



SENIOR HIGH SCHOOL



LYCEUM OF THE PHILIPPINES UNIVERSITY

STUDENT GUIDEBOOK

2018

2018 STUDENT GUIDEBOOK





LYCEUM OF THE PHILIPPINES UNIVERSITY

Manila Campus



Senior High School Department

FOREWORD

This Student Guidebook is the comprehensive guide for all students of Senior High School in Lyceum of the Philippines University. It is designed to help students in making their stay in LPU fruitful, harmonious and efficient. Moreover, it emphasizes the vision, mission and the educational philosophy of LPU, “Veritas et Fortitudo” (truth and fortitude) and “Pro Deo et Patria” (for God and Country).

All Senior High School students shall adhere and bind themselves to the rules and policies stipulated in this Student Guidebook. Upon admission, students must agree to abide by the regulations to: 1. continuously pursue excellence for the safeguarding of the prestigious name of the University; 2. observe proper discipline and conduct at all times; and 3. uphold the good school order and mandate of the actualization of LPU's Vision and Mission.

Aside from the stipulations of this Student Guidebook, the students must also be responsible on checking other school channels (e.g. LPU Website, Official University and Department Facebook Page, postings of announcements) to be constantly updated.

All these efforts are contributions to LPU's stance on taking the lead. Be proud and take pride as every student is an extension of LPU's reputation of excellence. Through this guidebook, each stakeholder, especially the students, shall work hand-in-hand to achieve veritable student's holistic development.

Viva Pirates!

MESSAGE

Welcome to this new chapter of your academic journey, a more exciting and challenging part of your life! Being a student of the LPU Senior High School gives you pride as you stand out among others with the brand of a Lycean – somebody who aims for academic excellence.

Stepping on this next phase is your preparation for a higher vision as you widen your sight on what awaits you after two years. You are the 21st century learners who can do big things using your innovative ideas that make you the productive citizens of this country who can compete not just locally, but globally.

Let your dreams be fulfilled by being an active member of the LPU Senior High School Program who envisions afar.

Welcome to LPU-SHS and congratulations!

Ms. Clarence Ella D. Alipio
Principal

Cut along the dotted lines

**This is to acknowledge receipt of the
Lyceum of the Philippines University
Senior High School
Student Guidebook**

(Date)

I also understand that as a bona fide student of LPU, I bind myself to read thoroughly, understand, abide by and faith-fully observe all the rules and regulations stipulated herein.

Student
(Signature Over Printed Complete Name)

Grade / Track / Strand / Section / Student Number

Conforme:

Parent / Guardian
(Signature Over Printed Complete Name)

Date

Parent / Guardian's Contact Number

Cut along the dotted lines

Table of Contents

Foreword	i
Messages	ii
Affirmation	iii
LPU History	2
LPU Statements of Excellence	
Educational Philosophy	3
Mission & Vision	3
Quality Policy & Quality Objectives	4
LPU Environment Management System	4
(EMS) Policy	
5S	5
History of Senior High School in LPU	
Vision & Mission	7
Program Outcomes	
ABM	8
HUMMS	8
STEM	8
LPU Statement of Student Academic Responsibility	9
LPU Best Innovative Suggestion Award (BISA)	10
Customer Service	10
LPU Prayer Before the Class	11
LPU Prayer After the Class	11
Admission and Registration	11
Enrollment Procedure	13
Modes of Payment	14
Scholarship and Grants Program	16
Process of Withdrawing and Dropping	18
A Leap to Certainties at LPU	19
The SHS Curriculum	
Curriculum Enhancement	21
Senior High School Program	
Core Subjects	23
Academic Track Specialized Subjects	26
Contextualized Subjects	32
Obligations of Parents, Students and Teachers	33
Students' Rights	34
Academic Directives	
Class Attendance	35
Excused Absences	36
Responsibility of a Student Who Misses Classes	37
Interruption of Classes	37
On cellphones	38
Examinations	38
Conduct of Examinations	38
Completion of Missed Monthly Examinations	38
Completion of Missed Quarterly Examinations	39
Graded Outputs, Examination Papers and	40
Questionnaires	
Materials for the Examinations	40
Grading System	40
Computation of Grades	41

Computation of Grades and Distribution of Academic Report Cards	42
Summon Slip Issuance	42
Co and Extra-Curricular Activities	43
Learner Promotion and Retention	
On Summer Class	44
Other Requirements and Students' Participation	
Learning Management System & Blended Learning	
Selection of Honor Students for Graduation	45
Advising Period	50
Request for Tutorial	50
Non-Academic Directives	
Identification Card	51
Uniform	51
On Haircut and Hair Color	52
Inside the Classroom Policies	53
Other Matters	54
On Academic Clubs and Other Organizations	54
Student Activities	54
Parent-Teacher Conference (PTC)	55
EMS Policy (Environment Management System)	55
Senior High School Disciplinary Action Protocols	55
Administrative Due Process	56
Filing of Incident Report	57
Board of Discipline	58
Classification of Offenses and Corresponding Sanctions	59
Preventive Suspension	60
Disciplinary Sanctions	72
Procedural Guidelines on Handling Disciplinary Cases	73
Student Services	
Student Affairs Office	76
Student Activities	77
Student Discipline	77
Campus Ministry	77
Student Records Management	78
Department (Registrar's Office)	
University Library	78
Customer Feedback and BISA (Best Innovative Suggestion Award)	83
Information and Communication Technology	83
Guidance and Testing Center	86
Health Services	89
Security	89
Food Services	89
Bookstore Service	90
Community Outreach	90
Arts and Cultural office	90
Student Organizations	90
Awit ng Lyceum & We Soar High	92
LPU Board of Trustees	94
Annexes	95

Being an LPU-SHS student, it is your noble commitment to know the history of LPU and live by its dedication to excellence. Bearing in mind and heart the stipulated LPU Statements of Excellence is a sign of a true Lycean.

History

Lyceum of the Philippines University prides itself with its long and rich tradition of Academic Excellence through the legacy of its founder, Dr. Jose P. Laurel. The only president to have served in all three branches of the Government, Dr. Laurel was a successful lawyer, legislator, Constitutionalist, jurist, writer, scholar, statesman, philosopher, and above all things, an educator.

Dr. Laurel's concern for education was his most abiding passion. A graduate of top educational institutions such as University of the Philippines College of Law, Escuela de Derecho, University of Santo Tomas and Yale University, his credentials as an educator were unassailable. He wrote extensively on Education and managed to teach in several educational institutions in Manila, despite his numerous commitments.

During the second World War, as the leader of the nation during its darkest period in its history, he introduced educational policies that emphasized and upheld national morale and character. As a senator after the war, he authored the law creating the National Education Board alongside Sen. Claro M. Recto.

The inspiration to establish a school came to him in the early 1920's while a student at Yale. Three decades later, along with some of his close friends, he turned this dream into a reality. With the aim of becoming a center of academic excellence in the Philippines and the Far East, Lyceum of the Philippines University (then still a college) formally opened its doors to the public on July 7, 1952.

With his admiration for knowledge and appreciations of classical thought, Dr. Laurel named the school Lyceum of the Philippines after Lykeios, the site in ancient Athens where the great philosopher Aristotle nurtured the minds of his protégées. The school's motto, " Veritas et Fortitudo, Pro Deo et Patria", reflects Dr. Laurel's belief in the value of learning and character formation for God and country.

Unfortunately, Dr. Laurel unexpectedly died in 1959 while at work. On his third son, Sotero, who was then in the practice of law, fell the responsibility of running the school. He was the natural choice as in years earlier, it was Senator Sotero who helped his father organize LPU and

acted as the first executive secretary to his father, the school President, before resuming his law practice.

For the next forty-three years, it was this chosen son, Sotero, who nurtured the school and made it grow beyond Manila into the Provinces.

In 1966, he founded the Lyceum of the Philippines University-Batangas followed by Lyceum of the Philippines-Laguna in 2000. Both campuses are now headed by Senator Laurel's fourth son, Peter, who was elected University President in 2000.

In 2008, another campus in Cavite was established to bring the total number of LPU campuses to four with the grand total enrollment of approximately 25,000 students, about 10,000 of whom are enrolled in various hospitality courses.

Senator Laurel's eldest son, Atty. Roberto Laurel, heads the Manila and Cavite Campuses as President.

LPU STATEMENTS OF EXCELLENCE

Educational Philosophy

Lyceum of the Philippines University, an institution of higher learning, inspired by the ideals of Philippine President Jose P. Laurel, is committed to the advancement of his philosophy and values: "Veritas et Fortitudo" (truth and fortitude) and "Pro Deo et Patria" (for God and Country).

Vision

An internationally accredited university dedicated to innovation and excellence in the service of God and Country.

Mission

Lyceum of the Philippines University, espousing the ideals of Jose P. Laurel is committed to the following mission:

1. Advance and preserve knowledge by undertaking research and disseminating and utilizing the results. – **RESEARCH**
2. Provide necessary knowledge and skills to meet entrepreneurial development and the managerial requirements of the industry. – **INSTRUCTION**
3. Provide equitable access to learning through relevant, innovative, industry-based and environment-conscious programs and services in the context of nationalism and internationalism. – **INSTRUCTION and QUALITY SERVICES**
4. Establish local and international linkages that will be the source of learning and growth of the members of the academic community. – **INSTRUCTION and INSTITUTIONAL**

DEVELOPMENT

5. Support a sustainable community extension program and be a catalyst for social transformation and custodian of Filipino culture and heritage. - **COMMUNITY EXTENSION**
6. Build a community of God-centered, nationalistic, environment-conscious and globally-competitive professionals with wholesome values and attitudes.
- **PROFESSIONALISM and VALUES**

Core Values

- L** - Love of God
- P** - Professional Integrity
- U** - Unity
- N** - Nationalism
- J** - Justice
- P** - Perseverance
- L** - Leadership

Quality Policy

Lyceum of the Philippines University is committed to provide **QUALITY, EFFICIENT and EFFECTIVE SERVICE** to the University stakeholders through a dynamic and excellent management system imbued with values and professionalism.

Quality Objectives

In implementing the quality policy, Lyceum of the Philippines University shall:

1. Identify the needs and wants of the University stakeholders.
2. Attain organizational efficiency and effectiveness.
3. Develop and improve competencies of human resource.
4. Disseminate information efficiently to all stakeholders.
5. Ensure functional and efficient management systems.
6. Provide adequate resources and facilities.
7. Improve quality services continuously through a responsive feedback mechanism.

LPU ENVIRONMENT MANAGEMENT SYSTEM (EMS) POLICY

Lyceum of the Philippines University is committed to the practice of sound environmental stewardship and promotion of health, safety and well-being of our stakeholders. These values originate at the institution's senior leaders and are emphasized through all levels of responsibility within the organization. As such, the university agrees to:

1. Meet or exceed all applicable local and company environmental, safety and health standards.

2. Provide a workplace free of recognized hazards and maintain healthy working conditions for all university employees.
3. Closely monitor the work environment for prevention of pollution.
4. Communicate to our students, faculty members, employees, industry partners, suppliers and other stakeholders our strong environmental, safety and health commitment.
5. Strive to continuously improve our commitment to the above-stated principles through the deployment of EMS.
6. Prepare for emergencies in order to minimize environmental impact.
7. Serve as a role model and provide leadership for other organizations.

5S

5S is a philosophy and a methodology for organizing the workplace and managing it in a way that minimizes any type of waste, thus improving overall efficiency.



LPU Manila 5S Quality Culture

SORT

- All items in the area are needed and are located in clearly identified areas that are highly accessible to those involved in the work being done.
- All equipment, furniture, and/or tools are needed and are used regularly
- Bulletin board/s and/or wall postings are current. These are arranged in an orderly and neat manner.
- Regular practice of color tags/red tagging" is documented and evident.
- The work area is free of any cumbersome material, with clearly defined workspaces and passageways.
- All needed or required inventory of supplies and materials are present and are appropriately stored.

SYSTEMATIZE

- All supplies, equipment, tools, and other materials are highly accessible and are kept in appropriate storage areas or cabinets.
- Labels and signages are used to identify all materials, equipment, and furniture, as well as exit/entry points.
- Layout of office furniture and equipment is well planned and provide safe and smooth movement of people
- Absence of defective and/or nonfunctioning material, equipment, storage cabinets or furniture
- All documents, materials, furniture, and equipment are arranged according to an organized system and are easily identifiable.

SWEEP

- All work areas and surfaces are dust- and dirt-free. Shelves and drawers are clean.
- All equipment and furniture are well maintained, no evidence of dust or grime.
- No obstruction in all passageways and on floors; clean floors and passageways.
- Waste bins are adequate in number, very clean and dry; contain segregated dry/recyclable waste materials.
- Daily schedule for cleaning and maintenance of individual work areas, with "visual sweeps" incorporated in activities.

STANDARDIZE

- Standards for 5S work area methods and practices are clear, documented, and followed by all members throughout the unit.
- Assessment charts on 5S are present, highly visible, and contain current/updated standards & information related to 5S practices.
- 5S work tasks and responsibilities of all personnel are clearly identified, posted and regularly monitored.
- Work conditions such as lighting, ventilation, temperature are highly appropriate to the kind and amount of work being done.
- The first 3S practices are maintained

SELF-DISCIPLINE

- 5S audits are performed regularly in the work place, with results shared and goals set for new levels.
- All personnel know and are fully aware of 5S principles and practices. Strong commitment to the practice of 5S.
- A sustainable 5S system is clearly documented and practiced.
- Everyone is involved in the practice of 5S and in improvement activities. Performance is regularly monitored and documented.
- All 5S success stories and improvements are regularly recognized, celebrated, and displayed.

History of Senior High School in LPU

Senior High School has been deployed in LPU – Manila since the Academic Year 2016-2017 in pursuance of the Republic Act No. 10533 which was signed by Pres. Benigno S. Aquino III into a Law on May 15, 2013. It is the Enhanced Basic Education Act mandating twelve years in the Philippine Basic Education system which empowers every Filipino learner to become competitive in their career path or any discipline they wish to pursue upon completing the K to 12 Program. With all the fervor to serve, LPU has been granted to operate Senior High School by the Department of Education with the provisional permit No. SHS-0059 s. 2015 released on April 21, 2015.

Historically, SHS had an enrollment of 1,034 Grade 11 students when it commenced on June 13, 2016 with Ms. Clarence Ella D. Alipio as the first Principal and Ms. Irene G. Cruz as the Coordinator. There were twenty-eight (28) teachers that composed the first batch of SHS Faculty.

The strands that were initially offered during the first Academic Year 2016-2017 were the ABM (Accounting, Business and Management), STEM (Science, Technology, Engineering and Mathematics), and HUMSS (Humanities and Social Sciences). The ABM strand had the largest population of 718, while the STEM had 190, and HUMSS had 126. LPU's thrust is more on Tourism and Management programs, and that explains why most would prefer ABM. One enhancement that makes LPU-SHS stand out from other schools which was launched in this same year is its SAP Program integrated in the subject Fundamentals of Accounting, Business and Management, where the ABM students are taught to be adept in computerized accounting, thus, making them prepared not only for the higher-level accounting subjects in college, but also for work in the related field.

In the same Academic Year, the SHS LYCESGO (Lyceum Central Student Government) was formed on July 4, 2016 with its first president, Gember Carl Linsangan and adviser John Christian Espinola. On the other hand, the official logo was devised under the expertise of Mr. Alshamir Aripuddin with the help of Mr. Mark D. Dublin. Mr. Aripuddin also composed the SHS hymn entitled "We Soar High" and interpreted by the SHS chorale. It has been really a very fruitful beginning when Ms. Stella Mariz P. Indiongco has successfully launched the official SHS publication, The Lycean Pioneer and Ang Simula.

At the onset of the Academic Year 2017-2018, the Senior High School Department had its additional administrative personnel, the Curriculum Coordinator under the name of Mr. Mark D. Dublin whose main task is to oversee the curriculum in terms of enhancement, teachers' compliance with the Classroom Monitoring Report, Electronic Class Records and

encoding of grades; another position is the Discipline Officer under the name of Mr. Ronnel B. Agoncillo Jr. whose main role is to hear, settle and sanction student issues with the consensus of the Board of Discipline.

Part of the enhancement of the program was the adding of Nihongo Class as elective subject which is non-mandatory. The Grade 12 also were also required to take the Test of English for International Communication (TOEIC) as part of their credential necessary for college and / or work preparation. NCIII for Events Management also became part of the program for Grade 12 ABM, being a pilot group for NC, and fortunately almost all takers were labeled “competent.” The immersion of this first batch of Grade 12 also left historical marks in the program as they have performed in the industry, garnering competent grades as well.

Another leap is the adding of student organizations namely: 5S Club – headed by Mr. Agoncillo, and is geared to promoting the school's advocacy to 5S and student discipline; BMC (Bearers of Music Club) – the official SHS choir headed by Mr. Dublin, and has been actively part of the department's and the university's various programs; the Cerberus Sports Club – headed by Mr. Billy V. Natad, and was tasked to oversee the sports engagement of SHS in and off-campus; and LOVES (League of Volunteer Engaged Students) headed by Ms. Josefina A. Lazaro, and was tasked to initiate campaigns for community extension activities. Stanley Piolo Garcia was the next LYCESGO president under the same adviser, Mr. Espinola.

Having a total of 845 student population for Grade 11 and 942 for Grade 12, the number of faculty members has increased from 28 to 44.

On its third year of implementation, Academic Year 2018-2019, there are additional elective classes to cater to the specific interests of students in their respective strands. These electives are: Advertising Management (continuation of Events Management), Cookery, Food and Beverage Service, Bread and Pastry Production, Philippine Tourism, Geography and Culture, Tourism Promotions, Local Tour Guiding, Robotics, Health Science, Freehand Drawing and 2-D Animation, while SAP One is no longer integrated in the Accounting subject but is now another elective for ABM students.

Vision

A hub of proactive learners equipped with excellence and innovation in the service of God and country

Mission

The Senior High School is committed to the following mission:

1. Engage learners in various research studies that will hone their

- critical thinking and collaborative skills. (Research)
2. Provide outcome-based learning experiences through creative and innovative strategies that will render them technical and conceptual skills. (Instruction and Quality Services)
 3. 3. Prepare learners to exemplify responsible leadership in school and in society through relevant school activities and industry immersion which are vital for their future real-life encounters. (Instruction and Institutional Development)
 4. Conduct programs that will serve a purpose to the society and promote social awareness. (Community Extension)
 5. Produce holistic graduates that meet the demands of both the local and global market with professionalism and integrity. (Professionalism and Values)

Program Outcomes

ABM

1. Effectively communicate the language of business and management.
2. Analyze business problems and opportunities to create innovative recommendations.
3. Make sound decisions after developing intellectual skills and values needed at work or collegiate education.
4. Master the use of information technology in delivering business-related outcomes.
5. Acquire appreciation of ethical issues in economic competition both locally and globally.
6. Demonstrate entrepreneurial and managerial skills required at work.

HUMSS

1. Investigate the variety of human culture and create ways of innovating the way of life.
2. Creatively employ a wide range of philosophical methods in explaining varied human experiences.
3. Effectively articulate relevant contributions in coming up with decisions useful to the society.
4. Use appropriate technological tools in conducting research needed to innovate solutions to societal problems.
5. Evaluate diverse ethical views and study their applicability to diverse human needs.
6. Demonstrate understanding and flexibility in dealing with diversity and unity among individuals.

STEM

1. Apply scientific knowledge, skills, and methods to problem solving.
2. Utilize analytical reasoning and mathematical techniques in understanding concepts necessary for decision making.

3. Conduct inquiry-based investigations using scientific process and information technology.
4. Effectively communicate unbiased research orally and written.
5. Use available resources in applying their knowledge and skills needed at work or collegiate education.
6. Demonstrate systematic application of scientific knowledge and critical thinking skills in addressing some issues in the society.

LPU STATEMENT OF STUDENT ACADEMIC RESPONSIBILITY

Lyceum of the Philippines University is committed to the development of a complete and lasting educational experience for its students, which promotes the fundamental University core values of Love of God, Professional Integrity, Unity, Nationalism, Justice, Perseverance, and Leadership (LPUNJPL). Consequently, this Statement on Student Academic Responsibility addresses some principles of student conduct and behavior expected of responsible, competent, and ethical graduates. Observing these fundamental guidelines will result in responsible and ethical LPU graduates.

Classroom Decorum

It is expected that students will demonstrate a professional attitude toward quality learning throughout their course of study. With respect to classroom decorum, students should support and promote the creation of a positive and an excellent learning environment. To reach this desired learning environment, LPU students are expected to be responsible participants and are required to:

- attend all classes (except for sickness, personal or family tragedy or formal excuses)
- come to class on time
- stand and greet the teachers as they enter the classroom
- recite the LPU Opening Prayer and LPU Closing Prayer
- Maintain the cleanliness and orderliness of the classroom (practice 5S)
- come to class prepared by having fully completed their assignments
- actively engage in the classroom experience
- treat the class as a professional experience
- dress in appropriate attire
- respect the views of other students
- respect the professor's prerogative to establish reasonable class standards
- observe good manners and right conduct inside the campus (show courtesy, greet all teachers and other officials, no public display of affection, self-discipline, etc.)

LPU student must also refrain from any behavior which might interfere with the instructor's ability to conduct the class or disrupt the ability of other students to learn. Likewise, students must observe the following inside the classroom:

- avoid the inappropriate use of electronic devices
- abstain from eating without permission
- refrain from unnecessary conversation during class
- resist the urge to leave class without cause

LPU students must realize that their individual attitude contributes significantly to the collective learning in the classroom. We expect LPU students to internalize a classroom culture that fosters an intellectual and professional learning environment.

We remind that LPU students abide by the policies set forth in LPU documents and therefore, accept the personal responsibility needed to become skilled professionals, reasonable community leaders, and proud graduates.

Dr. Conrado E. Iñigo, Jr.

Vice-president for Academic Affairs

LPU BEST INNOVATIVE SUGGESTION AWARD (BISA)

The LPU BISA Program is intended to encourage students, visitors, parents, alumni, faculty members, and employees to put forward creative ideas that will enhance the operations of the University and prevent occurrence of system non-conformities. The stakeholders can participate in the BISA by accomplishing a BISA form found in boxes, together with the Customer Feedback forms, located in strategic places around the campus.

CUSTOMER SERVICE

This program seeks feedback from LPU's valuable stakeholders and undertakes continuous improvement in its products and services. The forms are readily available for stakeholders to communicate their objective and proactive comments to evaluate the quality, effectiveness and efficiency of various LPU services.

LPU PRAYER BEFORE THE CLASS

Lord of light and wisdom, grant us bright intellect, sound judgment and retentive memory. Help us to study patiently, orderly and diligently to develop our gifts and make good use of them according to your will, as we commit ourselves to Veritas et Fortitudo, Pro Deo et Patria.

Amen.

LPU PRAYER AFTER THE CLASS

Lord, thank you for giving us the opportunity to learn and the capacity to understand. Let our knowledge be of service not only for the attainment of our goals but also for the benefit of others.

Amen.

ADMISSION AND REGISTRATION

Students admitted to LPU have to meet the academic standards of the university and agree to abide by the school's policies, rules and regulations.

Applicants for admission are required to take the Entrance Test, submit complete credentials and go through an interview if recommended. Other requirements are the following:

For Grade 11

- Grade 10 Report Card (Form 138)
- Photocopy of NSO issued birth certificate
- Two (2) pcs. 2x2 colored ID picture
- ESC Grantee Certificate issued by the Principal of the Junior High School (if applicable)
- QVR Voucher certificate (applied online, if applicable)
- Certificate of good moral character issued by the Principal or Guidance Counselor

For Transferees

- Transfer credentials
- Certified true copy of grades
- Certificate of good moral character issued by the last school attended
- Two (2) pcs. 2x2 colored ID picture
- Photocopy of NSO issued birth certificate

For Foreign Students

Any foreign student who seeks for admission to any Philippine University or school must present appropriate Student's Visa issued by Philippine Service post in the foreign student's country of origin or legal residence.

Foreign students are required to submit the following:

- Original copies of high school documents duly authenticated by the Philippine Foreign Service establishment located at the student's country of origin or legal residence
- Six (6) copies of the Personal History Statement duly signed by the student in English and in his/her national dialect, with left and right thumbprints and recent 2x2 inch photo on plain white background
- Notarized Affidavit of Support including bank statement
- Birth Certificate
- Three (3) passport-size colored photographs
- Filled-out LPU application form
- Admission Test fee of one hundred US Dollars (US\$100) or its equivalent in Philippine pesos which is non-refundable even if the student fails the exam.
- Acceptance Fee of two hundred US Dollars (US\$200) or its equivalent in Philippine pesos to be paid after the student passes the entrance exam.

Exemption for Foreign Students

The principal spouse and unmarried dependent children below 21 years old of the following are exempted from securing Student's Visa or Study Permit.

- Immigrants (permanent foreign resident)
- Aliens with valid admission status under either Section 9(d) or 9(g) or 47(a)(2) of the Philippine Immigration Law of 1940, as amended (aliens with valid working permits)
- Personnel of foreign diplomatic and consular mission
- Personnel of duly accredited international organizations residing in the Philippines such as, but not limited to the Asian Development Bank, International Rice Research Institute, and specialized agencies of the United Nations

ENROLLMENT PROCEDURE

FOR GRADE 11/NEW STUDENTS

STEP 1 ... ADMISSION (RM. 104)

1. Submit complete admission requirements (please refer list of requirements at the back of exam result).
2. Admission staff will verify the online application information.
3. Enlistment of schedules. Check the schedule before going to the next step.

STEP 2 ... PAYMENT (CASHIER)

1. Present the unofficial Enrollment Assessment Form (EAF) for payment. (Pay in full payment or installment)
2. Claim the Official EAF.

STEP 3 ... SCHOOL UNIFORM (RM. 133)

1. Proceed to Room 125 (Bookstore) for ordering of school and P.E uniform.

STEP 4 ... SCHOOL ID (RM. 218)

1. Proceed to Room 218 for ID picture taking (School ID will not be released without medical clearance from the clinic.)

STEP 5 ... MEDICAL/DENTAL EXAM (RM. 127)

1. Proceed to Room 127 (Health and Medical Department) for Medical and Dental check up.

STEP 6 ... GUIDANCE COUNSELING (RM. 110)

1. Proceed to Guidance and Testing Center (Room 110) for interview.

PAYMENT SCHEME

1.) FULL PAYMENT

2.) MONTHLY

3.) QUARTERLY

4.) SEMI-ANNUALLY

PAYMENT

CHANNEL OF
PAYMENT

CASHIER'S OFFICE
BANK OF PHILIPPINE ISLAND (B.P.I.)
BANCO DE ORO (B.O.O.)
GREEN PESO (ONLINE PAYMENT)
M LHUILLIER

MODE OF PAYMENT

CASH
CREDIT CARD
CHECKS (DATED CHECKS)

Fee Adjustments

Withdrawal/Dropping

Before
Start of
Classes

Down payment/Full payment
– Registration Fee
ID Fee
ID Handbook

After Start of Classes

10% of Net
Assessed Fees
(within 1 week
from the start of
classes)

20% of Net
Assessed Fees
(within 2 weeks
from the start of
classes)

No credit
adjustment if filed
after 2 weeks from
start of classes



Note:

The Bank accept only 9 digits students number so please do not write these characters found in the middle of your student ID number

1 = for continuing students t = for transferee students g = for graduate school

LPU MLA PAYMENT CENTERS:



BANK - BPI (Payment Slip Form - Blue Color)
 Acct. No. : 4953-0500-43
 Acct. Name : Lyceum of the Philippines Inc.
 Policy/Ref. # : Student No. (Example 2000-12345)
 Planholder's Name : Students' Name



BANK - BDO (Payment Slip Form - Orange Color)
 Acct. Name : Lyceum of the Philippines University Inc.
 Policy/Ref. # : Student No. (Example MLA2000-12345)
 Planholder's Name : Students' Name



BANK - METROBANK (Payment Slip Form - Green Color)
 Company Name : Lyceum of the Philippines University Inc.
 Acct. No. : Student No. (Example 2000-12345)
 Acct. Name : Students' Name



Payment to : Lyceum of the Philippines University Inc.
 Acct. No. : Student No. (Example 2000-12345)
 Acct. Name : Students' Name



Acct. Name : Lyceum of the Philippines University Inc.
 Policy/Ref. # : Student No. (Example 2000-12345)
 Planholder's Name : Students' Name

Contact Information

Visit Us- Room 106 JPL Building

- Office Hours: 8:00 AM to 6:00PM
- Chief Accountant
- Rizalina Benico
- Student Account Concerns
- Mar L. Santos
- Cashier's Office
- Josephine Raz

Contact us

- Tel No. 527 8251 loc 134

SCHOLARSHIP AND GRANTS Program

LPU's Scholarship and Grants Program is administered by the Scholarship Committee. The President appoints the chairman and members thereof.

JOSE P. LAUREL – SOTERO H. LAUREL PRESIDENT'S SCHOLARSHIP

This scholarship is offered to junior high school graduates

a. Privileges

- 100% discount on total assessed fees
- Monthly stipend for 10 Months
- Book allowance for one academic year
- Clothing allowance per academic year

b. Qualifications

- A junior high school graduate of good moral character
- Belong to the to 10% of the graduating class at least thirty-five (35) students
- A Filipino citizen
- Pass the qualifying written and oral examinations
- Pass the physical examination conducted by the LPU Medical Clinic

c. Conditions

- Shall maintain an average of **90% or better with no grade lower than 87% in all subjects including Physical Education.**
- Shall carry the approved load as prescribed in the curriculum of the program
- Shall not drop any subject, change subject/schedule, shift courses, or stop from schooling, without the prior approval of the Scholarship Committee
- Will be automatically terminated if any of the above-mentioned conditions violated and/or in case of infraction ranging from serious to very serious offenses as defined in the Student Guidebook
- Shall apply for renewal of the scholarship at the end of each semester within specified period in the Academic Calendar at the Student Records Management Department (Office of the University Registrar)

ENTRANCE/HONOR GRADUATE SCHOLARSHIP

This scholarship program is designed to give financial assistance to deserving Grade 10 completers.

a. Privileges

- First in rank based on the highest general average is entitled to free tuition and miscellaneous fees for one academic year.
- Second in rank based on the highest general average is granted 50% discount on tuition and miscellaneous fees for one academic year.

- Third in rank based on the highest general average is entitled to a 50% discount on tuition fees for one academic year.
- Editors-in-Chief of the official student and/or school publications are granted 50% discount on tuition fees for one academic year.

b. Qualifications

- Grade 10 completers, must be First/Second/Third in rank based on the highest general average or Editor-In-Chief of the official school publication.
- Certified honor student and/or Editor-In-Chief by the school Principal, Guidance Counselor, and Registrar provided the total number of completers meet the required number. (Required number of completers for Rank 1 and Rank 2 is 40 and above; Rank 3 is 101 and above.)

c. Conditions for Renewal of the Scholarship

- Entrance scholarship is for one academic year. Scholars are required to apply for renewal of their scholarship at the end of the first semester of the scholarship, within a specified period in the Academic Calendar at the Student Records Management Department (Office of the University Registrar). They should have also complied with the following requirements during the previous semester:
 - passed all subjects
 - carried the full semestral load
 - did not drop any subject or change subject/schedule
 - did not commit any infraction ranging from serious to very serious offenses as defined in the Student Handbook
 - After the expiration of the scholarship after one semester or one year, the scholar may apply for another scholarship as long as he/she meets the requirements of said scholarship.

MERIT SCHOLARSHIP

A scholar must have the following:

- At least completed Grade 11
- A recipient of "With Highest Honors" Award in the preceding Academic Year (for Full Scholarship)
- A recipient of "With High Honors" Award in the preceding Academic Year (for Partial Scholarship)
- Carries a regular curricular load for the current and immediately preceding academic year
- No Dropping/changing of any subject/schedule
- No Infraction ranging from serious to very serious offenses as defined in the Student Guidebook.

Scholars shall enjoy the following privileges/benefits:

- a. Free tuition fee only for full scholarship
- b. 50% discount on tuition fee only for partial scholarship

The scholarship shall be renewed every semester.

DANCE TROUPE/CHORALE GRANTS

For New Applicants: The following qualifications must be met:

- Must be a member of the Lyceum Chorale/Lyceum Dance Troupe
- Must be recommended by the Dance Troupe/Chorale Director
- Must not have committed any infraction ranging from serious to very serious offenses as defined in the Student Guidebook

Renewal: The scholarship should be renewed every semester with the following qualifications/requirements:

- Must have passed all the subjects for the previous semester.
- Recommended by the Dance Troupe/Chorale Director.
- No Dropping/changing of any subject during the previous semester.
- Must not have committed any infraction ranging from Serious to Very Serious offenses as defined in the Student Guidebook

Privileges/Benefits

50% Discount on tuition fee.

Athletic Grant

An Athletic scholar must:

- belong to the varsity team.
- have been recommended by the Athletics Director.
- have passed all the learning areas per semester.
- not commit any infraction ranging from Serious to Very Serious as defined in the Student Guidebook
- not drop/change any subject during the semester.

The Scholarship should be renewed every semester.

Privileges/Benefits

Class A – 100% discount on total assessed fees.

Class B – 100% discount on tuition, Miscellaneous and other fees except laboratory fees.

Class C – 50% discount on tuition, miscellaneous and other fees, except laboratory fees.

Class D – 25% discount on tuition fee only.

PROCESS OF WITHDRAWING AND DROPPING

WITHDRAWAL OF ENROLLMENT - applicable only before the official start of classes.

- If a student wishes to withdraw enrollment, a request letter must be submitted first to the Registrar's office - subject for approval of the University Registrar.
- Once request letter is approved, the student will be given the WITHDRAWAL FORM (F-REG-049). Student must fill-out the form completely, then proceed to the SHS Office (Room 136).
- The SHS Coordinator will then access AIMS and WITHDRAW the enrollment of the student. SHS Coordinator signs the form.
- Other signatories - Principal (or SHS Coordinator in the absence of the Principal) and the Registrar.
- File copy of the withdrawal form (once signed by the Registrar) - Accounting Office, SHS Office, Student, Registrar.

DROPPING OF SUBJECTS - applicable if classes already started officially.

- Student gets DROPPING FORM (F-REG-013) at Window 11, fills-out the form and have it signed by the concerned teacher/s, the Guidance Counselor, the Librarian, then the Principal and the Registrar.
- The Registrar's office will be the one to encode the grade DRP in AIMS.
- File copy - Accounting Office, SHS Office, Student and Registrar's Office (a.k.a. Student Records Management Department)

A LEAP TO CERTAINTIES AT LPU

Senior High School (SHS):

... is not a burden, but a stepping stone.

It consumes additional two more years of your academic journey and of your parents' financial responsibility, but what awaits you after two years could be a good life you've never imagined. SHS is your stepping stone to reach your dreams, because this SHS Program is equipped with the significant competencies that you need depending on your field choice in the future.

... prepares you to compete globally.

After the years of research and planning, Senior High School Program has been designed to address the best of your interest and potential which will lead you to become productive and competent individuals not just here in our country but also overseas. The academic standards that DepEd set coincide with the international demands for labor.

... is a decision that lasts.

Pres. Benigno S. Aquino III signed the Republic Act No. 10533 or the Enhanced Basic Education Act into Law, realizing the vision “to establish a system of education that truly imbues the youth with the skills they need to pursue their dreams.” K to 12 Program is a stronghold of a 21st century learner.

... is not really a challenge in the pocket.

Voucher program is in place, which means considerable costs are shouldered by the government.

What do you get from SHS?

After two years, you will become potential members of the society deciding for any of the following:

Employment	Senior High School Program is bestowed with many employment opportunities, especially those who opt to take Technical-Vocational-Livelihood (TVL) Track, in which TESDA is the primary agency that caters to the graduates with certification tests such as Certificate of Competency (COC) and National Certificate (NC) in partnership with various companies for technical and vocational courses.
Entrepreneurship	Being equipped with entrepreneurship subject, SHS Program prepares you to start thinking responsibly about your future. It teaches you to put up a small-scale business or run a family business.
Higher Education	SHS teaches you the standard knowledge, skills and competencies needed for higher education or college level. A Lycean SHS graduate is much privileged to have taken certain subjects that can be credited when they pursue college.
Middle-Level Skills Development	If you are better prepared for college

after two years, all the more that you are more equipped with knowledge and skills on the specialization you would like to continue in technical-vocational schools.

THE SHS CURRICULUM

The SHS curriculum includes three (3) subject groups.

Core Subjects – the generic subjects required for all strands.

Applied or Contextualized Subjects – develop the same competencies with different content based on your chosen strand.





Specialized Subjects – sets of subjects based on specific specializations with competencies and content based on your chosen strand.

Note: Before you enter SHS, be sure you have chosen the strand you want to finish in two years, which would depend mainly on your personal interests, potential and choice of career or college course.

CURRICULUM ENHANCEMENT

1. SAP One and Entrepreneurship Software
2. NCIII Assessments for elective classes by TESDA
3. TOEIC (Test of English for International Communication) for all Grade 12 students
4. Online reading exercises using Lexile Software provided by Hopkins International
5. Added electives effective AY 2018-2019

Strand	Concentration	Grade 11 1 st Semester	Grade 11 2 nd Semester	Grade 12 1 st Semester	Grade 12 2 nd Semester
ABM	Business and Accounting	Events Management (3hrs)	Advertising Management (3hrs)	SAP Business One 1 (3hrs)	SAP Business One 2 (3hrs)
ABM	Culinary	Events Management (3hrs)	Cookery (3hrs)	Food and Beverage Service (3hrs)	Bread and Pastry Production (3hrs)
ABM	Tourism	Philippine Tourism, Geography and Culture (3hrs)	Tourism Promotions (3hrs)	Events Management (3hrs)	Local Tour Guiding (3hrs)
STEM	Robotics	Robotics 1 (3hrs)	Robotics 2 (3hrs)	Robotics 3 (3hrs)	Robotics 4 (3hrs)
STEM	Health Science	Health Science 1 (3hrs)	Health Science 2 (3hrs)	Health Science 3 (3hrs)	Health Science 4 (3hrs)
HUMSS	Foreign Language	Nihongo 1 (3hrs)	Nihongo 2 (3hrs)	Nihongo 3 (3hrs)	Nihongo 4 (3hrs)
HUMSS	Multimedia Arts	Freehand Drawing 1 (3hrs)	Freehand Drawing 2 (3hrs)	2-D Animation 1 (3hrs)	2-D Animation 2 (3hrs)

Track	Strand	Sample Subjects
 Academic	Accountancy, Business and Management (ABM)	Business Finance, Principles of Marketing
	Science, Technology, Engineering and Mathematics (STEM)	Basic Calculus, General Chemistry 1
	Humanities and Social Sciences (HUMSS)	Creative Writing, Philippines Politics and Governance
	General Academic Strand (GAS)	Social Science 1, Applied Economics
 Sports		Human Movement, Sports Officiating and Activity Management
 Arts & Design		Developing Filipino Identity in the Arts, Leadership and Management in Different Arts Fields
Track	Strand	Sample Specializations
 Technical Vocational Livelihood (TVL) Track	Home Economics (HE)	Food and Beverage Services (NC II), Wellness Massage (NC II)
	Information and Communications Technology (ICT)	Animation (NC II), Contact Center Services (NC II)

SENIOR HIGH SCHOOL PROGRAM

COURSE DESCRIPTIONS

CORE SUBJECTS (ALL STRANDS)

Languages and Literature

Oral Communication in Context

The development of listening and speaking skills and strategies for effective communication in various situations

Reading and Writing Skills

The development of reading and writing skills as applied to a wide range of materials other than poetry, fiction and drama

Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino

Pag-aaral tungo sa pananaliksik ukol sa kalikasan, katangian, pag-unlad, gamit at paggamit ng Wikang Filipino sa mga sitwasyong komunikatibo at kultural sa lipunang Pilipino

Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik

Pag-aaral sa proseso ng pagbasa at pagsusuri ng iba't ibang anyo at uri ng teksto na nakatutulong sa pagbuo at pagsulat ng sistematikong pananaliksik

21st Century Literature from the Philippines and the World

Study and appreciation of the literature of the region where the school is in relation to the literature of the other regions of the country

Foreign Language (Nihongo) 1

This course is for beginners / first-time learners of Japanese language. It covers the Japanese sound system (phonology), the Japanese writing system (Kana), counters (for money, things in general, months, dates and time), standard expressions in appropriate situations, some cultural-related words or expressions and basic vocabulary.

Foreign Language (Nihongo) 2

Focusing on the language used in conversational situations and basically the continuation of the lessons in Nihongo1 on listening, speaking and reading Hiragana. Another writing system which is Katakana will be introduced

Foreign Language (Spanish) 1

Providing the students basic listening, speaking, and writing skills in the target language.

Foreign Language (Spanish) 2

Providing the students advance listening, speaking, reading and writing skills in the target language

Culture and Arts

Contemporary Philippine Arts from the Regions

The subject covers various contemporary arts practices of the region where the school is located. It aims to provide students with an appreciation of a broad range of styles in the various disciplines with consideration on their elements and principles, and engage them to an integrative approach in studying arts. Through this subject, students will broaden and acquire the necessary creative tools that open opportunities in pursuing their individual career goals and aspirations.

Media and Information Literacy

The course introduces the learners to basic understanding of media and information as channels of communication and tools for the development of individuals and societies. It also aims to develop students to be creative and critical thinkers as well as responsible users and competent producers of media and information.

Personal Development

This course makes senior high school students aware of the developmental stage that they are in, for them to better understand themselves and the significant people around them as they make important career decisions as adolescents. The course consists of modules, each of which addresses a key concern in personal development. Using the experiential learning approach, each module invites students to explore specific themes in their development. Personal reflections, sharing, and lectures help reveal and articulate relevant concepts, theories, and tools in different areas in psychology.

Understanding Culture, Society and Politics

This course uses insights from Anthropology, Political Science, and Sociology to develop students' awareness of cultural, social and political dynamics, and sensitivity to cultural diversity; provide them with an understanding of how culture, human agency, society and politics work; and engage them in the examination of the country's current human development goals. At the end of the course, students should acquire ideas about human cultures, human agency, society and politics; recognize cultural relativism and social inclusiveness to overcome prejudices; and develop social and cultural competence to guide their interactions with groups, communities, networks, and institutions.

Introduction to the Philosophy of the Human Person

An initiation to the activity and process of philosophical reflection as a search for a synoptic vision of life. Topics to be discussed include the human experiences of embodiment, being in the world with others and the environment, freedom, intersubjective, sociality, being unto death.

Mathematics

General Mathematics

At the end of the course, the students must know how to solve problems involving rational, exponential and logarithmic functions; to solve business-related problems; and to apply logic to real-life situations.

Statistics and Probability

At the end of the course, the students must know how to find the mean and variance of a random variable, to apply sampling techniques and distributions, to estimate population mean and proportion, to perform hypothesis testing on population mean and proportion, and to perform correlation and regression analyses on real-life problems.

Science

Earth and Life Science (ABM and HUMSS ONLY)

This learning area is designed to provide a general background for the understanding of Earth Science and Biology. It presents the history of the Earth through geologic time. It discusses the Earth's structure, composition, and processes. Issues, concerns, and problems pertaining to natural hazards are also included. It also deals with the basic principles and processes in the study of biology. It covers life processes and interactions at the cellular, organism, population, and ecosystem levels.

Physical Science (ABM and HUMSS ONLY)

Evolution of our understanding of matter, motion, electricity, magnetism, light, and the universe from ancient times to the present; applications of physics and chemistry concepts in contexts such as atmospheric phenomena, cosmology, astronomy, vision, medical instrumentation, space technology, drugs, sources of energy, pollution and recycling, fitness and health, and cosmetics.

Earth Science (STEM ONLY)

This learning area is designed to provide a general background for the understanding of the Earth on a planetary scale. It presents the history of the Earth through geologic time. It discusses the Earth's structure and composition, the processes that occur beneath and

on the Earth's surface, as well as issues, concerns, and problems pertaining to Earth's resources.

Disaster Readiness and Risk Reduction (STEM ONLY)

This course focuses on the application of scientific knowledge and the solution of practical problems in a physical environment. It is designed to bridge the gap between theoretical science and daily living.

Physical Education and Health

Physical Education and Health 1

This course on exercise for fitness enables the learner to set goals, monitor one's participation in aerobic and muscle- and bone-strengthening activities and constantly evaluate how well one has integrated this into one's personal lifestyle. It consists of an array of offerings which learners can choose from.

Physical Education and Health 2

This course is comprised of individual, dual and team sports in competitive and recreational settings. It consists of an array of offerings which learners can choose from.

Physical Education and Health 3

This course on dance includes rhythmical movement patterns; the promotion and appreciation of Philippine folk dance, indigenous and traditional dances as well as other dance forms. It consists of an array of offerings which learners can choose from.

Physical Education and Health 4

This course on recreational activities are associated with outdoor, natural or semi-natural settings; it enables learners to move safely and competently in these settings while making a positive relationship with natural environments and promoting their sustainable use. It consists of an array of offerings which learners can choose from.

ACADEMIC TRACK SPECIALIZED SUBJECTS

Accounting, Business and Management

Fundamentals of Accountancy, Business and Management 1

This is an introductory course in accounting, business, and management data analysis that will develop students' appreciation of accounting as a language of business and an understanding of basic accounting concepts and principles that will help them analyze business transactions. The course provides the students general knowledge and skills on how to use various accounting information inside SAP Business One. They will also learn the importance and applicability of such in the various financial statement and reports

generated in the system.

Fundamentals of Accountancy, Business and Management 2

The course deals with the preparation and analysis of financial statements of a service business and merchandising business using horizontal and vertical analyses and financial ratios. Knowledge and skills in the analysis of financial statements will aid the future entrepreneurs in making sound economic decisions. This course is also integrated with SAP Business One to help the students deliver a comprehensive set of integrated, cross-functional business processes.

Applied Economics

This course deals with the basic principles of applied economics, and its application to contemporary economic issues facing the Filipino entrepreneur such as prices of commodities, minimum wage, rent, and taxes. It covers an analysis of industries for identification of potential business opportunities. The main output of the course is the preparation of a socioeconomic impact study of a business venture.

Business Ethics and Social Responsibility

The course deals with the fundamental concepts, principles, and practices of ethical standards in the business environment. It combines the theoretical foundations of setting up business enterprises with the conduct of entrepreneurial activities in the context of one's accountability and social responsibility. Specifically, the course aims to: (1) provide students with a basic understanding of the mechanisms whereby companies can be made to act in the best interest of shareholders, other stakeholders, and society as a whole; (2) provide students with knowledge of general ethical principles as applied to the special situations of business and the ability to make informed judgments through case analyses; and (3) equip students with the ability to formulate basic strategies in relation to corporate ethics and governance.

Business Mathematics

This course will provide an understanding of the basic concepts of mathematics as applied in business. It includes a review of the fundamental mathematics operations using decimals, fractions, percent, ratio and proportion; mathematics concepts and skills in buying and selling, computing gross and net earnings, overtime and business data presentation, analysis and interpretation. The use of computer and software applications for computation and data presentation is encouraged.

Business Finance

This course deals with the fundamental principles, tools, and techniques of the financial operation involved in the management of business enterprises. It covers the basic framework and tools for financial analysis and financial planning and control, and introduces basic concepts and principles needed in making investment and financing decisions. Introduction to investments and personal finance are also covered in the course. Using the dual-learning approach of theory and application, each chapter and module engages the learners to explore all stages of the learning process from knowledge, analysis, evaluation, and application to preparation and development of financial plans and programs suited for a small business.

Organization and Management

This course is designed to familiarize the students with the basic concepts, principles, and processes related to business organization, and the functional areas of management. Emphasis will be given to the study of management functions like planning, organizing, leading, and controlling, and orient the students on the importance of these functions and the role of each area in entrepreneurship.

Principles of Marketing

The course deals with the principles and practices in marketing goods and services. It also focuses on the development of integrated marketing programs that will help grow businesses.

Business Enterprise Simulation (Work Immersion/Research/Career Advocacy/Culminating Activity)

This course integrates all the key concepts and processes of Accounting, Business and Management (ABM) as applied in real-life activities following the business cycle: business opportunity search, product/service development, business formation and organization, business implementation and control, business wind-up, and relevant management reporting in the context of ethical standard and social responsibility. Technologies are used in a business enterprise as appropriate.

Humanities and Social Science

Creative Writing/Malikhaling Pagsulat

The course aims to develop practical and creative skills in reading and writing; introduce students to the fundamental techniques of writing fiction, poetry, and drama; and discuss the use of such techniques by well-known authors in a variety of genres. Each class will be devoted to the examination of techniques and to the workshop of students' drafts toward the enrichment of their

manuscripts. Students learn how to combine inspiration and revision, and to develop a sense of form.

Introduction to World Religions and Belief Systems

The course explores the main tenets and practices of major world religions: Judaism, Christianity, Islam, Hinduism, Theravada Buddhism, Mahayana Buddhism, Confucianism, Taoism and Shintoism. It aims to help learners understand the historical contexts of nine religions, appreciate their uniqueness and similarities and promote mutual understanding among believers of different faiths. They are expected to demonstrate understanding and appreciation of one's faith and that of others.

Creative Nonfiction

Focusing on formal elements and writing techniques, including autobiography and blogging, among others, the subject introduces the students to the reading and writing of Creative Nonfiction as a literary form. The subject develops in students' skills in reading, and thinking critically and creatively, that will help them to be imaginative readers and writers.

Philippine Politics and Governance

This course introduces the students to the basic concepts and vital elements of politics and governance from a historical-institutional perspective. It attempts to explain how the important features of our country's political structures/institutions, processes, and relationships developed across time. In the process, the course helps the learners gain a better appreciation of their rights and responsibilities as individuals and as members of the larger sociopolitical community to strengthen their civic competence.

Community Engagement, Solidarity, and Citizenship

This course focuses on the application of ideas and methods of the social sciences to understand, investigate, and examine challenges of contemporary community life. It focuses on community-action initiatives such as community engagement, solidarity, and citizenship as guided by the core values of human rights, social justice, empowerment and advocacy, gender equality, and participatory development. It aims at enhancing students' sense of shared identity and willingness to contribute to the pursuit of the common good of the community. It enables students to integrate applied social sciences into community-action initiatives.

Disciplines and Ideas in the Applied Social Sciences

This course introduces some Applied Social Sciences, namely, Counseling, Social Work, and Communication, which draw their

foundation from the theories and principles of Psychology, Sociology, Anthropology, and other Social Sciences. The course highlights the seamless interconnectivity of the different applied social science disciplines while focusing on the processes and applications of these applied disciplines in critical development areas. At the end of the course, students shall demonstrate competencies in interacting and relating with other individuals, groups, and communities; apply social sciences principles, practices, and tools in addressing the development areas identified by the class; and analyze how processes in these applied disciplines work in specific life situations.

Disciplines and Ideas in the Social Sciences

The course introduces students to basic concepts, subjects, and methods of inquiry in the disciplines that comprise the Social Sciences. It then discusses influential thinkers and ideas in these disciplines, and relates these ideas to the Philippine setting and current global trends.

Trends, Networks, and Critical Thinking in the 21st Century

The course provides opportunities for students to discover patterns and extract meanings from emerging trends. It aids in developing their critical and creative thinking skills-- essential tools for decision making and understanding "ethics of care". Global trends in the 21st century are examined and are either accepted or rejected on a sound set of criteria. Students will be asked to create and analyze scenarios that will challenge them to (1) formulate their stances on issues or concerns; (2) propose interventions and; (3) formulate alternative futures. The students will realize the interconnections between their neural connections and social realities.

Culminating Activity (Work Immersion/Research/Career Advocacy/ Culminating Activity)

This course is designed to provide students the opportunity to integrate their learning in the different learning areas of the humanities and social sciences through a creative culminating activity. It focuses on the exhibitions/exhibits of authentic products and performances as evidence of their learning in the humanities and social sciences.

Science, Technology, Engineering, and Mathematics

General Biology 1

This subject is designed to enhance the understanding of the principles and concepts in the study of biology, particularly life processes at the cellular and molecular levels. It also covers the transformation of energy in organisms.

General Biology 2

This subject is designed to enhance the understanding of the principles and concepts in the study of biology, particularly heredity and variation, and the diversity of living organisms, their structure, function, and evolution.

General Chemistry 1

Composition, structure, and properties of matter; quantitative principles, and fundamental concepts of organic chemistry

General Chemistry 2

Kinetics, and energetics of transformations of matter

Pre-Calculus

At the end of the course, the students must be able to apply concepts and solve problems involving conic sections, systems of nonlinear equations, series and mathematical induction, circular and trigonometric functions, trigonometric identities, and polar coordinate system.

Basic Calculus

At the end of the course, the students must know how to determine the limit of a function, differentiate, and integrate algebraic, exponential, logarithmic, and trigonometric functions in one variable, and to formulate and solve problems involving continuity, extreme values, related rates, population models, and areas of plane regions.

General Physics 1

Mechanics of particles, rigid bodies, and fluids; waves; and heat and thermodynamics using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus

General Physics 2

Electricity and magnetism; optics; the basics of special relativity, atomic and nuclear phenomena using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus

Research/Capstone Project

In this course, students, under the guidance of a research adviser, will identify a scientific, technological, or mathematical problem, design and apply an appropriate methodology, formulate hypothesis, and draw conclusions based on their investigation. At the end of the semester students will prepare a scientific report/paper to be presented/defended in a forum.

CONTEXTUALIZED SUBJECTS (ALL STRANDS)

Research

Filipino sa Piling Larang (Akademik)

Pagsulat ng iba't ibang anyo ng sulating lilingang sa mga kakayahang magpahayag tungo sa mabisa, mapanuri, at masinop na pagsusulat sa piniling larangan

English for Academic and Professional Purposes

The development of communication skills in English for academic and professional purposes.

Practical Research 1

This course develops critical thinking and problem-solving skills through qualitative research.

Practical Research 2

This course develops critical thinking and problem-solving skills through quantitative research.

Inquiries, Investigations and Immersion

This culminating activity develops critical thinking and problem solving skills through qualitative and quantitative researches.

Entrepreneurship

Entrepreneurship

This course deals with the concepts, underlying principles, processes and implementation of a business plan. The preliminaries of this course include the following: 1) discussion on the relevance of the course; 2) explanation of key concepts of common competencies; 3) explanation of core competencies relative to the course; and 4) exploration of career opportunities.

ICT

Empowerment Technologies

Information and communication technologies as a tool for curating, contextualizing, collaborating, and creating content and experiences for learning in the professional tracks.

OBLIGATIONS OF PARENTS, STUDENTS and TEACHERS

A responsible member of the LPU-SHS community performs the following obligations as mandated by Batas Pambansa 232.

Sec. 14. Duties of Parents. – In addition to those provided for under existing laws, all parents shall have the following duties and obligations:

1. Parents, individually or collectively, through the school systems, shall help carry out the educational objectives in accordance with national goals.
2. Parents shall be obliged to enable their children to obtain elementary education and shall strive to enable them to obtain secondary and higher education in the pursuance of the right formation of the youth.
3. Parents shall cooperate with the school in the implementation of the school program curricular and co-curricular.

Sec. 15. Duties and Responsibilities of Students – In addition to those provided for under existing laws, every student shall:

1. Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to 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 and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.
5. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

Sec. 16. Teacher's Obligations – Every teacher 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 on performance of each student and to the latter and the latter's parents and guardians with specific suggestions for improvement.

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 for 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.

Student Rights

Subject to the limitations prescribed by the laws of the land, students shall enjoy the following rights:

- a. The right to quality and relevant education through competent and continuing instruction;
- b. The right to organize, join and participate in organizations and societies recognized by the school;
- c. The right to guidance and counseling services;
- d. The right to freedom of expression and assembly, subject to such constraints as will insure the proper exercise and enjoyment of the same freedom by all the members of the academic community and the uninterrupted pursuit of LPU's mission as an institution of higher learning;
- e. The right to invite resource persons during assemblies, symposia and other activities of similar nature, in accordance with prescribed procedures subject to conditions laid down by the school to ensure good order and the achievement of its policies and objectives as an institution of higher learning, and provided such activities do not interfere with or disrupt classroom instruction or any other academic activities of the school; and
- f. The right of access through authorized channels to their student records, grades, transfer credentials, and to the issuance of official certificates and transcripts of records.

ACADEMIC DIRECTIVES

1. Class Attendance

- 1.1 Learners' attendance shall be recorded by each subject teacher in his / her own class record before starting the discussion or any activity intended for the day aside from the checking being done by the class secretary. The daily attendance sheets will be submitted to the adviser every Friday to complete the SF 2 submitted at the end of the month and is reflected in the report card.
- 1.2 Habitual tardiness, especially during the first period in the morning and in the afternoon, is discouraged. If a student commits three (3) consecutive or five (5) accumulated late / absences, the Discipline Officer shall inform the parent / guardian and shall refer the student to the Guidance and Testing Center.
- 1.3 Three tardy marks are equivalent to one absence (This applies both to the adviser's record and the subject teacher's).
- 1.4 The subject teacher must report names of those who committed three (3) consecutive or five (5) accumulated late / absences and those who cut classes in his / her subject to the Discipline Office.
- 1.5 The Discipline Officer and the adviser are tasked to call the attention of the parents of those being reported to the D.O. to inform them of the situation and to validate reasons.
- 1.6 Being closely monitored, incurring absences of more than 20% of the prescribed number of classes during the semester will be alleviated. Moreover, with the discretion of the Unit Head and with consideration to some presented valid documents, the student will be given the chance to cope with his / her shortcomings after having met the 20% allowable absences per semester. (Basis: D.O. No. 8, s. 2015)
- 1.7 The SHS Board of Discipline headed by the Discipline Officer will do surprise visits to the nearby establishments that cause students do cutting classes. In occasions that a student is seen in places like the billiards hall and the pub, the name of the student will be recorded, and the parents/guardians will be notified. This will be done not only during class hours, but even beyond. This is done to ensure the welfare of the students so as to avoid failures in any subjects.

- 1.8 Advisers / subject teachers / the Discipline Officer must refer students to the GTC for counseling after having been assessed as becoming poor in class standing with bases on attendance and academic records caused by varied factors.
- 1.9 No student is allowed to leave the campus unless with valid reasons supported by the presence of parents/guardian or any valid documents. This excludes classes held at the gym; thus, close monitoring is done. They are also encouraged to bring their own snacks since they don't have a recess.
- 1.10 In case a student needs to leave the school earlier than his/her class dismissal for the following, but not limited to: emergency, medical, official business, the student must secure the Permit to Leave Campus Form from the SHS Office to be validated by the Discipline Officer and subject for approval of the Principal.
- 1.11 All teachers, particularly the advisers, will do home visitation in case a student or the guardian / parent cannot be located through phone calls or any means of communication.
- 1.12 He / she must present a letter to the teachers when reporting back to class. It should contain the reason of absence and bears the parent's signature; attached must be the parent's ID (both original and photocopy); and supporting documents (e.g. medical certificate, copy of flight tickets, etc.). Excused absences are only those stated below.

2. Excused Absences

The absences considered excused and therefore not counted against a student are:

- 2.1 Those incurred because of an official school activity with excuse letter from the event organizer and approval of the Principal are considered excused. The student, however, must comply with all the requirements due on the date of his/her absence. Internal arrangement made between the student and the teacher/adviser of any student organization is not considered official.
- 2.2 Absences due to death of an immediate family member ("immediate family member" refers to children, mother, father, sister, brother, and spouse if married). Three (3) consecutive class days shall be allowed and considered excused. The student

must still be referred to the GTC for counseling.

- 2.3 Absences due to serious medical illnesses with valid supporting documents and validated by the LPU Clinic Physician shall be considered excused only if approved by the Principal.

Note: The learner shall not be excused from the responsibility of keeping up with missed lessons and taking assessments.

3. Responsibility of a Student Who Misses Classes

A student is held responsible for all assignments and lessons missed, regardless of reasons for his absence. A completion form can be filled out by both the student and parents with the date of submission for the cases of complying late.

- 3.1 **Completion Permit for Missed Requirement** is a form used to ask permission to take/submit any missed requirement, e.g. written work, performance task, quarterly exam, due to being absent for particular day/s. Its purpose is to ensure and verify if the reason for not completing or taking the examination or requirement on time is true and valid. Common reasons that are accepted as valid are: scheduled family event, medical condition, official business.

The following are the supporting documents to be attached by the student upon submission of the fully accomplished form: Excuse Letter signed by the parent, photocopy of Parent's ID, medical certificate for absences on medical reasons.

3.2 Process of Filing the Completion Permit for Missed Requirement:

- 3.2.1. Secure a Completion Permit for Missed Requirement Form (Green Form) from the Discipline Office or at the SHS Office front desk.
- 3.3.2. Fill out all the necessary information legibly in two copies.
- 3.2.3. Affix the parent's signature over printed name in the two copies.
- 3.2.4. Attached the aforementioned supporting documents.
- 3.2.5. File the permit to the discipline office for approval.

4. Interruption of Classes

Parents and other callers including students are not allowed to interrupt classes except for grave or compelling reasons. Permission must first be secured from the Principal if a parent would like to excuse his son/daughter, but should not take long.

Room to room announcements for school activities must have the approval first of the Principal.

5. On cellphones

After the opening prayer, the teacher **MUST** order the class to silence their phones and keep in their bags, or confiscate them and return after the class hour. If the student is expecting an important call, he or she should notify the teacher in advance, and ask permission to check on it. **The parent may call the school for any urgent matters.** The teacher must be very vigilant in case he / she will be requiring cellphones to be utilized for instruction.

6. Examinations

- 6.1 A student is required to take all scheduled tests/examinations: monthly and quarterly exams from first to fourth quarter. A student is **STRICTLY** required to present an exam permit before taking any scheduled quarterly examinations.
- 6.2 If the student is unable to pay the tuition, the teacher should still give the student the scheduled exam, **provided** that a **promissory note** is presented. Advisers will follow up on their students' compliance with the permit prior to the exam period.
- 6.3 Securing of an exam permit or promissory note should be done prior to the exam schedule to avoid being late on the day of the exam. Missing the exam for not securing an exam permit or promissory note will not be considered as a valid reason.
- 6.4 Strictly, NO PERMIT, NO EXAM.

7. Conduct of Examinations

- 7.1 All proctors adhere to the schedule per subject; they don't leave the class earlier or dismiss earlier. In the event that you are done with the exam, you are not allowed to leave the room and to use your phone while waiting for the others to finish.
- 7.2 Pee break for few minutes only will be announced prior to administering the exam.
- 7.3 Seating arrangement is one seat apart to be allotted by the assigned proctor. The proctor may move one's seat if necessary to avoid cheating or any untoward incident.

- 7.4 Strictly all cellphones must be kept in silent mode and be put inside the student's bag. All bags must be put under the desk-chair or be collected and put in the front of the classroom.
- 7.5 The proctor will announce if a calculator or any formula is required.
- 7.6 Only ONE answer sheet must be at hand and utilized by a student per subject.
- 7.7 In no case will a faculty member give take-home examinations in lieu of the monthly and quarterly exams from first to fourth quarter.
- 7.8 No students will be exempted from taking quarterly examinations.
- 7.9 In no case will a faculty member give the actual exam as reviewer.

8. Completion of Missed Monthly Examinations

Application to take completion monthly exam shall be filed at the Discipline Office. NO teacher will give the monthly exam without the Completion Permit issued by the D.O. Taking it up must not be later than **one week after the scheduled monthly exam**. Beyond that will qualify only those with medical illness. Students with issues in terms of habitually not taking the monthly exams on time will have their parents called by the Discipline Officer.

9. Completion of Missed Quarterly Examinations

9.1 Application to take completion of quarterly examination shall be filed at the Discipline Office (please refer to the Process of Filing the Completion Permit for Missed Requirement), and approved by the Principal. Completion examinations shall be given only for the following reasons:

- Demise of an immediate family member
- Sickness
- Other valid reasons constituting an emergency which is beyond the student's control. The Principal shall determine if the reason presented by the student is valid.

9.2 Depending on the reason, the following documents must be presented to the Principal before the approval to take completion examinations:

- Medical Certificate/Death Certificate of immediate family member or Enrolment Assessment Form (EAF)/Official

- Examination permit
- Letter from parent/guardian indicating the reason why the student was unable to take the examination together with the ID.

9.3 A missed quarterly exam shall be completed on the given date indicated in the school calendar, and is facilitated by the SHS staff in one room.

9.4 For serious medical reasons or prolonged illnesses, the student shall be allowed to complete the missed quarterly examination within one (1) week after the exam.

10. Graded Outputs, Examination Papers and Questionnaires

10.1 Graded final examination papers and questionnaires shall be submitted by the faculty members to the Office of the Principal and shall be kept for one year.

10.2 The outputs like quiz, projects, monthly exams, etc. shall be returned to the students with the teacher's check marks and comments.

11. Materials for the Examinations

The faculty member shall require the students to secure an answer sheet; while the test booklet is only optional depending on the type of test.

11.1 Answer sheets, test booklets and test questionnaires will be provided by the Senior High School Department.

11.2 For Monthly Exams, students are expected to bring black or blue ballpen, liquid eraser (if erasures are permitted by the subject teacher).

11.3 For Quarterly Exams, students are expected to bring pencil shade no. 2 and pencil eraser.

12. Grading System

LPU adopts the following grading system with the following percentage equivalents and descriptions as prescribed by DepEd:

	Core Subjects	Academic Track		Technical-Vocational and Livelihood (TVL)/ Sports/Arts and Design Track
		All Other Subjects	Work Immersion/ Research/ Business Enterprise Simulation Exhibit/ Performance	All Other Subjects Work Immersion/ Research/ Exhibit/ Performance
Written Work	25%	25%	35%	20%
Performance Task	50%	45%	40%	60%
Quarterly Assessment	25%	30%	25%	20%

13. Computation of Grades

13.1 Raw scores in all student's work are added up. This results to the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment. Raw scores from each component have to be converted to a Percentage Score. This is to ensure that values are parallel to each other.

13.2 The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the total raw scores by the highest possible score then multiply the quotient by 100% as shown below:

$$\text{PERCENTAGE SCORE (PS)} = \left\{ \frac{\text{Learner's total raw scores}}{\text{Highest possible score}} \right\} \times 100\%$$

13.3 Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects.

$$\text{WEIGHTED SCORE (WS)} = \text{Percentage Score} \times \text{Weight of Components}$$

13.4 The sum of the Weighted Scores in each component is the Initial Grade. This initial Grade will be transmuted using the transmutation table to get the Quarter Grade (QG).

14. Computation of Grades and Distribution of Academic Report Cards

- 14.1 The grades of the students shall be computed four (4) times within the school year, that is every quarter of the school year. The averaging of grades is by semester, and the general average is getting the average of the first and second semesters'.
- 14.2 Official grade reports are issued per quarter to students by their homeroom adviser during the parent-teacher conference on the given dates in the school calendar.
- 14.3 A Year-End Clearance is a prerequisite to the release of the Academic Progress Report Card at the end of the fourth quarter/school year.

15. Summon Slip Issuance

As part of the SHS's determination to help the students cope with their academic needs and help academically-challenged students, subject teachers thru the class advisers shall send Summon Slip / Letter addressed to the parent/guardian to personally meet and discuss the student's situation and formulate appropriate plan of action.

- 15.1 Every quarter, the SHS Faculty, presided by the principal, shall conduct a deliberation a month before the quarterly examination to discuss concerns about students with relatively low grades and those who has tendencies to fail in the particular quarter.
- 15.2 Having the list of students shortlisted by the subject teachers, the class adviser shall collate the names and shall send Summon Slip / Letter addressed to the parent / guardian to be brought by the student.
- 15.3 The parent / guardian is encouraged to attend the Parent-Teacher Conference to be facilitated by the class adviser and endorsed to concerned subject teachers.
- 15.4 At the end of the conference, the teachers and the parent / guardian shall settle upon an agreement to address the need or situation using the Parent – Teacher Conference Form (PTC), signed by the teacher, parent / guardian, and the student.

16. Co and Extra-Curricular Activities

- 16.1 The extra-curricular activities that a student joins **DO NOT HAVE** any bearing at all in his / her grades, because grades are computed purely as academics.
- 16.2 Only special recognition will be given to those who have been active in some activities, seminars, trainings, and even athletics.
- 16.3 On occasions that a student misses some classroom activities (i.e. quizzes, seatwork, performance tasks, etc.) due to him / her joining some school-based and off-campus events, he / she must be given the chance to catch up by securing an approved Completion Permit for Missed Requirement
- 16.4 On occasions that all students are required to do certain tasks as manned by the management, additional / contingency points will be granted to all and will be part of the Performance Task component only. Examples are: NCAA Audience, Fun-Run, Cultural presentation, and others as announced. There are also instances when the points are not only credited to P.E., but also in other subjects (as agreed).

Note: As to who will be granted contingency points for other matters, it will be announced by the Principal with consideration to their university/unit – related participation inside and outside the campus.

- 16.5 The co-curricular activities initiated by a group of teachers are considered as **Performance Tasks**. Examples are: Business Expo, Buwan ng Wika, English Festival, etc.
- 16.6 Co-curricular activities initiated by Senior High School Clubs and Organization shall be done at their own initiative (in compliance with the existing policies and procedures by the SHS Department and the University) and shall ensure that the academic performance of the involved students will not be affected. This will also be expected to those students who are members of University-wide and College-Based Organizations.

17. Other Requirements and Students' Participation

- 17.1 The students are expected to submit whatever is required by the subject teacher/s for the completion of the subject requirements.
- 17.2 In some occasions, selected students led by the LYCESGO will be excused from classes to attend some seminars and trainings related to their strand; some are pertinent to the development of their personal and social growth.
- 17.3 At the onset of classes, all students are required to attend the PEP Rally as support to the LPU's athletic teams. There are some occasions that SHS students are sent to the sports venue to join the audience in NCAA. Their attendance is credited to their P.E. subject.
- 17.4 There are various activities in school that all students' participation is enjoined. These are department-initiated co and extra-curricular activities that merit every student's part in the events.
- 17.5 LPU is active in the field of community extension; thus, students are required to take part in extending assistance to the adopted communities of the university, whether through cash or items.
- 17.6 The students are required to undergo counseling from the Guidance Counselors and to sponsor Friday masses by section. These things are necessary to mold the behavior and spirituality of LPU students.
- 17.7 All G12 students are required to attend the Outdoor Activities in line with the competencies stated in the PE 4 curriculum, Outdoor and Recreational Activities.
- 17.8 All SHS students are given their AIMS account that they can use to check their grades online and accountabilities. Office 365 account is also provided to them to communicate with their teachers and group in relation to instruction. More importantly, they are given their Moodlerooms account to access the Learning Management System of LPU, the only tool in delivering online instruction. Moodlerooms is accessible via PCs or any gadgets, and it requires internet connection.

18. Selection of Honor Students for Graduation

Policy Guidelines on Awards and Recognition for the K to12 Basic Education Program (Based on DO 36, s. 2016 released on June 7, 2016)

- A. Classroom Awards** – may be given per quarter, semester, or at the end of school year.
- B. Grade- Level Awards** – given at the end of the school year.
- C. Special Recognition** – given to those who have represented and / or won in competitions at the district, division, regional, national or international levels.

A. Classroom Awards

- 1. Conduct awards – given to learners who have been observed to consistently demonstrate the LPU's core values based on the evaluation of the adviser and subject teachers. They also must not have been sanctioned within the school year.
- 2. Academic Excellence Award – given to learners within the quarter who have attained an average of at least 90 and passed all learning areas.

Academic Excellence Award	Average Grade per Quarter
With Highest Honors	98-100
With High Honors	95-97
With Honors	90-94

Note: There can be two or more recipients of any award. All learners, including transferees, who have met the standards, criteria, and guidelines shall be recognized.

- 3. Recognition for Perfect Attendance - given at the end of every quarter (no absences; those who attended events and competitions are qualified).

B. Grade-Level Awards (End of School Year)

- 1. Academic Excellence Award – given to those who have attained a general average of at least 90 and a passing final grade in all learning areas.

Academic Excellence Award	Average Grade per Quarter
With Highest Honors	98-100
With High Honors	95-97
With Honors	90-94

NOTE: A student who committed a serious or very serious offense as per the existing rules and regulations of the school, at the duration of the academic year is barred from receiving the Grade-level Academic Excellence Award. (See list of offenses and sanctions)

2. **Leadership Award** - given to learners who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community.

To qualify, a learner must:

- a. Have no failing grades in any of the learning areas.
- b. Have not committed any offense punishable by suspension or higher sanction.
- c. Be a class officer or an active member / officer of any recognized school club, team or organization.

Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers. Only those who have met at least 90% of the criteria shall be awarded.

Table 3. Criteria for Leadership Award

Criteria	Weight	
	Advisers	Peers
1. Motivational Skills (40%)		
a. Communicates effectively		
b. Shows initiative and responsibility		
c. Engages group and/or club mates to participate actively	24%	16%
d. Establishes collaborative relationships		
e. Resolves conflicts		
2. Planning and Organizational Skills (40%)		
a. Plans and designs relevant activities for the class, club and/or school		
b. Implements planned activities effectively and efficiently	24%	16%
c. Monitors implementation of plans and tasks		
d. Manages and/or uses resources wisely		
3. Contribution to the School and/or Community (20%)		
Renders service and/or implements activities relevant to the school population and/or community	12%	8%
Total	60%	40%

3. Awards for Outstanding Performance in Specific Disciplines

Note: there may be more than one category of awards under the following disciplines.

- a. **Athletics** - given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsman like conduct and character.

The academic rating that will be considered for this award would be the student's final grade in Physical Education.

- b. **Arts** – given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school's various functions and events.

The academic rating that will be considered for this award is the final grade in Contemporary Philippine Arts from the Regions.

- c. **Communication Arts** - given to learners who have demonstrated proficiency in any language (Filipino, English or other foreign languages), in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community.

The academic rating that will be considered for this award is the student's final grade in the related learning areas in English and Filipino specific to the award.

- d. **Science** - given to learners who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's average rating for the two core science subjects.

- e. **Mathematics** – given to learners who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class.

The academic rating that will be considered for this award is the student's average rating for the core Mathematics subjects.

- f. Social Sciences – given to learners who have high academic standing in social sciences. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good. They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and / or community above and beyond their personal good.

The academic rating that will be considered for this award is the student's average rating for the core Social Science subjects.

- g. Tech-Voc – given to learners who have consistently exhibited exemplary skills and achievement in their area of specialization in technical-vocational (Tech-Voc) education. They have applied their knowledge and skills in Tech-Voc to projects and activities that have contributed to the school and/ or community.

The academic rating that will be considered for this award is the student's average rating for the specialized Tech-Voc subject specific to the award.

- 4. **Award for Work Immersion** - given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school

Table 4 specifies the criteria and weights that will be used in the evaluation and deliberation process for the award for outstanding performance in specific disciplines. This award shall be given to learners who have met at least 90% (outstanding rating) of the criteria.

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award	20%
2. Skill in the Discipline As shown through: a. Output (oral or written work, projects, etc., if applicable) b. Membership in a club/team (if applicable) c. Class or school representation d. Winnings and awards	40%
3. Attitude toward the Discipline a. Peer evaluation (if applicable) b. Commendation from coach/adviser	20%
4. Contribution to the School related to the Discipline In any of the following: a. Tutorials/Coaching b. Performance in school's various functions and events c. Products d. Projects e. Volunteer work	20%

Note: Peer evaluation is only applicable to disciplines that involve collaborative work. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers.

and evaluation of the direct supervisor and subject teacher. The awardee (s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

Only those learners who have received an outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded. This rating in the report card consists of the learner's performance and / or output during the Work Immersion.

5. Award for Research or Innovation

Grade 12 graduating students – individuals, pairs, or groups of not more than four members – must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and / or community.

Table 5. Research criteria and weights

Criteria	Weight
1. Research Grade	20%
2. Output	
a. Usefulness / Significance of Research Usefulness to the school and/or community or contribution of the research to the existing body of information related to the study	35%
b. Rigor Soundness of methodology (research design, data collection, and data analysis)	30%
3. Research Presentation Presentation and defense of research output	15%

Table 6. Innovation criteria and weights

Criteria	Weight
1. Output	
a. Originality or novelty of the product or service	15%
b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community	25%
c. Cost-effectiveness, efficiency, and/or practicality	20%
d. Environmentally safe	10%
2. Delivery or Presentation	
a. Clarity of the product development process and the innovative features shown during presentation	10%
b. Acceptability of the innovation to the target beneficiaries	5%
3. Study or Research Research basis of the service or product	15%

6. **Award for Club or Organization Achievement** - given to a duly recognized club or organization that has created positive impact on the school and / or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

Table 7 shows the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those clubs or organizations that have received at least 90% of the criteria below shall be awarded.

Table 7. Criteria and weights for awards for Club or Organization Achievement

Criteria	Weight
1. Club/Organization Performance a. Plans and develops club/organization's objectives, projects, and activities b. Implements projects and activities, and delivers services based on the club/organization's objectives and plans c. Manages and/or uses resources wisely d. Shows teamwork and collaboration among its members	50%
2. Exemplary Output Delivers a concrete output related to the objectives and purpose of the organization and the school	30%
3. Contribution to the School or Community Benefits the members of the club/organization and the greater majority of the school population and/or community	20%

C. Special Recognition

Learners who have represented and /or won in competitions at the district, division, regional, national, or international levels will be recognized. These awardees have demonstrated their exemplary performance in academics, athletics, and the arts, and / or represented the school in DepEd-recognized activities.

In addition to the abovementioned awards, the schools may give due recognition to learners who have brought honor to the school.

The actual certificates, medals, trophies and / or plaques received by the learners from the various activities or competitions shall be used to publicly affirm and acknowledge the contribution of the awardees in giving honor to the school. This will be done during a flag ceremony or in a school-awarding ceremony.

19. Advising Period

Education specialists have widely promoted advisory classes as a way to strengthen connectedness among the students. By definition, advisory classes / program is an arrangement wherein an adult adviser (eg. a teacher, official, coach, principal) meets regularly during the school day with the class or a group of students to achieve the following:

- Provide academic mentorship
- Provide social-emotional support
- Oversee classroom operations
- Mentor students on school values
- Advise on College-Readiness and/or employment
- Facilitate a small peer community of learners

Class advisers shall meet their advisory class in their advising period once a week on the schedule specified in the student's EAF. The adviser shall maximize the time to discuss the topics on the SHS's Advisory Program Course and shall attend to Class Issues / Concerns or Discussion on upcoming events.

20. Request for Tutorial

Your parents will be notified once you were reported to be needing a tutor for a particular subject. This is done to avoid failing in the subject.

NON-ACADEMIC DIRECTIVES

1. Identification Card

Students must immediately secure the prescribed Smart ID Card. LPU ID with the prescribed LPU ID lace must be presented upon entering the campus and worn at all times while inside the university.

Note:

In case of loss, he /she should report immediately to the Security Office to secure Application for Replacement Form with validity duration of three (3) school days from the date reported. This will be used temporarily while application for new ID is being processed by ICT.

Students must surrender their LPU ID Cards to the Student Records Management Department (Office of the University Registrar) in any of the following instances:

- Release of diplomas and official transcript of records
- Release of Transfer Credentials
- Dismissal, or expulsion

Likewise, ID must be surrendered to the Student Affairs Office when the student is on suspension.

2. Uniform

All students are required to wear the prescribed uniform from the first day of class while inside the school premises.

- The prescribed uniform for male students consists of polo with LPU logo, blue pants, maroon necktie and male blazer, conforming to the specifications set by the Student Affairs Office. Black leather shoes, black belt, and black socks are required.
- The prescribed uniform for female students consists of blouse with LPU logo, checkered skirt (knee level), scarf and female blazer, conforming to the specifications set by the Student Affairs Office. Black, closed leather shoes with 1 to 2 inch heels are required. Wearing of nude/skin-toned stockings is optional.
- For the blazer, they have the option to wear or not to wear it; however, they must have it available in instances that the Principal would require all of them to use it for special occasions or activities.

- Folded sleeves, untied or loosened necktie or scarf, untacked and/or unbuttoned long sleeves or blouse, hanging pants for boys, against our prescribed uniform is strictly prohibited. The school uniform must be worn with pride, decency and honor, at all times.
- Jeans of any shade and hue are not allowed to be paired with the prescribed polo. Undershirts should be plain white and free of any advertisement or logo. Rubber shoes, sneakers, sandals, and slippers are not allowed. Students are also not allowed to wear bull caps even when in civilian clothes. Socks are required on all occasions. For female students, sling-back shoes, sandals, slip-ons and slippers are not allowed to be paired with the uniform.
- Shorts are STRICTLY not allowed.
- Physical Education (PE) attire should be worn only when attending P.E. classes. Students who will be caught wearing PE attire inside the main campus shall be sanctioned accordingly.
- In general, students are required to wear the Official LPU T-shirt paired with maong pants or slacks only on Wednesdays. Tattered pants, shorts/tokong and skirt are not allowed to be worn with the LPU T-shirt.
- Students are not required to wear the uniform on Saturdays, and during the whole summer term.

NOTE: On occasions when uniforms are not required, students should adhere to the convention of decency and good grooming. Attires which are inappropriate and/or tend to scandalize other members of the academic community are prohibited. (Please refer to table for offenses and corresponding sanctions, under Less Serious Offense Number 2 for the civilian dress code).

3. On Haircut and Hair Color

- Male and Female: Hair must not be dyed with extreme colors such as violet, red, yellow, purple and other bright colors. Keep it properly groomed.
- Male: Bizarre hair styles such as emo, Mohawk and mullet are not allowed. BALD and semi-bald are not allowed.

4. Inside the Classroom Policies

- 4.1 Regular attendance and punctuality is expected of all students
- 4.2 Students should show respect and dignity among his/her peers and the teacher. Please behave with professionalism and values.
- 4.3 Students should demonstrate self-responsibility with their academics, citizenship, and communication with parents, teachers, and peers.
- 4.4 Students are expected to come to school prepared in every way to learn and participate.
- 4.5 Always pay attention and follow directions. Practice attentive listening while someone is talking
- 4.6 Usage of electronic device (e.g. cellphone, tablet, laptop etc.) while classes are ongoing is strictly prohibited, unless otherwise instructed by the teacher for academic purposes. Gadgets must be placed inside the students' bags or the teacher may collect the phones at the start of the class and return it at the end.
- 4.7 A defined seat plan shall be produced by the class officers not later than the first week of classes. Transferring from one seat to another is not allowed.
- 4.8 Always ask permission if there is a need to go out (e.g. using of comfort room) but shall be of minimal time and number of students.
- 4.9 The use of SMART TV and/or projector is strictly for academic purposes only. Anyone caught for unauthorized use will be dealt accordingly.
- 4.10 Any form of vandalism and/or destruction to any school equipment and facility shall constitute a penalty.
- 4.11 Eating snacks inside classrooms is allowed given that: 1. There is no on-going class; and 2. All trash and leftovers must be disposed properly by observing 5S.
- 4.12 In accordance with the existing University EMS policies, bringing of prohibited materials (e.g. Styrofoam, plastic cups, balloons etc.) is strictly prohibited and will be intercepted by the security guards at the gates.
- 4.13 Usage of double-sided tapes on white boards is strictly prohibited. Sticking any kind of material along the classroom walls is not allowed.
- 4.14 Always practice 5S inside the classroom.
- 4.15 Be responsible of your own things as you respect the property of

others. Taking other things from another student without permission is considered stealing and shall be dealt accordingly.

4.16 Perform well and enjoy learning!

4.17 All other policies stated in this guidebook and other rules deemed necessary by the class adviser and the subject teachers depending on the needs of the section.

5. Other Matters

5.1 Slippers are not allowed, though they can be used outside the campus especially during heavy rains. Other personal emergency things can be kept in the locker (for those who availed) in cases of uncontrollable natural phenomena, but keeping of hazardous materials in the locker is STRICTLY prohibited.

5.2 Body piercing, wearing multiple earrings for girls, earring for boys, and tattoos on visible parts are PROHIBITED.

5.3 Applying too much lipstick and make-up, as well as using nail polish are not allowed. THIS APPLIES TO BOTH GIRLS AND BOYS. The homeroom adviser has the authority to check on students' proper decorum in all aspects.

6. On Academic Clubs and Other Organizations

A SHS student is not allowed to hold any positions in any clubs or organizations being run by the college students, but they are allowed to become members. This is for the reason of avoiding interruptions in the academic performance; however, he may join in all activities and contests so long that it will be properly communicated with the LYCESGO Adviser and Principal of SHS.

7. Student Activities

7.1 PMF and waiver processing is required even in simple invites off campus; it has to be processed ahead of time. The waiver must have the signature of the parent/guardian to ensure mutual understanding that the school will not be solely held liable for any untoward incident that might happen.

7.2 Equal chances of participation to seminars / events are given to all students, not only among student leaders.

7.3 Students who need to come to school for school-related activities must secure a permit from the SHS Department for the Request of Entry for the Office of Security Services. Request permit for the use of classroom during Saturdays must be filed at the Student Affairs Office.

8. Parent-Teacher Conference (PTC)

8.1 Parents must attend the Parent-Teacher Conference (PTC) at the end of every quarter especially those whose children have low class standing.

8.2 PTC feedback form and attendance are submitted to the Adviser for follow up on those who did not attend, and for action plans based on feedback.

9. EMS Policy (Environment Management System)

9.1 All MUST be aware of the LPU's EMS Policy. Simply, all teachers and students should not be bringing the following materials inside the campus.

- Styrofoam
- Paint
- Balloons
- ALL plastic materials (non-biodegradable)
- Cooking stove (allowed only if outdoors, and written request must be secured)

9.2 Projects that require the use of any in the abovementioned are not allowed.

9.3 Setting up of classrooms with the use of any rope is also not allowed. Use of double-sided tape, scotch tape and/or any adhesives that will damage the wall paint is prohibited.

9.4 Safety and green is the primary goal of the EMS Policy alongside 5S.

10. Senior High School Disciplinary Action Protocols

10.1 All less serious offenses will be reported to the Student Affairs Office (SAO). These less serious offenses will be sanctioned by the SAO. The Discipline Officer shall also assist on informing the parent and shall take reformative steps to help the student such as, but not limited to: referral to the Guidance and testing Center, referral to the class adviser for close monitoring.

10.2 All serious to very serious offenses shall be apprehended by the SHS Department through the Discipline Office, and then shall be endorsed to SAO for the administration of due process.

10.3 Student conflicts, issues, and concerns with regards to student discipline must be endorsed directly to the Discipline Office for the facilitation of amenable settlement and formulation of preventive actions.

10.4 Students are not allowed to stay at the Faculty Room; students or parents may meet with the concerned teacher/adviser in the latter's consultation hours, and they may use the Conference Room at the SHS Office.

10.5 For official complaints (student vs. student / student vs. teacher), a complaint form must be filled out by the complainant, and the respondent will be given the chance to explain; a hearing will take place handled by the SHS Board of Discipline with HR representative/s.

10.6 Promote 5S as a way of life. All teachers will see to it that the whiteboard is clean, the floor is free of trash and chairs are properly arranged before leaving the classroom. The last subject teacher must be the last person to leave.

10.7 All students must show courtesy to all LPU employees in every corner of the campus, and pay respect to our National flag and anthem at 7:00 a.m. and during flag retreat in the afternoon.

10.8 All issues and concerns must be raised in the Principal's Office for appropriate action. The attention of the students using the social media for unpleasant remarks to SHS and LPU will be called at the Discipline Office and will be dealt accordingly.

10.10 Teachers will perform an unannounced search in your bags for some prohibited paraphernalia like cigarettes and the like; that once found guilty, your parents will be called and you will be sanctioned based on the stipulations in the Student Guidebook's list of offenses.

11. Administrative Due Process

A student charged with violating school rules and regulations is entitled to administrative due process.

- a. For LESS-SERIOUS and SERIOUS offenses, the Assistant Dean of Student Affairs or, in his/her absence, the duly designated hearing officer, is authorized to receive the evidence and on the basis thereof, render his decision, which is final and executory except when a penalty of suspension imposed is more than five (5) days, in which case such decision shall require the concurrence of the Vice President for Academic Affairs (VPAA)
- b. For VERY SERIOUS offenses, the Board of Discipline shall hear and try the case and impose the sanctions provided herein. The Board shall endeavor to render its decision by majority vote. Its decision shall be final and executory, except when a penalty of

non-readmission, exclusion or expulsion is imposed, in which case such decision shall be reviewed by the Management Committee.

Filing of Incident Report

Incident Report is a form that is filled out by any member of the LPU community in order to record the details of an unusual incident that occurs in the University premises and/or that involves student of LPU-SHS. The purpose of the incident report is to document the exact details of the occurrence while it is still fresh in the memory of the witness to be used for further action and/or investigation.

Generally, this form should be filed immediately right after the incident and with complete details as accurate as possible like the date, time, grade, section, names of involved person/s and the description of the incident.

Most incident reports filed in the discipline office are incidents of violation like; fist fight, cheating and going to billiard halls or bars.

Process of Filing the Incident Report:

1. Secure an Incident Report Form (Pink Form) from the Discipline Office.
2. Fill-out all the necessary information in the front page (page 1 of 2).
3. Affix the signature over printed name attesting that all information written by the signatory is true and correct.
4. For students, inform the adviser/s of the involved person/s regarding the incident.
5. Have the incident report be received by the discipline officer or any authorized personnel in the SHS office.
6. The discipline officer will fill out the back page (page 2 of 2) of the document for the actions to be taken.
7. The incident report will be endorsed to the Student Affairs Office for the administration of due process, to be decided by the SHS Board of Discipline.

12. Board of Discipline

The Board of Discipline is composed of the following:

a. For SHS Cases

Chairman – Principal

Members – Discipline Officer

SHS Coordinator

Faculty Representative

SHS-LYCESGO President or

Vice President

- b. For University Cases (wherein parties are from SHS and other colleges / units)

Chairman – Person appointed by the Dean of Student Affairs
Members – SHS Principal
College Secretaries / Coordinator
Discipline Officer
LYCESGO President or Vice President
SHS-LYCESGO President or Vice President

Note: The principal can be represented or can be accompanied by anyone from the Board of Discipline in case of the unavailability of the SHS head.

The Board of Discipline

The board of discipline headed by the Discipline Officer is responsible and the only disciplinary unit in SHS for handling different cases in the SHS department and has the power to intervene in the student cases involving the SHS in university level through the partnership with Student Affairs Office (SAO) in conducting preliminary investigations. It is responsible in hearing the sides of different parties involved and representing the SHS in doing administrative due process to maintain equality, justice and peacefulness in SHS and university in accordance with the rules and regulations in the Student Guidebook.

Structures and powers of (B.O.D)

(a) The Board of Discipline can conduct an inspection to the students with or without the consent of the Principal or the SAO to maintain discipline and to prevent the distraction/s and other influence to the students (e.g. Neon hair colors, inappropriate attire, refer to the list of violations).

(b) The B.O.D. of Senior High School is composed of the Principal as the Chair with its members; Discipline Officer, SHS Coordinator, Faculty Representative, SHS-LYCESGO President or Vice-president.

(c) In times of adversity, the B.O.D. can create an ad-hoc committee to assist and to focus on the particular problems or provide specific help that involves the SHS department through the approval of the principal.

(d) The B.O.D can create a statutory amendment in times of crisis and unavailability of the members of B.O.D; therefore, the principal can create an amendment to maintain the equal protection of parties involved and for transparency.

(e) All the evidence/documents of the parties involved will be in the jurisdiction of the Student Affairs Office to prevent foul play and obstruction in investigation and hearing.

Functions of the Board of Discipline (B.O.D)

- (a) All the members of B.O.D. shall serve, appoint and inhibit if there is conflict of interest in a particular case or incident.
- (b) The Board of Discipline shall create endorsement to the Student Affairs Office thru its Assistant Dean after investigation, hearing and other necessary measures are taken on a particular case.
- (c) The B.O.D. thru the Discipline Officer shall take the initiative on the formulation, implementation and evaluation of activities designed for the improvement of the student discipline in Senior High School.
- (d) Shall ensure the safety of each party involved especially students of minor age against any harassment, intimidation, bullying and such.
- (e) If the parties involved are from different academic units (SHS and College) the B.O.D of SHS is the official committee that can give an official statement and has the authority to represent the SHS department upon the administration of due process of S.A.O in the university level.
- (f) The judiciary power of B.O.D is vested upon which the interpretation and the application of the rules and policies are entrusted with.
- (g) The B.O.D. can practice its legislative power through exercising De jure & De facto power of the committee by writing a formal letter either temporary or permanent resolution and only the principal has the power to approve or to decline the proposal.

Offenses may also be classified according to the presence of mitigating or aggravating circumstances as determined by the Hearing Officer.

12. Classification of Offenses and Corresponding Sanctions

Offenses may also be classified according to the presence of mitigating or aggravating circumstances as determined by the hearing officer.

1. Less-Serious and Serious Offenses shall fall under the jurisdiction of the Student Affairs Office.
2. Very Serious Offenses shall fall under the jurisdiction of the Board of Discipline. A stiffer penalty shall be imposed on students found guilty of repeated violations of the provisions of the Student Handbook.

Table of Offenses and Corresponding Sanctions

Offense	Sanction		
	First Offense	Second Offense	Third Offense
1. Failure or refusal to wear the ID and/ or uniform properly within the university premises.	Verbal Warning	Written Warning	One- day Suspension / with community service
<p>2. Wearing inappropriate campus attire such as shorts and mini-skirts that are more than two inches above the knee, plunging necklines,backless, hanging shirts, pants that are more than two inches below the hip line, flimsy and skin- tight outfits, halter tops, slippers, bull caps, and any other outlandish/bizarre/ eccentric fashions such as:</p> <ul style="list-style-type: none"> • Wearing earrings in the nose, lips, tongue, navel, and eyebrows; • Multiple earrings (male and female); • Unkempt / Emo hairstyles (hairstyles characterized by black hair with random splurges of bright and colored highlights or asymmetrical lines and different background hair). Long hair not tied neatly at the back (for males); • Colored/dyed hair with extreme colors such as violet, red, yellow, purple and other bright colors; 	Verbal Warning	Written Warning	One- day Suspension / with community service

<ul style="list-style-type: none"> • Tattoos most especially on visible body parts; • T-shirts with indecent letterings and pictures; • T-shirts with fraternity/ sorority logos; • Tattered/torn jeans and pants. 			
3. Shouting, conducting boisterous conversation, and creating disruptive noise that may disturb ongoing classes.	Verbal Warning	Written Warning	Three-day suspension
4. Loitering and running along the corridors while classes are going on.	Verbal Warning	Written Warning	Three-day suspension
5. Failure to observe proper decorum inside the chapel.	Verbal Warning	Written Warning	Three-day suspension
6. Littering and contributing to any form of disorder within the classroom and university premises. Any trash found within a radius of three (3) feet from a student is considered his/her trash, and the student is held answerable for it.	Verbal Warning	Written Warning	Three-day suspension
7. Violation of SS rules and regulations.	Verbal Warning	Written Warning	Three-day suspension
8. Use of cellular phones and other electronic gadgets during classes. Unauthorized use of electrical outlets of the University.	Verbal Warning	Written Warning	Three-day Suspension
9. Unauthorized distribution or posting within school premises of leaflets, handbills or other printed material whose authorship is not clearly stated therein.	Written Warning	Two-day suspension	Five-day suspension

10. Room-to-room campaign for whatever purpose without prior approval from the Student Affairs Office.	Written Warning	Two-day suspension	Five-day suspension
11. Using foul or vulgar language.	Written Warning	Two-day Suspension	Five-day suspension
12. Violation of the policy on the use of the lockers e.g. sharing of lockers.	Written Warning	Two-day Suspension	Five-day suspension
13. Quarreling and engaging in shouting matches without physical contact within and outside the campus.	Written Warning	Two-day Suspension	Five-day Suspension
14. Other offenses deemed less serious by the Student Affairs Office.	Verbal Warning	Written Warning	Two-day Suspension
Serious Offenses			
1. Fourth and succeeding violations of policies on proper wearing of ID and student uniform/LPU shirt and inappropriate campus attire when not in school uniform.	Three-day Suspension	Five-day Suspension	Ten-day Suspension
2. Overt behavior untypical of one's gender such as cross dressing e.g. for males, wearing of make-up and female accessories and use of female restroom.			
3. Smoking including e-cigarette within the University premises.	Five-day Suspension	Ten-day Suspension	Non-readmission

4. Spitting on walls and floors.	Three-day Suspension	Five-day Suspension	Ten-day Suspension
5. Throwing any waste matters such as used sanitary napkins that cause the clogging of toilet bowls, urinals, lavatories, and drainage outlets.	Three-day Suspension	Five-day Suspension	Ten-day Suspension
6. Dishonesty and/or acts of disrespect in word or in deed directed at any member of academic community.	Five-day Suspension	Ten-day Suspension	Non-readmission
7. All forms of bullying e.g. cyber bullying	Five-day Suspension	Ten-day Suspension	Non-readmission
8. Acts of vandalism such as the defacing of walls, bulletin boards, paintings, doors, desks, tables, chairs, tearing of books, notices or circulars, destroying plants/ picking of flowers, destruction of window panes toilet bowls, fans, laboratory equipment, water fountains, air-conditioners, clocks, improper use of turnstile, and other school equipments or furnishings.	Five-day Suspension and replacement/ restoration of vandalized/damaged items.	Ten-day Suspension and replacement/ restoration of vandalized/damaged items.	Non-readmission and replacement/ restoration of vandalized/damaged items.
9. Lending or borrowing of IDs, Enrollment Assessment Form and/ or official certificates or documents.	Five-day Suspension	Ten-day Suspension	Non-readmission
10. Allowing or abetting acts of impersonation and/ or misrepresentation for the purpose of entering school premises, enrolling, securing permits, taking examinations and the like.	Five-day Suspension	Ten-day Suspension	Non-readmission

11. Gambling, playing cards, and maintaining or participating in any game of chance inside the university premises.	Five-day Suspension	Ten-day Suspension	Non-readmission
12. Unauthorized use of the name of the Lyceum of the Philippines University	Ten-day Suspension	Non-readmission	
13. Use of university premises and/or facilities without prior permit.	Ten-day Suspension	Non-readmission	
14. Running away from a person in authority to avoid apprehension.	Five-day Suspension	Ten-day Suspension	Non-readmission
15. Attending classes without having duly enrolled therein or not completing registration by missing the procedure on assessment of fees and/or other procedures during enrollment.	Five-day Suspension	Ten-day Suspension	Non-readmission
16. Transferring to a different class without an approved transfer form or dean's approval.	Five-day Suspension	Ten-day Suspension	Non-readmission
17. Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises.	Ten-day Suspension	Non-readmission	
18. Entering the school premises while intoxicated			

<p>19. Cheating in any form during an examination, test or written reports including reactions papers, case analysis, experiments or assignments required. The act of cheating includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Unauthorized possession of notes or any materials relative to the examination or test whether the student actually uses them or not. • Copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable • Glancing or looking another student's examination paper, or allowing another student to glance or look at his or her examination paper • Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another student • Having somebody else take an examination or test or report for one's self. If both parties are students both are liable 	<p>Three-day Suspension and a grade of 50% for the examination/ test/ report taken</p>	<p>Five-day Suspension</p>	<p>Five-day Suspension</p>
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20. Plagiarism and other forms of academic dishonesty	Three-day Suspension and a grade of 50% for research /thesis and o feasibility study output.	Five-day Suspension and a grade of 50% for research /thesis and o feasibility study output	Five-day Suspension and a grade of 50% for research /thesis and o feasibility study output
21. Student computer offenses shall include but are not limited to the following: <ul style="list-style-type: none"> • Unauthorized use of LPU's computers and / or peripheral systems and networks. • Unauthorized access to LPU's computer programs or files • Unauthorized alteration or duplication of LPU's computer programs or files 	Ten-day Suspension	Exclusion	
<ul style="list-style-type: none"> • Unauthorized uses include but are not limited to the following: • Computer games including games in cell phones/iPad which are not assigned course work • Entering or transmitting of commercial advertisements or solicitations • Entering or transmitting of political campaign material relating to elections to be held outside the school • Sharing one's computer account with others or using another person's account; • Connecting any device to the network without permission 	Five-day Suspension	Ten-day Suspension	Non-readmission

<ul style="list-style-type: none"> • Copying, modifying, replacing, deleting any other user's account or any software used to system management • Harming LPU's computer equipment • Failure to return borrowed multi-media equipment 	Five-day Suspension	Ten-day Suspension	Non-readmission
22. Violation of library rules and regulations as stated in the Library Conduct Policy	Verbal Warning	Three-day Suspension	Five-day to Ten-day Suspension depending on the gravity of the offense
23. Public displays of affection within the university premises such as kissing, petting, necking and the like which scandalize or tend to offend the sensibilities of members of the academic community.	Three-day Suspension	Ten-day Suspension	Fifteen-day Suspension
24. Offenses incurred while wearing the LPU uniform: <ul style="list-style-type: none"> • Smoking and drinking liquor within (50) meters the campus. • Going to movie houses, arcades, nightspots, billiard halls, bars and the likes 	Ten-day Suspension	Non-readmission	
25. Solicitation of money, donations, contributions in cash or kind without the prior approval of the proper authority. <ul style="list-style-type: none"> • Misappropriation or failure to account for funds belonging to the school or to any recognized organization 	Ten -day Suspension	Exclusion	

26. Gross disobedience, disrespect for any personnel or disregard of the lawful authority of any faculty member or school official	Ten-day Suspension	Exclusion	
27. Leading or otherwise taking part in any concerted activity which disrupts school functions or adversely affects classroom instructions, such as causing false alarms; banging on doors, walls, tables, desks or chairs	Ten-day Suspension	Non-readmission	
28. Commission of three (3) less-serious offenses within the semester	Five-day Suspension	Two-day Suspension	
29. Other Offenses as deemed serious by the Student Affairs Office.	Two-day Suspension	Five-day Suspension	
Very Serious Offenses			
<p>1. Student computer offenses shall include but are not limited to the following:</p> <ul style="list-style-type: none"> • Viewing, copying or transmitting of obscene material • Sexual harassment/ sexual assault (student on student) or other forms of harassment aimed at others or otherwise threatening others • Violation of copyright laws or using or copying software in ways that violate the terms of the license • Creation or transmitting computer viruses or any form of intentionally destructive program 	Exclusion		

• Intentional disruption of network services			
2. Extortion or blackmail, whether or the purpose or objective accomplished.	Exclusion		
3. Tampering of university records and official papers or documents. These include forging, destroying, falsifying school records and knowingly using tampered or falsified documents.	Exclusion		
4. Threatening school officials, faculty members and personnel and/or fellow students in any manner that prevent them from performing their duties or exercising their rights.	Exclusion		
5. Indecent exposure, gross immorality and other scandalous acts such as perverted behavior, display and distribution of pornographic materials and the like.	Exclusion		
6. Assaulting, challenging or committing physical abuse, harassment, or similar acts against persons in authority faculty members, personnel and fellow students or threatening company of the aforementioned acts.	Exclusion		
7. Involvement in brawls within or outside the school premises that affect the name of the university.	Exclusion		

8. Instigating, inciting, provoking, leading or taking part (actively or passively) in illegal and/or violent demonstrations or activities.	Exclusion		
9. Recruitment/ membership in a fraternity/sorority or any student organization not recognized by the Lyceum of the Philippines University.	Exclusion		
10. Any deliberate action to disrupt the operation of LPU's computer systems which serve other members of the LPU's community, including all networks to which LP's computers are connected.	Exclusion		
11. Use of LPU's computer systems and networks for committing crimes, violating civil laws, spamming, hacking or violating rules.	Exclusion		
12. Possession of explosive, firearms, knives or deadly weapons of any kind within the university premises.	Exclusion		
13. Detonating explosives or fireworks within the university premises and immediate vicinity.	Exclusion		
14. Theft, stealing, robbery, and acts of malicious mischief involving school property or that of the members of the academic community, including guests and callers.	Exclusion		
15. Possession, using and/ or selling of prohibited drugs.	Exclusion		

16. Conviction by a court of law of a crime involving moral turpitude.	Exclusion		
17. Hazing or subjecting a person to physical or mental injury for the purpose of admission and/or maintenance of membership in any organization, whether recognized or unrecognized. Members who are present and aware of the time of its commission shall also be held liable, regardless of whether they participate in it or not. Officers of such organizations shall be equally liable regardless of whether they are present at the hazing or not.	Exclusion		
18. Acts of treachery and sabotage including arson, tampering with electric connections, switches, generators, elevators, motors, air-conditioners and fire-alarm systems.	Exclusion		
19. Acts of grave misconduct	Exclusion		
20. Other Offenses as deemed very serious by the Student Affairs Office.	Non-readmission		

13. Preventive Suspension

This involves the temporary exclusion of a student from the school premises or any part thereof for the purpose of avoiding or minimizing imminent or continuing danger to the whole or part of the academic community.

13.1 Preventive Suspension from Classroom

- a. A faculty member may dismiss a student for the duration of the class hour for unruly behavior or acts disruptive of classroom instruction.
- b. A faculty member may, with the approval of the Principal, summarily dismiss a student from his class for a maximum of three class hours if, in his opinion, there is imminent or continuing danger of disruptions arising from the student's continued presence.

13.2 Preventive Suspension from School Premises

- a. A student who poses an imminent or continuing threat to school safety may be temporarily barred from the school premises by the Dean of Student Affairs, upon the recommendation of the Chief of Security, with the concurrence of the Principal, for a maximum period of three class days during the regular semester or two class days during the summer term. Suspension beyond this period requires the approval of the Vice President for Academic Affairs.
- b. The period of preventive suspension shall be deducted from any penalty of suspension that may later be imposed on the student.
- c. In the event of finding of innocence in a subsequent hearing, the absence incurred during the period of preventive suspension shall not be counted against the student and shall not hinder him from taking any missed examinations.

14. Disciplinary Sanctions

Disciplinary sanctions shall be imposed for the commission of any offense defined in this Guidebook or offenses similar thereto. Such sanction may take the form of:

Warning, Reprimand, or Censure

These sanctions are meted out in writing (in the case of serious offenses) or by verbally admonishing the erring student that the repetition of the offense shall subject him to graver disciplinary measures.

- a. Verbal warning/reprimand is given for a first incident of a minor offense which warning/reprimand is recorded in the Discipline Office.
- b. A second incident of a minor offense is meted a written warning.

14.1 Community Service

This sanction requires the student to render a designated number of days as specified service to the university/community. Student is assigned to serve and work in various on-campus units/departments.

14.2 Suspension

This involves barring a student from a particular class or from the school for a prescribed period. Suspension for more than three days will require the approval of the Principal. Suspension is considered as absence voluntarily incurred.

14.3 Non-Readmission

This measure allows an erring student to finish the semester but thereafter excludes him from enrolling in the school. This shall be meted out when a student commits a major offense and upon recommendation by the Board of Discipline.

14.4 Exclusion

A penalty that allows the school to immediately exclude or drop the name of an undesirable student from the school rolls and issue him transfer credentials. This measure shall be taken only against students guilty of major offense/s and when circumstances of extreme urgency necessitate his/her immediate exclusion.

14.5 Expulsion

An extreme penalty on an erring student consisting of his exclusion for admission to any public or private school in the Philippines; this requires the prior approval of the Department of Education.

Violation of the conditions of the sanctions/penalties imposed shall subject students to other penalties such as; but not limited to; community service, non issuance of good moral certificate, and attendance to value formation activities depending upon the gravity of the offense; alone or in addition to the foregoing sanctions.

For students with pending/unserve disciplinary sanction, a certificate of Good Moral Character shall be released only upon completion of the given sanction.

15. Procedural Guidelines on Handling Disciplinary Cases

- 1. Disciplinary actions shall be imposed only after due process has been observed.

2. Any administrative action filed against a student must comply with the minimum standards of due process prescribed as stated under Section 105 of CHED Memorandum Order No.40.
3. All observed cases of violations/offenses shall be immediately and directly reported by security officers and all members of the LPU community to the Student Affairs Office (SAO) within 48 hours from the time the violation is committed. Identification cards of the involved students together with the written report and relevant documents shall be submitted for safekeeping until the case is decided.
4. The Assistant Dean of Student Affairs Office, upon receipt of the violation report and all relevant documents shall assess the gravity of the offense. If there is merit on the case, it is then processed for investigation and recommendation. However, if the case has no merit, the case is dismissed immediately.
5. Less-Serious and Serious offenses, acts that disrupts peace and order, shall be under the jurisdiction of the Assistant Dean of the Student affairs or, in his absence, the duly designated hearing officer who shall investigate and resolve the case. Decision rendered by the Assistant Dean or his duly designated officer is final and executory except when a penalty of suspension imposed is more five (5) days, in which case such decision shall require the concurrence of the Vice President for Academic Affairs.
6. Offenses punishable by warning shall be resolved by asking the involved student to submit a written explanation signed by the parent and acknowledge receipt of notice of warning (F-SAO-015). If respondent is a minor, written explanation must be noted/signed by the parent/guardian.
7. For Very Serious offenses, grievous and malicious acts that cause dishonor to the reputation and dignity of the student and the university, the Board of Discipline shall hear and try the case and impose the corresponding sanctions. The Board shall endeavor to render its decision by majority vote. Its decision shall be final and executory, except when a penalty of non-readmission, exclusion or expulsion is imposed, in which case such decision shall be reviewed by the Management Committee.
8. If needed, the security office may be requested to assist in gathering pertinent data or information.
9. The following guidelines in conducting a hearing shall be strictly followed:
 - 9.1 The BOD shall send a written notice to the respondent and other parties involved at least two days before the date of the hearing.
 - 9.2 The student shall be informed in writing of the nature and cause of the accusation against him /her/them. The notice shall contain a statement of specific charges and grounds

- with an accompanying instruction to file his answer within five (5) days or a reasonable period of time from receipt of the complaint.
- 9.3 Refusal of the respondent to acknowledge receipt of the notice of hearing shall not hamper the proceedings.
- 9.4 The student shall be advised of his right to be assisted by parent(s)/ guardian or a faculty member during the hearing.
- 9.5 The student shall be informed of the evidence against him.
- 9.6 The student has the right to adduce evidence in their own behalf.
- 9.7 The evidence shall be duly considered by the BOD and decide on the case.
- 9.8 The hearing shall consist of three phases:
- Meeting of the BOD with the complainant;
 - Meeting of the BOD with the respondent;
 - Meeting of the BOD with the complainant and the respondent.
- 9.9 In the absence of any of the parties involved, his/her written testimony may be considered.
- 9.10 During the hearing, the complainant and the respondent shall each present evidence/ witnesses,
- 9.11 The proceedings shall be recorded, non-litigious, fact-finding, and clarificatory.
- 9.12 After all parties have presented their pieces of evidence, the BOD shall proceed to evaluate the pieces of evidence on their merits.
- 9.13 Should a respondent admit to the charges against him/ her, he/she shall be required to execute a written admission or confession of guilt and shall be made to appear before the BOD to affirm the admission or confession. Sanctions shall be imposed immediately, but with considerations.
- 9.14 The BOD shall submit the findings, conclusions and recommendations to the Assistant Dean of Student Affairs making sure that the recommended sanctions are in accordance with the disciplinary measures provided in the Student Handbook within ten (10) working days after termination of investigation.
- 9.15 Should a respondent finds the decision unfavorable, he/ she may file an appeal with the Student Affairs Office within five (5) working days from the receipt of the decision. If an appeal is not filed within the prescribed period, the decision shall be rendered final and executory.
- 9.16 Recommended sanctions shall be acted upon by the Assistant Dean of Student Affairs. If a recommended sanction is a five-day suspension and above, this will require the approval of the VPAA.

Sanctions on Erring Graduating Students

Graduating students who have committed an offense with a penalty of ten- day (10) suspension and above shall not be allowed to join the commencement exercises and shall not be issued the Certificate of Good Moral Character.

Prescriptive Period

The school has the right to take action against student offenders as long as they remain enrolled therein.

Government Action Not Prejudiced

Any course of action or penalty authorized by this handbook may be imposed without prejudice to any proceedings to be held under the laws of the Republic of the Philippines.

Offenses Outside School Premises

The fact that the student commits the offense outside the school premises shall not constitute a defense if the offense involves his/her status as a student, affects the good name or reputation of the school, or disrupts the regular academic process.

Provisions Against Sexual Harassment

LPU is committed to the prevention of sexual harassment of any member of the LPU community.

Sexual harassment refers to any unwanted sexual attention that is explicitly or implicitly made a condition for favorable decisions affecting one's school standing, or which creates an intimidating, hostile or offensive environment in the school.

Cases of sexual harassment are covered by the implementing guidelines of the Anti- Sexual Harassment Act of 1995. An ad hoc committee will conduct the investigation of alleged cases constituting sexual harassment and will recommend any course of action that may be called for by the investigation.

STUDENT SERVICES

1. Student Affairs Office

The Student Affairs Office supports programs that encourage the concept of total student development. It is committed to provide an environment conducive to personal, social, emotional, spiritual and organizational development through involvement in student activities. It continues to plan, implement, evaluate and support programs and services to meet student needs.

2. Student Activities

LPU encourages students to participate in school activities and join recognized organizations that will supplement their formal education, provide for substantial experiences, greater productivity and creative endeavors. LPU reserves the right to exclude any student from participating in such activities that may interfere with his studies.

- **Co-curricular activities** are pursued to enrich the learning experiences of the students. They are meant to complement, and not to interfere with their studies.
- **Extra-curricular activities** are meant to supplement classroom instruction and co-curricular activities. All extra-curricular activities shall be subject to review and approval by the Principal and the Dean of Student Affairs. Supervision of these activities is the responsibility of the faculty adviser.

3. Student Discipline

The Student Affairs Office and SHS Discipline Office in the objective to develop good moral character and personal discipline among LPU students, enforce discipline by consistently implementing the provisions in the Student Guidebook. Promotion of discipline is a duty shared by all members of the LPU community. Implementation of sanction is done to correct student misbehavior and not to penalize students. All the discipline initiatives are geared toward the attainment of its ultimate goal--- to develop LPU Students to become responsible, law abiding and productive citizens.

4 Campus Ministry

In partnership with the Archdiocese of Manila, the University provides opportunities for the integral faith formation and development of the school community through Campus Ministry. The Campus Ministers, along with the school Chaplain, Collaborators, and Student Volunteers, strive to build a community of God loving persons imbued with the spirit of service, love for truth, enlightened and assertive nationalism and a high sense of moral integrity through the following services:

- Regular Masses and Confessions
- Nourishing prayer life through Novenas and other devotional prayers as well as ensuring the prayerful ambiance of the school Chapel
- Special liturgical celebrations
- Catechetical/Faith Formation sessions
- Spiritual conversations and accompaniment
- Retreats and Recollections
- Outreach programs

5. Student Records Management Department (Registrar's Office)

The department is the custodian of the academic records and responsible for maintaining the integrity of the records under its care, making them available upon request.

6. University Library

The LPU Manila library is called **Sotero H. Laurel Academic Resource Center (SHL ARC)**. It aims to support the vision and mission of the University by providing an adequate, stimulating and learning environment through access to information sources necessary to keep LPU a learning organization.

a. Library Collections:

- Books – over 65,000 volumes
- Multimedia and Audio-visual material - over 5,000 volumes
- Periodicals - over 1,000 titles (magazines, scholarly journals, college research journals, newspapers)
- Board Games
- Archival documents
- Theses
- E-Magazines, E-Books, E-Journals

b. Library Hours

Regular Term	Summer Term
Monday thru Friday 6:30am to 8:00pm	Monday thru Saturday 7:00am to 7:00pm
Saturday 6:30am to 7:00pm	

Note: Notice of changes in the schedule shall be posted in the library bulletin board.

c. Library Account

All Senior High School students and teachers are encouraged to register for library account, to avail of the different library services, facilities and resources. Ask A Librarian now.

d. Online Library Catalog

The library's collection is searchable via the Online Public Access Catalog (OPAC), that can be accessed 24/7, in-campus and off-campus. Ask A Librarian now.

e. Maximizing Library Services

To make the best use of resources, Roving Library Staff are going around the library to provide assistance to locate books and other materials needed, to use the OPAC and online databases, to provide research support, and to give brief talks on the use of services, facilities and other library related concerns.

While LPU is equipped with Wi-Fi technology, SHS students can use the computers at the Multimedia Section and E-Library; and tablet computer units available at the Reserve Counter. E-Library also provides printing, scanning and CD-burning services for a FEE.

f. Borrowing and Circulation Services

SEARCH	BORROW	RETURN
1. Use the OPAC to search for titles of books, e-books, CD & DVD items; <i>Visit the Periodicals Section to see titles in the collection.</i>	1. Check out all needed items at the Reserve Counter;	1. Return all items loaned at the Reserve Counter, to void account status; <i>Return BOOKS ONLY in the Book Chute, only after library hours.</i>
2. From the OPAC, copy the call no. of books, CD or DVD;	2. Present your LPU ID;	
3. Locate the item from the shelf. Consult a staff for assistance, if needed.	3. Get loan receipt after each transaction.	

OVERDUE FINES	
FINE	ITEM TYPE
10.00 per day/ per item	-Circulation and Reference books -CDs & DVDs -Periodicals collection (newspaper, journals, magazines)
10.00 per hour/ per title	Books in the RESERVE counter
NOTE: Borrowing privilege is suspended until all fines for overdue materials are settled.	

WHAT IF I DAMAGED OR LOSE ANY OF THE FOLLOWING:
BOOK, CD/DVD, JOURNAL OR MAGAZINE?

1. Report immediately the damaged or lost item/s to the staff at the Reserve Counter to avoid accumulation of fines.

2. To settle this, any of the given options may apply:

2.1 OPTION A: Pay the cost/value of the material lost
(to be determined by the Acquisitions Librarian);

2.2 OPTION B: Replace the lost item:

3. Pay an additional Php100.00 as processing fee.

LOANS & RENEWALS		
PATRON TYPE / COLLECTION TYPE	STUDENTS	FACULTY & NTP
CIRCULATION BOOKS	Renewable 2x, if there are no prior request.	
	Max. of 10 books at a time for 5 days.	Max. of 10 books at a time for 10 days.
ELECTRONIC RESOURCES	Renewable 2x, if there are no prior request.	
	Max. of 5 CD/DVD at a time for 5 days.	Max. of 10 CD/DVD at a time for 5 days.
PERIODICALS	Request for renewal may depend on the recency of the item.	
	Max. of 5 titles at a time for 1 day (overnight).	
RESERVE BOOKS	Non-renewable. OVERNIGHT USE only. CHECK-OUT starts at 5:00PM and should be CHECKED-IN at 8:00 AM the following day.	
REFERENCE COLLECTION	Non-renewable. The collection may be loaned, except for encyclopedias, dictionaries and few titles such as Guinness World Records.	
VISUAL MATERIALS	i.e. maps, globes, transparencies, flash cards, slides are for Library and classroom use only.	
THESES COLLECTION	Strictly for Room Use.	

g. Online Databases for Research

The SHL ARC subscribes to various database sources for e- journals, e-books and e-magazines to supplement the Senior High School students' need for quality information, whether for leisure or academic purposes:

Gale Databases | Emerald Insight | Lexis-Nexis Academic | Lex Libris | iG Library | Science Direct | ZINIO (for E-Magazines)

h. Library Conduct Policy

In matters of general conduct, patrons shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens. Each patron is responsible for regulating his/her own conduct in a positive, proactive, mature manner and therefore expected to:

- 1. Observe courtesy and 5S at all times.
- 2. Before entering the library, kindly put your phone in "silent" or "vibrate" mode. If you need to conduct a cell phone conversation, please take it outside.
- 3. Eating and sleeping are not allowed.
- 4. Proceed to the Circulation/ Reserve Desk if you wish to check-out library materials.
- 5. The Library Management is not responsible for any personal belongings left unattended.
- 6. Library patrons must not block the library entrance/exit areas, aisles, doorways at all times.
- 7. Everyone is requested to leave promptly at closing time.
- 8. Use of electrical outlets for recharging gadgets other than a laptop and/or notebook is prohibited.
- 9. Follow the University rules on dress code.
- 10. Please respect others' need for quiet reading and study.

i. Offenses and Sanctions

LESS SERIOUS

SANCTIONS

	First Offense	Second Offense	Third Offense
Taking photos and using the library facilities in a video shoot without permission.	Verbal Warning	Written Warning	Two-day Suspension

Distributing survey forms related to thesis/research subjects without permission.

Verbal
Warning

Written
Warning

Two-day
Suspension

Selling goods and other type of products which can be disturbing to other library users.

Verbal
Warning

Written
Warning

Two-day
Suspension

SERIOUS

Acts of attempted stealing of library materials.

One-day
Suspension

Three-day
Suspension

Five-day
Suspension

Acts of Vandalism:
*Tampering of book call number and barcode stickers.

One-day
Suspension

Three-day
Suspension

Five-day
Suspension

*Writing or leaving marks on the books and other borrowed library materials.

*Mutilation of library materials and properties.

Fraudulent acts such as using the Baggage Counter to leave belongings but is not going to use the Library and/ or Electronic Library.

Verbal
Warning

Written
Suspension

One-day
Suspension

NOTE: All offenses shall be endorsed to the SHS Principal for proper procedures.

Contact us at 527-8251 loc. 129. Send an email at library@lpu.edu.ph. Like us on Facebook at facebook.com/lpumanilalibrary. Ask A Librarian now.

7. Customer Feedback and BISA (Best Innovative Suggestion Award)

Please use the feedback forms provided in the Reserve and Circulation Counter to assess or evaluate our staff and services, while the BISA form requests your best innovative suggestions for the continuous improvement in the facilities and services of the library.

Please feel free to contact us at 527-8251 local 129.

8. Information and Communication Technology

The Information and Communication Technology Department (ICT) holds the principal responsibility for all IS/IT-related projects of the school. It is mainly in charge of systems, data, and network administration as well as computer laboratory maintenance.

The ICT guides technology decision-making through effective IT governance to ensure consistency with the business direction.

Aside from its administrative functions, the ICT also provides Level 1 end-user technical support to all employees and students of LPU.

a. Computer Systems Guidelines for Acceptable Use Policy For Students

University computer systems and networks are provided to students as part of their academic programs. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. Misuse of computer resources can result in restrictions on or revocation of computer access privileges.

Computer systems and networks constitute an expensive and valuable resource. The capacity of this resource to fulfill all the legitimate academic and administrative needs of students, faculty and staff is limited.

Student users have a responsibility to use computer resources in an efficient, ethical, and lawful manner.

The University has a responsibility and duty to protect its valuable computer resources and to restrict student access to uses that are strictly related to the students' academic programs as well as reasonable time limits. LPU reserves the right to define what unauthorized student uses are.

The Director of ICT or his duly authorized representative may monitor student user accounts, files, and /or log-in sessions for appropriate management purposes. Such purposes include, but are limited to

performing archival and recovery procedures, evaluating system performance and ensuring system integrity and security.

Upon identifying a violation of this policy, which constitutes an immediate clear danger to LPU's computer systems or networks, the ICT Director, or his duly authorized representative may immediately limit or suspend a student's access to the school's computer resources with immediate notification of charges and actions to the Dean of Student Affairs or his duly authorized representative. This emergency suspension of computer use will then follow the student judicial procedures as provided in the Student Rights and Responsibilities in the Students Guidebook.

Violations of LPU's computer policy guidelines, which do not constitute an immediate clear danger to the SHS department's computer systems or networks, will be referred to the regular student disciplinary process.

b. Consequences/Sanctions

The ICT Department, as per approval by the President, reserves the right to immediately disable any account in possession of programs, procedures or other information that presents a security threat to the system, network and/or other users. Examples include, but are not; limited to any program or procedure that is designed to: obtain other users' passwords; obtain access to restricted programs, systems or data; modify restricted programs, systems or data; obtain system privileges beyond those initially granted to the user account by authorized staff; deceive system management personnel or inhibit system management efforts.

Use of the system to harass other users, transmit obscene or offensive language, or otherwise threaten system users or resources shall be a cause for immediate disabling of the account. Possession of unauthorized information, such as confidential student, personnel or financial data will also be subjected to immediate disabling of the account.

When an account is disabled by the ICT, the account will remain disabled until the situation is investigated and appropriately resolved. If the investigation results in charges being filed against the account owner, the account will remain disabled until a final disposition is determined through Student Affairs Office administrative procedures.

Students are expected to comply with SHS department policies and regulations.

c. LPU WIFI POLICY AND GUIDELINES

Lyceum of the Philippines University wifi facility provides access to vast information resources of internet for instructional material to which students, faculty, and administrative employees can have access inside the school. Internet provides access to curricular and other educational material, and experience in searching for, finding, evaluating and using information delivered electronically.

Access to the LPU wifi facilities must not be to violate the laws and regulations of any state, city, province or local jurisdiction in any material way.

The LPU has software and appliance in place that can monitor internet usage. The LPU will implement the use of technology protection measure, or filter, to protect against access to visual depictions that are obscene, pornography, and materials that are harmful.

Each user may not use LPU wifi facilities to download games or to play games against opponents over the internet.

Each user must carefully consider what information he or she chooses to enter, write or send in LPU wifi network. Viruses and malicious code can be transferred via internet, despite virus protection and other security software.

Disclaimer

Use of LPU wifi is strictly at the user's own risk.

LPU does not endorse, warrant or advocate for any particular software application or internet website.

LPU does not warrant or guarantee that internet filters will block all content that is illegal, inappropriate or possibly offensive to some customers. Further, LPU does not warrant or guarantee that internet filters will allow access to some valuable resource materials that a customer may wish to view.

LPU is not responsible for the accuracy, authority, timeless or completeness of the information available on the internet. However, ICT can provide assistance in verifying such information.

LPU takes no responsibility, and does not accept liability for any direct or consequential harm to computer users, personal computer equipment, or other property that may result from LPU wifi network.

LPU takes no responsibility, and does not accept liability for any of its customer's computer activities that violate federal law (including copyright infringement), state law, local law. Further, LPU does not

accept liability for any occurrences that result from calling local law enforcement when it appears that any of these laws or policies are being broken.

Internet filtering

LPU wifi network will be filtered. Filtering device is designed to look for key words or url (uniform resource locator) and block access to internet sites whose content appears to fit into a "blocked" category.

Wifi internet access is set at the most restrictive level. In order to access unfiltered access, customers may request that a site is blocked in wifi be reviewed and unblocked.

Violation

Use of LPU internet facilities for illegal activity shall result to suspension of internet connection privileges.

Violation of any of the LPU internet usage shall be forwarded to the proper authority for further investigation and appropriate sanction based on administrative code/faculty code/student guidebook.

9. Guidance and Testing Center

VISION

The Guidance and Testing Center envisions itself as the premiere center of helping professionals among schools in the Philippines.

MISSION

The Guidance and Testing Center is committed to:

Provide relevant programs and opportunities for the development of its clientele;

Strive for professional excellence in the implementation of services and programs; Serve as an important resource in pursuit of the University's educational philosophy; Promote the ideals of LPU through proactive and socially responsive involvement in the community.

GUIDANCE SERVICES

The Guidance and Testing Center is an academic support unit in the institution. It is responsible for providing services that address the psycho-emotional needs of the students so as to become integral individuals as

envisioned by the school's philosophy and vision. The following are the different guidance services.

Counseling

Counseling is the heart of the Guidance and Testing Center. It is the service that is at the very core of all guidance programs. It is provided to increase self understanding, as well as develop in the individual a sense of responsibility for choices that are made through a systematic decision making process. The counseling session is carried out with the assistance of a qualified guidance counselor and can be done individually or in groups.

Interviews

Initial interview is carried out with the goal of helping K12 students become further oriented to the school and enables the counselor to identify the needs of students. During the interview, the student and the counselor explore areas of concern or difficulty that may be encountered during the student's stay in the institution.

Exit interviews are carried out for graduating students. The interview serves as an avenue for the student to evaluate his or her stay in the school in terms of the services and trainings received. This is also done to aid the student in clarifying his or her career or work goals and plans.

Interview for transferring students is for students who intend to transfer to another school. The interview also aims to assist the student in planning their careers even outside of LPU.

Testing

The use of psychological tests enables the school personnel such as the administrators, faculty, and others to become aware of the characteristics of the students so that appropriate programs and services can be designed to address their needs. Tests are also administered as part of the screening process for admission and for specific purposes such as scholarships or employment. Tests are also given as part of the Student Development Program. Individual test results are likewise interpreted or discussed with the student to increase self-awareness and identify areas that could be further improved.

Student Development

Series of seminars, workshops, and/or lectures are given to students in

each level. These include programs that may help students develop life skills and have access to information on strategies that may enable them to function effectively.

Information

This service is provided to increase awareness of significant aspects of life such as those related to health, environment, life skills, career, social relationships, and academic development. This is carried out through a variety of media like brochures, postings, fora, and discussions.

Referral

Referral is an essential service that helps identify students with special concerns. Faculty members are encouraged to refer students to the Guidance and Testing Center if academic problems (i.e., failing marks, absences or tardiness) and/or behavioral problems (i.e., unruly behavior, use of cellphones inside the classroom) are observed. At the same time, referral to agencies, professionals, or specialists are made when expertise in handling certain cases is not available in campus.

Placement

Appropriate placement of students according to level of capability and interest are must if one is to adequately plan a career. Continuous appraisals of student progress and course shifts are made so as to recommend or provide skills training, seminars, and referrals for jobs. Job postings and the list of graduates provided to companies are also part of this service and aim to increase opportunities or access to employment.

Research and Evaluation

Research and evaluation are essential services that are present in an educational environment. Evaluation of programs and services are made to determine their effectiveness and can provide baseline data for future programs. Information gathered from such activity is provided to administration and faculty so that curricula and other school services can be improved. Available data such as profiles are likewise utilized to identify future courses of action.

Follow-up

Follow-up is conducted in order to monitor status of the student's academic and personal life. This is done through periodic checks on attendance, performance, and behavior of students either through records or reports of faculty. Students who went through counseling are also followed-up to check their adjustment.

Inventory

Relevant personal and academic information are gathered through the student profile form. Updates on performance and services availed are indicated in the form to guide counselors in monitoring student progress.

10. Health Services

The Health Services Department/University Clinic is open during class hours from 7:00 a.m. to 8:30 p.m., Mondays thru Saturdays. The staff include (2) two physicians, (2) two registered nurses and (1) one dentist.

Services include:

Unlimited medical consultations

Unlimited dental consultations

Starter doses of available medicines when indicated

Temporary admission to the ward if necessary

Emergency referrals to Seamen's Hospital for accidental injuries sustained in school.

- > Health alerts/Bulletin for common diseases/epidemics

- > Discounted prices for the following dental procedures:

- Dental extraction

- Dental Restoration

- Oral Prophylaxis

11. Security

The Security Office is responsible to maintain peace and order and protect the lives and property of all stakeholders. The Security Guards provide 24-hour security services and enforce the rules and regulations of LPU as contained in this Guidebook. They inspect the ID or Enrolment Assessment Form/Registration Card and personal belongings of anyone entering the campus. The Security Office is located at Gate 2.

12. Food Services

Hot meals and snacks are served at the school canteen from 7:30 a.m. to 7:30 p.m. during school days. Order, cleanliness, decorum and self-bussing must be observed in the canteen.

13. Bookstore Service

The Bookstore is located near the Security Office and is open from 7:30 a.m. to 5:30 p.m. (Monday to Friday) and 8:00a.m. to 12:00 noon (Saturday). Textbooks, school supplies, uniforms, various novelty and gift items including E- load services are available at the LPU bookstore.

14. Community Outreach

The LPU-Community Outreach and Services Learning unit (COSeI) engages the immediate and wider communities as partners in societal transformation. To sustain these community endeavors, COSeI encourages continuous volunteerism and services engagements by the university sectors: administration, faculty, non-teaching personnel, students and alumni. In collaboration with the adopted communities and others that seek interventions; COSeI also facilitates the involvement of other partners and stakeholders through participatory extension programs and projects with them. The results of the engagements provide a rich source of knowledge, information and insights from which the university draws lessons that enhance its other functions of research and instruction.

15. Arts and Cultural office

The Arts and Cultural Affairs Department (ACAD) projects the image of the Lyceum of the Philippines University through social and cultural activities and performances designed to nurture and enliven artistic awareness.

The ACAD seeks to establish cultural tie-ups and relationships within and off campus, foster cultural exchanges and develop aesthetic sensibilities of various sectors of the academic community. The ACAD performing units are, LPU Chorale, LPU Dance Troupe and Tanghalang Batingaw-LPU Manila.

16. Student Organizations

LPU recognizes the importance of developing creative and responsible student leaders who will eventually assume leadership in their chosen careers. It encourages activities with clearly established goals and which flow along social, cultural, religious, literary, educational and recreational lines.

16.1. SHS LYCESGO

The SHS LYCESGO officers shall advance, implement and maintain their goals and aspirations, embody the ideals and principles of freedom, equality, justice and democracy, and promote the welfare of all students and academic standards of LPU.

16.2. 5S Club

Assists the Discipline Officer in the following:

5S Compliance

- Audit 5S compliance in their respective section.
- Report periodically to the Discipline Officer about their findings just like what the university's official 5S auditors do using the format patterned to the existing.
- Lead their section in maintaining cleanliness inside and outside the classroom.
- Conduct activities or projects relevant to promoting environmental advocacies based on EMS Policies.

Student Discipline

- Act as role models in all aspects.
- Reprimand fellow students and record their names who commit any of the following offenses:
 - Not wearing the school ID
 - Tampering the ID
 - Not wearing the necktie (male), scarf (female)
 - Not wearing the prescribed uniform / shirt
 - Wearing earrings (male)
 - Wearing tattered jeans and super skinny leggings
 - Rolled up sleeves

16.3. Cerberus Sports Club

Composed of the officers, university athletes, and ordinary members

- Meet regularly to monitor their grades if maintained despite some athletic engagements.
- Represent LPU-SHS in sports competitions with other schools.
- Facilitate SHS intramurals supervised by the P.E. teachers.

16. 4 League of Outreach Volunteers and Engaged Students(LOVES)

Conducts activities for community extension programs

- Look for possible adopted communities as beneficiaries.
- Promote socio-civic awareness through relevant posters and activities.
- Generate funds for outreach programs for the adopted community in coordination with COSeL

16. 5 Bearers of Music (BM Club)

The SHS Choir

- Practice frequently to polish their singing potential.
- Perform in the SHS academic programs and other gatherings of LPU.
- Promote appreciation of music as a worthwhile diversion amidst school pressure.
- Spearhead contests on song composition and rendition.

16.6 The Lycean Pioneer – official editorial board of the SHS publication

We Soar High

(LPU SHS Theme Song)

Music & Lyrics by

Alshamir Bryan B. Aripuddin

Each of us holds a journey
As we glide across the sky
Reaching for a bright tomorrow
Which we've never thought would come

For it is in our dreams
All the things that can be
It is meant to be heard
It is meant to be shared

Then we meet along the crossroads
That we've never planned at all
Hoping all the roads can lead us
to be moulders for all men

Seeking God, Giving Peace
Seeking Justice without ease
to be instruments of change
as we build a better place

Refrain:

We can soar high
Achieving all the stars
As we soar high
We form a better you

We can soar high
And know it can be our
For you LPU
We soar high

As we face each day together
Towards conquering our dreams
Building memories forever
Deep inside our hearts will keep

Holding on to what we believe
As lyceans we'll achieve
Altogether we shall sing
Our song, One Dream

(Refrain)
(Interlude)
(Refrain)

Coda:

We at Senior High,
We soar high

LPU Hymn (Awit ng Lyceum)

Lyceum ng Pilipinas,
Tanglaw ng puso't diwa,
Pamana mo'y bubuhayin,
Ningning mo'y di magmamamaliw,

Landas ka ng karunungan,
Mithi mo'y katotohanan,
Sagisag mo'y dakila,
Lyceum na mahal,

Lyceum ng Pilipinas,
Tibay at pananalig,
Timbulan ka ng pag-asa,
Liwanag na walang maliw

Damdamin mo'y makabayan,
Pugad ka ng kagitingan,
Diwa mo'y dakila,
(Lyceum na minamahal)

BOARD OF TRUSTEES

Mrs. Lorna P. Laurel
Chairman

Members

Atty. Roberto P. Laurel
Mr. Peter P. Laurel
Mrs. Sarah L. Lopez
Mr. Carlos P. Laurel

Ms. Josefina P. Laurel
Mr. Antonio Jose U. Periquet Jr.
Atty. Luis Marcos P. Laurel

Administrative Officials and Department Heads

President	Atty. Roberto P. Laurel
Vice President-Finance	Mrs. Sarah L. Lopez
Vice President for Academic Affairs	Dr. Conrado E. Iñigo, Jr.
Executive Assistant to the President	Mr. Paolo Sotero S. Laurel
Executive Director for Planning and Development	Ms. Ma. Christina G. Aquino
Executive Director, Research & Innovation Center	Dr. Victorina H. Zosa
Executive Director, Center for Career Services and Industry Relations	Mr. Roberto Z. Zozobrado
Director, Human Resources Department	Ms. Myma. G. Reyes
Registrar, Student Records Management Dept.	Ms. Jennifer D. Tucpi
Director, Community Outreach and Service Learning	Dr. Marilyn L. Ngales
Director, Sotero H. Laurel ARC	Mrs. Corazon M. Nera
Director, Information & Communication Technology	Ms. Devy M. Galang
Director, Communication and Public Affairs Dept.	Ms. Sandra G. Recto
Director, Athletics & P.E. Department	Mr. Hercules P. Callanta
Director, Guidance and Testing Center	Ms. Carolyn C. Quiba
Director, Physical Plant, Facilities & Management	Dr. Samuel S. Chua
Director, Data Privacy, Security and Analytics	Mr. Rejan L. Tadeo
Director, Center for Career Services and Industry Relations	Ms. Rovena I. Dellova
Artistic Director, Arts and Cultural Affairs Dept. Hayden Jr.	Mr. Robert Frederick P.
Director, Office of International Affairs	Mr. Alfredo P. Diamante
Dean, Student Affairs Office	Mr. Jayson M. Barlan
OIC, Culinary Institute	Chef Christopher A. Bautista
Comptroller	Mr. Albert T. Lacsina
Chief Accountant	Ms. Rizalina R. Benico

Academic Officials

Principal, Senior High School
Dean, Graduate School
Dean, College of Law
Dean, College of Arts and Sciences
Dean, College of Business Administration
Dean, College of Technology
Dean, College of International Tourism and
Hospitality Management
Acting Dean, College of
International Relations

Ms. Clarence Ella D. Alipio
Dr. Jose Ma. S.E. Gonzales
Atty. Ma. Soledad D. Mawis
Dr. Joyce M. Dy
Dr. Maria Victoria M. Ac-Ac
Dr. Samuel S. Chua
Dr. Lilibeth C. Aragon

Amb. Alfredo L. Almendrala

ANNEXES

ANNEX A

ANTI-BULLYING POLICY

(Based on DepEd Order No. 40 s. 2012, Anti-Bullying Act of 2013 &
Cybercrime Prevention Act of 2012)

Prefatory Statement

Statement of Objectives and Principles

Implementing Guidelines

- I. Prohibited Acts
- II. Board of Discipline (BOD)
- III. Powers and Functions of the BOD
- IV. Procedures in Handling Bullying Incidents
- V. Procedures in Handling Exploitation, Violence and
Discrimination Cases
- VI. Appeal
- VII. Confidentiality
- VIII. Effectivity

Prefatory Statement

This Anti-Bullying Policy is promulgated by the Lyceum of the Philippines University pursuant to the provisions of the "Anti-Bullying Act of 2013"; "DepEd Order 40., s. 2012"; "Anti-Sexual Harassment Act of 1995"; and "Cybercrime Prevention Act of 2012" which commonly mandate heads of schools "to effectively implement a zero tolerance policy for any act of bullying, exploitation, violence, discrimination, and other forms of abuse".

The “Anti-Bullying Act of 2013” (Republic Act No. 10627) specifically defines “**bullying**” as referring to “any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student in school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim’s psyche and/or emotional 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 victim’s looks, clothes and body; and
4. Cyber-bullying or any bullying done through the use of technology or any electronic means” (section 2) as penalized under the “Cybercrime Prevention Act of 2012” (Republic Act No. 10175) which aims to regulate access to and the use of the cyberspace.

Statement of Objectives and Principles

I. Objective

Lyceum of the Philippines University promotes a zero-tolerance policy for any act of bullying, exploitation, violence, discrimination, and other forms of abuse.

II. Principles

1. The school shall be conducive to learning and students shall have the right to education free from fear;
2. All students shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
3. The school shall advocate a positive and non-violent mode of disciplining students to foster self-discipline and to improve self-esteem;
4. Corporal punishment shall not be imposed on any student in school for the purpose of discipline, training or control;
5. School officials shall take steps to prevent bullying and ensure that the appropriate interventions, counselling and other

- services, are provided for the victims of abuse, violence, exploitation, discrimination and bullying;
6. Students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;
 7. Parents shall be actively involved in all school activities or events that raise awareness on students' rights, positive discipline, and the prevention of bullying;
 8. Visitors and guests shall be oriented on the Anti-Bullying Policy.

Implementing Guidelines

- I. **Prohibited Acts.** Under the context of the law's definition, the following are considered as prohibited acts:
 - A. Any unwanted physical contact between the bully and the victim which includes, but is not limited to, punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
 - B. Any act that causes damage to a victim's psyche and/or emotional well-being;
 - C. Any slanderous statement or accusation that causes the victim undue emotional distress which includes, but is not limited to, directing foul language or profanity at the target, name calling, tormenting and commenting negatively on victim's looks, clothes and body; and
 - D. Cyber-bullying or any bullying done through the use of technology or any electronic means" (section 2) as penalized under the "Cybercrime Prevention Act of 2012" (Republic Act No. 10175) which aims to regulate access to and the use of the cyberspace.
- II. **Board of Discipline.** The Board of Discipline is hereby created and permanently constituted with the following members:
 - A. Principal as Chair;
 - B. Discipline Officer
 - C. SHS Coordinator as Vice Chair;
 - D. Guidance Counselor as Member;
 - E. Two (2) Faculty representatives; and
 - F. Student representative (from the Student Government)
- III. **Functions of the BOD**
 - A. General
 1. Initiate information dissemination programs and organize activities for the protection of students from abuse, exploitation, violence, discrimination and bullying or peer-abuse;

2. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
 3. Identify, refer and, if appropriate, report to appropriate offices cases involving exploitation, violence, discrimination and bullying;
 4. Ensure that the students' right be heard are respected and upheld in all matters and procedures affecting their welfare.
 5. Give assistance to parents or guardians, whenever necessary in securing expert guidance counselling from the appropriate offices or institutions;
 6. Ensure that the anti-bullying policy adopted by the school is implemented;
 7. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures; and
 8. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.
 9. Perform such other functions as may be necessary to give full effect to this policy.
- B. Jurisdiction. The BOD shall have the power to investigate and to make necessary intervention/s on all bullying complaints filed against any:
1. School administrator;
 2. Faculty member, whether full-time or part-time and whether contractual, probationary or regular;
 3. Employees, whether casual, contractual, probationary, or permanent;
 4. Students;
 5. Other individuals who have contractual, verbal or written, relations with the school.

IV. Procedures in Handling Bullying Incidents

A. Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel
2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:
 - i. Stopping the bullying or retaliation immediately;
 - ii. Separating the students involved;
 - iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;

- iv. Ensuring the victim's safety, by:
 - a. Determining and addressing the victim's immediate safety needs; and
 - b. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
 - c. Bringing the bully to the Guidance Office or the designated school personnel.

B. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, guidance coordinator or counselor or any person designated to handle bullying incidents.
2. The bullying incident or retaliation shall be immediately reported to the school head. The school head or the designated school personnel shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from more than one school, the school that was first informed of the bullying or retaliation shall promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

C. Fact-Finding and Documentation. The Principal / SHS

Coordinator / Guidance Counselor / teacher designated to handle bullying incidents shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation that requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within 24 hours from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and

4. Make appropriate recommendations to the BOD on proper interventions, referrals and monitoring.

D. Intervention. The BOD shall determine the appropriate intervention programs for the victim, the bully and bystanders. The principal shall ensure that these are provided to them.

E. Referral. The principal or the BOD may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The principal or the designated school personnel shall notify the local Philippine National Police, if he believes that appropriate criminal charges may be pursued against the bully or offending student.

F. Disciplinary Measures. Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

1. After the necessary investigation and intervention by the BOD, the bullying incident will be addressed to the school's Student Affairs Office (SAO). The evidences and other documentation gathered during the investigation and intervention of the BOD should be made available to the SAO.

2. The SAO, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.

3. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing provisions of the Student Guidebook, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.

4. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the SAO. The parents of the bully shall be encouraged to join the intervention program.

G. Due Process. In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

1. The student and the parents or guardians shall be informed of the complaint in writing;

2. The student shall be given the opportunity to answer the

complaint in writing, with the assistance of the parents or guardian;

- 3.The decision of the SAO shall be in writing, stating the facts and the reasons for the decision.

H. Applicability of RA 9344, as amended, and other related laws. If the bullying incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the "Juvenile Justice and Welfare Act," as amended, and its Implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attendant to the bullying incident.

I. False Accusation of Bullying. If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of LPU as stated in Student Guidebook.

V. Procedures in Handling Exploitation, Violence and Discrimination Cases

A. Investigation and Reporting. The conduct of investigation and reporting of cases of exploitation, violence or discrimination, shall be done expeditiously, as herein provided.

- 1.Complaint against school personnel or official. A complaint for violence, exploitation or discrimination shall be filed with the principal and shall be acted upon pursuant to the rules of procedures on administrative cases of the Lyceum of the Philippines University. The penalty shall be that which is provided by the rules of LPU, subject to the requirements of due process. The administrative case shall be without prejudice to any civil or criminal case that may be filed.

- 2.LPU shall submit the report to the DepEd Division Office after each school year.

VI. Appeal

A. Appeal Procedure.

- 1.Any party not satisfied with the decision of the BOD may file a written appeal to the Vice President for Academic Affairs, copy furnished the Chair of the BOD, within five (5) school days from the receipt of the written decision, otherwise, the decision shall be final, executory and unappealable.
- 2.The decision of the Vice President for Academic Affairs may still be appealed to the DepEd Division Office, as provided in the existing rules of the Department.

- B. Effect of Perfection of Appeal. An appeal, duly filed and perfected, shall not prevent the BOD Chair from implementing the sanctions imposed in the appealed decision, unless the Vice President for Academic Affairs or the DepEd Division Office issues a memorandum suspending the same or nullifies the implementation of the sanction in resolution of the appeal.

VII. Confidentiality

- A. Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the BOD, SAO and the school personnel, provided, that the names may only be available to the management, principal / SHS Coordinator, teacher or guidance counselor designated by the principal, and parents or guardians of students who are or have been victims of bullying or retaliation.
- B. Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

VIII. Effectivity

- A. The statement of objectives and principles and implementing guidelines covered by this Anti-Bullying Policy shall take effect upon the approval of two-thirds majority of the members of the Board of Discipline for the S.Y. 2016-2017.
- B. Any amendment shall take effect upon the approval of two-thirds majority of the members of the Board of Discipline.
- C. Any provision contained in the foregoing rules and regulations stating anything, in full or in part, contrary to existing laws of the republic and policies of the Department of Education shall be considered null and void and shall be amended as soon as possible.

ANNEX B

POLICY ON SMOKE-FREE ENVIRONMENT

(Pursuant to EO # 26 or The Establishment of Smoke-Free Environments in Public and Enclosed Places, RA # 9211 or the Tobacco Regulation Act of 2003 and RA # 8749 or the Philippine Clean Air Act of 1999)

Prefatory Statement

LPU adheres to the Executive Order No. 26 which aims to establish smoke-free environments. This order reinforces the Republic Act No. 9211 which “prohibits the purchase and sale of cigarettes and other tobacco products to and by minors and in certain places frequented by minors,” as well as the Republic Act No. 8749 which “protects and advances the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature.” ***This policy involves the use of cigarette and e-cigarette whether lit or kept in the pocket or bag.***

We are preserving the LPU community as a clean and healthy academic hub of learners. Anyone caught violating the law in all corners of the campus and the entire Intramuros vicinity will be reprimanded according to the sanctions set by the school, and issued a ticket if somebody from LGU (Local Government Unit) catches the violator in the act.

I. Objective

Lyceum of the Philippines University promotes a zero-tolerance policy for banning smoking pursuant to the Executive Order No. 26 which reinforces the Republic Act No. 9211 and Republic Act No. 8749.

II. Principles

1. The school shall be conducive to learning and students shall have the right to education free from the negative effects of cigarette smoking;
2. All students shall inhibit from bringing, buying, distributing and using cigarettes of any forms inside and outside the campus.
3. School officials shall take steps to prevent instances of students resorting to smoking and ensure that the appropriate interventions, counseling and other services, are provided for the students delved with smoking paraphernalia;
4. Students or learners shall respect the rights of others and refrain from attempting to use and share cigars, e-cigarettes or vape; and
5. Parents shall be actively involved in all school activities or events that raise awareness on students' rights, positive discipline, and the promotion of smoke-free environment.

Implementing Guidelines

- I. Where smoking** is not allowed. The following are implemented under the context of the law's definition:
- A. Smoking is no longer allowed except in designated smoking areas that follow guidelines set by law.

- B. The EO lists the following as areas where smoking is not allowed, hence no DSA shall be provided:
1. Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels, and recreational facilities for minors
 2. Elevators and stairwells
 3. Locations where fire hazards are present
 4. Within premises of public and private hospitals, as well as medical, dental, and optical clinics
 5. Food preparation areas

II. Prohibited Acts

The following acts are declared unlawful and prohibited:

- a. Smoking within enclosed public places and public conveyances, whether stationary or in motion, except in DSAs fully compliant with the requirements of Section 4 of the EO 26.
- b. For persons-in-charge to allow, abet or tolerate smoking in places enumerated in the preceding paragraph, outside of DSAs fully compliant with section 4 of EO# 26;
- c. For any person to sell, distribute or purchase tobacco products to and from minors. It shall not be a defense for the person selling or distributing that she/he did not know or was not aware of the real age of the minor. Neither shall it be a defense that he/she did not know or had any reason to believe that the cigarette or any other tobacco products was for the consumption of the minor to whom it was sold;
- d. For a minor to smoke, sell, buy, or keep cigarettes or any other tobacco products;
- e. Ordering, instructing or compelling a minor to use, light up, buy, sell, distribute, deliver, advertise or promote tobacco products; and
- f. Selling or distributing tobacco products in a school, public playground, youth hostels, and recreational facilities for minors, including those frequented by minors or within 100 meters from any point of the perimeter of these places.

III. Board of Discipline. The Board of Discipline is hereby created and permanently constituted with the following members:

- A. Principal as Chair

- B. Discipline Officer as the Head of BOD and Adviser of 5S Club
- C. SHS Coordinator as Member
- D. Guidance Counselor as Member
- E. Two (2) Faculty representatives; and
- F. Student representative (from the Student Government)

IV. Functions of the BOD

1. Initiate information dissemination programs and organize awareness campaign to all students as preventive measures to smoking in cooperation with the 5S Club and the LPU Student Affairs Office.
2. Identify and sanction cases involving carrying, using and sharing cigars and e-cigars.
3. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;
4. Ensure that the smoke-free environment is adopted by the school; and
5. Monitor all cases or incidents related to smoking inside and outside the campus reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures.

V. Jurisdiction. The BOD shall have the power to investigate, sanction and to make necessary intervention/s on all smoking circumstances involving students or any member of the LPU community in coordination with the Student Affairs Office.

VI. Penalties and Sanctions. As per EO No. 26, those who observe violations of the EO should report to LGUs who have jurisdiction over the establishment involved. Individual violators will be fined P500 to P10,000, depending on their number of offenses. Owners of establishments caught violating the EO will face a fine of P5,000 or imprisonment of not more than 30 days.

Offense incurred while wearing the LPU uniform:

* Smoking and drinking liquor within (50) meters the campus.

- Ten-day suspension (1st offense)
- Twenty-day suspension (2nd offense)
- Non-readmission (3rd offense)

VII. Procedures in Handling Smoking Incidents in the Campus

1. Anyone who witnesses or has personal knowledge of a smoking incident whether in possession of the smoking paraphernalia or caught in the act of smoking shall immediately call the attention of any from the Board of Discipline. Discreetly taking a picture of the actual smoking activity will substantiate the report.

2.The Board of Discipline shall interview the witness and ask him/her to put the incident into writing; the offender will be interviewed as to how frequent and the reasons why is he/she resorting to this kind of vice, and put everything into writing.

3.The BOD will call the attention of the parents and discuss to them the prohibited acts committed by their son/daughter.

4.Intervention. The BOD shall determine the appropriate intervention programs for the offender in cooperation with the Guidance Center.

5.Referral. The principal or the BOD may refer the offender to trained professionals outside the school, such as social workers, guidance counselors, or psychologists for further assessment and appropriate intervention measures, as may be necessary.

ANNEX C

ANTI-HAZING LAW Republic Act No. 8049

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

PROVIDING PENALTIES THEREFOR

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

SECTION 1. *Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.*

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy or officer and cadet corp of the Citizen's Military Training or Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of national Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine

National Police shall not be considered as hazing for the purposes of this Act.

SECTION 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organizations seven days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SECTION 3. The head of the school or organization or their representatives must assign at least (2) representatives of the school or organization as the case maybe to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SECTION 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

- a. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results therefrom.
- b. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c. The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- d. The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety(90) days.
- e. The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the

performance on the activity or work in which he was habitually engaged for more than thirty(30) days.

- f. The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten(10) days or more or that the injury sustained shall require medical attendance for the same period.*
- g. The penalty of prison mayor in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one(1) to nine(9) days or that the injury sustained shall require medical attendance for the same period.*
- h. The penalty of prison correccional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.*

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- a. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;*
- b. When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person is prevented from quitting;*
- c. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians to the proper school authorities or to the police authorities through force, violence, threat or intimidation.*
- d. When the hazing is committed outside of the school or institution; or*
- e. When the victim is below twelve(12) years of age at the time of the hazing. The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same*

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

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

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

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

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

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

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

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

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

ANNEX D
ANTI-SEXUAL HARRASMENT LAW
Rules and Regulations Implementing the Anti-Sexual Harassment Act
of 1995

PART 1
GENERAL PROVISIONS

Rule 1
Preliminary Matters

SECTION 1. Title. – *This body of rules and regulations shall be known as the Rules and Regulations for the Implementation of the Anti-Sexual Harassment Act of 1995 in the Lyceum of the Philippines, or “Rules”, for short.*

SECTION 2. Terms Used; Meaning of . – *Whenever used in this body of implementing rules and regulations, the terms or words “Act”, “Institution” and “Committee” shall respectively mean Republic Act No. 7877, also known as the Anti-Sexual Harassment Act of 1995, the Lyceum of the Philippines, and the Committee on Decorum and Investigation of Sexual Harassment Cases in the Institution.*

SECTION 3. Coverage. – *These Rules shall govern incidents of sexual harassment in the Lyceum of the Philippines.*

Rule II
Basic State Policy

SECTION 1. Basic Policy. – *The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.*

It is therefore the duty of the employer or the head of the work-related, educational or training environment or institution, to prescribe the guidelines on proper decorum in the workplace and educational or training institutions, prevent or deter the commission of acts of sexual harassment, and provide the procedures for the resolution, settlement or prosecution of said acts.

SECTION 2. School Policy and Objectives. – *The mission of the Lyceum of the Philippines is to foster an open learning and working environment.*

The ethical obligation to provide an environment that is free from sexual harassment and from fear that it may occur is implicit. The entire educational community suffers when sexual harassment is allowed to pervade the academic and labor atmosphere. It is therefore the declared policy of the Lyceum of the Philippines that sexual harassment is unacceptable behavior and violation of the law and shall not be tolerated or condoned.

Violations of this policy shall result in disciplinary action up to and including

All members of the educational community affected by a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

PART II

THE EDUCATIONAL COMMUNITY, PROPER DECORUM AND SEXUAL HARASSMENT

Rule I

Preliminary Provisions

SECTION 1. The Educational Community Defined. – The educational community consists of those persons or groups of persons as such, or associated in institutions, involved in organized teaching and learning systems. They are individuals and groups directly involved in the attainment of an educational institution's objectives, and are therefore bound by shared purposes. The inter-relationships of the members or constituent elements of the educational community are characterized by their respective rights and obligations.

SECTION 2. Members or Constituent Elements. – The members or elements of the educational community are as follows:

- a. "Parents" – means the father and/or mother or guardian or head of the institution or foster home which has custody of the pupil or student.*
- b. "Pupils" or "Students" – refers to children who regularly attend classes in any grade of the elementary education level under the supervision and tutelage of a teacher.*

"Students" refers to persons who are regularly enrolled for or engaged in formal education studies and attend classes at the secondary or higher education levels in an educational institution.

- c. "School Personnel" – refers to all persons working for an educational institution, and includes the following:
1. "Teaching or Academic Staff" – refers to all school personnel who are formally engaged in actual teaching service and/or in research assignments, either on full-time or part-time basis;
 2. "School Administrators" – refers to the school head or the chief operating officer of a school; or in general, those who are duly appointed to and occupying a position of responsibility involved in both policy-formulation and implementation in a school;
 3. "Academic Non-Teaching Personnel" – means any person or employee possessing certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, research assistants, research aides, and other similar persons; and
 4. "Non-Academic Personnel" – refers to all other school employees who do not fall under the definition and coverage of teaching and academic staff, school administrators, and academic non-teaching personnel

SECTION 3. Work, Education or Training-Related Sexual Harassment Defined. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy

over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

- a. In a work-related or employment environment, sexual harassment is committed when:
1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of the said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

2. The above acts would impair the employee's rights or privileges under existing labor laws; or
 3. The above acts would result in an intimidating, hostile or offensive environment for the employee.
- b. In an education or training-environment, sexual harassment is committed:
1. Against one who is under the care, custody or supervision of the offender;
 2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 3. When the sexual favor is made a condition to the giving of passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, considerations; or
 4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Sexual harassment can be verbal, or physical. It can be overt, as in the suggestion that a person could get in higher grade or a raise by submission to sexual advances.

The suggestion or advance need not be direct or explicit. It can be implied from the conduct, circumstances, and relationship of the individuals involved.

SECTION 4. *Forms of Sexual Harassment.* - Sexual harassment can consist of the following:

- a. Persistent, unwanted attempts to change a professional or educational relationship to a personal one.
- b. Unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes or people. Examples include, but are not limited to the following:
 1. Unwelcome sexual advances;
 2. Repeated sexual oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature;

3. Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
4. Derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body;
5. Offensive crude language; and
6. Displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments.

Sexual harassment can also consist of serious physical abuses such as sexual assault and rape.

SECTION 5. *Romantic Relationships.* – Romantic relationships between faculty and students, faculty and teacher assistants, teacher assistants and undergraduates, and faculty and support staff are hereby discouraged.

SECTION 6. *Other Persons Liable.* – Any person who directs and induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under these Rules.

SECTION 7. *Basic Types of Sexual Harassment.* – The following are considered basic types of sexual harassment:

- a. "Quid pro quo" sexual harassment – occurs when submission to or rejection of unwelcome sexual advances is used as the basis for employment decisions, giving of passing grades, granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges or considerations.

Quid pro quo sexual harassment cases are hereby classified as grave.

- b. "Hostile or offensive" sexual harassment – occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even in the absence of tangible or economic job consequences.

Hostile or offensive sexual harassment cases are hereby classified as grave, less grave or light, depending on the reasonable man/woman standards adopted by the Committee

SECTION 8. Sanctions. – The following administrative sanctions shall be imposed on sexual harassment cases:

a. For work-related incidents of sexual harassment:

- 1. Reprimand and warning*
- 2. Suspension*
- 3. Dismissal*

b. For education training-related acts of sexual harassment:

- 1. Reprimand and Warning*
- 2. Suspension*
- 3. Exclusion*
- 4. Expulsion*

Sexual harassment offenses shall be classified as grave, less grave and light.

Grave sexual harassment are those to which these Rules attach the penalty of dismissal or exclusion or expulsion.

Less grave sexual harassment cases are those to which these Rules attach the penalty of suspension.

Light sexual harassment cases are those to which these Rules attach the penalty of reprimand and warning.

SECTION 9. Sanctions Not a Bar to Court Action.- Administrative sanctions shall not be a bar to prosecution in the proper courts of unlawful acts of sexual harassment.

Rule II

The Educational or Training Institution as Locus of Sexual Harassment

SECTION 1. The Educational or Training Institution's Dual Role. – The educational or training institution shall, under these Rules, be considered as both a place of study and a place of work.

SECTION 2. Commission of Sexual Harassment Outside the Campus. The Institution and the Committee shall take cognizance of sexual harassment cases committed by members of its community outside the Institution's campus and beyond classroom hours in any of the following cases:

a. The violation of these Rules occurred in connection with an activity sponsored by the Institution outside the campus; and

- b. The violation involves the status of the erring member of the educational community or affects the good name or reputation of the Institution.

PART III GRIEVANCE PROCEDURES

Rule I Committee on Decorum and Investigation

SECTION 1. *Committee on Decorum and Investigation.* – A Committee on Decorum and Investigation is hereby created. The Committee shall conduct meetings as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

SECTION 2. *Composition of Committee on Decorum and Investigation.* – In view of the dual role of the educational or training institution mentioned under Section 1, Rule II, Part II hereof, the Committee on Decorum and Investigation shall be composed of at least one(1) representative from the administration, the teaching or academic staff, the academic non-teaching and non-academic personnel, and students or trainees, as the case may be.

Rule II Due Process

SECTION 1. *Right to Due Process.* – No disciplinary sanction shall be applied upon any erring member of the educational community except for cause and after due process shall have been observed.

In sexual harassment cases, the alleged harasser must be afforded due process and as much confidentiality during the process.

SECTION 2. *Procedural Due Process Standard.* – The following procedural due process standards must be met in sexual harassment cases:

- a. *The alleged harasser must be informed in writing of the cause of accusation against him;*
- b. *He shall have the right to answer the charges against him, with the assistance of counsel if desired;*
- c. *He shall be informed of the evidence against him;*
- d. *He shall have the right to adduce evidence in his own behalf; and*

- e. The evidence must be considered by the investigating committee or official to hear and decide the case.

Rule III

Complaint and Reporting System

SECTION 1. *Complaint or Reporting System.* – A complaint or reporting system is hereby installed whereby victims are encouraged to come forward with a report or complaint of incidents of sexual harassment and allows first for informal resolution and then, if the process fails, for formal resolution.

SECTION 2. *Who May File.* – Any student or employee of the school may report or file a complaint of sexual harassment.

SECTION 3. *Report or Complaint.* – The report or complaint must be in writing and must contain the following information:

- a. The name(s) and address(es) of the complainant(s);
- b. The name(s) and address(es) of the respondent(s);
- c. The substance, cause/grounds of complaint;
- d. When and where the action complained of happened; and
- e. The name(s) of any witness thereto.

All pertinent papers or documents in support of the complaint must be attached whenever possible.

SECTION 4. *Furnishing Respondents with Complaint.* – The Committee shall immediately furnish the respondents a copy of the complaint and all its attachments and shall direct him/her (respondent) to file an answer within ten(10) calendar days from receipt thereof.

The committee shall also calendar the case/complaint for a conference with the end in view of arriving at a amicable settlement. The parties shall be duly informed of the conference which shall be set immediately after filing of the answer.

SECTION 5. *Filing of an Answer.* – Within the period indicated in paragraph 1 of Section 3 hereof, the respondent shall file an answer incorporating therein all pertinent documents in support of his defense.

SECTION 6. *Waiver.* – If respondent fails to file his answer and pertinent documents within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his right to present his/her evidence and the case shall be heard ex parte.

SECTION 7. *Summary Judgement.* – If on the basis of the pleadings/ evidence on record, the Committee finds that there is sufficient ground to render judgement, it shall consider the case submitted for decision.

SECTION 8. *Judgement Based on Position Paper.* – Whenever summary judgement is not appropriate, the Committee shall direct the parties to the case to simultaneously submit their position papers and/or memoranda within ten(10) calendar days from notice after which the case shall be deemed submitted for decision.

SECTION 9. *Investigation Procedure.* – Where the Committee finds that there are complicated factual issues involved which cannot be resolved through position papers and/or memoranda, it shall conduct investigation by requiring the parties to submit affidavits. It may, if necessary, direct the parties to appear before it to answer clarificatory questions. For this purpose, it may allow the parties to submit suggested written clarificatory questions which it may propound to the parties concerned.

SECTION 10. *Evaluation of the Case.* – In evaluating a report or complaint of sexual harassment, an attempt should be made to focus on the perspective of a person situated similarly to the accuser. The Committee should attempt to maintain confidentiality, however, a complainant should be told that complete anonymity may give way to the institution's obligation to investigate and take appropriate action. Because it is important that every effort be made to keep the incident confidential, discretion should be exercised in determining which witnesses are indeed necessary to the investigation.

SECTION 11. *Reasonable Man/Woman Standard.* – In view of the fact that the perceptions of men and women may differ as to what constitutes harmless fun and what constitutes offensive conduct, the Committee shall adopt a "reasonable man/woman" rather than a "reasonable person" standard to determine whether conduct is unwelcome and sufficiently pervasive to amount to sexual harassment. Under this standard, the proper focus is on the victim's perspective of the given conduct and thus, in the typical case, a sexual harassment claim is proven if a reasonable man or woman would consider the harassment hostile or offensive.

SECTION 12. *Resolution of the Case.* – The Committee after evaluation of the evidence submitted by the parties, shall decide the case. The decision of the Committee is final and executory.

SECTION 13. *Motu Proprio Cases of Sexual Harassment.* – In instances where cases of sexual harassment are motu proprio initiated by the

Administration, the Committee shall handle the case subject to the aforementioned procedures.

SECTION 14. *Liability of the Employer, Head of Office, Educational or Training Institution.* – The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SECTION 15. *Written Records and Privacy of Parties.* – Careful written records of cases of sexual harassment must be kept, but precautions should be taken to protect the privacy of all parties involved as much as possible.

PART IV MISCELLANEOUS PROVISIONS

Rule I Preventive Suspension

SECTION 1. *Preventive Suspension of Accused in Sexual Harassment Cases.* – Any member of the educational community may be placed immediately under preventive suspension during the pendency of the hearing of the charges of grave sexual harassment against him if the evidence of his guilt is strong and the school head is morally convinced that the continued stay of the accused during the period of investigation constitutes a distraction to the normal operations of the institution or poses a risk or danger to the life or property of the other members of the educational community.

Rule II Independent Action for Damages and Prescription

SECTION 1. *Independent Action for Damages.* – Nothing in the Act or in these Rules shall preclude the victim of work, education – or training – related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 2. *Prescriptive Period.* – Any action arising from the violation of the provisions of the Act and these Rules shall prescribe in three (3) years.

Rule III
Administrative Provisions

SECTION 1. *Separability Clause.* – If any part or provision of the Act, or any of these implementing rules and regulations, which may be held invalid or unconstitutional shall not thereby affect the effectivity and implementation of its remaining parts or provisions.

SECTION 2. *Repealing Clause.* – All rules and regulations, orders and policies of the Institutions which are inconsistent with any provision of the Act or with any of these implementing rules and regulations, are hereby deemed repealed or modified, as the case may be.

SECTION 3. *Effectivity.* – These Rules and Regulations Implementing the Anti-Sexual Harassment Act of 1995 in Lyceum of the Philippines shall take effect fifteen (15) days after publication by the Committee.

ANNEX E

Republic of the Philippines
Office of the President
Dangerous Drug Board

BOARD REGULATION No. 6
Series of 2003

General Guidelines for the Conduct of Random Drug Testing
To Secondary and Tertiary Students

Pursuant to Section 36(c), Article III of Republic Act No. 9165, the following guidelines are hereby promulgated.

The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary/higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation. All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

A. GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS.

1. Government recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. The school, with the assistance of Local Government Unit (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.
4. Cognizant of the right of the students to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed and guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165.
6. The implementation of drug abuse prevention and education programs shall be intensified as an integral part of the over-all demand reduction efforts of the government.
7. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug testing program shall guarantee and respect the personal privacy and dignity of the student
10. The drug test results shall be treated with outmost confidentiality
11. The test results shall not be used in any criminal proceedings.

B. PURPOSES OF RANDOM DRUG TESTING

1. To determine the prevalence of drug users among the students.
2. To assess the effectivity of school-based and community-based prevention programs.
3. To deter the use of illegal drugs.
4. To facilitate the rehabilitation of drug users and dependents.
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

C. DEFINITION OF TERMS

“Drug Counselor” shall mean a person trained in the techniques

of guidance counseling particularly dealing with cases of drug dependency. The Drug Testing Center Coordinator shall designate such person.

"Drug Testing Coordinator" shall be the point person in the school tasked with handling random testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive officer in tertiary institutions.

"Parents" shall, for the purposes of these guidelines, include court appointed guardians.

"Random selection" refers to the unbiased process of selecting students who are to undergo drug testing.

"Rehabilitation" is the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her to become a law abiding and protective member of the community.

"Schools" shall mean an institution that has its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions.

"Selection Board" shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parent's association, the School Head may appoint any parent who shall be a member of the Selection Board.

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

D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification

a. The Supervising Agency through an appropriate order that includes

these guidelines on random drug testing, shall inform all schools under its supervision about the government's action against illegal drugs.

The schools' administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the school's handbook or listing of procedures.

(The Supervising Agencies' Memorandum Circulars should Include a list of DOH- accredited Testing Centers/Laboratories.)

- b. All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgement receipts shall not be a bar to the conduct of t6hr drug testing.

2. Samples

- a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug-testing program.
- b. The whole student population of the school selected shall be included in the random sampling.
- c. The number of samples should yield a statistical 95% confidence level for the whole student population.

3. Selection of Samples

- a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
- e. The random selection of students and the drug testing shall be done on the same day.
- f. Prior testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test
- g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed

- at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.
- h. The monitor assigned to ensure the integrity of the collection process should be at the same sex as the student.
 - i. The drug testing shall be done and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.
 - j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- b. Any person who isolates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA9165 and such other appropriate laws.
- c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the drug Testing Coordinator. The Drug Testing Coordinator shall then inform all students tested individually of the test results.
- d. In case the results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.
- e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test.
In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
- f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
- g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug testing Coordinator.
- h. The Drug Testing Coordinator shall inform both the parents and the students of the results of the test.
- i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing

Coordinator reveal the results of the test to any person other than the student and parent.

- j. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
- k. The Drug Test Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
- l. The student may opt for a private DOH-accredited facility or physician for this initial determination provide it is at his/her own expense.
- m. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provide that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.
- n. The student shall the undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.
- o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is positive the second time, the school shall proceed in accordance with Section 61 R.A. 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

If parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Sec 73, RA 9165.

E. REPORTIAL REQUIREMENTS OF RESULTS OF THE RANDOM DRUG TESTING

- 1. The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.

2.The aggregate test results from each school which shall not include the identities of the students tested, shall be submitted by the School head to the Division Superintendent of DepEd for secondary schools, the regional Director of CHED for tertiary schools and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

F. TRAINING OF GUIDANCE COUNSELORS

The Department of Education, Commission of Higher Education, Technical Education and Skills Authority, The Philippine Drug Enforcement Agency and Dangerous Drugs Board in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

G. EXPENSES OF THE PROGRAM

The Department of Health, in coordination with the Supervising Agencies shall designate the drug testing laboratories that shall be utilized for purposes of the program.

Payment of testing fees shall be done by the government thru Department of Health to the Drug Testing Laboratories.

H. ENFORCEMENT OF COMPLIANCE

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools, provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

School that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Miscellaneous Provisions

Separability clause. If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provisions to other persons or circumstances shall not be affected thereby.

Effectivity. The Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.

ADOPTED and APPROVED this 1st day of August, 2003 at Camp Crame, Quezon City.

ANNEX F

Policy on Educational Field Trips

With reference to field trips and other forms of outing, the following guidelines are being issued in addition to those contained in DECS Order No. 56, s. 2001 and DepEd Order No. 51, s. 2002.

- a. No field-trip should be undertaken without the written consent of the parents, or student's guardians;
- b. Where a majority joins the field trip, there should be no punitive measures or activities such as tests related to the trip, that will put the students who could not join the field trip at a disadvantage. They should be given activities in school to compensate for their inability to join the field trip;
- c. The field trip should be well planned ahead of time with the students, so that they know exactly what to look for in the field trip. Safety measures should be discussed before the field trip;
- d. Places to visit should be educational places, such as cultural and historical sites or science exhibits in museums which complement or supplement classroom lessons;
- e. Trips to malls and attendance at noon time TV shows, especially during class hours are discouraged;
- f. As much as possible, field trips should not put an additional financial burden to the parents. Possible sponsors or other sources can be tapped for the purpose; and
- g. Attention is called to the other provisions of the previous DepEd Orders on field trips which still hold true.

• QUALITY ASSURANCE ACHIEVEMENTS •

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• INTERNATIONAL ACCREDITATION

Philippines' First Private Non-Secretarian QS Stars™ Rated University;
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 First University in the Philippines to be granted Full International Accreditation for Hotel & Restaurant Management and Tourism (Undergraduate and Graduate Programs) by International Centre of Excellence in Tourism and Hospitality Education (THE-ICE);
 Asia's First Educational Institution certified by Investors-in-People International (Bronze: Manila Campus)

• NATIONAL RECOGNITION - CHED AWARD

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 Philippines' First Center of Excellence for Customs Administration (Manila Campus);
 Awarded Center of Excellence for Hotel & Restaurant Management Business Administration, Customs Administration and Tourism (Manila Campus);
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• NATIONAL ACCREDITATION - PACUCOA AWARD (LPU MANILA)

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 Philippines' First Level 4 PACUCOA-Reaccredited Hotel & Restaurant Management (HRM) Program;
 Granted Level 4 PACUCOA-Accredited Status for Business Administration, Liberal Arts and Science Programs;
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Awarded 2014 People Program of the Year by People Management Association of the Philippines (PMAP);
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• INTERNATIONAL RECOGNITION - TRIP ADVISOR (HOTEL INDUSTRY)

Traveller's Choice Winner from 2013 to 2016 : The Bayleaf Intramuros - A research and training hotel of LPU Manila



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