved the way for a compact but enriched community-oriented curriculum in 1984 that produced its first graduates four years later.

In 1978, the College of Medicine accepted its first batch of students which ushered in medical education in Laguna. Health Sciences saw its inception with the offering of the Physical Therapy course in 1980. The school realized the country's critical need for Occupational Therapy in 1985, thereby making it the first private school in the country to offer this course. The College of Medical Technology was founded in 1986. Soon, other health science courses were offered; Midwifery in 1987, Respiratory Therapy in 1988, Respiratory Therapy Aide in 1992, Pre-Dentistry/Dentistry in 1994, Pharmacy in 1995, Radiologic Technology and Certificate in Physical Therapy in 1996, and an Associate in Health Science Education in 1998.

The founders, Dr. Jose G. Tamayo and Dr. Josefina L. Tamayo, created an ideal partnership. Dr. Josefina was always at Dr. Jose's side, a partner in every undertaking until her early passing in 1987. As a fitting tribute, UNIVERSITY STATUS of the Perpetual Help System was granted by Commission on Higher Education on the natal day of Dr. Josefina Laperal Tamayo, on April 20, 1997. CHED Director Amelia Biglete handed Dr. Jose G. Tamayo the charter granting the Perpetual Help System university status for its three campuses - University of Perpetual Help Rizal, University of Perpetual Help System Laguna, and the University of Perpetual Help Medicine and Health Sciences (Dr. Jose G. Tamayo Medical University).

From its humble beginnings, the University of Perpetual Help System has now grown substantially. On July 25, 2012, the University was granted Autonomous Status in its quest for excellence through accreditation of its various programs.

The nature of the University of Perpetual Help System is a private non-sectarian institution. It advocates quality education in the formation of research-oriented professionals, committed leaders, and dynamic Christian citizens imbued with Perpetualite values.

E. University of Perpetual Help System



The logo of the University of Perpetual Help System presents the image of The Mother of Perpetual Help which symbolizes the Christian precepts upon which the institution was founded and to which it adheres.

The twelve (12) laurel leaves stand for the twelve (12) children of the founders, Dr. Jose De Guzman Tamayo and Dr. Josefina Laperal Tamayo signifying the family's dedication to institutional development and to the future.

Inscribed in the border of the logo is the System's institutional philosophy: "Character Building is Nation Building", which expresses the encompassing commitment of Perpetual Help education to national development and progress.

Mission

Vision

Philosophy

Objectives

Vision

A premier University forming Christian, community-oriented, service-driven interdisciplinary leaders and health care providers perpetually rooted in responding to the needs of others in the local and global community. It shall provide a venue for the pursuit of excellence in academics, technology, and research through community partnership.

Specifically, the University shall take the role of catalyst for human development. It shall continue to inculcate values as a way of strengthening the moral fiber of the Filipino individual—proud of their race, prepared for exemplary global participation in the sciences.

F. UPH – Dr. Jose G. Tamayo Medical University



Mission

The University of Perpetual Help – Dr. Jose G. Tamayo Medical University is dedicated to:

Excellence in health education through **SCABUR** (*eSCABUR*)

- **Student Centered**
- **Community Oriented**
- **Accreditation Focused**
- **Board Performance Honed**
- **University Status Nurturance**
- **Research Directed**

The University of Perpetual Help – Dr. Jose G. Tamayo Medical University is dedicated to the development of Perpetualites who are Catholic in doctrine, Christian in living, Filipino in character, and Perpetualite in virtues as vital ingredients to nation building. It aims to graduate dynamic students who are physically, intellectually, socially, and spiritually committed to the achievement of the highest quality of life.

As a university for health and education, the institution is dedicated to the formation of Christian service and research-oriented professionals, leaders, and citizens with great social concern and with commitment to the delivery of quality education and health care.

G. School Officials

Name of Employees	List of Offices/ Department	Designation
Dr./BGEN. Antonio L. Tamayo, PhD	President's Office	Chairman of the Board, CEO and President
Dr. Arcadio L. Tamayo, MD, PhD	Chancellor's Office	Chancellor/ SEVP
Anna Nelizza T. Baliza, EMBA, EdD	Chancellor's Office /SAASA/ Registrar	Vice-Chancellor Exec. Dir. Student Affairs, Academic Support, & Administration/ Registrar
Anna Noreen Antoniette P. Tamayo, MBAH, MD	Clinical Training & Affiliation Program - UPHDJGTMU	Director
Roldan D. Concepcion, DMD, MAHSE, PhD	Executive Director/ College of Dentistry	Executive Director/ Dean
Aileen Q. Perez, MAED	Academic Support	Head - Quality Assurance Management & Strategy
Eduardo V. Soriano, PhD	College of Pharmacy	Assistant Dean

Anna Monina P. Dela Cruz, PhD	College of Respiratory Therapy	Dean
Bishop Jesus A. Cabrera, D.D	Religious Institute	Chairman, Presidential Commission on Religious Affairs
Dian Bless C. Quilaton, MBA	Human Resource Department	HR Officer
Crystal Goc Perez	Officer In Charge	Registrar
Estrella A. San Juan, PhD	College of Nursing	Dean
Jamilah C. Baragona, PhD	College of Medical Technology	Dean
Janet M. Cambas	Information and Admissions	Head
John P. Lumagui, MSCPD	College of Physical Therapy	Dean
John T. Cabilso, MSCPD, FPAOT	College of Occupational Therapy	Dean
Joselito B. Angulo, PhD	Campus Ministry / Religious Institute	Head- Campus Ministry Executive Secretary - Religious Institute
Juana I. Dela Cruz, MAN, PhD	College of Midwifery	Dean

Ma. Lindie D. Masalinto, EdD	Medical Library	Chief Librarian
Maria Kathrina D. Olivarez, MSCPD	General Education	Dean
Maria Rebecca R. Marfil, RGC	Student Welfare and Guidance	Head
Marifel O. Sison, PhD	College of Radiologic Technology	Dean
Mona Liza U. Avelino, PhD	Student Services	Director - Student Services/Head - Student Development & Gov- ernment/ Institutional Programs
Ronald Joseph P. Dionisio	College of Medicine	College Secretary
Rufo S. Calixtro Jr., PhD	Research and Ac- creditation	Executive Director- Research & Develop- ment Institute-UPHS- JONELTA Research Director/Head Accreditation- MU
Winnie P. Siao	College of Medicine	Consultant - Dean

H. Perpetual Hymn

I

Perpetual Help thy fount of truth
Where knowledge emanates
Where we have learned life will bear fruit
For us success awaits

Chorus

Thy children here we sing for thee
We raise our voices clear
We'll shout and cheer in unity
For Alma Mater dear.

II

Training the mind and the heart and the hands
Ready to serve as best as we can,
Perpetual Help by the banner we stand,
Loyal and true spread thy fame
O'er the land.

Repeat I and Chorus

We'll shout and cheer in unity

For Alma mater dear.

II. ACADEMIC POLICIES AND PROCEDURES Collection and Use of Personal Information

The UPH Dr. Jose G. Tamayo Medical University (here known as the University) is committed to safeguarding your personal information pursuant to the provisions of the Data Privacy Act of 2012 (RA 10173). Your privacy is important to us and we want to assure you that the University holds all your personal information in the strictest privacy, while it allows us to provide the services you need.

The personal data supplied to the school is required for:

- Student enrolment
- Student registration
- Allocation of professors and resources to the University
- Examinations
- School administration
- To fulfill other legal obligations of the University
- To contact you or your parents for information and announcements as well as in cases of emergency

Data Accuracy and Transfer

From time to time, it may be necessary for us to transfer your personal data on a private basis to other juridical bodies (including the Commission on Higher Education). The University will not disclose your personal information to any third party. Unless required by law or a valid legal process, we will not share or intentionally release your personal information other than to you or your authorized representative/s to perform functions on your behalf. These functions may include processing of admission and enrolment, responding to inquiries, and document requests. We take reasonable steps to ensure that they are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Any changes in your information may be requested through the Office of the Registrar.

Photographs

The University maintains a database of photographs of school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial and historical record of University life. Photographs may be published on our school website, brochures, yearbooks, news publications, and other similar school-related productions. If you wish for your photo not to appear on any of these, you may write to the Director of Student Services.

B. Terms of Enrollment

Enrollment in the University is understood to be one semester or one summer session, each being considered as a term. For the College of Medicine, a term means one year.

1. Enrollment in the University is understood to be one semester or one summer session, each being considered as a term. For the College of Medicine, a term means one year.
2. A student is considered officially enrolled in the University if he has submitted all required documents (institutional, legal, and government requirements), has paid all prescribed fees in full, and has secured an official registration form (yellow form). Non-fulfillment of the above-mentioned requirements invalidates all class days attended and assessments completed.
3. Privileges granted by the University shall be enjoyed by students who are duly enrolled and have maintained their status as bona fide students during the term/semester for which they are enrolled.

C. Cross Enrollment

1. A student of the University may be permitted by his/her dean, in consultation with the Registrar, to cross-enroll in another institution of learning a maximum of 5 units. He may be granted the permit subject to the regulation of his maximum academic load. Only minor subjects and non-pre requisite subjects are allowed to be cross-enrolled. A cross-enrollment permit is available at the Office of the Registrar and is required prior to enrollment to another institution.
2. Students of other schools may be allowed to cross-enroll in the University upon presentation of the permit to cross-enroll from the Registrar of the school of origin. The permit should indicate the subjects and the number of units the cross-enrollee can take.
3. The total subject load of the students shall not exceed the normal load requirements as indicated in the Manual of Regulations of the Commission on Higher Education.

D. Adding or Dropping a Course

1. Changing of a Program (shifting) may be allowed with permission of the dean and upon payment of fees within the period of enrollment. The student should file the required forms, which may be secured from the Registrar's Office.
2. Students who intend to drop a subject/course during the semester should accomplish the form prescribed for this purpose within the first two (2) weeks from the first official start date of the semester to be considered officially dropped from the rolls or classified as authorized withdrawal (AW). Students must secure a new registration form.
3. A student who incurs absences exceeding twenty percent (20%) of the required curricular hours will be automatically dropped from the rolls, shall be given a failing grade, and is still required to pay the tuition and school fees in full.
4. A student who applies for withdrawal from the Program shall be furnished his official credentials within thirty (30) days upon receipt of application by the Registrar's Office, provided that:

- a. He is not under investigation, suspended, excluded, or expelled;
- b. He is eligible to transfer to another school;
- c. He is cleared of financial and property responsibilities, and;
- d. He has complete credentials on file with the Registrar's office

E. Shifting to Another Program within the Medical University

- 1. A student who wishes to shift from one program to another within the UPH-DJGTMU shall accomplish a **Shifting Form** available at the Registrar's Office two weeks after
- 2. A student is allowed to shift from one program to another within the UPH DJGTMU Division if the following conditions are met:
 - a. Letter of consent from parents or guardian;
 - b. Approved shifting form from the dean of the releasing college and the dean of the accepting college, and;
 - c. Interview with the Director of Student Services or an appointed representative.

F. Attendance

- 1. TARDINESS
 - a. Students are considered absent if the student is not in attendance when the roll is called
 - b. It is the prerogative of the faculty to mark the student tardy if they come to class after the roll is called
 - c. If the student has incurred three (3) recorded tardiness in one grading period, he/she is considered to have incurred one (1) absence.
- 2. FAILURE DUE TO ABSENCES (FA) is issued to any student whose unexcused absences exceed twenty percent (20%) of the total class time per semester in any given subject.

- 3. For three (3) or more consecutive absences, a letter of explanation is required to be submitted to the Dean and duly noted by the same prior to re-admission to class.
- 4. EXCUSED ABSENCE due to medical reasons is granted upon presentation of a medical certificate issued by the student's personal physician and certified by the University Physician.
- 5. LEAVE OF ABSENCE (LOA) may be filed by a student who cannot complete the term due to reasons of health or finances.
 - a. Student shall fill up the LOA form requesting approval of their leave to their Dean.
 - b. Students who fail to file a leave of absence with their respective Program shall automatically receive a failing grade.
 - c. The leave of absence (LOA) shall be in effect for a minimum of one (1) semester and a maximum of two (2) semesters.
 - d. The name of the student who filed an LOA shall give a copy to the Registrar's Office.
 - e. Re-enrollment of students who file a Leave of Absence
 - i. If the student files a Leave of Absence for health reasons, a certification of "fit to return to school" from the school physician shall be secured prior to his re-enrollment.
 - ii. For leave of Absence beyond one (1) year, an interview/evaluation by the Dean concerned is required prior to his readmission.
- 6. A student who has missed classes due to emergent psychological distress event must be referred immediately to the Student Welfare Office upon their return or as soon as they are fit to engage with school personnel.
 - a. The Student Welfare Office will conduct an initial intake and assessment to determine the severity of the case. The student may either be attended by school counselor/psychologist or be referred to third-party clinic or clinic of their choice.

- b. Prior to resuming regular classes and academic responsibilities, the student must obtain an official mental health clearance from their attending clinician (whether from the third-party clinic or their personal specialist) and submit to the Student Welfare Office for validation.
 - c. Upon successful validation of the clearance, the Student Welfare Office will issue an official Re-Admission Certificate.
7. Absences shall be monitored by the respective program deans. Names of students who are habitually absent will be submitted to the Student Welfare Office for guidance and counselling. Parents or guardians may be informed of the absences and invited to a meeting with the guidance counsellor.

G. Academic Load

- 1. One unit of credit is equivalent to one lecture-hour or three laboratory hours.
- 2. As prescribed by CHED, a student may enroll in the maximum number of units prescribed in the curriculum for that semester.
- 3. During a regular semester, only a graduating student shall be allowed to carry an overload in accordance with the rules prescribed by the University and CHED, and shall do so only with the permission of the dean concerned and the approval of the registrar.
- 4. In the summer term, no undergraduate student shall carry more than nine (9) academic units, and no graduate student shall carry more than twelve (12) units, provided, however, that no student shall carry more than one (1) laboratory subject. A student graduating in the summer semester can have a maximum load of twelve (12) units.

H. Examinations

Students are required to take all prescribed quizzes and periodic examinations as scheduled during the semester or term, i.e., Preliminary, Midterm, and Finals.

- 1. All students must be in complete uniform during scheduled periodic examinations.
- 2. No student shall be prevented from taking the exam due to unpaid tuition or other fees, provided that the conditions set forth by the University are met. Additionally, a Certificate of Disadvantage Status from the DSWD may be requested from the student as proof of their inability to pay tuition and other fees.
- 3. If a student is more than 15 minutes late for a major scheduled examination, he will no longer be allowed to take the regular exam and will take a special exam.
- 4. All electronic devices such as mobile phones, smart watches and the like must be inside the bag and placed in front of the classroom.

I. Special Examinations

- 1. The faculty schedules special examinations for periodic examinations one week after the major examination period. The process is as follows:
 - a. Accomplish a special exam form from the dean's office
 - b. Make payment for the special exam at the cashier.
 - c. Present the receipt and the examination permit to the faculty.
 - d. Special exam is scheduled.
- 2. In case a student fails to take the scheduled special periodic examination, he will be given an incomplete grade and will be required to go through the grade completion process.
- 3. No make-up quizzes shall be given, both for excused and unexcused absences.

4. A score of zero is given to a student who incurs an unexcused absence during a quiz. For excused absence during a quiz, the student gets forty percent (40%) as base grade (individual program policies take precedence over this policy unless otherwise directed by the Chancellor).

J. Grading System

There are three grading periods in each semester, each carrying equal weight to be averaged at the end of the semester. These are:

- i. Term 1 - Prelims
- ii. Term 2 - Midterm
- iii. Term 3 - Finals

The formula for the computation of the semester grade is:

$$[\text{Prelims} + \text{Midterm} + \text{Final}] / 3 = \text{General Weighted Average}$$

The formula for computation of the term grade (unless otherwise specified by the program or college): $\text{CS} + \text{PEE} = \text{Term Grade}$

CS = class standing (60% of term grade)

PEE = periodic examination equivalent (40% of term grade)

DISTRIBUTION OF GRADES

1. The following criteria shall be used in the computation of grades:
 - a. Major exams (Prelims, Midterm, Finals)
 - b. Class standing may constitute all or any of the following:
 - Quizzes/Long Exam
 - Recitation
 - Attendance
 - Seat work
 - Project
 - Decorum/deportment/behavior
- *The percentage for each of the above criteria shall be determined by the dean of each program.

2. The Dean of each Program may determine the baseline of their standards for grading with the consent of the Chancellor.
3. A base grading system shall be followed for all subjects. Refer to the individual Program Manuals for guidance.

K. Academic Honors

Undergraduates

DEAN'S LIST

Only regular students or students enrolled in all subjects as prescribed in the curriculum are qualified to be included in the Dean's List released every semester, advanced subjects (if applicable) included. In the event that number grades are replaced by letter grades with no numerical equivalent, a Dean's List is not applicable.

Graduating Students

SUMMA CUM LAUDE – A student who obtains a weighted average of at 1.0 to 1.249 in all academic subjects with no grade lower than 1.25 in any subject, and provided that all units required for graduation have been earned at the UPH- Dr. Jose G. Tamayo Medical University.

MAGNA CUM LAUDE – A student who obtains a weighted average of 1.25 to 1.499 in all academic subjects with no grade lower than 1.5 in any subject, and with a residence of at least six (6) regular semesters for a four-year course, and nine (9) regular semesters for a six-year course immediately preceding graduation.

CUM LAUDE – A student who obtains a weighted average of 1.5 to 1.75 in all academic subjects with no grade lower than 2.0 in any subject, and with a residence of at least six (6) regular semesters for a four-year undergraduate course, and nine (9) regular semesters for a six-year course immediately preceding graduation.

Graduating students who do not qualify for the above-mentioned honors shall be awarded 1st, 2nd, or 3rd honor based on academic performance as decided by the Dean and the Committee. He must not have any grade lower than 2.25 and with a residence of at least six (6) regular semesters for a four-year undergraduate course, and nine (9) regular semesters for a six-year undergraduate course immediately preceding graduation.

SPECIAL AWARDS

Special awards such as leadership, community service, and the like, based on the respective college's criteria, may be granted to any deserving student upon graduation and with no grade lower than 3.0.

- Dr. Jose G Tamayo Clinical Excellence Award
- Dr. Josefina G. Tamayo Leadership Award
- Community Service Award
- Loyalty Award (from Grade 1 to College)
- Professional Association Awards

College of Medicine

A gold, silver, or bronze medal is awarded based on academic performance as decided by the Promotions Board. He must not have any grade lower than 80% in any subject, must have a residence of eight consecutive semesters, and must not be a transfer student.

L. Promotion and Retention

A student may only proceed to the next year level if he/she has completed all the requirements from the preceding year level.

1. Revalidating Exams - Students of the DJGT Medical University must take and pass an exam to qualify for the next curriculum level or as defined by each Program.

2. A thru-level procedure shall be followed for student promotion:

- a. The faculty shall assess a student's performance based on the results of his periodic exams and class standing.
- b. An Academic Board composed of the Dean as the Chairman and professional faculty, shall meet at the end of the final exam period to decide on the academic standing of the students for each subject.
- c. FOR THE COLLEGE OF MEDICINE: The Promotions Board for each level in each college, composed of a Chairman (year-level coordinator) and faculty from each College as members, shall meet one week after each grading period to decide on the academic standing of the students for each subject. The Promotions Board forwards their recommendations to the Academic Board. The Academic Board of each College shall be composed of a Chairman (Dean) and subject chairs and subject secretaries. It meets to consider the recommendations of the Promotions Board concerning a student's academic status.

3. Appeals for re-computation of grades, reconsideration, or a change in a status should be put in writing to be addressed to the Academic Board or Promotions Board (Medicine). Appeals are subject to review by the board and approval of the Chancellor.

College of Medicine

Promotion, Retention and Debarment

1. A first-year or second-year student shall be classified as follows after the final deliberation of the corresponding promotions board.
 - a. PROMOTED [P]: A student who passed all the subjects in the year level
 - b. Probationary: A student who failed a subject/s but is not debarred is deemed on probationary status. Any subsequent failure of any subject taken will merit a debarred status.

1. Retained with Advance Subjects: A student who failed in one or more subjects comprising less than 20% of the total curricular hours will be deemed as retained, but will be allowed to take advance subjects provided the student makes a formal request.

The subjects to be advanced can only be minor subjects for the next year level and subjects with prerequisites cannot be given if the failed ones fall into this category.

Completion of the year-level subjects with no advanced subjects will then be the rule for the next school year.

2. Retained, Repeat ALL Subjects: A student who failed in two or more subjects reaching 20% but not more than 40% of the total curricular hours will be retained and will repeat all the subjects of the year level
- c. Debarred or Kick-Out:
 1. A student who failed in one or more subjects reaching 40% of the total curricular hours is deemed as debarred.
 2. A student placed on probationary status will be debarred for any failed subject for the specific calendar year.
2. A third-year student shall be classified as follows after the final deliberations of the promotions board.
 - a. PROMOTED [P]: A student who passed all the subjects in the year level
 - b. Probationary: A student who failed a subject/s but is not debarred is deemed on probationary status. Any subsequent failure of any subject taken will merit a debarred status

1. RETAINED, REPEAT Failed Subject: A student who failed in one or more subjects less than 20% of the total curricular hours.
2. RETAINED, REPEAT All Subjects: Retained, Repeat ALL Subjects: A student who failed in one or more subjects comprising 20% but not more than 40% of the total curricular hours.
- c. DEBARRED or KICKED-OUT [KO]: A student who failed in two or more subjects reaching 40% of the total curricular hours is deemed as debarred.

A student placed on probationary status will be debarred for any failed subject for the specific calendar year.

M. Student Status

1. Students are classified as Regular and Irregular.
 - a. A regular student is one who is registered for formal academic credits and who carries the full prescribed load for his program in the semester for which he is registered.
 - a. An irregular student is one who is registered for formal academic credits but carries less than the full load prescribed for his program in the semester for which he is registered and or carries a load in multiple year levels.
2. A Health Science student's year level shall be based on the year level with the greatest number of units enrolled.
3. A College of Medicine student's year level is determined by the Promotions Board.

N. Academic Probation

Health Science undergraduate programs

1. A student who obtains failing grades in at least 25% of his total unit load in any semester shall be issued a written warning by the program dean and reminded to improve his academic standing.
2. A student who has been issued a written warning for two (2) successive semesters shall be automatically placed under academic PROBATION in the next semester of his enrollment.

3. A student on academic PROBATION shall be given a limited study load as follows:
 - Not more than 15 units if his previous load was more than 15 units;
 - Load to be reduced by one subject if his previous load was 15 units or less.
4. A student on academic PROBATION who fails in one subject shall continue to be on academic PROBATION during his next enrollment with further reduction of his study load.
5. A student on academic PROBATION who fails in two or more subjects during his probation shall be denied admission to the program. He will be advised by the dean and the guidance counselor on the next steps.
6. A student who is placed on academic probation status may re-acquire his regular status after passing all the subjects he enrolled in during his academic probation period.
7. A student who obtains failing grades in 50% or more of his total unit load in any semester or school term shall be denied admission to the program. The student may be admitted into another program under academic probation with the endorsement of his dean, subject to the approval of the Chancellor.

O. Academic Requirements for Graduation

Only students who have successfully completed all subjects and requirements in their curriculum with zero deficiencies, including FCL, P.E. and NSTP and have completed their administrative clearances are eligible for graduation.

1. Graduating students must pass the written and practical examinations administered by their respective programs.
2. The requirement to take Pre-Board/Revalidating Exams is to complete and pass the following in addition to passing

- a. College of Medicine
 - Clerkship Rotation Program
 - Certificate of Clerkship from the various departments
 - OB Report
- b. College of Dentistry
 - Clinical Dentistry I, II, III and IV Requirements
 - Hospital Dentistry I
- c. College of Pharmacy
 - Pharmacy Seminar 1&2
 - Experiential Pharmacy Practice in Institutional Pharmacy, Public Health & Regulatory Pharmacy, Community Pharmacy , Hospital Pharmacy, and Industrial Pharmacy
- d. College of Radiologic Technology
 - Clinical Education 1 & 2
 - Competency Based Assessment 1 & 2
- e. College of Respiratory Therapy
 - Clinical Education 1 & 2
- f. College of Medical Technology
 - Clinical Internship 1 & 2
 - Seminar 1 and 2
 - Medical Assessment Program 1 and 2
- g. College of Nursing
 - Competency Appraisal 1 & 2
 - NCM 122
 - Intensive Nursing Practicum
- h. College of Occupational Therapy
 - Internship 1 & 2
 - Course Audit 1 & 2
- i. College of Physical Therapy
 - Internship 1 & 2
 - Seminar 1 & 2

- j. College of Midwifery
- 20 Cases of Internal Examination
 - 10 Cases of Assisted Deliveries
 - 20 Actual Handled Deliveries
 - 5 Cases of Perineal Suturing for 1st and 2nd degree laceration
 - 5 Cases of Insertion of Intravenous Fluid

P. Requirements for Graduation and Credentials

1. Requirements for Graduation
 - a. Application for graduation and clearance form must be obtained from, completed, and submitted to the Registrar's Office.
 - b. Only students who have submitted all the institutional and government (CHED) admissions requirements and a completed academic administrative clearance form shall be considered candidates for graduation.
2. Student Credentials
 - a. A student may apply for student records and academic credentials upon confirmation of completion of academic, administrative, and financial clearance and is free from any monetary obligation owed to the University.
3. Transfer Credentials (including Honorable Dismissal)
 - a. A student who desires to transfer to another school shall file a written petition to the dean of the college signed by his parents or guardian.
 - b. Student must present the letter to Student Services and secure an Exit Interview form.
 - c. Once granted, the student must secure a clearance form from the Registrar's Office and submit the duly accomplished Transfer form.

Q. Clinic or Hospital Affiliation

The Perpetual Help Medical Center Binan exists under the auspices of the UPH– Dr. Jose G. Tamayo Medical University. As such, the Perpetual Help Medical Center Binan is intended to serve as the base hospital for all clinical training programs and other related clinical experiences for the university's Medicine and Health Sciences Programs. The Perpetual Help Medical Center Binan, as the base hospital, shall provide the venue for the UPH–Dr. Jose G. Tamayo Medical University interns for their clinical experience and exposure requirements. During the exposure, with the supervision and monitoring of interns by the clinical instructors, the UPH–Dr. Jose G. Tamayo Medical University affiliates shall observe and follow all the Rules, Regulations, and Guidelines of the Medical Center as stated:

General Policy

1. All student affiliates shall be governed by rules and regulations of the Perpetual Help Medical Center Binan and other affiliating centers.
2. All student affiliates are bound to abide by the guidelines and policies of the University of Perpetual Help–DJGT Medical University that is written in the student handbook.

Uniform

1. All student affiliates are required to attend to their clinical duties in the prescribed uniform. Please note that any form of jewelry (necklace, anklet, earrings, bracelet, and ring) is discouraged. For the College of Nursing, only a wristwatch with a second hand is permitted and required to be worn in the classroom and all areas of affiliation.
2. All student affiliates assigned to special areas, like the operating rooms, which impose sterility and protection, will be required to wear a scrub suit and laboratory gown. These will be issued by the university to provide proper identification to other health personnel of the Medical Center.

3. All student affiliates are required to wear their school ID on campus and during their clinical duty in the affiliating hospital. This must be presented to the school and hospital authorities upon request. Failure to do so will require the student to submit a letter of explanation and should establish his/her identification to the hospital authority.
4. The hair of female student affiliates should not touch the collar of the uniform; if worn long, it must be tied up and away from the face. Only colorless nail polish may be used. The hair of male students must be cropped and clean-looking. Mustaches and beards are not allowed.
5. Female student affiliates must be in the prescribed uniform, which may be worn with a white chemise or inner garment. Male students must be in the prescribed uniform, plain white undershirt (camisa de chino), and white socks.

Attitude and Decorum

1. Silence and order should be maintained inside the affiliating hospital and in their designated area during their hospital rotation. Loitering and smoking on university premises, unauthorized use of hospital facilities and resources, and the like are not allowed.
2. Students are expected to behave appropriately, according to social norms; hence, public display of affection, such as hugging and kissing their partner, or other intimate acts, is not allowed.
3. Student affiliates are prohibited from bringing firearms or other deadly weapons (e.g., ice-picks or blades more than 1 inch long, explosives, etc.) within the affiliating hospital premises.
4. All student affiliates should be free from any form of intoxication, whether drug or alcohol. Possession of alcohol, prohibited drugs, or chemicals such as LSD, heroin, marijuana, rugby, opiates, hallucinogens, or any regulated drug without a proper prescrip-

5. Any vandalism, destruction, or breakage of hospital property due to the fault or negligence of a student affiliate will be settled by the erring students, with guidance from the Medical University in the form of replacement or cash payment equivalent to the damage incurred by the student. This must be accomplished in order for the student to be able to secure his grades and clearance from the affiliating institution.
6. Gambling in any form and gross acts of disrespect in words or in deeds are strictly prohibited.
7. All student affiliates are not allowed to bring any property of the affiliating hospital outside its premises.

Attendance (subject to change dependent upon requirements of the affiliating centers)

1. Student affiliates are required to arrive on their scheduled time. Tardiness of fifteen (15) minutes thereafter is considered late. Tardiness of more than thirty (30) minutes is considered an absence. An accumulation of three instances of (3) tardiness is equivalent to one (1) absence.
2. Excused absence/tardiness. Absence due to accumulation of tardiness is regarded as “unexcused”. Absence due to medical reasons, as justified by a medical certificate upon approval of the authorized personnel, is regarded as “excused”. Absences acquired during the affiliations are subject to “make-up” duties, to enable the student affiliate to complete the requirements of duty hours as agreed upon by the Medical University and the Medical Center.
3. Medical certificates must be submitted upon return to duty. Late submission will not be accepted.
4. Student affiliates should abide by the University’s Policy regarding suspension of classes during typhoons or natural calamities.
5. In case of absence due to unavoidable situations, the student affiliate should inform the clinical instructor/staff in charge ahead of the scheduled clinical duty.
6. Student affiliates are expected to stay in the hospital covering the prescribed number of hours as needed. They are prohibited

to go outside the premises of the affiliating institution during their clinical duty.

Hazards/ Accidents

1. In case of trauma and/or accidents (such as accidental needle prick), the student affiliate should report the case to the Clinical Instructor or to the staff in charge immediately.

R. Scholarship Policies and Guidelines

Students may apply, and if deemed eligible, may be awarded the following scholarships. Application details may be obtained from the Information and Admissions Office.

1. TAMAYO STUDY GRANTS FOR SENIOR HIGH SCHOOL GRADUATES

- Dr. Jose G. Tamayo Study Grant 100% discount on tuition and miscellaneous fees GWA of 98-100
- Dr. Josefina L. Tamayo Study Grant 100% discount on tuition and 50% on miscellaneous fees GWA of 95-97
- Dr. Antonio L. Tamayo Study Grant 100% discount on tuition and 25% on miscellaneous GWA of 92-94

2. DR. JOSE G. TAMAYO SCHOLARSHIP FOR SENIOR HIGH SCHOOL GRADUATES

- | | |
|-----------------------|--------------------------------|
| • Ranks 1 to 5 | 100% tuition fee discount only |
| • Ranks 6 to 10 | 50% tuition fee discount only |
| • With Highest Honors | 40% tuition fee discount only |
| • With High Honors | 30% tuition fee discount only |
| • With Honors | 20% tuition fee discount only |

3. STUDY GRANT WITH RETURN SERVICE

- 100% tuition and miscellaneous fees
 - Medical University Faculty
 - Medical Center Staff

4. GRADUATE PROGRAM DISCOUNT (FOR MEDICAL UNIVERSITY GRADUATE PROGRAMS)

- 25% tuition fee discount for UPHS Alumni

5. FAMILY DISCOUNT

- Sibling Discount
- Parent & Child/Children
- Husband & Wife

6. ALUMNI DISCOUNT (ALUMNI PARENT/S)

- Health Science undergraduate programs
 - Health Science Alumni Parent with Aspiring Health Science Applicant
- Health Science Alumni Parent with Aspiring Health Science Applicant
 - Health Science Alumni Parent with Aspiring Medicine Applicant
- Medicine to Medicine
 - Medicine Alumni Parent with Medicine child
- UPHS Senior High School Graduate to MU BS Programs
 - 1st Sem. only and may apply for an academic scholarship in the succeeding semester if grades from the previous semester are qualified
 - subject to evaluation based on academic scholarship policy
- UPHS MU BS Program Graduate to Medicine Program

7. ENTRANCE SCHOLARSHIP FOR NEW STUDENTS

Scholarships awarded to first-year students

8. ACADEMIC SCHOLARSHIP

A student with a regular full load for the semester and no record of disciplinary action may qualify for an academic scholarship for the succeeding semester if he/she satisfies specific criteria.

9. OTHER/EXTERNAL SPONSORED SCHOLARSHIPS:

Other forms of scholarships are made available for deserving individuals who are able to meet each individual scholarship criteria. More information on scholarships is available at the Admission and Information Office. Examples of these are Athletic scholarships, Iskolar ng Biñan, Iskolar ng Laguna, DOH, DOST, GSIS, SSS, CHED, OWWA, Iskolar ni Hesus (Spirit of Love) and others.

S. Refund of Fees

A student is understood to be enrolled for the entire semester or term. In line with the provisions of the Manual for Regulations of Private Schools, the following regulations regarding transfer and withdrawal are hereby implemented:

1. A student who transfers or otherwise withdraws in writing after the beginning of classes and who has paid the pertinent tuition and other school fees in part or in full is entitled for a refund of the payments made, subject to the following surcharge:
 - a. Before the start of classes, a P500.00 processing fee will be charged.
 - b. First Week from the start of the classes, 20% of the total Tuition Fee and a processing fee of P500.00 will be charged.
 - c. Second Week from the start of classes, 50% of the total Tuition Fee and a processing fee of P500.00 will be charged.
 - d. Beyond the Second Week, the full amount for the entire semester will be charged.
2. Application for refund of fees and/or adjustment should be made at the Assessment Department promptly after dropping the course or program. The date of the actual submission of dropping forms at the Assessment Office shall be the reckoning date for refund and/or adjustment purposes.

T. Special Payment Arrangements with Third-Party Collecting Agency

1. Authority to refer accounts - The school reserves the right to refer overdue or unpaid student accounts to an accredited third-party collecting agency after reasonable efforts have been

made to collect directly from the student/parent or guardian.

2. Consent to Collection Arrangement - By enrolling in the University, the parent/guardian and/or student agrees that any unpaid tuition and other school-related fees may be subject to collection through a third-party collecting agency.
3. Data Privacy Compliance - The school ensures that all referrals to a third-party collection agency comply with the Data Privacy Act of 2012. Only relevant information necessary for collection purposes will be shared.

U. Collection and Unauthorized Money-Making Endeavors (Monetary or Otherwise)

1. Sale of dry goods/sundries, tickets, collection, or contribution in any form by any person (student, employee, or non-employee) for any purpose, voluntary or otherwise, from the school, colleges, and university shall NOT be allowed except those approved by the President and/or Chancellor and properly posted on the University bulletin boards.
2. Sale of or collection for curricular requirements, such as, but not limited to, textbooks, laboratory manuals, test papers, hand-outs, laboratory gowns, uniforms, t-shirts, and the like, shall be through the University Supply Center only. Unauthorized transactions through students or university employees are not allowed.
3. All official collections shall be remitted to the cashier or to a duly authorized representative assigned by the Chancellor.
4. Fees imposed by the Supreme Student Council for approved student activities may be collected.
5. Proper accounting and liquidation of all collected fees and contributions as permitted by law shall be made and kept as part of the records of any organization undertaking such collection and is a requirement for student and/or employee clearance.

III. STUDENT DISCIPLINE

A. General Directives

1. A student's registration at UPH-DJGTMU automatically binds him to all the rules, regulations, and traditions of the institution. The University reserves the right to dismiss a student at any time if his scholastic records and moral conduct prove that he has violated the rules and regulations of the University.
2. Prompt, exact, and courteous obedience is expected of a student at all times. He should obey authority rather than the person exercising authority; hence, even a student to whom authority has been delegated should be obeyed.
3. Although the University cannot be held responsible for a student's conduct outside the University premises, a violation of the code of conduct for actions outside the university may be a cause for dismissal. (e.g., in cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school).
4. If a student is proven guilty of serious moral faults, or if his conduct is found harmful to the best interest of the university, or if he has an unwholesome influence on fellow students, or if he is not amenable to advice, he is subject to strict disciplinary action.
5. If a student disregards the rules and regulations of the University by violating them, this may be a basis for disciplinary action. The disciplinary action will depend upon the nature and/or frequency of the offense, as mentioned in this handbook.

B. Code of Conduct

1. MAJOR OFFENSES

Refer to Appendix H for a list of major and minor offenses. These lists may be expanded as necessary.

2. MINOR OFFENSES

Refer to Appendix H for a list of major and minor offenses. These lists may be expanded as necessary.

3. SANCTIONS

The sanction(s) to be imposed for each offense shall be based upon the nature and/or gravity of the violation. A just and reasonable disciplinary action shall be rendered for any offense or violation.

However, no cruel or physically harmful punishment shall be imposed or applied against any student. It is further provided that no disciplinary sanction shall be applied upon any student except for cause as defined in this handbook or in the Manual of Regulations for Private Schools (MRPS), and after due process shall have been observed.

2.1 Major Penalties. The three categories of disciplinary administrative sanctions for serious offenses or violations of school rules and regulations that may be applied upon an erring student are: Suspension, Exclusion and Expulsion. Section 77 of the Education Law and the Private Schools delineate the "Categories of Administrative Penalties", thus:

2.1.1 Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year or term.

The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school year or term shall be forwarded to the Commission on Higher Education (CHED) Regional Office concerned within ten days from the termination of the investigation of each case for its information.

A student under investigation of a case involving the penalty of expulsion may be placed under Preventive Suspension and barred from entering the school premises if the evidence of guilt is strong and the administrators are morally convinced that the continued stay of the pupil or student during the period of the investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life or

persons and property in the school.

2.1.2 Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls, and transfer credentials are immediately issued.

A summary investigation shall have been conducted, and no prior approval by the CHED is required in the imposition of the penalty. The decision of the school on every case involving the penalty of exclusion from the rolls, together with all the pertinent papers, therefore, shall be filed in the school for a period of one year in order to afford the CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

2.1.3 Expulsion is an extreme penalty on erring students consisting of their exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the CHED Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs such as marijuana. It is also imposed on students exhibiting drug dependency, drunkenness, hooliganism, vandalism, forging or tampering with school records or school forms, and other serious school offenses such as assaulting other students or school personnel, instigating illegal strikes or similar concerted activities resulting in the disruption of activities. Any other acts that cause the stoppage of classes or that prevent any other student or school personnel from entering the school premises and attending classes or discharging their duties will also warrant expulsion.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers, shall be forwarded to the CHED Regional Office concerned within 10 days from the termination of the investigation of each case.

2.1.4 Any, or a combination of the above and the following disciplinary actions for major offenses may also be imposed on the student:

- a) Loss of privileges, such as loss of scholarship/student aid
- b) Disciplinary Probation
- c) Holding of records (that is, the student will not be allowed access to them)
- d) Revocation of degree previously conferred; non-conferment of degree
- e) Deferral or withholding of degree, diploma, and/or certificate.

2.2 Minor Penalties. Any of the above sanctions, except expulsion or exclusion, may require a student to undergo the reformatory services, which shall be determined by the Ad Hoc Disciplinary Committee, or Director of Student Services, as the case may be, and approved by the Chancellor.

Sanctions for minor offenses. Any, or a combination, of the following sanctions may be imposed on the student:

- 2.2.1 Submission of a letter of apology and/or a written explanation to all parties concerned.
- 2.2.2 Rendering of reformatory service.
- 2.2.3 Attendance in seminars or workshops relevant to the specific violation.
- 2.2.4 Any other sanction/s that may be deemed appropriate by the Director of Student Services.

2.3 Other responses that may be meted out for major offenses which may be considered less serious:

- 2.3.1** Sponsorship of and/or participation in projects or activities that aim to promote discipline on campus.
- 2.3.2** In-school service (ISS), defined as a designated number of hours of volunteer or service/work to the university. A student may be offered an opportunity to complete a specified number of hours of work in lieu of other sanctions.
- 2.3.3** Any other sanctions that may be deemed appropriate by the Student Services Director or Ad Hoc Disciplinary Committee, whichever may decide on the case.

3. DUE PROCESS for MAJOR OR MINOR OFFENSES

The University carries out the following proceeding to come up with a fair and just disciplinary action for the erring party. Student discipline is a responsibility shared by the community members. University administrators, faculty, staff, student leaders, security and maintenance personnel, and all other employees are authorized to issue a Student Violation Slip and confiscate a student's ID or Registration Form when the student is caught in the act of committing an offense.

3.1 The offense is reported to the Dean or Student Formation Officer via the Student Violation Slip or incident report submitted by the person concerned. If reported to the Dean, he shall forward the case to the Student Formation Officer for appropriate action.

3.2 In the event that a written complaint and/or Student Violation slip is filed, respondents shall be given three (3) working days within which to see the Student Formation Officer for a case conference. Failure or refusal of the student concerned to appear before the Director of Student Services or the Student Formation Officer despite due notice and without sufficient cause shall not suspend the investigation and resolution of the case.

3.3 The Student Formation Officer conducts an initial investigation of the offense from concerned parties, after which a determination of the gravity of the offense is determined.

3.4 For minor offenses

3.4.1 Regardless of the penalty imposed, the student concerned will not be admitted to class, or their records will be withheld, if they fail to comply with the summons and/or requirements of the Director of Student Services or the Student Formation Officer.

3.4.2 Counseling and application of sanction is accomplished.

3.4.3 Feedback is provided to the Dean and a report is attached to the student's record.

3.5 For major offenses

3.5.1 A notice is issued to the student for a conference to present the incident.

3.5.2 The student who commits a major offense shall submit an incident report or a sworn affidavit to explain his/her side.

3.5.3 The Student Formation Officer convenes an Ad Hoc Disciplinary Committee that will conduct a thorough investigation. The Ad Hoc Disciplinary Committee is composed of the Student Formation Officer, Director of Student Services, SSC Officer, Legal Officer, and any other person deemed necessary.

3.5.4 Handling dispositions for major offenses. There are two ways that the Committee may handle dispositions for major offenses:

a. **Ad Hoc Disciplinary Committee Meeting.** The Ad Hoc Disciplinary Committee Meeting is an administrative procedure that may be summary in nature without the elaborate rules of evidence and procedures imposed in a court of law. Thus, cross-examination shall not be essential; however, clarificatory questions may be raised. The Ad Hoc Disciplinary Committee shall ensure that due process is duly satisfied. In the event that no additional evidence is submitted, the Ad Hoc Committee shall render judgment based on the merits of the substantial evidence presented and admitted.

The Ad Hoc Disciplinary Committee may continue to hear witnesses in the absence of the complainant, but at no time shall the presence of the respondent be dispensed with, unless the respondent fails to appear at hearings despite due notice. During the hearing, the complainant and the respondent shall be allowed to present their respective evidence. The complainant shall present first, followed by the respondent. Witnesses shall testify under oath. The Ad Hoc Disciplinary Committee shall proceed to evaluate the evidence and testimonies after all parties have finished with their presentation. The Chairman of the Ad Hoc shall exercise complete control over the proceedings at all stages, using every reasonable means to ascertain the facts as expeditiously and objectively as possible, and without regard to technicalities of law or procedure, but always with regard to due process. Should a respondent admit to the charges against him, he shall be required to execute a written confession of guilt. In such cases, formal proceedings may be dispensed with, and the Ad Hoc Disciplinary Committee will decide on the

appropriate sanctions, which will be immediately enforced. The respondent's voluntary admission of guilt and request for the discontinuance of the formal proceedings will be noted on the case records. Regardless of the penalty imposed, the respondent shall not be admitted to class nor allowed to enroll or graduate without complying with the requirements of the Ad Hoc Disciplinary Committee or the Office of Student Services. The Ad Hoc Disciplinary Committee submits its findings and recommendations to the legal officer. The legal officer reviews the case and formulates further recommendations to be submitted to the Chancellor. The Chancellor reviews the report and determines the verdict and sanction (if warranted). The report is attached to the student's record.

- b. **Summary Proceedings.** The Ad Hoc Disciplinary Committee may summarily act upon the case at hand if the respondent executes a written admission of guilt. Whereupon the hearing will be terminated as soon as the respondent answers the charges, and the members of the Ad Hoc Disciplinary Committee are through with their clarificatory questions. Any penalty imposed in summary proceeding is final and immediately executory unless the Ad Hoc Disciplinary Committee delays the execution of the sanction for meritorious reasons.

3.6 Appeals Process

3.6.1 For Ad Hoc Hearings:

- a. The decision of the Ad Hoc Disciplinary Committee may be appealed to the Chancellor within a period of five (5) working days from receipt of the decision. The appeal shall not delay the execution of the penalty unless the Chancellor, in the exercise of discretion and considering the gravity of the offense and the circumstances of the complainant, orders the suspension of the execution of the penalty until the appealed decision has been resolved.
- b. Charges shall be expunged from the records and no sanction shall be served should the Chancellor find the respondent not guilty.

3.6.2 For Summary Action by the Ad Hoc:

- a. Should the respondent find the decision of the Ad Hoc Disciplinary Committee unfavorable, he may file an appeal with the Office of the Chancellor within five (5) working days from receipt of the decision. The appeal must state the grounds and reasons for the appeal. Appeals not filed within the indicated period will render the decision of the Ad Hoc Disciplinary Committee final and executory.
- b. The Chancellor may convene an Ad Hoc Committee to evaluate the grounds and concerns raised for the appeal.
- c. The decision of the Chancellor, when reviewing a case under this Section, is final and not open to appeals.
- d. Should the Chancellor find the respondent not guilty of the offense(s), the charge(s) will be deleted from the respondent's records, and his/her student rights restored.

C. Attitude and Decorum

1. Silence should be maintained, especially in entering and leaving the classrooms and during class hours, whether the faculty member is present or not.
2. If a teacher is late for class, students should wait quietly in the classroom. If after fifteen (15) minutes the faculty still has not arrived, a class officer should take the attendance of the class and submit it to the Dean's Office. The class is dismissed. Students must vacate the classroom once classes do not push through.
3. During class hours, students should be attentive and cooperative and refrain from doing anything not connected with the lesson or perform any activity that may distract the class.

D. School Uniform and Dress Code

1. All students are required to attend their classes and clinical duties in the prescribed complete uniform assigned by each college/program. This includes a validated identification card, the official uniform prescribed by the program or college, and black leather shoes or white shoes (if required by the year level or program).
2. The official Medical University Friday Shirt must be worn every

Friday unless otherwise directed by the Dean of the Program for specific activities.

3. Rubber shoes (except on Fridays), Crocs-style shoes, slip-ons, sneakers, flip-flops, sandals, and the like are not allowed.
4. Unusual hairstyles, unnatural and brightly colored hair, heavy make-up, excessive jewelry and accessories, caps, hats, or bonnets worn inside the building are prohibited. Mustaches and beards are not allowed.
5. Visible tattoos (including temporary or “henna”) are highly unsuitable. The student is advised not to acquire and/or display tattoos.
6. PE and NSTP uniforms are worn only during PE and NSTP class hours, respectively. If students need to attend other classes, they must change into their official school uniforms.

E. Student ID

1. To facilitate identification and assist in the safety and security of all individuals inside the campus, all bona fide students are required upon their enrollment to apply for and secure an identification card (ID).
2. ID cards must be validated at the beginning of every semester at the Office of Student Services.
3. All students are required to wear and clearly display their ID at all times when entering the campus and must present the same to all school authorities when asked to do so. Any person on campus who fails to present their ID when requested shall be considered an intruder and may be required to leave the school premises.
4. The loss of the ID should be reported immediately to the Office of Student Services. The concerned student will be charged a replacement fee to be paid at the Cashier.
5. A student who is graduating or withdrawing from the University must surrender his ID to the Office of Student Services as a prerequisite for transfer credentials.
6. Tampering with, changing the photo, and lending one’s ID card to another are strictly prohibited and is considered a major offense.
7. ID cards must be presented when applying for clearance.

IV. RIGHTS, DUTIES, AND RESPONSIBILITIES

A. Student Rights

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to his full development as a person with dignity.
2. The right to freely choose his field of study, subject to existing curricula and continue his course therein up to graduation, provided that they have met the necessary requirements (based on the result of the school’s qualifying examination) of the program.
3. The right to school guidance and counseling services for making decisions and selecting the alternative fields of work suited to his potential.
4. The right to access to his school records, the confidentiality of which the school shall maintain and preserve. This includes access to all assessments (written and practical) and to the computation of grades.
5. The right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents.
6. The right to publish a student newspaper and similar publications.
7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster his intellectual, cultural, spiritual, and physical growth and development.

B. Student Duties and Responsibilities

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

1. Exert his utmost to develop his potential for service, particularly by undergoing education suited to his abilities, in order that he may become an asset to his family and society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his academic responsibilities and moral integrity.

3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff, and other personnel.
4. Participate actively in community activities and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his community and in the attainment of a just, compassionate, and orderly society.
5. Exercise his right responsibly in the knowledge that he is answerable for an infringement or violation of the public welfare and of the rights of others .

C. Faculty Obligations

Every professor and instructor shall:

1. Perform his duties to the school by discharging his responsibilities in accordance with the philosophy, goals, and objectives of the school.
2. Be accountable for the efficient and effective attainment of specified learning objectives in pursuance of national development goals within the limits of available school resources.
3. Render regular reports of the performance of each student to the student or parents or guardians with specific suggestions for improvement; this includes requests for computation of grades and the like.
4. Assume the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior at all times.
5. Refrain from making deductions in students' scholastic rating from acts that are clearly not manifestations of poor scholarship.
6. Participate as an agent of constructive social, economic, moral, intellectual, cultural, and political change in his school and the community within the context of national policies.
7. Be a role-model to the students in words and in actions to guide the and help them grow morally, intellectually, emotionally and spiritually.

V. STUDENT SERVICES AND ACADEMIC SUPPORT

A. Office of Student Affairs, Academic Support and Administration.

The Office promotes the holistic development and well-being of students by providing comprehensive support services, fostering a positive educational environment and ensuring the effective administration of academic and student-related programs

B. Admissions & Information Services

Information on course offerings and scholarships, and financial assistance are available at the Admissions Office.

C. Alumni Services

The Alumni acts as a bridge between the Medical University and its former students, fostering a lifelong relationship and encouraging continued engagement.

D. Campus Ministry and Religious Affairs

The University has a dedicated office that supports and nurtures the spiritual growth of students, faculty, and staff within the University community.

E. Community Outreach Programs

The University provides health education, values formation, and social services to underserved communities, offers volunteering opportunities to students and employees, and strengthens partnerships to improve outreach efforts.

F. Complaint Management

Against a Student

1. A formal written complaint/report shall be filed with the Director of Student Services or Student Formation Office by any person having direct knowledge of the commission of the act. If filed with the Dean, the Dean shall forward the complaint to the Director of Student Services for action.
2. The respondent shall be notified of the complaint/report filed against him.

3. The respondent must file a written answer to the complaint/report within seven days upon receipt of the complaint. Failure to file such written answer within the prescribed period shall be deemed an admission of the principal act.
4. If the respondent admits to the commission of the infraction, the Student Formation Officer submits his findings and recommendations to the Director of Student Services, who in turn, submits her recommendations to the SAASA Executive Director and/or Chancellor for determination of the sanction befitting the violation committed by the student.
5. However, if the respondent denies the allegation or complaint against him, the Student Formation Officer shall conduct an investigation and gather substantial evidence (testimonial or documentary) limited to the allegations in the written complaint.
6. After receiving the report from the Student Formation Officer, the Director of Student Services shall convene an Ad Hoc Disciplinary Committee to study and review the merits of the case.
7. The Ad Hoc Disciplinary Committee then formulates its recommendations to be submitted to the SAASA Executive Director. The SAASA Executive Director refers to the Chancellor for the affirmation or modification of the penalty to be imposed.
8. The proper sanctions shall be executed by the Dean.
9. The complainant will be invited to the Office of Student Services and formally informed of the results of the investigation.
10. Reporting misconduct or grievances may be done electronically through the Office of Student Formation at **studentformationoffice@mu.uphsl.edu.ph**. To facilitate a timely investigation, the email should include the complainant's full name, a detailed chronological account of the incident, and any relevant evidence or supporting documentation.

Against a University Employee

1. A formal written complaint shall be filed with the Dean, Head of Student Welfare, Director of Student Services or SAASA Executive Director by any person having direct knowledge of the commission of the act complained of.

2. If a complaint is filed with the Dean, a copy of the complaint is forwarded to the Director of Student Services for monitoring and endorsement to the Human Resources Department.
3. The respondent shall be notified by HRD in writing of the complaint filed against him.
4. The respondent must file a written answer to the complaint within five days upon receipt of the complaint. Failure to file such a written answer within the prescribed period shall be deemed an admission of the principal act complained of.
5. If the respondent admits to the commission of the infraction, the HR Officer discusses his findings and recommendations to the SAASA Executive Director for determination of the sanction befitting the violation committed by the employee.
6. However, if the respondent denies the allegation or complaint against him, the HR Officer shall conduct an investigation and gather substantial evidence (testimonial or documentary) limited to the allegations in the written complaint.
7. After receiving the Human Resource Officer's report, the SAASA Executive Director will authorize the HR Officer to convene an Ad Hoc Committee to study and review the merits of the case.
8. The Ad Hoc Committee then formulates its recommendations to be submitted to the SAASA Executive Director. The SAASA Executive Director refers to the Chancellor for the affirmation or modification of the penalty to be imposed.
9. The proper sanctions shall be executed by the Human Resource Department.
10. Reporting misconduct or grievances may be done electronically through the Human Resource Department at **allied_hrd@uphsl.edu.ph**. To facilitate a timely investigation, the email should include the complainant's full name, a detailed chronological account of the incident, and any relevant evidence or supporting documentation.

G. Counseling Services

Routine interviews and test interpretations are means to help students and these may lead to counseling sessions as needed. The purpose of these sessions is to help the student become more aware of his/her personal characteristics; discover his/her strengths and limitations; and use such discoveries to understand himself/herself and the world around him/her so that they can plan their lives more realistically, develop their potentials optimally, solve his/her difficulties more effectively and become contributing members of the society.

Implementation:

1. Individual Counselling

Routine interviews are held for as many students as possible to give everyone a chance to see their counselors. During each routine interview, test interpretations are presented. Such sessions may lead to counseling on social, academic, and vocational/occupational areas.

Students are also invited to come on their own, should they have some unanswered questions or concerns that they believe the counselors could help them with. Appointments can be made with counsellors at any time. Teachers, parents, and other relevant individuals may also refer students for counselling.

2. Group Counseling

Group counseling is offered when several students share a common concern. They may come voluntarily or upon the invitation of their respective counselors. Follow-up counseling sessions are also held for students to determine progress in these areas.

3. Virtual Counseling: (Individual or Group)

A student shall message the Student Welfare Office through a preferred online platform (e-mail or messaging application). Appointments will be set and counseling via an online platform will be conducted.

H. FACILITIES

On-campus Dormitories

Dormitories within the school premises are available both for our male and female students. These dormitories offer excellent services at a reasonable cost. Additional information may be obtained from the Admissions Office.

Sports Facilities

The University offers several sports facilities such as Swimming pools, Gymnasium, Badminton Court, Football Field, Basketball Court, and a Track and Field Oval.

I. Financial Assistance

Financial assistance refers to the various forms of monetary support provided to students to help cover the costs of their education. It is often determined by factors such as financial need, academic performance and other specific criteria, depending on the program or source of funding. This can include: Scholarships, Grants, Student Loans, Work-Study Programs, and Athletic Scholarships.

J. Food Services

There are a number of canteens and food courts available throughout the campus that serve a wide array of affordable meals.

K. Library Services

Resource books, periodicals, e-Journals, and internet services are available at the library on the 4th floor. An E-Library can be accessed via the Learning Management System.

L. Medical and Dental Health Services

The student medical and dental clinic is located at the ground floor of the UPH- DGTMU building.

1. Assigned doctors and nurses who provide emergency first-aid care and routine medications for common ailments to students are available during school days from 8 AM to 5 PM. After 5 PM,

emergency cases should be brought to the emergency department of UPH-DGTMU medical center.

1. The medical staff conducts individual physical examinations for all students as well as medical consultations as needed.
2. All students enjoy benefits and privileges not only as outpatients but also if confined in the UPH-DJGT Medical Center.
3. Teleconsultation is available to students as needed.
4. All students are required to undergo an annual physical exam.
5. All new students are required to undergo Hepatitis B screening and/or vaccination at the Perpetual Help Medical Center laboratory upon admission.
7. All new students are required to undergo a mandatory drug test and existing students will be submitted to a random drug test.

M. Publications

The University provides platforms for students to express ideas, showcase achievements, and promote school activities, thus fostering a sense of community and encouraging active participation.

N. Registrar

The Registrar is inherently a part of the administration set up of the institution. It is the repository of highly important confidential documents. It carries the weight in cases involving credentials, evaluation/accreditation of subjects, student accounting, academic placement, and eligibility for graduation.

O. Student Organizations

1. A student organization shall be any association, club, or any other group of students of the college, organized for purposes not contrary to law and to the University rules and regulations.
2. Each student organization shall have a set of constitution and bylaws which shall be signed by the Director of Student Services. No student organization shall exist, collect fees, nor hold, manage, or promote any activity, directly or indirectly, within the University or outside the campus without prior approval.
3. Neither the name of the University nor any of its colleges shall be used for off-campus activities without prior approval of the

Chancellor.

4. A student organization cannot hold meetings without prior notice given to the Adviser and/or Dean of the College.
5. A yearly reaccreditation of student organizations is required. Any student organization which does not renew its registration shall automatically be considered defunct.
6. Any student organization that has been granted institutional recognition and which violates its own purpose of constitution or fails to comply with university policies is liable to revocation of all certificates or recognition upon the recommendation of an Ad Hoc Committee composed of the following:
 - a. Director of Student Services
 - b. SSC Officer
 - c. College Dean (not affiliated with the organization)
 - d. University Legal Officer (if necessary)
7. Each student organization shall have an adviser (faculty or staff of the Medical University) whose duties and responsibilities are as follows:
 - a. Attend meetings of the organization.
 - b. Assist in planning the activities for the organization
 - c. Attend all activities organized by the students/student leaders
 - d. Review and co-sign contracts or agreements entered into by the students.
 - e. Ensure that the officers and members of the organization are well-acquainted with the policies of the University.
8. All duly recognized student organizations shall submit to the Head of Student Development and Government a copy of the organization's statement of financial conditions, duly signed by the Adviser, Dean, the Organization's President, Treasurer, and Auditor at the end of each academic year.
9. The Supreme Student Council (SSC) shall be the student organization with the power to legislate and adjudicate on matters within its approved constitutional jurisdiction. The University administration shall deal with the SSC in all matters affecting the student body which the Council represents.

10. Any candidate for any position in the Student Body Organization (SBO) shall possess the qualifications as provided for in their constitution and by-laws. She/he must have at least one year of residency in the program and must not have been found guilty of any serious violation of the rules and regulations of the UPH- DJGTMU. A transferee must not have been found guilty of any serious offense in the school or college he has been previously enrolled in. A student may hold any two (2) positions or be an officer in any two (2) organizations at the same time, except for the Supreme Student Council and Caduceus.
11. The Supreme Student Council and other student organizations of the University must carry out and imbibe the following objectives:
 1. To foster love of God, country, and fellowmen
 2. To promote the goals of the University, especially leadership and citizenship training among the members
 3. To promote and enhance the individuality and the dignity of the students
 4. To develop and promote mutual understanding, cooperation, goodwill, and harmonious relationships among students
 5. To promote scholarship and academic excellence.
 6. To promote the equality of students
 7. To set goals and objectives as may be deemed ideal.
12. All student organization activities, whether conducted on or off-campus, require prior written approval from the Chancellor's Office. This process ensures student safety, regulatory compliance, and alignment with the Medical University's mission, vision, and institutional policies. Non-compliance will result in the following disciplinary actions:

First Offense: Written Warning

Second Offense: Suspension (including the forfeiture of all rights and privileges of a recognized student organization)

Recognition of Student Organizations

Recognition may be granted to a student organization upon application thereof, subject to the following requisites:

1. Request letter addressed to the Director of Student Services

2. Copy of Organization's Constitution and By-laws
3. List of Officers and Members with their program, level and signature
4. Acceptance letter of the adviser
5. One-year plan of activities
6. Financial Report after every activity (for re-accreditation status only)
7. Documentation of Activities (for re-accreditation status only)
8. Student Organization Application Form
9. Accomplishment Report of Student Organization

Recognized student organizations are student-led groups that have received official recognition from the Medical University. These organizations are established by students to engage in shared interests, which may be academic or recreational and are endowed with specific rights and duties by the University.

Qualification of Student Organizations Officers

Only bona fide college students of the University who comply with the following requirements are eligible to become officers:

1. They must be officially enrolled, carrying a minimum load of fifteen (15) academic units.
2. They must not be under any academic or disciplinary probation during the school year.
3. They must have no failing grade in the preceding semester.
4. Officers of each organization must have at least one (1) year of academic residence in the college.
5. All officers of student organizations must serve the full term of their office (one whole school year), except when the officer has vacated his position as a result of his having violated any of the University's rules and policies. An officer should be removed from his position if he does not meet the requirements and does not fulfill the responsibilities to the organization.

Constitution and By-Laws

The constitution and bylaws guide all organizations. Amendments or revisions to the constitution and by-laws must be made with prior consultation with the organization's adviser and the dean of the college.

Revocation

- The certificate of recognition of any student organization that has been granted may be revoked if it has been found to have violated its statement of purpose, constitution, and by-laws, or consistently has failed to comply with the policies of the Medical University.
- Before a certificate of recognition is revoked, the result of the investigation shall be forwarded to the SAASA Executive Director for final decision.
- An appeal letter may be submitted to the Chancellor. The decision of the Chancellor is final.

Guidelines for Recognition and Re-accreditation of Student Organizations

1. Secure an application form from the Head of Student Development and Government
2. Submit all the requirements
3. The Head of Student Development and Government will verify the documents submitted
4. The list of recognized student organizations will be posted at the bulletin board at a reasonable time
5. Recognized student organizations should submit a financial report for every project/activity conducted for evaluation by the Head of Student Development and Government

Student Organizations in the Medical University

1. Supreme Student Council
2. Caduceus News Organization
3. Campus Youth Ministry
4. Kapwa Collective
5. Peer Confidant Society
6. Breather's Society
7. Dental Health Team
8. G-Maximus

9. Junior Philippine Pharmacists Association-Digamma Chapter Biñan
10. Madonna and Child Society
11. Medical Technology Society
12. Make our Jesus Famous Dance Troupe
13. Nightingale Ensemble
14. Nightingale's Promise of Care
15. Nightingale Society
16. OT Circle
17. Philippine Dental Students' Association-University of Perpetual Help Laguna Chapter
18. College of Medicine - Student Body Organization
19. Top Movers Society
20. United Physical Therapy Students Society
21. Vector
22. X-Society

P. Student Formation

The University has an office that implements and ensures compliance with the student discipline policies, rules, and regulations outlined in the Student Handbook.

Q. Students with Special Needs

The Medical University ensures equal access, fairness, and success for all students, especially those from diverse or disadvantaged backgrounds.

R. Testing Services

Tests taken by the students include personality, aptitude, and general intelligence, among others. Test results are interpreted and discussed in confidence with the concerned students. This is done to facilitate the development of personal awareness and decision-making skills.

APPENDIX A

ACCEPTANCE OF INTERNATIONAL STUDENTS TO MEDICAL UNIVERSITY

International students must be 18 years old or above to apply for a student visa. Students under 18 years old will apply for a special study permit.

A. Conversion of a Tourist visa to a student visa and application for Special Study Permit

1. The International student needs to accomplish the following documents:
 - a. Joint letter request from the Registrar addressed to the commissioner from the authorized representative of the petitioning school and applicant, on the school letterhead with dry seal
 - b. Duly accomplished CGAF (BI form 2014-00-003 Rev 0), if minor, it shall be signed by a guardian or parent.
 - c. Photocopy of passport bio-page and latest admission with a valid authorized stay
 - d. Notice of acceptance of the applicant bearing a clear impression of the school's official dry seal. For an SSP (Special Study Permit - Certificate of Acceptance issued by a learning institution accredited by the BI to accept international students, indicating the number of months (length of study) for a student below 18 years of age).
 - e. Endorsement addressed to the commissioner from the school for the conversion of the applicant's status, signed by the Medical University Registrar.
 - f. Certificate of Eligibility for Admission from the CHED (Commission of Higher Education) in case of Medicine/Dentistry.
 - g. A government medical institution with the competence to certify that the applicant is not afflicted with any dangerous, contagious, or loathsome disease and is mentally fit
 - h. CHED endorsement for transfer and shifting of the course, if applicable
 - i. National Bureau of Investigation (NBI) clearance for international students who stayed for more than six (6) months in the country and students enrolling from a bachelor's degree to a postgraduate.

- j. Photocopy of BI school accreditation, ID of the Registrar or school representative.
- k. National Intelligence Coordinating Agency (NICA) Clearance and
- l. BI Clearance Certificate
- m. Photocopy of ACR I- Card (front and Back portion) in case of renewal of SSP

2. Once complete, the International student needs to submit the above documents to the Liaison Officer as the School Representative and Accredited by the BID to transact and process the Student Visa/ Special Study Permit of the International student, together with the payment fee at the BID.

B. Extension of Student Visa

1. The international student needs to accomplish the following documents
 - a. Joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school using the school letterhead with dry seal
 - b. Duly accomplished CGAF (BI form 2014-00-003 Rev)
 - c. Photocopy of passport bio page, visa implementation and latest admission with valid authorized stay
 - d. Latest Transcript of Records of Certificate of Grades (two (2) previous semester)
 - e. Certificate of readmission or enrollment form
 - f. Honorable dismissal or Certificate of Transfer from previous school, in case of transfer
 - g. CHED endorsement, in case of shifting of course and or transfer of school
 - h. Letter of explanation for failed grade or dropped subjects, if applicable
 - i. Photocopy of applicant's ACR I-Card (front and back portion)
 - j. Photocopy of BI school accreditation ID of the Registrar or school representative.
 - k. BI clearance certificate

A. **Renewal of student visa/special study permit visa will not be granted by the immigration on the following bases:**

1. Failure in two (2) or more subjects of 3 units each
2. Dropping two (2) or more subjects
3. Incomplete status of two (2) or more subjects

Summary of Key Requirements for International Students

Passport	Valid for at least 6 months
Academic Records	Authenticated by DFA/Embassy
Police Clearance	From the country of origin
Medical Clearance	Including HIV Test
Proof of funds	To cover tuition and living expenses
Letter of Acceptance	From A CHED accredited school
Visa	Apply for 9(f) or convert from 9(a)
ACR I- Card	Required after visa approval

APPENDIX B
ANTI-BULLYING SCHOOL POLICY

The University of Perpetual Help - Dr. Jose G. Tamayo Medical University upholds the highest standards of student safety and dignity. Bullying, defined as any severe or repeated use of a written, verbal, or electronic expression, or any physical act or gesture, or a combination of both, that has the effect of harming or disturbing another or creating a hostile environment in the school.

Any form of bullying violates the law and the values of the Medical University. The school promotes a safe and respectful environment for all students by strictly prohibiting bullying activities in accordance with Republic Act No. 10627 known as the Anti-Bullying Act of 2013. Hence, the school is committed to creating and implementing anti-bullying policies on and off-campus, identifying disciplinary actions, establishing reporting and investigation procedures, and ensuring the safety of victims.

Scope

This policy applies to all students, faculty, staff, and student organizations within the school premises, during school-sponsored activities and in other locations that affect the school environment. It addresses various forms of bullying, including physical, verbal, and cyberbullying, 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 well-being
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on the victim's looks, clothes and body
4. Cyber-bullying or any bullying done through the use of technology or any electronic means

Protocol for Prompt Action and Management of Bullying Incidents

1. The Student Formation Officer shall be responsible for the implementation and oversight of policies intended to address bullying.
2. Any member of the school administration, faculty, staff, student, parent or any volunteer shall immediately report any instance of bullying or retaliation witnessed, or that has come to one's attention, to the Office of Student Services. Upon receipt of such a report, the Student Formation Officer shall promptly investigate.
3. Notify the parents or guardians of the perpetrator.
4. Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.
5. Provide counseling or referral to appropriate services for perpetrators, victims and appropriate family members of the student.
6. The University shall include comprehensive seminar and training programs on bullying within the school community, offering opportunities for administrators, faculty, staff, and students to enhance their understanding and develop effective strategies for preventing and addressing such behaviors.
7. Disciplinary actions will be implemented in accordance with the school's policies and relevant legal regulations.

APENDIX C ANTI-HAZING SCHOOL POLICY

The University of Perpetual Help-Dr. Jose G. Tamayo Medical University upholds the highest standards of student safety and dignity. Hazing, defined as any act that causes physical or psychological harm, humiliation, or intimidation as a condition for initiation or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or any student organization, is strictly prohibited. Any form of hazing violates the law and the values of the Medical University. The school promotes a safe and respectful environment for all students by strictly prohibiting hazing activities in accordance with Republic Act No. 8049 Anti-Hazing Law of 1995 and Republic Act No. 11053 Anti-Hazing Act of 2018.

Scope

This policy applies to all students, faculty, staff, and student organizations whether within or outside the school premises. Any individual or student organization found responsible for participating in, facilitating, coordinating, or soliciting to engage in or witness hazing maybe found in violation of this policy.

Examples of hazing include but are not limited to the following:

1. Physical assault, abuse, or any form of violence during initiation rites
2. Psychological harassment, intimidation, or humiliation
3. Forced consumption of substances or participation in degrading acts
4. Any activity that endangers the health, safety, or dignity of individual

Policy Implementation

1. Fraternities and sororities are not allowed.
2. School-based organizations must register with the Office of Student Development and Government.
3. Students shall not participate in planning or organizing hazing activities.
4. Members of student organizations that engage in hazing activities directly or indirectly shall face disciplinary actions, including cancellation of their accreditation.

5. Orientation programs should incorporate information campaigns aimed at educating students and/or parents about the dangers and consequences of hazing.
6. All faculty, staff, students and student organization advisers shall report any suspected hazing incidents to school authorities.
7. The University must exercise reasonable supervision over student organizations and their activities.
8. The school administration shall investigate reports of hazing and take appropriate disciplinary action, including possible expulsion or legal proceedings.
9. The University shall cooperate fully with law enforcement agencies in the investigation and prosecution of hazing cases.
10. Disciplinary measures shall be enforced in accordance with the school policies and applicable laws.

APPENDIX D

DANGEROUS DRUGS POLICY

It is the policy of the University to keep its students, teaching, and non-teaching personnel safe from the harmful effects of dangerous drugs on their physical and mental well-being, and to protect them from acts detrimental to their development. In line with this, the University shall identify offenses related to dangerous drugs and prescribe penalties for the same.

Students may be subject to mandatory and random drug testing pursuant to the COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 Section 36. As stated in Section 44; "For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors, and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

All drug-related offenses are considered major offenses and will be covered by the policies and procedures in that category.

POLICIES AND PROCEDURES ON DRUG TESTING

- A. General Policies and Procedures
 1. All 1st year and transfer students must undergo Mandatory Drug Testing as part of the admission process.
 2. All existing (old) students are subject to Random Drug Testing as part of the enrollment process. Students will be informed of the testing process; however, the date and time of the random drug tests will not be announced.
 3. All drug tests will be conducted in a specified Drug Testing Facility accredited by the DOH and by the UPHDJGT Medical University.

4. Results of the drug test are confidential; only the identified concerned parties will have access to the results, which they themselves must keep confidential.
5. Students whose drug screening results are found positive for illegal substances must undergo a confirmatory test with the same affiliated laboratory within 24 hours upon being notified of the results.
6. A student who refuses the administration of a drug screening test and/or confirmatory procedure will be in violation of this policy and subject to the relevant sanctions as provided in the UPH DJGTMU Student Handbook.
7. Drug testing expenses shall be borne by the students.

B. Confirmatory Testing

1. If the confirmatory test is negative, the student and the admissions office is notified.
2. If the confirmatory test is positive, the applicant/student and their parents and/or registered guardian will be called to the office of the drug coordinator and be notified of the result during the consultative process in accordance with CHED Memorandum no. 64 series 2017. Students will be scheduled with our resident guidance counsellor for counselling and categorization based on Article V section 5.6 of CHED Memorandum no. 64 series 2017. Students may be categorized into three with the following sanctions:
 - i. Experimenter -- will be placed under disciplinary probation and must sign a waiver of agreement that he/she will undergo drug testing throughout their stay in the University.
 - ii. Casual User -- will be referred to an accredited rehabilitation center and if admitted, students need to apply for a Leave of Absence and sign a waiver.
 - iii. Drug Dependent -- will automatically be dropped from the rolls and is required to undergo a rehabilitation treatment program.

3. A student may re-apply for admission for the next school year after meeting the following requirements:
 - a. Certification from a partner or government-certified rehabilitation/ treatment center that the student underwent and completed the rehabilitation treatment process.
 - b. A negative result after drug re-testing by a university-affiliated laboratory.
4. In the event the student, parents or guardians refuse to participate or cooperate on the advisory procedure, the student is in violation of this policy and subject to the relevant sanctions as provided in the UPH DJGTMU Student Handbook.

APPENDIX E

EMERGENCY PREPAREDNESS AND RESPONSE

(Adapted from the Occupational Safety and Health Manual)

A. BOMB THREATS

Bomb threats as defined in the Security and Safety Standard Operating Procedures Manual are the psychological weapons which are employed with much effectiveness to disrupt the normal course of business life. The problem concerning bomb threats are its utter effectiveness in a society which is dealing with factual terrorist threats on a daily event especially when certain bomb threats actually concludes with an actual explosion involving either a high explosive (HE) device or an incendiary bomb.

In order to reduce the potential placement of an explosive or incendiary device, physical security must be tightened. This will not only reduce the chances of having a bomb brought in to the premises, but will also minimize the search process. The following should be observed during the search process:

Safety Measures in case of Bomb Threats and Disposition of Bomb

SAFETY PRECAUTIONS AND SECURITY MEASURES DON'Ts

1. Do not panic
2. Do not touch any suspended incendiary device or bomb
3. Do not move or attempt to open suspicious or unattended package
4. Do not receive any package bag, box, and parcel from strangers
5. In case of actual explosion, do not tamper with the debris

Do's

1. Move at least 100 - 300 feet radius away from the bomb
turn off electrical and gas units if possible
2. Report immediately to the Building Admin, Security/
Communication Team or any duty guard/ Uniformed personnel on site

DEALING WITH BOMB THREAT

The person receiving the call should:

1. Attempt to keep the caller on the line as long as possible and record the conversation the conversation, noting down and remembering the exact words of the person making the threat or ask the same person to repeat the message
2. Try to elicit where the bomb is, what it looks like, who placed the bomb or the time of possible detonation and the reasons
3. Note the time and duration of the call
4. Note the background noises and voice characteristics, male or female young or middle aged, tone or account.
5. Upon receipt of the bomb threat, the person receiving the call should immediately notify the Chief Security Officer or duty officer or the Dean, Head of Unit, Administrative Officer

BOMB EXPLODED OR POST-BLAST ACTION

1. Only the Explosive Ordnance Decision (EOD) Team shall remove or disarm the bomb and conduct post blast investigation.
2. Do not temper with the debris
3. A bomb search detail from each office who is more familiar with the office layout and its content shall assist upon request of the EOD to facilitate the search of suspected bomb

EVACUATION PROCEDURES FOR EXPLOSIVES RELATED EMERGENCIES

1. The First responder in the area or anyone who can handle the fire extinguisher shall exert all efforts to contain the fire.
2. At the sound of the alarm or issuance of order to evacuate, the Evacuation Team shall determine the safety exits, depending on the location of fire.
3. Simultaneously with the above, the Evacuation Team shall visit the different location (Offices, rooms, toilets and other rooms used) where there may be employees and other occupants who

cannot hear the alarm. They shall look out for people who may become hysterical and may faint upon hearing the alarm, or those who may have heart disease. Such cases shall be transported or evacuated by the Search and Rescue Team. Evacuation Teams shall see to it that door/rooms are properly marked with "X" white chalk after search is done to save time.

4. Evacuation Teams shall then march at the end of their squats through the exit and then lead the march through the stairways and corridors in an orderly manner without crowding, at uniform speed, and with careful observance of spacing between files. They shall be especially watchful to prevent stumbling trampling or other conditions which could cause halting of march through the exit.
5. Security Team shall cordon the area, man the perimeter and prevent unauthorized person's from entering the premises.
6. Security Team in coordination with PNP Traffic Officers/MMDA shall ensure the free flow of traffic for passage of firemen and the evacuees/victims/injured in going to the evacuation area.
7. The First Aid Team shall administer necessary treatment and first aid to victims. Evacuation to hospital/s shall be determined by the Medical Group (Physician/Head Nurse) with the use of ambulance or vehicles provided by the Transport Team or any vehicle that will arrive willing to assist in transporting the victims to the nearest hospital.
8. Everyone should remain at the Evacuation Area until further announcement from the Emergency Marshal.
9. The Evacuation Team shall account to ensure completeness of their Office's personnel. In case of missing persons, he/she shall report the missing person/s to the Emergency Marshal.
10. The Emergency Marshal shall direct the Search and Rescue Team to search/locate and rescue missing persons.
11. The ERT shall provide materials when needed.
12. The Emergency Marshal shall make a full detailed report of the incident.
13. Releasing of information and other details when required by other person, especially the media, shall be coursed through the Public information office or the designated spokesperson of the University (Communication & Special Service Team).

RECOVERY

1. Prepare a post bomb threat or incident report. Emphasize on the critical events that took place with an analysis or in-depth evaluation in order to update the administrators of necessary changes so that the contingency plan will be more responsive in case of another bomb threat;
2. During and immediately after a bomb threat incident, perimeter security personnel shall be advised to be on the lookout for unauthorized persons who may want to enter the building or premises. The bomb threat could be just a diversion;
3. As soon as the area is cleared by the EOD and approved by the Dean or Head of Unit, the Dean shall announce to the employees, students the resumption of classes and office work.

B. EARTHQUAKE DISASTER

Earthquake in our area may be inevitable, but damage from them may be reduced. The steps you take before, during and after an earthquake will help make you safer and reduce injuries, damages and losses.

GUIDELINES FOR EARTHQUAKE DISASTERS

It aims to ensure the timely, effective and coordinated response by the National Government including its instrumentalities by providing support assistance to the areas that will be affected by these disasters. It is not possible to prevent earthquakes or change the likelihood of an earthquake occurring. However, we can greatly increase our chances of safety and survival, by being aware and prepared. Since knowledge and preparation are keys to survival during and after an earthquake, we should take steps to become informed.

Preparedness guidelines is stated this manual (Guidelines for Fire Related Emergencies) except that the Phivolcs will have the key role in guiding the UPHS Disaster Preparedness Team in disaster planning and the conduct of evacuation drills for earthquake.

HAZARD ON EARTHQUAKE

When an earthquake occurs in a populated area, it may cause

deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable. A comprehensive disaster preparedness strategy would therefore include the following elements:

1. Hazard, risk and vulnerability assessment
2. Response mechanism and strategies
3. Preparedness plans
4. Coordination
5. Information management
6. Early warning systems
7. Resource mobilization
8. Public education, training and rehearsals
9. Community-Based disaster preparedness

Aftershocks

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur. The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling objects and debris or collapsing structures. Aggravating factors are the breakdown of transportation and communication lines.

Preparedness on earthquake

Before an earthquake:

1. Be familiar with places where you can take cover, exit routes, and evacuation assembly areas, especially if you are new to the place.
 2. If you are an occupant of a room, secure furniture and materials that can injure people.
 3. Everyone in your workplace should know what to do if an earthquake occurs.
 4. Discussing earthquakes ahead of time helps reduce fear and anxiety and lets everyone know how to respond
- Proper training and drills for the workers and students and the Emergency Response Team (ERT). Training will help you to keep calm and know what to do when an earthquake occurs.

During an earthquake:

If you are inside a building/structure

1. Immediately “DROP/DUCK, COVER AND HOLD”
DUCK*/ DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary

COVER your head and neck (your entire body if possible) and take shelter under a sturdy table, desk, or chair. If there is none, get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands. In an auditorium, stadium or theater: stay between seating rows or duck at your seat, and protect your head and neck with your arms.

HOLD on to your shelter (or continue covering your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Don't try to leave until the shaking is over. Then walk out slowly watching out for anything that could fall in the aftershock

2. Stay inside under cover until shaking stops.
3. Do not run or panic.

4. Watch for falling objects and move away from danger areas: glass windows, hanging objects, tall unsecured furniture (bookcases, cabinets and appliances/equipment) and research or process equipment containing hazardous chemicals. Most casualties during earthquakes result from falling materials.
5. As you leave the area, and if safe to do so, turn off and disconnect power to equipment containing hazardous materials.
6. Take note of any unsafe conditions, trapped personnel, or other hazards to be reported when you evacuate to your Evacuation Assembly Area.

During an earthquake: If you are outside a structure

1. Stay outside.
2. Move to an open area away from buildings, trees, electrical/overhead wires, and other hazards.
3. If forced to stand near a building, watch out for falling objects.

During an earthquake: If you are in a vehicle

1. Stop your vehicle in the nearest open area without blocking the driveway.
2. Do not stop under bridges, overpasses or overhead wires
3. Stay in the vehicle until the shaking stops

AFTER AN EARTHQUAKE: EVACUATION

1. After the shaking stops, evacuate to the designated evacuation assembly area for the building you are in.
2. Take your emergency supplies, car keys, purse and/or wallet with you. You may not be able to re-enter the building.
3. Leave doors unlocked.
4. DO NOT USE ELEVATORS.
5. Report serious injuries, fires or other hazards to the BEAT members at your Evacuation Assembly Area.

6. Do not move seriously injured people unless they are in obvious, imminent danger from fire, building collapse, etc. Note their locations and report them to your BEAT.
7. Do not re-enter buildings until the ERT Coordinator or Incident Commander has given clearance to return.
8. Await instructions, be patient, and help others.
9. Be prepared for aftershocks; these may occur seconds, minutes, hours or days after the initial shock.
10. Only activate the fire alarm if there is a fire in your building.
11. Stay on campus until you have been accounted for and instructed that it is safe to leave.

AFTER AN EARTHQUAKE: IN THE UNLIKELY EVENT THAT YOU ARE TRAPPED IN A BUILDING

1. Stay calm.
2. If a window is available, place an article of clothing (shirt/coat) outside the window as a marker for rescue teams.
3. If there is no window, regularly use your whistle or tap on a pipe or wall so that rescuers can locate you.
4. If possible, use a flashlight or whistle to signal your location to rescuers.
5. If available, pull the manual fire alarm.
6. Shout only as a last resort (to prevent dust inhalation, preserve your energy and voice)
7. Avoid unnecessary movement to prevent kicking up dust.
8. Cover your nose and mouth with anything you have on hand.

C. FIRE DISASTER

Fire is an active principle of burning, characterized by the heat and light of combustion. (RA 9514) A fire is a state of combustion, whereby heat and light are produced. In other words, a fire is the destructive burning of material that produces light, flame, heat and smoke.

GUIDELINES FOR FIRE DISASTER

The emergency and crisis management caused by fire is to minimize the impact and damage to the UPHS. Integral for the realization of this goal are proper coordination, cooperation and communication among various teams. In order to achieve our goal, we need to have individual personnel and teams who are knowledgeable, trained and skilled in dealing with fire-related emergencies and crisis situations. To effectively implement measures for the prevention and mitigation of fire-related emergencies, we need to have a written plan and guidelines constituent should know and be familiar with. This chapter presents strategies and measures for prevention, preparedness, response and recovery for fire-related emergencies and disasters.

AWARENESS/PREPAREDNESS

Awareness of the presence of fire hazards and the capability of this University constituents to implement a systematic plan of action for the prevention and mitigation of the effects of fire, enhances the preparedness of the institution and improves its capability to deal with emergency situations due to fire.

TRAININGS

- Regular trainings and orientations will be conducted for students and staff prior to fire drills in coordination with the Bureau of Fire Protection (BFP)
- Fire Prevention, Disaster Preparedness, Firefighting
- Proper Evacuation Procedures
- Proper Search and Rescue (SAR) procedures
- Incident Command System (ICS)
- First Aid and Basic Life Support (BLS) in coordination with Department of Emergency, City Disaster Risk Reduction Management Office (CDRMMO) or Bureau of Fire Protection (BFP)

REGULAR INSPECTION

A quick check that visually determines whether the fire extinguisher and other firefighting equipment are properly placed and will operate effectively when needed. This should be done regularly by the Building Safety Officer.

DRILLS

As required by the Bureau of Fire Protection, a Fire Drill must be held at least twice a year and within the first month of starting classes.

DO'S IN CASE OF FIRE:

- Do alert others and activate the fire alarm
- Do evacuate immediately
- Do crawl low if there's smoke
- Do feel doors before opening them
- Do use fire extinguishers
- Do call emergency services
- Do stay out of the building

HOW TO CALL FIRE DEPARTMENT:

1. Don't panic. Take a deep breath
2. Don't forget to save the nearest fire department number.
3. Inform the following:
 - a.Exact location (House Number/Street/Brgy/City)
 - b.LANDMARK
 - c.TYPE OF INVOLVED
Residential/Business/Factory/ Vehicle(Type)
 - d.Hazardous Contents
 - e.Your Name & Contact Number

DON'TS IN CASE OF FIRE:

- Don't Panic
- Don't waste time gathering belongings
- Don't use elevators

- Don't ignore the smoke
- Don't re-enter the building

RESPONSE TO FIRE DISASTER

1. Who discovers the fire?
ANYBODY (He/She/ they can be employees, students, associates, visitors, guests)
2. What should be the person do when discovers fire?
 - a. If employee / students discovers a fire, he/she informs other employee / teacher at the nearest area who has a telephone and dial 0 or 1051, 1021 to inform the Security and Safety Office with the following information:
 - Location of the Fire (Building, Floor, Rm. No)
 - Approximate size and type of fire)
 - Name of the Person who discovers the fire
3. Security Dept./ Safety Office will inform the Fire marshal and ERT Team about the Fire and its location.
4. The Fire marshal and ERT Team shall proceed to the scene of the fire and assess if the fire is controllable or not.
 - a. If the fire is controllable:
 - Fire marshal / ERT will complete extinguishing the fire using any fire protection within the area.
 - Calls damage control team to ensure no re ignition will happen
 - b. If uncontrollable within approximately three (3) minutes (Three minutes is the time needed to put a small fire under control based on average size of fire extinguishers available)
 - Fire marshal / ERT will complete extinguishing the fire using any fire protection within the area and request for back up.
 - ERT/Communication Team shall immediately call the Biñan Fire Department and other local fire departments to send its fire fighters to site.

- Fire marshal / ERT will complete extinguishing the fire using any fire protection within the area and request for back up.
- ERT/Communication Team shall immediately call the Biñan Fire Department and other local fire departments to send its fire fighters to site.
- ERT shall maintain contact with Communication Team to give updates on the condition. The Communication Team shall relay all updates to the Management and BFP will update the Media Relation Team.
- ERT, Evacuation Team, Medical Team will assist all victims to evacuation site.
- The ERT / Fire Marshal shall put damage assessment into action to ensure no re-ignition will happen and assess extent of damage.
- The ERT / Fire Marshal conducts post fire incident investigation and make assessment of damages and written declarations from concerned parties.

FIRE EXIT DRILL

1. A practice drill for the orderly and safe evacuation of occupants in the buildings. (RA 9514)
2. Preparation is the key to effective response to workplace fires. Fire drills help prepare employees to respond quickly, calmly, and safely.
3. Fire drills play a very important role in workplace fire safety.

FIRE DRILL PROCEDURE

1. ALARM PHASE (continues ringing of siren/bell)
 - Prepare to evacuate
 - Activate FIRE BRIGADE TEAM & RESCUE
 - Call Nearest Fire Station
2. RESPONSE PHASE:
 - Everyone heads for exit. Use the stairs not the elevator. Alert everyone on the way.
3. EVACUATION PHASE:
 - Persons should evacuate the building. The evacuation

proceeds through pre-determined safe routes and evacuees gather outside in a safe place.

4. ASSEMBLY PHASE

- Evacuees must assemble in a safe area away from the burning building. Must fall in line in orderly manner.

5. ROLL CALL/HEAD COUNT PHASE:

- Overall coordinator beforehand determines if everyone is present. In the event of a real fire incident, a search and rescue team would have to be dispatched to look for those missing.

6. EVALUATION PHASE:

- There should be an evaluation where the institution identifies problems in the drill, problem areas and potential problem areas.
- The Safety Marshal collates assessment and statement to recommend and act on corrective and long term plan of actions to prevent recurrence. The formal report shall be submitted to the President and CEO for review and approval of recommendations.

Note:

1. When total evacuation is declared, the Evacuation Team shall follow their respective Evacuation Plans
2. All communications and instructions to be followed shall be from the ERT/Safety Marshal
3. Basic steps to follow in case of partial or total evacuation:
 - a. Designate Team Leader to assemble and discuss details
 - b. Secure all evacuees related medical bulletin or documents
 - c. Complete headcount of evacuees including medical conditions from ambulatory to critical ill
 - d. Submit evacuees with serious injury / medical condition for triaging
 - e. Once all secured and safe, wait for further instruction.

D. TYPHOON / FLOOD DISASTER

GUIDELINES FOR TYPHOON AND FLOOD-RELATED

Typhoons and floods are common to the Philippines, the University practices preventive maintenance for the Engineering Control and Housekeeping Dept. to lessen the risk on campus. This includes tree trimming, improving drainage systems, cleaning of waterways and gutters, and regular check of security and electrical systems. However, it is always good to be prepared for these events.

Recognizing the need to evaluate disaster preparedness and local governance, the study generally assessed disaster risk preparedness among selected local government units and look into issues pertaining to local governance and disaster risk management.

Response Plan for typhoons and floods-related emergencies has the following objectives:

- to identify areas at risk of flooding
- to develop an evacuation plan for all its constituents and be prepared when severe flooding, storm surge, or tsunami occur within the area
- to develop a system of saving lives and properties that could be damaged by typhoons and floods, storm surges
- to develop a recovery plan after severe flooding.

RESPONSE TO FLOODS - PREPAREDNESS

1. Keep Calm
2. Prepare your emergency supplies such as flashlight/candles, battery-powered radio, food, water, extra batteries, etc.
3. If you need to evacuate, turn off utilities and disconnect electrical appliances.
4. Avoid walking in floodwater. If you have no other option, disinfect yourself as soon as possible. If you have an open wound, seek medical attention immediately.
5. Remove documents and other important materials which may be damaged by flood waters and transfer to the safe area.

6. If the flood has been controlled, ensure that the room is already clean and dry before restoring electrical power to the room and plugging in appliances/equipment
7. Take shelter to avoid injury due to flying debris, strong winds, strong currents rising floodwater, exposed electrical wiring. Inform immediate superior of the incident.
8. Do not allow others to enter the floods room except for responding team from Engineering and Housekeeping Department.
9. Be informed of the Public Storm Warning Signal, rainfall and flood advisories, so you can act appropriately. If you happen to be in a coastal area, be informed of the storm surge warnings as well. If you have been advised to evacuate, do so immediately.

PERIMETER OR EXTERIOR OF THE CAMPUS

1. Report immediately to security officer on duty of flooding in any of the exterior grounds.
2. Security Officer relays information immediately to Engineering Services Department, through local 1032
3. Engineering Services Department, specially the Plumbing Services unit manager or the shift engineering, shall go to affected site to assess situation
4. Instruct responding ESD associates to either:
 - De-clogged drain or sewer line causing flooding
 - Divert flood water to an area that will not affect traffic flow
 - Provide temporary pumping system to remove floodwater
 - Other engineering intervention necessary
5. In house security cordons off the flooded area to prevent accidents until the flooding is controlled.
6. After flooding is controlled, shift engineer or the ESD Department shall reassess the area to recommend and implement preventive measures to prevent recurrence.

7. The Safety Officers together TWG 's of is responsible to investigate, the incident happened, immediately create incident report to document the event, action taken and recommendations. This may be used as reference for the government benefits claim and other legal or regulatory requirements.

OUTSIDE THE CAMPUS GOING TO WORK OR GOING HOME

1. Call up your immediate superiors that you are unable to report for duty due to flooding of your area or route going to work. Ensure that you have exerted all efforts to try to get to work on time (alternate routes, reporting earlier, etc.
2. The duty heads, supervisor and manager shall decide to extend duty of associate already on duty or request from the motor pool section under ESD to fetch associate if his/her function is critical to the workers.
3. Associate shall file for leave the following worker day if unable to report for duty.

E. CHEMICAL MANAGEMENT GUIDELINES POLICY

Chemicals, natural or synthetic, abound in the environment. The UPHS environment is filled with chemicals, not only those for cleaning and pest extermination but also those for student instruction in teaching laboratories and for conducting research in the laboratories.

Chemical related accidents may happen and if they do happen, priority should be given to helping those who have been injured and to containing the chemical spill to prevent others from getting injured. The impact of chemical spills can be greatly reduced if preventive measures are in place and written procedures for emergency response have been disseminated and accepted. A chemical spill may occur or you may detect gas, chemical fumes or any suspicious odor.

SCOPE

A worker handling a hazardous chemical should be aware of the correct procedures in the event of a spill. This information can be sourced through a Safety Data Sheet (SDS) and if necessary explicitly detailed in a documented safe work procedure. Controls, such as double containment, bunding, drip trays or raised edges around work areas, must be in place to minimize the effects of a chemical spill.

Hazardous substances are substances that may be acutely toxic when absorbed by the body or corrosive on contact or possess a risk for fire or explosion or may have the potential for chronic effects like cancer or may adversely affect the ecosystem

Chemical spill - the release of a hazardous chemical into the environment that may adversely affect the health of humans.

Simple spill - a spill that does not spread rapidly, does not endanger humans and does not affect the environment

CHEMICAL SPILL PREVENTION

Accidents may happen in any given situation. Spills may happen when dealing with chemicals but their impact on human life and activities can be mitigated if precautions are taken. Prevention of chemical spills and exposures can be minimized in the storage and handling of these substances. Providing appropriate storage areas, utilizing the correct vessels and assistive transport devices, such as trolleys, for hazardous chemicals can prevent accidents. Following standard procedures when handling these chemicals like using flow hoods or wearing personnel protective equipment will minimize exposure of the staff to the chemicals.

Finally, pay attention to physical details in the laboratory, such as:

- Reducing clutter and unnecessary materials,
- Eliminating tripping hazards and other obstructions, and
- Having all needed equipment readily available before starting work.

CHEMICAL SPILL PREPAREDNESS

The three important aspects of preparedness include;

1. Identifying hazardous chemicals in the various areas in the University
2. Having written procedures to follow in case of spills
3. Having equipment's ready for use in case of spills

DEFINING MAJOR OR MINOR SPILL

An effort must be made to identify critical areas in the University that utilize hazardous substances. For each area, a list of all hazardous substances must be made and material safety data sheets for these substances must be compiled ready for reference. Each critical area must have a written plan of response to a chemical spill in the area. The plan must include who to inform, what responsibilities the staff takes in case of a spill, where to evacuate if needed, where spill kits and other materials to handle the spill can be obtained and what first aid measures can be done in case there are victims.

Preparedness also includes preparing the materials that would be needed to contain the spill and to protect personnel who will be tasked to do such. All these are usually placed in a highly visible, easily accessible area. Depending on the chemical inventory, the spill kit often contains a handheld brush, a metal or plastic dustpan, paper towels, material bulk resealable plastic bags, large sturdy plastic bags that can be used as container liners, a container or receptacle to collect the packed residues in. The spill kit must also contain personal protective equipment like goggles, aprons, gloves and foot coverings. These materials should be inspected at regular intervals. Emergency eye wash and shower facilities should be available in working condition at all times.

RESPONSE TO CHEMICAL RELATED EMERGENCIES OR DISASTERS

MAJOR SPILL RESPONSE:

1. Protect yourself. Don't touch harmful substances. Be aware that fumes may pose a risk.
2. Evacuate the laboratory. If possible, as you leave, close doors

to prevent further contamination and turn off any ignition sources.

3. Isolate and control access to the spill area. Do not allow non-essential personnel to enter the spill area.

4. Raise the alarm.

5. Contact the Laboratory Manager or University Safety Officer, supervisor or nearest building care manager/ staff. Advise security to notify Emergency Services if necessary. Provide the following information

- Name and telephone number of caller
- Building and room number where the incident occurred -Name and type of material
- Known hazard of the materials
- Amount of material spilled
- Explanation of what happened
- Condition of any injured personnel
- Status of area

6. Apply first Aid. If necessary, source the SDS for the chemical and treat contaminated individuals as per the SDS. If required, OH Personnel, OH Nurse First Aid Officer, or ambulance. Isolate affected persons and keep on site.

7. Decontaminate. In conjunction with expert assistance, minimize the spread of contamination and commence clean up procedures.

8. Review. Once the clean-up is complete, review the area.

MINOR SPILL RESPONSE:

1. Ensure you are wearing correct PPCE to respond to the spill
2. Chemically resistant safety gloves;
 - goggles;
 - enclosed footwear (e.g. a pair of gum boots)
 - Cotton laboratory coat
 - Full or Half face respirator (depending on type and extent of spill) with filters appropriate for the spilt chemical
3. Always check the SDS for specific PPCE requirements

4. Immediately notify others in the area of the spill. Corridors and pathways have a lot of traffic so it is important to alert passers-by of the spill and ensure the area is kept free of traffic.

5. Identify the chemical/s and hazards involved (SDS, label) and use the information on the physical and chemical properties of the material to judge response.

6. If there is chemical exposure to a worker, respond as quickly as possible to administer appropriate first aid.

7. Approach with care many harmful chemicals lack colour or offensive odours. Avoid breathing vapours from the spill. Never assume the chemical is harmless.

8. Control the source.

9. Contain the spill with a barrier (damming) or use appropriate absorbent material from the spills kit.

10. Clean up promptly and thoroughly and neutralise any acids / alkalis.

11. Decontaminate the affected area, equipment and clothing and dispose of any contaminated material appropriately.

12. Review area when decontamination is complete. Check walkways, floors, stairs, and equipment for contamination or damage.

SECTION STORAGE AND SECONDARY CONTAINMENT

Secondary containment is also recommended for the storage of chemicals to prevent the spread of the substance in the event that the primary container breaks. Containers holding solutions must be placed in a spill tray. The spill tray must be able to hold the volume of substance held within the primary container/s.

DECONTAMINATION AND DISPOSAL

Dispose of clean-up materials in appropriate bags or plastic buckets. These containers must be compatible with the spilled chemical. Contaminated equipment and clothing must be decontaminated and if necessary disposed of and replaced. Items that cannot be decontaminated should be disposed of as hazardous waste

ASSESS THE SITUATION

A good assessment of the situation takes into consideration the risks to human health, the potential damage to the surroundings and the effects on the environment. Information on material safety data sheets may give an idea of the risks to human health. Spills of chemicals of low toxicity would have much less impact than spills of chemicals with high toxicity. Evaluating if fire or explosion events are imminent is also an important part of this step. The volume of spilled material must also be estimated. Even a small amount of a highly toxic substance may cause more significant problems compared to a large volume spill of a chemical of low toxicity. When the toxicity of the substance is unknown, it is best to consider the substance as having a high risk to human health. Assessing the situation includes consideration of the broader impact of the spill. An example would be evaluating if released vapors or dusts could contaminate the ventilation system of a building.

RECOVERY FROM CHEMICAL RELATED EMERGENCIES

Once the emergency is under control, the university constituents should wait for the signal to return to the workplace or classrooms or laboratories. The signal is given when it has been ascertained that the amount of chemical remaining in the environment would no longer pose a threat to human health.

F. RADIATION

POLICY

We aimed to develop a radiation protection guideline for students, patients and dental personnel through a safety management in radiological technologists and dental hygienists at Medical University.

This policy establishes mandatory protocols and procedures designed to:

1. Minimize radiation exposure to dental / radtech lab staff / students.
2. Promote sound radiological health practices.
3. Promote proper infection control during radiographic procedures.

4. Ensure sound radiological practices in the research environment
5. Standardize the process for obtaining, installing, and moving radiology equipment.

ASSESS THE SITUATION

A good assessment of the situation takes into consideration the risks to human health, the potential damage to the surroundings and the effects on the environment. Information on material safety data sheets may give an idea of the risks to human health. Spills of chemicals of low toxicity would have much less impact than spills of chemicals with high toxicity. Evaluating if fire or explosion events are imminent is also an important part of this step. The volume of spilled material must also be estimated. Even a small amount of a highly toxic substance may cause more significant problems compared to a large volume spill of a chemical of low toxicity. When the toxicity of the substance is unknown, it is best to consider the substance as having a high risk to human health. Assessing the situation includes consideration of the broader impact of the spill. An example would be evaluating if released vapors or dusts could contaminate the ventilation system of a building.

RECOVERY FROM CHEMICAL RELATED EMERGENCIES

Once the emergency is under control, the university constituents should wait for the signal to return to the workplace or classrooms or laboratories. The signal is given when it has been ascertained that the amount of chemical remaining in the environment would no longer pose a threat to human health.

GUIDELINES FOR RADIATION

It is therefore necessary to develop principles of emergency management and create a framework within the Medical University community to reduce vulnerability and manage disasters. .

It also necessitates a response plan that contains coordination and integration of activities necessary to build, sustain, and improve the capacity to mitigate against, prepare for, respond to, and recover from radiological incidents for an educational and medical institution.

In the event of natural calamities (such as earthquakes, typhoons, floods) these may affect technological hazards, and radiological incidents may occur due to the presence of radioactive materials in this institution with varying risks.

1. The machine has various fail safe measures to prevent accidental exposures.
2. A Radiation Safety Program; this program ensures to limit the radiation risks to both faculty, students, and staff in these areas.
3. All the radioactive materials are kept in the hot laboratory room, a restricted area, which is equipped with a ventilation system to reduce radiation concentrations in air.
4. A storage room equipped with a lead safe for the radioactive sources has limited access.

CONTROL FOR RADIATION

The Office of Health and Safety is a concern for workers, students, physicians and many departments. Radiation emitted during fluoroscopic procedures is responsible for the greatest radiation dose for workers and students. Radiation from diagnostic imaging modalities, such as computed tomography, mammography, and nuclear imaging, are minor contributors to the cumulative dose exposures of healthcare personnel. However, any radiation exposure poses a potential risk to both patients and healthcare workers alike

External exposure is radiation that comes from somewhere outside the body and interacts with us. The source of radiation can be a piece of equipment that produces the radiation, like an x-ray machine, or it can be from radioactive materials in a container. The amount of external radiation exposure received is related to the distance from the source, the energy of the emitted radiation, the total amount of radioactive material present or

the machine setting, and the time of exposure. Radiation workers can control and limit their exposure to penetrating radiation by taking advantage of time, distance, and shielding.

Reduce Time: By reducing the time of exposure to a radiation source, the dose to the worker is reduced in direct proportion with that time. Time directly influences the dose received: if you minimize the time spent near the source, the dose received is minimized.

Increase distance: When appropriate, increase the distance between you and the radiation source (e.g., sealed source, x-ray tube). The exposure rate from a radiation source drops off by the inverse of the distance squared.

Use shielding: The third exposure control is based on the proper radiation shields, automatic interlock devices, and in-place radiation monitoring instruments. Except for temporary or portable shields, protective drapes, lead or lead equivalent aprons, this type of control is usually built into the particular facility, such as concrete walls next to a radiation oncology accelerator.

GUIDELINES FOR DISASTER PREPAREDNESS

It is the responsibility of all employees to ensure that they are familiar with the contingency plans that apply to the workplace and to the work in which they are involved. Employees must also bring to the attention of the appropriate supervisor or manager any shortcomings in contingency plans that they identify, regardless of whether they would be directly affected by such shortcomings.

RADIATION PROTECTION GUIDELINES

All the radiation workers shall undergo refresher seminar/ training on radiation protection. This are the following training for workers/ students;

1. Basic concepts and terminology in radiation physics
2. Radiation detection and measurement
3. Biological effects of ionizing radiation and risk estimates

4. Basic principles and practice of external beam radiation therapy
5. Medical exposure and procedure for radiation (dental & rad tech)
6. Principles of radiation protection
7. Personnel dose measurement and monitoring
8. Decontamination
9. Current regulations and codes of safe practice
10. Storage, safe handling, and waste disposal of radioactive sources

The staff and the students under the College of Radiologic Technology and College of Dentistry shall also be given yearly orientation, training, emergency drills and updates regarding Radiation.

APPENDIX F

EMERGENCY RISK CONTROL

(Adapted from the Occupational Safety and Health Manual)

The University of Perpetual Help System endeavored to orient and train Emergency Response Team (ERT) members from various Colleges, medical and units who shall be tasked to respond to all types of emergencies.

All UPHS buildings (College Bldg., Basic Education Bldg., Senior High School Bldg., Medical University, Jonelta Bldg., as well as Medical Center and Affiliates) shall have designated basic personnel for the ERT to take charge of Communications, Evacuation, Fire Fighting, Salvage Team, First Aid/Medical Service, Security, Safety Team/Committee and others.

Fire Drills have been conducted among UPHS Colleges, Medical and Units. Aside from the fire drills. Earthquake drills and other types of emergency drill shall have to be conducted regularly at least twice in an academic year.

A. EMERGENCY PREPAREDNESS & RISK CONTROL TEAM POLICY

B.

It is the policy of UPHS to provide and maintain a safe and healthful working condition and to protect its employees, students, clients, properties and community from accidents. We shall ensure compliance to government mandated safety regulations and continuously conduct safety awareness programs.

We shall achieve these thru the effective leadership and support of top management and thru the sustained commitment of every employee. It sets out the key principles guiding the relevant actions and establishes the high-level roles and procedures to achieve them.

B. EMERGENCY RESPONSE TEAM (ERT) DUTIES AND RESPONSIBILITIES:

1. Head of the Organization (Grand, Chief and Deputy Emergency Marshal)

- Evaluates fire loss possibilities.
 - Provides systems and procedure for fire risk control.
 - Counsels with the different department, facility, engineering, maintenance, planning, operation and service department.
 - Interprets laws, codes, ordinances and related standards applicable to fire risk management.
 - Organizes and train the company fire brigade.
 - Schedules periodic inspection of fire protection equipment.
 - Assumes administrative command of fire control operations.
 - Provides reports of loss from fires and other emergency.
2. Safety Officers /Team Leaders
- Organize, develop and implement fire safety and emergency plan.
 - Assist management in organizing, training and managing the respective fire brigade team members.
 - Provide equipment, tools, appliances and other supplies for fire brigade use.
 - Conduct regular safety inspection, assessment on company premises and coordination with Emergency Marshal and Co-team leader.
 - Supervise and coordinate the operation of brigade personnel during actual fires, fire drill and other emergencies.
 - Implement periodic inspections of firefighting/emergency equipment to assure the brigade is adequately equipped.
3. Security Team/Crowd Controllers/ Marshals (Zone Commanders)
- Clear the area and passageways for the eventual use of evacuating occupants and personnel.
 - Clear the fire lanes of parked vehicle and other obstructions for the easy access of the Bureau of Fire equipment and other emergency vehicles.
 - Isolate and secure the emergency area and other important areas, allow only emergency vehicles and authorized persons in the area.
 - Remind the employees to commence: duck”, “cover” and “hold”, then observes and waits for orders from the Head Marshal.
 - Account for employees by conducting headcount after the evacuation and reports findings to head Marshal.

4. Salvage/ Rescuers Team
- Team leaders will supervises the rescue operation.
 - Transports victims to the treatment area for proper treatment.
 - Conducts salvage operations, evacuate the building or area of its valuable contents using the following order of property.
Priority 1- classified records, data, information, maps and any valuable equipment.
Priority 2- record other classified
Priority 3- supplies and materials
Priority 4- office furniture and other less important supplies and materials.
5. Evacuation Team
- Acquaints evacuation team of the floor plan of the building or as to the evacuation routes and location exits.
 - Guides the occupants of the building or area to the pre-designated assembly area. Supervises the evacuation in order to achieve an orderly evacuation under proper discipline.
 - Prevents panic, confusion, injury and loss of life during fire emergency or fire drills.
 - Searches the area or rooms especially the comfort rooms for the persons who may bentrapped or unaware of the fire emergency or drill.
 - Reports the particulars to the floor captain after having searched the area thoroughly.
6. Fire Fighting Team
- Controls and extinguish fires under the supervision of their respective team leader.
 - Knows how to handle and operate firefighting tools, appliances and equipment.
 - Acquaints themselves of the specific uses of the different types of portable fire extinguishers relative to the classes of fires.
 - Familiarizes themselves with general structure of the building and its premises. Responses to the announced alarm and fight fire immediately, report the veracity & condition of fire.

7. General Support Services
 - Medical Team/First Aid Team Leaders and Driver of Emergency Vehicles
 - Administer first aid treatment to victims/injured persons.
 - Provide first aid to all injured or needing medical attention & direct transport of victims inside the campus (emergency room)
 - Communication & Special Service Team
 - Responsible for internal and external communication
 - Report to their Team Leader who in turn reports to the Incident Commander
 - Promptly notify the Bureau of Fire of any incident of fire when orderly by an authorized officer
 - Public Information Officer
 - Supports the Incident Commander during disaster responses and recovery.
 - Communicates incident-related information to the media and public, as well as coordinate responses

APPENDIX G

INSTITUTIONAL POLICY FOR ACCOMMODATING LEARNERS WITH SPECIAL NEEDS

Policy Title: Inclusive Education and Accessibility Policy for Learners with Special Needs

I. Policy Statement:

The Medical University is committed to fostering an inclusive learning environment that ensures equal access, participation, and success for all learners, including those with disabilities and special needs. Guided by and aligns with the international disability rights laws, such as the UN Convention on the Rights of Persons with Disabilities (UNCRPD); the national laws (R.A. 7277 - Magna Carta for Persons with Disability (as amended), BP 344 - Accessibility Law; R.A. 9442 & R.A. 10524; and CHED CMO #9 s. 2013 directing the HEIs to implement inclusive education practices, reasonable accommodations, and support services for PWD students.

II. Objectives:

1. Provide reasonable accommodations to learners with documented disabilities (physical, sensory, learning, mental health, etc.).
2. Ensure physical and digital accessibility in classrooms, facilities, and learning materials.
3. Promote awareness and sensitivity among faculty, staff, and students regarding disability inclusion.
4. Establish a structured process for requesting, approving, and implementing accommodations.
5. Maintain confidentiality and respect for the dignity of learners with special needs.
6. To ensure the health and safety of the student body and staff.
7. To establish a protocol for managing incidents involving undisclosed conditions.

III. Scope:

This policy applies to all academic programs, enrolled students with disabilities, support services, and facilities within the institution.

IV. Procedures for Implementing the Policy:

1. Identification and Disclosure of Special Needs

Step 1: Upon admission, students with disabilities are encouraged to voluntarily self-disclose their condition; and are informed of the institution's disability support services.

Step 2: Students with special needs submit a formal request for accommodations to the Students' Affairs Office, along with medical or psychological documentation/certification.

Step 3: The SAO evaluates the request and determines appropriate accommodations in consultation with the student, Dean and faculty.

2. Post-Incident Procedure (for undisclosed conditions): When a medical episode occurs:

Step 1: Immediate Care and Safety Protocol Activation: responding to a medical emergency, regardless of prior disclosure.

Step 2: The student shall be referred to the health services and/or Guidance Office for follow-up.

Step 3: Case Documentation and Support Plan shall be initiated.

Step 4: The student will be invited (not compelled) to disclose any relevant medical condition for accommodation planning.

V. Assessment and Accommodation Planning

- In consultation, the program Dean and faculty evaluates the student's needs and recommends reasonable accommodations.

- Individual Accommodation Plans (IAPs) may include:

- ◇ Extended time for exams or locations without distractions
- ◇ Use of assistive technologies
- ◇ Accessible building, classroom and laboratory locations
- ◇ Preferential classroom seating or accessibility adjustments

VI. Physical and Academic Accommodations

- For Learners with Mobility Impairments and Lefties:
 - ◇ Ensure wheelchair-accessible ramps, classrooms, elevators, labs, and restrooms.
 - ◇ Provide for leftie chair in classrooms.
 - ◇ Provide for specific W/C locations in the classroom
- For Learners with Visual Impairments:
 - ◇ Reserve the front seats.
 - ◇ Improve sound system
 - ◇ Provide for adequate classroom lighting
- For Learners with Hearing Impairments:
 - ◇ Reserve the front seats.
 - ◇ Use visual aids and written instructions.
 - ◇ Improve sound system
 - ◇ Provide sign language interpreters or real-time captioning.
- For Learners with Learning Disabilities (e.g., Dyslexia, ADHD, Autism and the like):
 - ◇ Allow extended exam time or a distraction-free testing environment.
 - ◇ Provide lecture outlines in advance and permit the use of assistive software
- For Learners with mental health issues and undeclared medical conditions
 - ◇ Seek referral from appropriate specialist
 - ◇ Refer to existing policies of the relevant office providing support services.

VII. Faculty and Staff Training

- Conduct mandatory seminar/training for faculty and personnel on:
 - Disability Sensitivity
 - Basic Sign Language (FSL)
 - Protocol for managing incidents involving undisclosed conditions.
- Train instructors on Universal Design for Learning (UDL) principles to make course content accessible.
- Protocol for managing incidents and processes involving undisclosed conditions.

VIII. Accommodation Implementation, Monitoring and Evaluation

- The faculty shall integrate inclusive teaching practices, such as:
 - ◊ Multi-modal delivery of content (audio, visual, kinesthetic)
 - ◊ Flexible assessment methods
 - ◊ Accessible course materials (e.g., screen-reader friendly PDFs)
- The implementation is shared confidentially and monitored with concerned faculty, Dean and Guidance Office.
- Effectiveness of the implementation of accommodation is evaluated every academic year.

IX. Grievance Mechanism

- Students who feel their needs are unmet may file a complaint with the Student & Personnel Support Services for resolution.

Policy Review:

This policy will be reviewed every two years to ensure compliance with evolving accessibility standards.

APPENDIX H LIST OF MAJOR AND MINOR OFFENSES

1. MAJOR OFFENSES

Offenses against University Security and Order

- 1.1** Initiating or participating in activities that threaten University security or public order.
- 1.2** Unauthorized possession of deadly weapons or objects within the university premises, or during school sanctioned activities or functions on/off campus.
- 1.3** Disruption of or causing a disturbance to academic functions or school activities on- or off-campus.
- 1.4** Tampering with one's own or another student's ID card, lending, borrowing or using someone else's ID card, Registration Form, official receipt or other official documents, to gain entry into university premises.

Offenses against Persons in Authority

- 1.5** Direct assault, physical/verbal, upon any member of the faculty, administration, non-teaching staff, any university employee, or any student or person vested with authority.
- 1.6** Indirect assault, physical/verbal, or use of force or intimidation against any person coming to the aid of the authorities as defined in section

Offenses against Public Interest and the Good Reputation of the University

- 1.7** Dishonesty and/or any fraudulent act.
- 1.8** Forging, falsifying, or tampering with academic or official records or documents of any kind.
- 1.9** Presenting, using, or submitting another person's documents as one's own.
- 1.10** Perjury, defined as testifying falsely in any administrative proceeding or knowingly making untruthful statements in documents under oath when such oath is required.
- 1.11** Any act, omission, condition, status or circumstance tending to cause or causing disrepute, discredit or dishonor to the university or persons in authority, and/or contempt for the name of the University or any member of the University community.

1.12 Making false representation and/ or announcement that tends to put in disrepute or cause damage to the University or persons in authority.

1.13 Any form of student or “student organization related” misconduct, whether committed within or outside university premises, which directly or indirectly affect the good name of the University.

1.14 Unauthorized collection or solicitation of funds; exaction of money, checks or other negotiable instruments and/or any material or object in connection with matters pertaining to the university.

1.15 Selling of any illegal merchandise or services for any purpose.

1.16 Embezzlement of funds of any legitimate University group/ organization.

Offenses against School Norms, Standards and Policies

1.17 Unauthorized possession or being under the influence of prohibited drugs or chemicals included in the list of prohibited drugs and chemicals at the NBI or prohibited under R.A. No. 9165 “AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING R.A. NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED;” unauthorized possession of drug paraphernalia or possession of any regulated drug without proper prescription inside the University premises or outside, during an academic function or school activity.

1.18 Smoking within the premises of the University campus, including all grounds /properties/premises of the university or in violation of R.A. 9211 or the Tobacco Regulation Act of 2003; R.A. 8749 or the Philippine Clean Air Act of 1999; and E.O. No. 26 of 2017 or the Nationwide smoking ban order.

1.19 Unauthorized possession and/or drinking of alcoholic beverages within the University premises or during off-campus activities sponsored by the university.

1.20 Being in the University premises in an intoxicated state or found to be positive of alcohol intake.

1.21 Breach of the UPH-DJGTMU School Automate policy or violation of its rules and regulations classified under major offenses.

1.22 Malicious conducts or posts in the cyberspace or social media that disrupts school activities or substantially interferes with school policies, impinges on other people’s rights, violates school Codes of Discipline, damages the University’s reputation, and goes against the University’s standard of morality, propriety, and decency.

1.23 Gambling in any form on campus or in any University sanctioned activity or function.

1.24 Membership in an unrecognized fraternity/sorority; participating in any manner of recruitment of students into sororities or fraternities or encouraging others to join any such organization not recognized by the University and that subscribes to violent acts.

1.25 Hazing or any act in violation of R.A. 11053, the Anti-Hazing Act of 2018. All individuals present in the hazing who directly or indirectly participated in the hazing process, are liable. All the officers of the organizations, associations, societies, or groups, whether or not they were present during the initiation, are likewise liable.

1.26 Violation of the University Campus Dormitory Rules and Regulations amounting to a major offense as defined in this handbook.

1.27 Disregard established university policies, rules, and regulations.

1.28 Irreverent conduct that tends to prevent or disturb religious activities such as the Angelus, Holy Mass, prayer, and other similar practices or other manifestations of any religion including desecration of religious objects or places of worship.

1.29 Disrespect to national symbols (e.g., not standing at attention during flag ceremonies, making a mockery of the national anthem) or any other similar infraction.

1.30 Preventing the circulation of a recognized student publication from the newsstands.

1.31 Violation of Student Handbook rules while on discipline formation/ probation; violation of the specific terms and conditions of that formation or probation.

1.32 Willful failure to comply with the summons issued for purposes of investigation conducted in connection with discipline related cases.

1.33 Defiance: willful non-compliance with the requirements set by the Office of the Student Formation in connection with one’s sanction or case.

1.34 Accumulation of five minor offenses of different nature, or accumulation of three minor offenses of same nature within the period of

the university.

Offenses against Good Morals and Norms of Decency

1.35 Acts of cheating, such as but not limited to the following:

- a) Unauthorized possession of notes or any materials relevant to an examination, whether or not the student actually uses them during the examination.
- b) Glancing or looking at examination papers of others and/or allowing another to glance/ look at one's own paper/notes during examination.
- c) Copying or allowing another to copy from one's examination papers, assigned reports, case analyses, reaction papers, theses, and other similar materials.
- d) Communicating with another during examinations without permission from the teacher or proctor.
- e) Leaking examination questions, furnishing answers to examination questions, or taking an examination for another student, in which case both parties shall be liable.
- f) Posting or sharing a copy of or answers to an online quiz, modular quiz and examination in part or as a whole in any online or virtual platform.
- g) Possession or use of cellular phones and other communication gadgets or any unauthorized electronic device during examinations whether or not the student actually uses them during the examination. The use of specific electronic devices may only be allowed during classes if used with the permission of the professor/s.

1.36 Plagiarism, defined as intentionally or knowingly representing as one's own work another person's ideas, data, or language in any academic endeavor or exercise without proper acknowledgement.

1.37 Acts of indecency or immorality.

- a) Bringing in, viewing, displaying, sending, creating, copying or distributing pornographic or foul and malicious messages in whatever form or means, including accessing pornographic and other prohibited Internet sites from a public or personal electronic device.

- b) Inappropriate display of intimacy within the University premises that offend or tend to offend the sensibilities of the university community, and which may be deemed or perceived as vulgar, repulsive or immoral.
- c) Acts of lewdness, displays of indecency, and any commission of immorality in any medium.

1.38 Conviction before any court for any criminal offense.

Offenses against Persons

1.39 Sexual harassment, or any act in violation of R.A. 7877 or the Anti-Sexual Harassment Act of 1995.

1.40 Making sexual advances in words or deeds to another student or to any member of the university community.

1.41 Any act amounting to a crime or wrong, or with infliction of any injury or harm upon the person, honor, and integrity of another on or off-campus.

1.42 Malicious accusations or statements against any person: teaching/non-teaching, academic/non-academic staff, university employee, or student, either by word or by letter, social media or any other form of media with the purpose of defaming the person.

1.43 Stalking or deliberately following/tailing a person for reasons known only by the stalker, which behavior seriously alarms, intimidates, torments, and terrorizes the person being followed. This clause includes stalking in cyberspace or via social media.

1.44 Engaging or involving oneself in physical fights and/or acts of violence.

1.45 Violating school directives by attending in-person classes or coming to campus even after being positively diagnosed for identified infectious diseases (e.g., COVID 19).

Offenses against Property

1.46 Vandalism; defacement, damage, or destruction of the university's property or that belonging to any member of the university community or to a visitor while on campus; tampering with official announcements on bulletin boards. The student concerned shall pay for the damage incurred without prejudice to any other penalty or sanction imposed by the university.

1.47 Stealing, whether attempted or consummated; or knowingly possessing/receiving stolen goods or property.

1.48 Failure to turn over lost and found items to the Security Department or Office of Student Services.

Cyberspace or Social Network Offenses

1.49 Malicious conducts or posts in the cyberspace or social media that:

- a) Disrupt school activities,
- b) Substantially interfere with school policies,
- c) Impinge on other people's rights,
- d) Violate the University Code of Discipline,
- e) Damage the University's reputation, and
- f) Go against the University's standard of morality, propriety, and decency.
- g) Use profane language (impolite, threatening, or objectionable language) or gestures during online class,
- h) Bully or initiate or participate in the commission of online pranks and other minor offenses including harassment and intimidation,
- i) Capture audio, still and video images of a person without or against person's consent,
- j) Disrespect fellow students or professors during online class by using profane words or gestures
- k) Misrepresent other students by using a fake or stolen account,
- l) Attempt to hack or hack another person's account,
- m) Change someone else's pass code or restriction settings without authorization,

- n) Use the email or social media account of another person without consent,
- o) Post a text or image on social media that damages reputation and integrity of an employee or student or faculty member,he
- p) Ask or let another person to do his or her online assignment, exam, or activity for submission,
- q) Ask or coerce fellow students to share vital information that will compromise the results of online, quiz, activities, or examination.

Private Offenses

1.50 Unauthorized collection/solicitation or financial transactions between students or employees and students of the university.

1.51 Harassment, intimidation, or menacing provocation of any kind whether or not such an act results in a heated verbal or physical confrontation between students and/or groups of students on- or off-campus.

1.52 Gross acts of disrespect, in words, gestures, signs or deeds that put, or tend to put, any member of the faculty, administration or non-teaching staff/personnel or another student or a visitor in ridicule or contempt.

Reservation Clause

1.53 Any other act or misconduct similar to all of the foregoing that may be deemed offensive and inappropriate by the College; or any such acts as may be determined by the Ad Hoc Disciplinary Committee provided the application is prospective and disseminated to students through official memoranda and/or campus student publications.

2. MINOR OFFENSES

A minor offense, which merits any of the sanctions defined in Section 3.2.4, includes the following:

2.1 Behavior unbecoming of a Perpetualite.

2.2 Acts of disrespect and/or discourtesy towards any member of the University community, including visitors.

2.3 Disruption of peace and order or causing a disturbance to academic functions or University activities.

2.4 Entering a class in which a student is not officially enrolled or joining a school function without the permission of concerned parties or authorities.

2.5 Loitering in corridors while classes are on-going.

2.6 Littering. Any trash or junk found within a radius of one (1) foot from a student is considered the trash or junk of that student and the said student shall be held answerable for it. The members of every class shall be held responsible for keeping their classroom free of litter.

2.7 Bringing in or playing cards or any gambling paraphernalia within the university premises. (Note: Playing cards or gambling paraphernalia are subject for confiscation.)

2.8 Wearing inappropriate attire inside the campus or any violation of the dress code and conventions of good grooming.

2.9 Entering the campus with an expired temporary pass.

2.10 Entering the campus without a valid UPH-DJGTMU ID.

2.11 Proselytizing, defined as attempting to convert others to one's faith by attacking or denigrating the practices and beliefs of another or by offering special inducements.

2.12 Violation of university parking/traffic regulations, including directives issued by the barangay, or local government to keep the traffic in order in the immediate vicinity or streets adjacent to the university. (Students shall be responsible for informing the person driving their vehicles of this stipulation.)

2.13 Unauthorized/irresponsible use of school facilities or property.

2.14 Violation of Health and Safety Guidelines implemented by the University such as, but not limited to, not wearing face masks or other protective equipment, congregating in groups, and not practicing social distancing, etc.

2.15 Eating or drinking in the theater, auditorium, classroom, corridor, or in other designated non-eating areas.

2.16 Using and/or failure to turn off mobile phones and similar communication gadgets and electronic devices during class, Holy Mass or any university-sanctioned activity or function.

2.17 Misbehavior (e.g. jeering, interrupting performances, making obscene or vulgar gestures, etc.) during inter-university activities and in other similar events, provided such misbehavior does not constitute

acts defined under major offenses.

2.18 Violation of approved policies, guidelines, rules and regulations of the different university centers, offices or laboratories, library, and residence halls or dormitories, which are not classified under major offenses. It is the organization/office/unit head's responsibility to enforce their respective rules, and as such they are authorized to impose the necessary penalty on erring students, provided such penalty is incorporated or integrated in their approved policies that are disseminated to students concerned. The Medical University must be made aware of any sanctions or penalties imposed upon its students.

2.19 Reservation Clause. Any other act similar to the foregoing as may be determined by the University, provided that it is not applied retroactively; such other acts as may be determined by the University officials provided the application is prospective and properly disseminated to students through official memoranda, and/or student campus publications.

APPENDIX I

POLICY ON OFF-CAMPUS STUDENT ACTIVITIES

A. LOCAL

This policy aims to assist in the comprehensive planning and implementation of all local off-campus activities at the Medical University. It strictly complies with the Commission on Higher Education (CHED) Memorandum Order No. 63, Series of 2017, entitled “Policies and Guidelines on Local Off-Campus Activities.” By establishing these standard guidelines, the institution prioritizes student safety through risk management protocols while simultaneously creating clear lines of accountability to ensure every event is structured and well-managed.

To maintain these standards, all local off-campus activities must receive prior official approval from the Office of the Chancellor. This mandatory review guarantees that every planned event actively protects student welfare, maintains strict regulatory compliance, and fully aligns with the overarching vision and mission of the Medical University. To initiate this process, the faculty member in charge of the activity must submit the following requirements to the Office of Student Services:

Before the activity:

1. Off-Campus Activity Approval Form
2. Letter with budget proposal
3. Duly notarized consent of the parents or student’s guardian
4. Medical clearance or physically fit form of the students
5. Updated documents of vehicle
6. Minutes of the meeting with parents and students
7. Details of the activity
8. Emergency Preparedness Plan
9. Acknowledgement letter from the LGUs/NGOs (if applicable)

After the activity:

1. List of students and school personnel who attended the activity
2. Assessment and Expenditure Report
3. Reflection paper of the students
4. Report on debriefing program conducted

Roles and responsibilities

College Dean or Department Head

1. Designate a faculty-in-charge of the activity.
2. Ensure that 1:25 faculty – student ratio is implemented.
3. Develop an alternative activity that will provide similar acquisition of knowledge and competencies to achieve the learning objectives of students who will not participate in the activity.
4. Assess whether continuing the activity entails unmanageable risks and should therefore be terminated, in the event that a critical incident or event occurs.

Faculty in-charge

1. Discuss with the college dean or department head all relevant details of the activity in advance.
2. Submit all the requirements to the Office of Student Services before and after the off-campus activity.
3. Designate at least two (2) activity student leaders.
4. Prepare first aid and emergency kit.
5. Demonstrate effective leadership at all times in order to ensure safety, health and welfare of all participants.
6. Ensure that all participants are made aware of the potential danger or threat during the off-campus activity. At a minimum, the pre-activity briefing needs to contain the following:
 - a. The name of the activity student leaders
 - b. The role and activities they may be involved in
 - c. Transportation and communication arrangements
 - d. Any danger, physical or medical conditions that may require special attention
 - e. Information on the use of alcohol and drugs during activity

Activity Student Leaders

1. Comply with all the instructions of the faculty in-charge prior to and over the duration of the activity.
2. Familiarize themselves with the nature of activity and make sure that it is adequately planned.

Participants

1. Attend pre-activity briefing or orientation before the scheduled off-campus activity.
2. Act in accordance with the rules and regulations of the Medical University.
3. Inform the faculty in-charge of any health problem, incidents or hazards before and during the activity.
4. Submit the activity reflection paper.

B. INTERNATIONAL

Students must undergo the required orientation for International Educational Trips. When the international educational trips require additional cost on the part of the students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken. The same shall be explained during the General Orientation of freshmen and ongoing students before the start of classes, including the details of the International Educational Trips.

2. Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnished Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA)
3. HEIs shall require the concerned students to submit a medical clearance before allowing the students to join international and local educational trips together with at least three emergency contacts.
4. The students must submit to the HEIs the terminal report and other school requirements upon completion of trips.

Student Conduct

All provisions in the Student Code of Conduct of the Medical University shall apply to students while participating both in local and international off-campus activities.

APPENDIX J

POLICY FOR PREGNANT INDIVIDUALS

Purpose

To promote the safety of the mother and her unborn child while enrolled as a student of the University.

1. All first year or second year student whose pregnancy test turns out to be positive may be permitted to finish the semester as long as she is not due to give birth during the semester and must submit a certification of 'fit to study' from her Obstetrician. However, a third year or fourth year student who is pregnant will have to immediately apply for a leave of absence to safeguard her pregnancy.
2. A pregnant student will not be allowed to enroll in a clinical internship to safeguard her pregnancy.
3. All female students are required to undergo a pregnancy test before beginning their clinical duty and before the start of second semester. If pregnancy is confirmed, she will immediately be required to apply for a leave of absence for the safety of the student and the baby.
4. A student who becomes pregnant during her clinical rotation will be dropped from her rotation to safeguard her pregnancy.
5. A student in her third month of pregnancy is required to apply for exemption from wearing the prescribed UPH- DJGTMU uniform. The substitute uniform must still comply with school policies.
6. A student who has given birth shall be allowed to return after one hundred five (105) days after delivery. She will be allowed to re-enroll upon presentation of OB clearance certified by the school physician.

APPENDIX K

POLICY ON TESTING FOR BLOOD-BORNE ILLNESSES

Purpose

To promote patient safety while providing risk management and provide guidance to blood borne pathogen infected students.

Policy

Student affiliates should be free from any communicable/contagious disease that may threaten the health of the hospital personnel as well as their patients.

Process

- Students are required to disclose, as per school policy, if they are potentially exposed to a blood borne pathogen in a clinical setting and provide a blood specimen if indicated.
- Students are required to immediately disclose if he/she accidentally exposes a patient to their blood borne pathogen in a clinical setting; pre-notification to patients is not suggested.
- This policy requires that all students receive the hepatitis-B vaccine and test positive on the subsequent quantitative serology titer upon admission
- Further testing is provided for those students who still do not respond to a second series of the vaccine.
- If the result remains positive the student and their parents will be referred to the Dean's Office.

APPENDIX L

POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE

(Adapted from the Philippine Association of Colleges and Universities)

I. Aims:

This policy aims to:

1. Establish clear guidelines and expectations for the responsible, ethical, and lawful use of AI technologies within the organization or institution.
2. Promote transparency, accountability, and fairness in the development, deployment, and utilization of AI-driven applications, systems, and services.
3. Safeguard the rights, privacy, and well-being of individuals and communities affected by AI-related activities, ensuring compliance with applicable laws, regulations, and ethical standards.
4. Foster a culture of digital literacy, critical thinking, and ethical decision-making among users, empowering them to harness the potential of AI technologies for positive social impact and innovation.
5. Mitigate risks and vulnerabilities associated with AI-driven processes, including data bias, algorithmic discrimination, privacy breaches, and cybersecurity threats, through proactive risk management, compliance oversight, and continuous improvement initiatives.
6. Facilitate collaboration, knowledge-sharing, and interdisciplinary dialogue among stakeholders, including educators, researchers, policymakers, industry practitioners, and civil society organizations, to address emerging challenges and opportunities in the responsible use of AI.
7. Enhance public trust, confidence, and acceptance of AI technologies by promoting transparency, user empowerment, and stakeholder engagement in AI governance, policy development, and regulatory frameworks.
8. Encourage ongoing reflection, evaluation, and adaptation of AI policies, practices, and standards in response to evolving technological advancements, societal needs, and ethical considerations, fostering a dynamic and inclusive approach to AI governance and innovation.

II. Educational Intentions/Guiding Principles:

1. Enhancement: To improve teaching and learning outcomes.
2. Ethical Compliance: To ensure ethical and legal use of AI.
3. Data Security: To protect the privacy and data of all stakeholders.
4. Workload Reduction: To utilize AI to reduce the administrative and academic workload of staff.
5. Innovation: To remain at the forefront of education by integrating AI to enhance and supplement the school's mission to support young people best.
6. The intention to integrate AI tools into the curriculum comes from our commitment to enhance students' learning experiences and foster skill development.
7. The use of AI is strategically employed as a supplemental tool to support and expand upon classroom instruction, facilitating personalized learning opportunities and increasing accessibility.
8. AI provides students with access to a broad range of potential learning experiences. Through its use, we can promote independent research, curiosity, critical thinking, and problem-solving skills.
9. Teachers will guide and monitor students' use of AI, ensuring that it aligns with the School's curriculum objectives and learning outcomes.
10. Teachers will ensure their pedagogical, behavioral, and knowledge is complemented and not undermined by AI tools.
11. AI will not replace direct instruction or teacher interaction but will serve as an additional resource to enrich the educational experience.
12. Investing in learning with AI will support the lifelong learning, future education, and employment prospects of our learners.

III. Introduction

1. Purpose: To provide a holistic framework for the integration and management of AI in educational settings, encompassing ethical compliance, educational enhancement, workload reduction, data security, and innovation, whilst ensuring the safeguarding and protection of our students are at the heart of what we do.
2. Scope: This policy applies to all staff, students, and stakeholders.

IV. Definitions

1. AI: Artificial Intelligence, including machine learning, natural language processing (NLP), and large language models (LLMs).
2. LLM: Large language models such as Chat GPT/Bard/Claude which have Generative capabilities.
3. NLP: Natural language processing such as Alexa / Siri - differs from the above and has fewer opportunities for bias and hallucination.
4. Image generation from LLM - images can be created via text prompts which can be inappropriate or subject to bias.
5. Data Bias: The presence of systematic errors or prejudices in datasets used to train AI models, which may result in skewed or discriminatory outcomes in AI-generated content or decision-making processes.
6. Algorithmic Fairness: The principle that AI systems should be designed and implemented in a manner that minimizes biases, promotes equity, and ensures fair treatment of individuals or groups across diverse demographic and socioeconomic backgrounds.
7. Ethical AI: The practice of developing, deploying, and using AI technologies by ethical principles, moral values, and human rights standards, with a focus on transparency, accountability, and respect for autonomy and dignity.
8. Privacy Protection: The safeguarding of individuals' personal data and sensitive information from unauthorized access, misuse, or exploitation in the context of AI-driven applications and services.
9. Explain ability and Interpretability: The ability of AI systems to provide transparent and understandable explanations for their decisions, predictions, and recommendations, enabling users to trust, verify, and interpret the underlying mechanisms and reasoning processes.
10. Human-in-the-Loop (HITL): An AI development approach that involves human oversight, intervention, and feedback in the training, validation, and deployment of AI models, ensuring accountability, reliability, and alignment with human values and preferences.
11. End-User License Agreement (EULA): Legal contracts or agreements that define the terms and conditions governing the use of AI software, services, or platforms, including rights, responsibilities, liabilities, and limitations imposed on users.

12. Cybersecurity: The protection of computer systems, networks, and data from security threats, unauthorized access, and malicious attacks, including vulnerabilities arising from AI-enabled applications, interfaces, and communication channels.
13. Digital Literacy: The ability to access, evaluate, analyze, create, and communicate information effectively and responsibly using digital technologies, including AI tools and platforms, to navigate and participate in the digital society.
14. Stakeholders: Teachers, students, parents, administrative staff, and external partners.

V. Objectives

a. Respect for Intellectual Property

- VI. What to Do: Ensure all AI technologies used are properly licensed and respect intellectual property laws.
- VII. How to Do It: Before using any AI tool, consult the central record maintained by the to ensure it's approved for educational use.
- VIII. How to Check: Refer to the central record, for a list of approved and licensed AI tools.

b. Transparency and Disclosure

1. What to Do: Indicate where and when AI is being used in educational settings.
2. How to Do It: Label AI-generated content and inform students and parents when an AI tool is being used for educational purposes.
3. How to Check: Periodic checks to ensure transparency measures are consistently applied.

c. Avoiding Bias and Discrimination

1. What to Do: Implement measures to ensure AI algorithms are free from biases.
2. How to Do It: Use AI tools that have been vetted and approved by the IT support team for potential biases related to race, gender, or other factors.
3. How to Check: Conduct periodic reviews and seek feedback from students and staff to identify any issues of bias.

1. Who to Speak To: If concerns arise, consult for further evaluation.

d. Respect for Personal Data and Privacy

1. What to Do: Comply with data protection laws, including age restrictions and parental consent, and ensure individual privacy when using AI.
2. How to Do It: Use AI tools that are compliant with Data Privacy Law or other relevant data protection laws, as verified such as not sharing any personal student data on any platform unless previously agreed.
3. How to Check: Regularly review updates on data storage and handling procedures to ensure compliance.
4. Who to Speak To: If concerns arise, consult for further evaluation.

VI. Curriculum Integration

1. Alignment: Ensure AI tools are aligned with curriculum goals and objectives.
2. Pedagogical Relevance: Evaluate the pedagogical benefits of AI tools before integration.
3. AI technologies should be integrated into the curriculum thoughtfully and purposefully to enhance learning outcomes, foster critical thinking skills, and promote digital literacy among students.
4. Educators should collaborate with curriculum specialists, instructional designers, and technology experts to identify opportunities for integrating AI concepts, tools, and applications across various subject areas and grade levels.
5. Curriculum integration of AI should align with educational standards, learning objectives, and pedagogical best practices, ensuring coherence, relevance, and effectiveness in teaching and learning experiences.

6. AI-related content and activities should be scaffolded appropriately to accommodate students' diverse backgrounds, interests, and learning styles, promoting inclusive and equitable access to AI education for all learners.
7. Teachers should provide explicit instruction and guidance on the ethical and responsible use of AI technologies, fostering students' awareness of privacy issues, data ethics, algorithmic bias, and societal implications of AI-driven decision-making.
8. Students should be encouraged to explore and experiment with AI tools and applications in authentic, real-world contexts, engaging in inquiry-based learning experiences that promote creativity, problem-solving, and collaboration.
9. Assessment strategies should be designed to evaluate students' understanding of AI concepts, their ability to apply AI technologies in meaningful ways, and their capacity to critically analyze and evaluate AI-related information and artifacts.
10. Continuous professional development opportunities should be provided to educators to deepen their knowledge of AI technologies, explore innovative instructional practices, and stay abreast of emerging trends and developments in the field of AI education.
11. Collaborative partnerships with industry stakeholders, research institutions, and professional organizations should be leveraged to enrich curriculum resources, provide access to cutting-edge AI technologies, and support teachers' ongoing professional growth and development.

VII. Administrative Support and Workload Reduction

1. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation. Teachers **MUST** verify any AI-generated materials' suitability, accuracy, and curriculum alignment.
2. Users are encouraged to leverage AI workload reduction tools to streamline repetitive tasks, optimize workflows, and facilitate productivity. However, it is essential to maintain a balance between automation and human intervention, ensuring that AI serves as a complement to human creativity and expertise rather than a substitute.

3. While AI can assist in generating educational materials such as lesson plans, quizzes, and flashcards, educators bear the responsibility of thoroughly reviewing and validating the content for relevance, accuracy, and alignment with educational objectives and standards.
4. AI-generated materials should undergo rigorous scrutiny to ensure they meet pedagogical requirements, accommodate diverse learning needs, and adhere to ethical guidelines and best practices in education.
5. Teachers and educational stakeholders must remain actively engaged in the AI-driven process, providing feedback, refining algorithms, and continually improving the quality and effectiveness of AI-generated resources.
6. Collaboration between humans and AI technologies should prioritize transparency, accountability, and user-centric design, fostering a culture of shared responsibility and mutual respect in the educational community.
7. Organizations and educational institutions should establish policies and protocols for the ethical and responsible use of AI workload reduction tools, incorporating principles of fairness, equity, and inclusivity into AI-driven decision-making processes.
8. Continuous professional development and training opportunities should be provided to educators to enhance their understanding of AI technologies, promote digital literacy, and empower them to leverage AI tools effectively while upholding ethical standards and promoting student success.

VIII. Responsible Use

- a. Accuracy and Fact-Checking
 1. Ensure that AI-generated content is accurate and factually correct.
 2. Users must exercise diligence and critical judgment in assessing the accuracy, reliability, and credibility of information generated or facilitated by AI systems. It is imperative to verify facts, corroborate sources, and cross-reference information from multiple reputable sources before accepting or disseminating AI-generated content as truthful or authoritative.

1. Furthermore, users should employ fact-checking tools, methodologies, and best practices to evaluate the validity and integrity of AI-generated outputs, particularly in contexts where misinformation, disinformation, or propaganda may be prevalent. By prioritizing accuracy and fact-checking, users can mitigate the spread of false or misleading information, uphold the integrity of public discourse, and promote informed decision-making in society.

b. Compliance with Laws and Regulations

1. Data Privacy Regulations: Compliance with data privacy laws such as the Data Privacy Law, Cybercrime Prevention Act of 2012 (Republic Act No. 10175) and the Anti- Photo and Video Voyeurism Act of 2009 (Republic Act No. 9995), and Republic Act No. 7610, also known as the Special Protection of Children Against Abuse, Exploitation, and Discrimination Act.
2. Intellectual Property Rights: Respect for intellectual property rights, copyrights, trademarks, and patents when using AI technologies to create, modify, or distribute content, ensuring that all intellectual property laws and licensing agreements are observed and upheld.
3. Ethical Guidelines: Adherence to ethical guidelines, codes of conduct, and professional standards established by regulatory bodies, industry associations, and academic institutions, including principles of fairness, transparency, accountability, and non- discrimination in AI-driven decision-making processes.
4. Export Controls and Sanctions: Compliance with export control laws, trade restrictions, and economic sanctions imposed by governmental authorities, ensuring that the export, transfer, or use of AI technologies and related software or hardware components complies with relevant regulations and licensing requirements.
5. Consumer Protection Laws: Compliance with consumer protection laws and regulations, including advertising standards, product labeling requirements, and disclosure obligations, particularly in cases where AI technologies are used to deliver personalized recommendations, targeted advertisements, or commercial offers to consumers.

4. Risk Management and Compliance Oversight: Collaboration with legal counsel, compliance officers, and regulatory experts to assess and mitigate legal and regulatory risks associated with the use of AI technologies, establishing governance mechanisms, policies, and procedures to ensure ongoing compliance and accountability.

5. Reporting and Escalation Protocols: Prompt reporting of any actual or suspected violations of laws, regulations, or institutional policies related to AI usage or data protection to designated authorities, compliance officers, or legal advisors, facilitating timely investigation, remediation, and resolution of compliance issues.

IX. Safeguarding

1. Take a proactive stance about AI-related safeguarding risks, including but not limited to:
2. Identity Theft: Protection against the unauthorized use of individuals' personal information or digital identities to perpetrate fraudulent activities, including identity theft, account takeover, and financial fraud facilitated by AI-generated content or manipulative techniques.
3. Online Predation: Measures to prevent the online grooming, manipulation, or exploitation of vulnerable individuals, particularly children and adolescents, by malicious actors leveraging AI technologies to establish trust, exert control, and solicit sensitive information or illicit behaviors.
4. Cyberbullying Detection and Prevention: Strategies for identifying, mitigating, and addressing instances of cyberbullying, online harassment, or abusive behavior facilitated by AI powered communication channels, social media platforms, or virtual environments.
5. Content Moderation: Procedures for monitoring, filtering, and removing inappropriate, harmful, or illegal content generated or disseminated through AI-driven applications, services, or online communities, including hate speech, violent imagery, extremist propaganda, and misinformation.
6. Privacy Preservation: Safeguards to protect individuals' privacy rights and personal data integrity in the context of AI-driven surveillance, data collection, profiling, and predictive analytics, ensuring compliance with applicable privacy laws, regulations, and ethical guidelines.

7. **Cybersecurity Awareness and Training:** Educational initiatives to raise awareness, promote digital literacy, and empower users to recognize, respond to, and report cybersecurity threats, vulnerabilities, and incidents associated with AI-enabled technologies and online interactions.
8. **Collaborative Partnerships:** Collaboration with law enforcement agencies, child protection organizations, cybersecurity experts, and industry stakeholders to develop and implement effective strategies, protocols, and resources for safeguarding individuals and communities against AI-related risks and threats.
9. Note that AI may be an aggravating factor in safeguarding and child protection cases.
- X. **Data Management**
 1. **Data Collection and Usage:** Any data collected or generated through the use of AI technologies in schools must be limited to what is necessary for educational purposes. Personal data should be collected and processed in accordance with applicable data protection laws and regulations, and only with the explicit consent of parents or legal guardians where required.
 2. **Data Security and Confidentiality:** Schools must implement appropriate measures to ensure the security, confidentiality, and integrity of student and teacher data stored or processed by AI systems. This includes encryption, access controls, regular security audits, and adherence to data retention policies to prevent unauthorized access, disclosure, or misuse of sensitive information.
 3. **Data Retention and Deletion:** Schools should establish clear policies and procedures for the retention and deletion of data collected or generated by AI systems. Data should only be retained for as long as necessary to fulfill educational objectives, and should be securely deleted or anonymized when no longer needed, in compliance with data protection requirements.
 4. **Data Transparency and Accountability:** Schools must provide students, parents, and teachers with clear and transparent information about the types of data collected, the purposes for which it is used, and any third parties with whom it may be shared. Schools should also designate responsible individuals or teams to oversee data management.

practices and respond to inquiries or concerns related to data privacy and security.

5. **Data Sharing and Disclosure:** Any sharing or disclosure of student or teacher data to third parties, including AI service providers or educational technology vendors, must be done in accordance with applicable privacy laws and contractual agreements. Schools should obtain explicit consent from stakeholders before sharing data, and should ensure that appropriate safeguards are in place to protect data confidentiality and privacy.
6. **Data Ethics and Bias Mitigation:** Schools should proactively address ethical considerations and potential biases in AI algorithms and data sets used for educational purposes. This includes regular assessment and monitoring of AI systems for fairness, transparency, and accountability, and taking corrective action to mitigate any unintended consequences or discriminatory outcomes.
7. **Data Governance and Compliance:** Schools should establish robust data governance frameworks and mechanisms to ensure compliance with data protection laws, regulations, and industry standards. This includes appointing data protection officers, conducting privacy impact assessments, and providing ongoing training and support to staff and students on data management best practices and legal requirements.

APPENDIX M

SCHOOL POLICY ON THE PREVENTION AND RESPONSE TO VIOLENCE AGAINST WOMEN AND THEIR CHILDREN

Purpose

To promote a safe, respectful, and supportive environment for all students, staff, and stakeholders by preventing violence against women and their children, in accordance with Republic Act No. 9262.

Scope

This policy applies to all students, faculty and school personnel within the University of Perpetual Help-Dr. Jose G. Tamayo Medical University.

Policy Statements:

1. The University maintains a zero-tolerance stance against any form of violence, abuse, or discrimination against women and children, including physical, sexual, psychological, and economic abuse.
2. The University shall conduct regular seminars, workshops, and campaigns to educate the school community about the provisions of RA 9262 or also known as the Anti-Violence Against Women and their Children Act of 2004, recognizing signs of abuse and promoting gender sensitivity and respect.
3. Anyone who experiences or witnesses violence or abuse shall have access to confidential reporting channels within the University. Reports can be made to the Office of Student Services and the Office shall ensure that reports are handled with confidentiality and sensitivity.
4. The University shall provide or facilitate access to counseling, psychological support, and referral services for victims of violence.
5. The University shall coordinate and cooperate with appropriate authorities and agencies to ensure the safety and well-being of victims.
6. The University shall establish partnerships with local government units, non-government organizations, and other stakeholders to strengthen efforts against violence.
7. Anyone found to have committed acts of violence or abuse shall be subject to disciplinary measures in accordance with the policy of the University and relevant laws.

APPENDIX N

SCHOOL POLICY ON SAFE AND INCLUSIVE ENVIRONMENT

The UPH – Dr. Jose G. Tamayo Medical University is committed to fostering a safe, inclusive, and respectful environment for all students, faculty, staff, and visitors. In accordance with the Safe Spaces Act (Republic Act No. 11313), the University strictly prohibits any form of gender-based harassment, discrimination, or violence within the school premises and during school-related activities.

The University recognizes the importance of promoting awareness and understanding of gender sensitivities and ensuring that everyone feels secure and respected. The University shall implement measures such as regular training sessions, clear reporting mechanisms, and prompt response protocols to address any violations of this policy.

Scope:

This policy applies to all members of the school community, including students, faculty, staff, visitors, and other stakeholders within school premises and during school-related activities.

Policy Statements:

1. All forms of sexual harassment, including but not limited to unwelcome sexual advances, inappropriate touching, verbal or physical conduct that creates an intimidating, hostile, or offensive environment are strictly prohibited.
2. Respect for personal space and boundaries is mandatory. Any behavior that may be perceived as invasive, disrespectful, or harassing is not tolerated.
3. The University commits to fostering an environment where individuals feel safe to express themselves without fear of harassment, discrimination, or abuse.
4. Members of the school community are encouraged to report any incidents of harassment or inappropriate behavior to the Office of Gender and Development.

The University shall provide accessible, confidential channels for reporting and ensure prompt, impartial investigation and resolution of complaints through the Committee of Decorum and Investigation (CODI) of Sexual Harassment Cases.

5. Violations of this policy will result in appropriate disciplinary measures, which may include counseling, suspension, or expulsion, depending on the severity of the offense.
6. The University shall conduct regular seminars, workshops, and campaigns to educate students and staff about respectful conduct, consent, and the provisions of the Safe Spaces Act.

Functions of the CODI:

The Committee shall:

1. Receive complaints of sexual harassment
2. Investigate sexual harassment complaints as mandated by law
3. Submit reports of its findings within ten (10) days to the proper authority
4. Promote understanding of sexual harassment to prevent incidents of sexual harassment

Persons liable for Sexual Harassment

1. Any student, faculty member, employee, or administrator who directly participates in the execution/act of sexual harassment
2. Any person who directs another to commit sexual harassment
3. Cooperates in the commission of sexual harassment by another person

Process for filing a complaint to CODI

Online Submission of Complaint

1. File complaint through a google form found on UPH-DJGTMU Moodle and GAD Official Facebook page
2. Investigation and deliberation of CODI
3. Final decision on written complaint

Personal Submission of Complaint

1. File a complaint at the Office of Gender and Development
2. Investigation and deliberation of CODI
3. Final decision on written complaint

Upon the receipt of the complaint, a preliminary investigation shall be conducted by the CODI. The CODI shall examine all submitted documents, including affidavits and counter-affidavits when available. All proceedings before the CODI shall be confidential. The CODI, at all times observe due process and decide on written complaints within ten (10) working days upon receipt thereof. On the 10th day, CODI's final decision on the written complaint must be made.

APPENDIX O

SOCIAL MEDIA POLICY

The Medical University values social media for connection and learning. However, the university also prioritizes individual privacy and professional standards. This policy provides guidelines for the safe, ethical, and responsible use of digital platforms to uphold our institutional values.

1. Employees and students must ensure their personal social media presence does not misrepresent the university.
2. The school logo and any copyrighted materials shall not be used on personal profiles or banners without explicit permission.
3. Students are bound by the university's Student Code of Conduct. Online behavior reflecting academic dishonesty and cyberbullying is subject to disciplinary action.
4. Faculty and staff must never post identifiable student data, grades, academic standings or disciplinary records on social media.
5. Harassing, stalking, or threatening students and employees online is a violation of university rules.
6. Taking photos or videos of individuals in campus spaces without prior consent is prohibited.
7. The publication or promotion of the following content types is strictly prohibited:
 - a. Language that promotes violence, discrimination, or hatred against individuals or groups based on race, gender, religion, sexual orientation, ethnicity, or disability
 - b. Visuals or text showing or promoting drugs, hazing, or any illegal acts
 - c. Using the university's name or affiliation to endorse commercial products, services, or political candidates without proper authorization
8. Taking photos or videos while on duty, whether in the community or within hospital areas such as, but not limited to, patient rooms, operating rooms, and laboratories is strictly prohibited unless explicitly authorized.
9. The Medical University reserves the right to review social media activity that directly impacts campus safety, operational integrity, or violates university regulations.

APPENDIX P

STUDENT MENTAL HEALTH GUIDELINES

(A copy of the University Mental Health Policy may be requested from the Office of Student Welfare and Guidance)

The Medical University is an educational institution that prioritizes and adds a premium to the mental health and well-being of students and employees by protecting their rights and ensuring a safe and healthy learning and working environment designed to promote a vibrant educational and professional community. Adhering to the Mental Health Act of the Philippines, the Medical University endeavors to maintain a caring community working together to achieve an inclusive environment free of stigma and discrimination by promoting mental health, protecting the basic rights of students with mental health conditions, providing responsive programs, policies and practices and facilitating access to mental health care services.

The Medical University strives for excellence in providing information and raising awareness and management skills to improve the mental health of students and capacitate the community with preventive and proactive approaches. It ensures a supportive culture, aiding students and needing mental health services. It also adheres to the protection of rights against discrimination and abuse, as well as its right to privacy.

MENTAL HEALTH

The term 'mental health' refers to how a person thinks, feels and acts when faced with life's situations. It describes a sense of well-being, and it implies the capacity to live in a resourceful and fulfilling manner, having the resilience to deal with the challenges and obstacles that life and academic challenges present.

Mental Health Difficulties

Mental health difficulties are problems that affect a person's thoughts, body feelings, behavior, and ability to function. These may occur as a reaction to a painful event or external pressure which may resolve spontaneously. A

capacity to function, or which are persistent, may benefit from assessment by the Support Services (Counselor, Chaplain or General Practitioner/ Psychiatrist). If severe, mental health difficulties may signal the onset of mental illness.

Mental Illness

Mental illness is the term used to refer to severe mental health difficulties. Mental illness includes conditions such as schizophrenia, bipolar disorder, depression, anxiety/panic disorders, obsessive compulsive disorders, eating disorders and attention-deficit / hyperactivity disorder. Students who experience mental illness will require treatment and support from a health professional such as a Psychiatrist, Counselor or General Practitioner.

ACADEMIC AND ADMINISTRATIVE PROCEDURE

A. Admission

Students apply for admission to undergraduate courses in college. Disclosure of a disability, including a mental health condition, is designed to enable the College to prepare, in advance, the necessary support needed to provide the student with full access to education. It requires the institution to make reasonable accommodation for a person with a disability, provided that the cost is within the resources available.

An additional screening question that may be incorporated in the admission office is as follows: "Have you sought counseling or psychological support/ intervention in the past? If so, please state the circumstances and present status."

Disclosure of mental health difficulties or mental illness will not adversely affect a person's application to the University in any way. However, certain physical and mental conditions may preclude the safe practice of a chosen profession. In particular, students intending to study should seek appropriate advice from the Dean of their chosen course, School Physician or the Director of Student Services before registration.

Students admitted should:

- Familiarize themselves with the program or course requirements
- Have the ability to cope with the demands and workload of the program or course, as special arrangements and accommodations do not remove all difficulties
- Be aware of the demands of the program or course. They are advised to discuss the demands of each year with the Dean
- Not be a risk to themselves or to other students or staff. Occasionally an issue may arise as to a student's ability or suitability to participate in a particular program or course.

B. Disciplinary Procedures

All students are bound by disciplinary procedures. If it becomes apparent during the procedures for major offences that the student may have a mental health difficulty, then the statutes will apply as follows. Cases of student mental ill-health should not normally be dealt with as matters of discipline under the foregoing provisions of this Schedule. Instead, in such cases, where a student constitutes a clear and reasonable imminent danger to himself or herself or to others, the Student Formation Officer may suspend such a student from the University, provided that:

- Has first consulted with and obtained the agreement of the Director of Student Services, College Dean or of the Guidance and Counseling Service
- The Student Formation Officer as soon as possible thereafter makes a full report on the matter to the Ad Hoc Disciplinary Committee; the student shall be given an opportunity to respond to that report; the Ad Hoc Disciplinary Committee shall decide whether to lift that suspension, and if so, upon what conditions
- If the suspension remains in place, the Ad Hoc Disciplinary Committee shall, until such time as it concludes that the matter has been satisfactorily resolved, from time to time consider the matter, afford the student the right to comment to it in advance of any such consideration, and decide whether to lift that suspension, and if so, upon what conditions; and the Dean, the Director of Student Services and Guidance and Counseling Services, and the Ad Hoc Disciplinary Committee, as the case may be, shall seek to act at all times in the best interests of

both of the student concerned and of every other member of the College.

C. University Career Service

Students who have experienced mental health difficulties, particularly where academic achievements have been adversely affected or have led to withdrawal, are advised to consult the Career Guidance staff. Career advisers have expertise in helping and in enabling them to decide on positive and constructive disclosure strategies.

D. Guidelines for Students

Students concerned about the wellbeing of a friend should talk to a member of the Guidance and Counseling staff or to the Guidance Counselor. The Counseling Service provides daily sessions from 8:00 am to 5:00 pm. It is important that students share and discuss their worries and concerns with a staff member and obtain appropriate professional advice – it is not advisable for students to take on too much responsibility for dealing with such concerns themselves. Liaison with the relevant professional services will also enable the student they are concerned about to get the necessary support.

APPENDIX Q

UPH-FLY STUDENT GUIDELINES

These guidelines are applicable to any distance learning activities of the UPH -DJGTMU. These guidelines must be read with the official University of Perpetual Help-Dr. Jose G. Tamayo Medical University Student Handbook of Students.

The Student-Learner must:

- Develop online learning skills and become a self-directed learner
- Engage in group learning activities to remain connected to peers
- Develop a study schedule to manage time effectively
- Stay connected with teachers and peers thru online learning platforms and social media
- Develop critical skills to understand consequence of plagiarism
Understand how Student Body Organizations play a role in support, mentorship & guidance of online learning

I. Courses

1. Students should retain a copy of their course syllabi, course outline, and/or their other learning resources prior to the commencement of regular classes.
2. Students are expected to regularly check their LMS, school email, and the official Facebook Page of the UPH-DJGTMU for announcements.
3. All official course correspondence and submissions must be sent using the official school email and LMS messaging. The faculty members may post their announcements thru online group chats, the LMS course announcements, or by other electronic means.
4. All academic matters should be discussed by and with the faculty members and deans.

II. Online Learning Etiquette

1. **Wearing of complete school uniform during scheduled classes.** For attendance to be counted, students must wear their school uniform during their classes. During online learning sessions, proper online etiquette must be observed. Be on time, behave properly, be actively engaged in each

session, and participate.

2. **Proper placement of devices and posture.** Sit up straight and exhibit the proper posture when in front of the screen. It is recommended that you adjust the monitor to be at the point where the neck is neutral and relaxed. The student be visible from the top of the head down to the chest (level of flexed elbow).
3. **Official school announcements.** Official school announcements are posted in the University of Perpetual Help-Dr. Jose G. Tamayo Medical University Facebook page, officially recognized organizations and LMS (Moodle) front page. Do not entertain announcements from other source/s.
4. **Checking of LMS (Moodle) courses.** Students are responsible for checking their Moodle Dashboard for their enrolled courses. They can compare their enrolled courses with their registration form. Prompt the instructor or coordinator if not yet enrolled in their subjects in Moodle. They can raise their subject-related concerns to the instructor or specific department head.
5. **Absences.** If absent, student needs to contact his instructor for immediate advice/response on what he can do to make up for missed lectures or topics.
6. **Proper behavior during online classes.** Be respectful and polite at all times. Kindness toward faculty, students, and school employees is reciprocal and goes a long way.
7. **Course Privacy.** Students are not allowed to take screenshots of their learning materials in the LMS (Moodle). This will secure the integrity of the tests and materials and at the same time, improve their writing skills.
8. **Data Privacy.** Students must not take screen shots or their faculty or fellow students and must not share them on any public or private chat/site without the consent of all involved.

III. Sourcing Materials Online

1. Our UPH-DJGTMU E-Library is available on the LMS course page. Students may browse and use different learning materials provided by our library.
2. Students may search for topics on reliable online publications.

Videos from Khan Academy, Lecturio, TED-Ed, TED talk, Crash Course, ASAP Science, Common Sense Education, Edutopia, Big Think, National Geographic Channel, Thomas Frank, Smarter Every day, etc. can add more on the information to what has been discussed by the faculty and might also help in answering other questions.

4. OER Commons (Open Educational Resources) <https://www.oercommons.org/> is available as the public digital library for learners to explore.
5. Teachers may also recommend sites for students to check and get information.
6. All information obtained from external sources must be clearly referenced when it is to be used in assignments and papers.

IV. National Privacy Commission

1. **Create strong passwords** when signing up on e-learning platforms.
2. **Stay alert** during online classes, especially when sharing videos, photos, and files.
3. **Customized backgrounds are not allowed.**
4. **Installing and regularly updating an antivirus program.** Students need to have their web- browsers protected by antivirus programs.
5. **Turn off the microphone and camera when leaving one's station.**
6. **Sharing of online links and their passwords with people** who are not enrolled in the class is prohibited.
7. **Sending assignments, projects and other requirements** must be done with the school email or LMS account and not through social media
8. **Spamming the chat during synchronous sessions** should not be tolerated. Send only necessary information being asked in the chat box.

V. Plagiarism

According to Oxford University (2021), Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition. Plagiarism may be intentional or

reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offense.

There are many types of Plagiarism that one can find in different articles and books (<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>)

Plagiarism an academic misconduct, Citing, paraphrasing, and referencing is required.

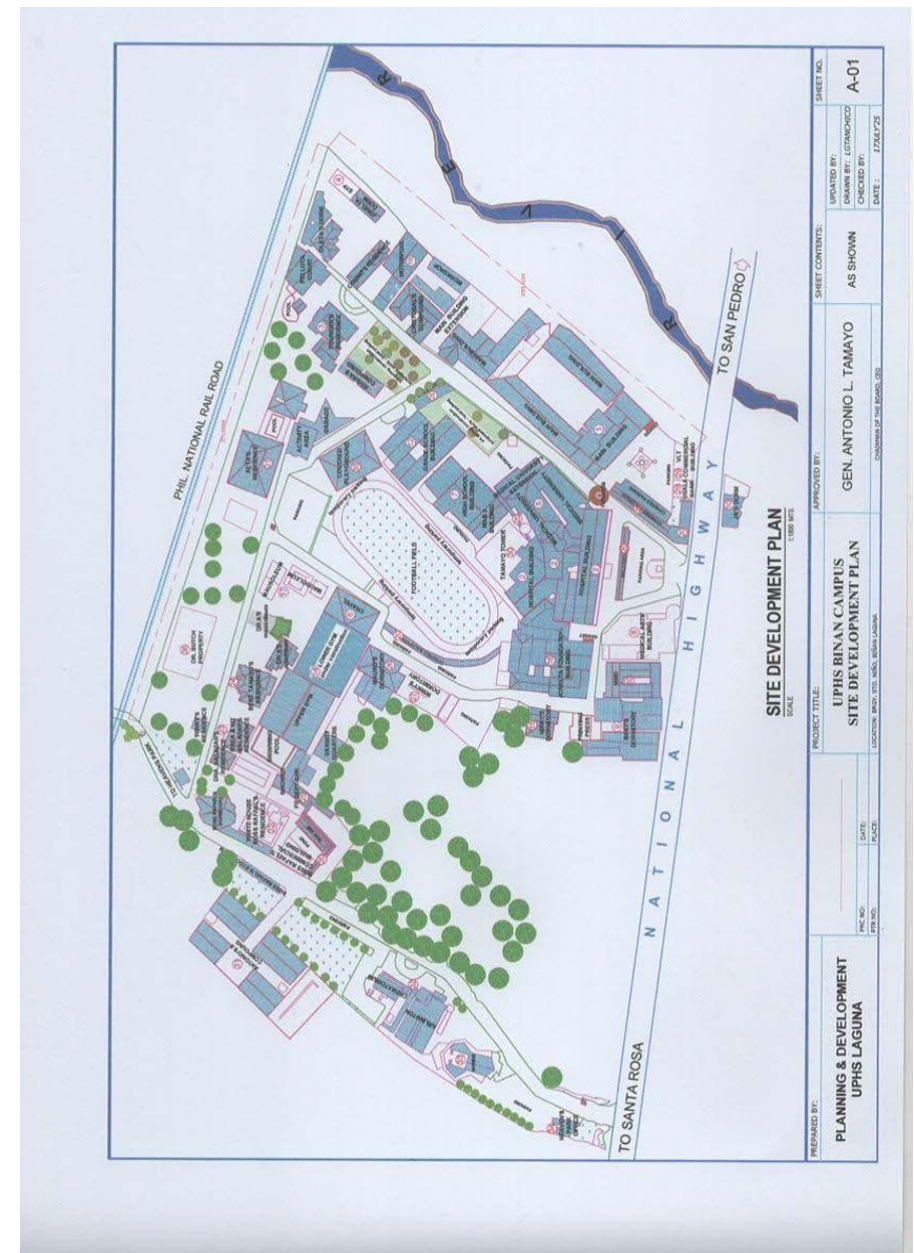
VI. Cheating

Cheating in any form, is a major offense.

VII. Examinations and Assessments

1. Students can view their exam schedule the LMS
2. Students should check/test their internet connectivity 30 minutes before the scheduled examination. It is the student's duty to be on time for the test. Unless the student has made prior plans, the proctored exam will begin on time.
3. Students should be in a non-distracting environment and observe proper behavior. While students are taking the proctored test, no one else is permitted to enter their room.
4. Before the student begins the exam, you must close all other programs or windows on your device. Opening social media accounts during examinations is prohibited.
5. Join the class meeting using the official school Gmail. The faculty-in-charge will provide one Google Meet link for the official EXAMINATION SCHEDULE. All enrolled students in a subject should only enter one Google Meet link.
6. Special exams will be scheduled by the faculty-in-charge on their regular class schedule after the examination schedule.

APPENDIX R CAMPUS FACILITY MAP



APPENDIX S
STUDENT HANDBOOK COMMITTEE
AY 2026-2027 TO 2030-2031

Dr. Arcadio L. Tamayo, MD, PhD
Chancellor/ SEVP

Anna Nelizza T. Baliza, EMBA, EdD
Vice-Chancellor
Exec. Dir. Student Affairs, Academic Support, & Administration
Registrar

Dr. Roldan D. Concepcion, PhD
Executive Director - Academic
Dean, College of Dentistry

Deans

Anna Monina P. Dela Cruz, PhD
Estrella A. San Juan, PhD
Jamilah C. Baragona, PhD
John P. Lumagui, MAHSE, MSCPD
Juana I. Dela Cruz, PhD
Marifel O. Sison, PhD
Maria Kathrina D. Olivarez, MSCPD

Assistant Deans

Eduardo V. Soriano, PhD
Tajee S. Librada, PhD

Student Affairs, Academic Support & Administration

Charmaine Antonette A. Libarnes, EdD

Janet M. Cambas

Mona Liza U. Avelino, PhD

Romel S. Porillo, MATheo, JD

Kathrina D. Marcos

Madel Hingzon, RN

Supreme Student Council

Mary Charlize M. Modesto

APPENDIX T
STUDENT HANDBOOK DIGITAL CLEARANCE PROCEDURES

To complete the student clearance at the end of each term, a student must comply with the following procedures on Moodle:

First Semester Clearance

Requirement: Digital Signature

Students must access the digital copy of the Student Handbook uploaded to Moodle and affix their electronic signature to verify that they have read and acknowledge the school policies.

Second Semester Clearance

- Requirement: Student Handbook Assessment

Students must take the handbook assessment via Moodle and achieve a perfect score to secure their clearance.