

UNIVERSITY OF
Baguio



STUDENT HANDBOOK

2023 Edition

UNIVERSITY OF Baguio

VISION

In pursuit of perfection, the University of Baguio is committed to provide balanced quality education by nurturing academic excellence, relevant social skills and ethical values in a fun-learning environment.

MISSION

The University of Baguio educates individuals to be empowered professionals in a global community.

INSTITUTIONAL OBJECTIVES

The University of Baguio aims to produce a graduate who:

- exemplifies a higher standard of learning;
- manifests the mastery of relevant skills;
- upholds a conduct that is rightful and just;
- undertakes scientific and significant researches;
- advocates sustainable programs for the community and the environment; and
- leads and demonstrates exemplary performance in the field of specialization

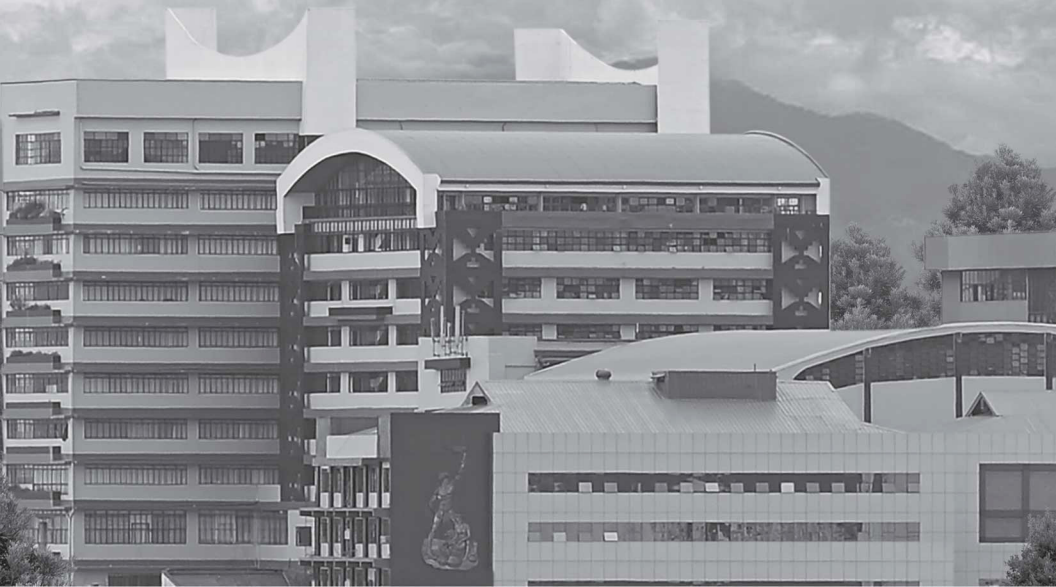


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BRIEF HISTORY OF THE UNIVERSITY OF BAGUIO

The University of Baguio: Moving to Greater Heights

The University of Baguio, in its many years of successfully functioning as an educational institution, has indeed continued to grow as one of the country's leading Universities. From its humble beginning as a small technical school, UB has become one of the go-to schools for many Filipinos and foreign students alike.

UNIVERSITY OF BAGUIO, then called Baguio Tech, remains as a beacon of education for the Cordilleras and the Philippines.





THE
Founders

Seven decades of educational services attest to the pioneering spirit of its Founders: DR. FERNANDO “TATAY” GONZAGA BAUTISTA and MRS. ROSA “NANAY” CASTILLO BAUTISTA – the golden hearted couple who built a University that has remained steadfast through the years.

Dr. Fernando G. Bautista was a professionally trained teacher and educational administrator. The “Little Giant,” was the nickname lovingly given to Tatay Bautista due to his small stature yet having gigantic accomplishments.

Tatay Bautista was known as a sweet, humble man, who led a simple and disciplined life. He was born in Tondo, Manila on March 10, 1908 under his loving parents, Placido Bautista and Benedicta Gonzaga. Though both parents were uneducated and came from humble beginnings, they never failed to instill the importance of education to Tatay Bautista. He worked his way through elementary and high school as bootblack (one who shoeshines for a living) and newspaper carrier. He strived to acquire an elementary school teaching certificate at the Philippine Normal School by working as a plumber and graduated in 1928 as an honor student. After graduating, he worked as a model demonstration teacher and while doing this, he took up night classes at the University of the Philippines. He graduated with a degree in BS Education in 1934 and continued to earn his Master’s in Education in 1936 at the same university. He became an assistant principal in 1937 at the Gregorio del Pilar Elementary school and in 1940 became Principal of the Rizal Elementary School in Manila. He married Rosa Castillo in April 1938.

The Father of UB was a recipient of the Philippine Association of Colleges and Universities (PACU) Most Outstanding Educator Award in 1978. He also served as a delegate to the 1971 Constitutional Convention. Tatay Bautista’s achievements are a testament to the value he has in education, the contributions he brought to the community and the University he founded are a living legacy to the values he exhibited as a person.

Tatay Bautista passed away on October 9, 2002 at the age of 94. In his preface of Tatay's biography, Dr. Amado C. Dizon, former President of the Manuel L. Quezon University and PACU, wrote: "When everything has been said about him (Tatay), he will be remembered, most singularly for being a great educator."

"Nanay" Bautista, as UBians so fondly calls her, was a petite woman but had enormous impacts in her role in educational management. She was the "little giant's" guiding spirit; the notion of "behind every man's victory/success is a woman" aptly applies to Mrs. Rosa C. Bautista.

Nanay Rosa grew up in Tondo where she finished her basic education. Coming from a place notorious for being far from ideal, Nanay had to struggle in order to gain any success. With the help of her supportive parents, she was able to overcome her circumstances and developed a character of rigid self-discipline, a feat that would allow her to become the success that she was. Her strength of character manifested in her love of work, her steadfastness and tirelessness, and in the value she placed on resources even on seemingly little things. Her simplistic lifestyle and close attention to details are among the many admirable traits Nanay has that should be emulated.

Nanay Rosa was fully prepared professionally to carry out her task as an educational leader. She obtained an elementary teacher's diploma, as honor graduate at the Philippine Normal University, Manila, in 1935; and an M.A. in Education at the University of the Philippines, in 1959.

Nanay started off her professional life as an elementary and high school teacher in various schools in Manila and Baguio. She then went on to work as a high school principal and supervisor as well. When Baguio Tech (UB) was established, she worked as its Supervisor, Principal, secretary-treasurer and member of the faculty. Despite her many titles, and duties as a mother, she was also still able to actively participate in many professional and civic organizations where she occupied key positions of leadership. Her constant presence as a

leader in the many things she does is a testament to the tirelessness and steadfastness that Nanay Rosa was known for. She passed away on February 6, 1987.

The couple successfully reared seven remarkable sons who have been successful in their chosen careers: Fernando Jr. (+), Second President of the University of Baguio; Benjamin, a progressive architect, former chairman of the UB Board of Directors; Reinaldo, Third President of UB and former chairman of the UB Board of Directors; Leonides, a successful businessman and former chairman of the UB Board of Directors; Herminio, Sixth President of UB; Virgilio, Fifth President of UB; and Joselito (+), former member, UB Board of Directors.

The Founding of UB: The Birth of a University

Despite the country still recovering from the ravages of World War II, Tatay and Nanay Bautista were still determined to dedicating themselves to educating the youth. Unsatisfied with simply assisting others, they opted to establish their own school in order to truly deliver quality education to the youth.

Though they did not know it yet, Tatay and Nanay Bautista were about to establish an institution that would affect the lives of thousands of people. In August 8, 1948, the couple opened their humble school in the city of pines and called it Baguio Technical and Commercial Institute (popularly known as Baguio Tech).

Baguio Tech started off as a modest five-room structure along the famous Session Road tucked between Mabini Street and Malcolm Square (now called People's Park). The school that started with 80 students would soon snowball into an institution that would successfully produce noted educators, businessmen, bankers, accountants, medical technologists, dentist, engineers, nutritionists, criminologists, hotel and restaurant managers, physical therapists, computer programmers, computer engineers, optometrists, architects, public administrators, nurses, lawyers, and other professionals. Noted Alumni are now serving their respective communities and nation, and contributing their fair share in national

and international development. Indeed from the humble student population of 80, the University of Baguio now serves around 18,552 at the onset of the new millennium and shows no signs of stopping.

The dedication of UB's founders along with their determination of delivering high quality education with their dedicated team of pioneering teachers allowed Baguio Tech to successfully keep going during its early years.

Growth and Development

Baguio Tech started off with five pioneering teachers, they taught the first batch of students enrolled in high school, automotive mechanics, radio mechanics, typing, stenography, and bookkeeping. These teachers were Julian Reyes, Honorio Estepa, and Canuto Mabalot who taught stenography, bookkeeping, and typewriting respectively. The other two teachers were of course, Tatay and Nanay Bautista who taught english and algebra. Shortly after, they were joined by Mrs. Epifania S. Encarnacion, Mrs. Culasita Ylagan, Engr. Loreto Andrada, Ms. Carmen Espina, and Loreto Alzate, who also taught in the high school department. During this time, Jorge E. Borja headed the Radio department; Engr. Vivencio Villaluz headed the Automotive Mechanics Department. Dr. Fernando Bautista (Tatay) served as director while Mrs. Rosa C. Bautista (Nanay) served as the secretary; Mr. Canuto Mabalot also served as the treasurer, Mr. Constacio De La Cruz served as the janitor, security guard, messenger, and information clerk all rolled into one.

Two more teachers joined in 1949: Mr. Ambrosio Delmendo and Mrs. Loreto Delmendo-Callao. Mrs. Apolonia Diaz also joined the team as a staff clerk (later registrar). Mrs. Victoria Delos Reyes joined the faculty the next year. Later, Pedro Indunan (who becomes the DECS Regional director for CAR later), Mr. Daniel Vergara, Mrs. Ella Grande, Mrs. Illuminada C. Boado, Mr. Pio Tadaoan, and Mr. Patrick Ikid also joined the staff.

Baguio Tech initially only offered high school and short-term courses but were eventually expanded due to current demands. The school moved in to a new 1000 square-meter campus in 1950 located

in General Luna Road. With the opening of the new building (referred to as the main building back then) the school also established the College of Liberal Arts (now called STELA) and the Normal Training Department for Prospective Teachers. This was due to the demand for more elementary school teachers. With Baguio Tech now offering four-year degree courses, the school became officially recognized as the Baguio Technical and Commercial College in 1950. In 1958, the College of Engineering was established as a response to the technological changes rapidly happening around the country.

During the early 60s, the community, particularly the alumni, sought to make Baguio Tech the leader in professional growth for teachers in Northern Luzon. They also saw it fit for the school to take the lead in promoting the preservation of culture with particular emphasis on minority groups. This resulted in the establishment of the Graduate School, which aimed to advance the professional status of many in the fields of education, public administration, criminology, and dentistry education.

The Science High School, “a distinct institution within an institution,” was founded in 1963, by Reinaldo C. Bautista (then Executive Vice president, later Third president and past chairman of the Board of Directors). The Science High School started from a class of 40 pioneering students, called then the Special Science Scholar Section (SSSS) in the school year 1963-1964. The school has grown to a complete high school, the first class having graduated in 1967.

The demand for improved police services in the late 60s paved the way for Baguio Tech to open the Bachelor of Science in Criminology course in 1967. This course would go on to be one of the school’s most successful courses, constantly topping the country’s rankings for producing Criminologists and Forensic experts even up to the present.

Demand for medical technologists in and out of the country also spurred on the opening of the Bachelor of Science in Medical Technology in 1967. It was initially under the College of Liberal Arts but later became its own college as the College of Medical Technology in 1994.

After 21 years of successful service, Baguio Tech was officially recognized as a university on August 7, 1969. On this momentous occasion, Baguio Tech officially became the University of Baguio with its official University Charter signed by then secretary of Education, Dr. Onofre Corpuz.

On December 18, 1969, Dr. Fernando G. Bautista (Tatay) went from being the director of Baguio Tech to being the first president of the University of Baguio, which was made official in an investiture ceremony. Ranking officials of the Department of Education, City officials, heads/representatives of 20 educational institutions from the United States and Great Britain along with presidents of more than 60 colleges and universities in the Philippines participated in the investiture rites installing Tatay Bautista as the first President of the University of Baguio.

UB Flourishes Under the Second Generation

During the 70s Dr. Fernando Bautista opted to run as a delegate for the 1971 Constitutional Convention. He relinquished his position as president of UB but remained the Chairman of the University Board of Directors. His eldest son Dr. Fernando Bautista Jr., took over as Second President of University of Baguio. During the latter's incumbency, more programs were opened in response to the ever growing needs that brought forth new goals and new plans. The following courses were opened in 1974: The B.S. Medical Technology program was granted government recognition in 1975, Master in Business Administration, Police Science, BS Biology, Architectural Drafting, Sanitary Engineering, Chemical Engineering and Pre-Dentistry. Doctor of Education, Kindergarten and BS Mathematics were opened in 1976 while BS Secretarial Administration and BS Forestry started in 1978.

In June 1980, Dr. Reinaldo C. Bautista took over as Third President of the University of Baguio. During his term, the following programs were opened: Doctor of Dental Medicine (1980) that established the College of Dentistry which maintained its status as one of the top five Dentistry schools in the country; and Bachelor of Science in Hotel and Restaurant Management (1981), another flagship of the University.

The only outsider (not from the Bautista clan) to become President – Atty. Wilfredo Wi, took over as fourth President of the University of Baguio in June 1989. During his incumbency, computer courses were introduced and the Computer Center was established.

In 1990, the University of Baguio would be shocked to its core as it had to overcome two grave challenges. In June 10, 1990 a fire broke out in the University of Baguio, which greatly damaged some of its key buildings: the UB main building, administration building, the college of education/graduate school library along with damaging several lab equipment, supplies, and offices. A month later, on July 16, 1990, the infamous Baguio killer earthquake destroyed the top floors of the UB Commerce building, part of the Au-Gym, and part of the engineering building. The FRB building and hotel were destroyed. During this time, enrolment understandably dropped. These misfortunes only served to slow down the University of Baguio however, as it still successfully rose above the ashes and rubbles these calamities left behind.

Many considered the University of Baguio to have fully recovered after it rehabilitated its Commerce and Engineering Building. Additionally, the new library was operational. The university's computer center grew from the state-of-the-art Local Area Network facilities system to an Advance Technology (AT) Computer system and sophisticated network software and University-wide automation. UB Square, the university's newest building, also became operational in 1994 and the new Allied Medical Sciences (AMS) building becoming operational in June 1998.

On April 1, 1992, Dr. Virgilio C. Bautista took over as fifth president of the University of Baguio. He was officially installed in solemn Investiture Rites on October 18, 1992. On May 30, 1994, he was conferred the degree of Doctor of Humanities, honoris causa, by the University of Pangasinan. Under his dynamic leadership, UB continued marching on, in the pursuit of the institution's vision, mission and goals. During his incumbency, more programs were opened and enrolment remarkably increased.

During the incumbency of Dr. Virgilio C. Bautista, the following colleges were established: College of Physical Therapy (1992), College of Optometry (1993), College of Medical Technology (1994) after the program, had been weaned from the College of Arts and Sciences; College of Hotel and Restaurant Management (1994) after the program had been separated from the College of Commerce to which it was transferred from the College of Education in 1993; College of Information and Communications Technology (June 2002) after the BS Computer Science, BS Computer Engineering, Two and Three-Year Computer Technology, Computer Technician programs had been weaned from the College of Engineering; College of Nursing (May 2002) and College of Law (May 2002). Incidentally, the UB Graduate School programs had to be distributed to pertinent colleges during the Second Semester; SY 2001-2002 as per instruction of the Commission on Higher Education. All education graduate programs were placed under the College of Teacher Education; business graduate programs, under the College of Commerce; criminology graduate programs, under the College of Criminal Justice Education; dentistry graduate programs, under the College of Dentistry; and the public administration graduate programs, under the College of Arts and Sciences.

It was also during this period that the following academic programs were granted government recognition: Doctor of Philosophy in Development Education (2000), Master in Public Administration (1992), Master of Science in Dentistry (1999), Master of Science in Criminology (1998), Dental Technician (1995), BS in Radiologic Technology (1999), Associate in Health Science Education (1999), Computer Secretarial (1996), BS Tourism (1997), Associate in Hotel and Restaurant Management (1994), BS Sanitary Engineering and Environmental Engineering (1993), BS Architecture (1996), BS in Computer Engineering (1998), BS Industrial Technology (1999), BS Computer Science (1996), Associate in Geodetic Engineering (1995), Certificate in Building Construction (1994), Certificate in Computer Technician (1994), Two-Year Computer Technology (1996), Three-Year Associate in Geodetic Engineering (1995), Certificate in Building Construction (1994), Certificate in Computer Technician (1994), Two-Year Computer Technology (1996), Three-Year Computer Technology

(1996), Two-Year Computer Technician (1994), One-Year Computer Programming (1993), Five Months Basic Computer Programming (1993), Doctor of Optometry (1995), BS Physical Therapy (1994), BS Occupational Therapy (1999), BS Nursing (Government Permit, 2002), and Bachelor of Laws (Government Permit, 2002).

In June 2003, Engr. Herminio C. Bautista took over as Sixth President of the University of Baguio. During his term, government recognition was granted to the following UB programs: BS Nursing and Bachelor of Laws. In addition, Level III – re-accredited status was granted to the following programs: Liberal Arts, Business Administration, Elementary Education and Secondary Education in October 2007. Also, more academic linkages were forged between UB and local and international institutions. Under his leadership, the University of Baguio Research and Development Center gained recognition as one of the outstanding research centers in the country.

The University of Baguio was designated as Center of Development in Sanitary Engineering by the Commission on Higher Education (CHED) and as Center for Training and Development by the Department of Science and Technology (DOST) in JAVA Programming, ORACLE Developer and Database Administrator Track. DOST have also accredited the University to offer Computer Technology Programs and Electronics and Communications Engineering (BSECE).

During that period, the vision/mission/objectives of the university were as follows:

Vision

The University of Baguio, believing in the pursuit of perfection, envisions itself to be a leading educational institution.

Mission

The University of Baguio commits itself to the development of a graduate who possesses:

1. Christian values;
2. academic excellence and professional competence;
3. social awareness and involvement;

4. sense of responsibility and accountability;
5. dynamic Filipinism;
6. consciousness for personal health and physical well-being; and
7. deep concern for the environment

Objectives

1. To provide a moral and intellectual training in a Christian atmosphere that promotes the internalization of values founded on divine and human rights, on upright living and on the ultimate destiny of man;
2. To promote intellectual development that enhances the positive applications of the student's abilities, capabilities, knowledge, skills, talents and potentialities in response to the needs of the society;
3. To make itself a dynamic and accessible instrument in the training of individuals in the promotion of equality of opportunity, social awareness and social justice;
4. To educate individuals to be deeply responsible and accountable for their decisions and actions;
5. To develop pride in being a Filipino;
6. To provide programs and activities that develop, promote and enhance health and fitness; and
7. To develop awareness and concern for the environment.

The Third Generation Spearheads 21st Century

June 2009 marked a milestone in the illustrious history of the university when Mr. Johann Ben A. Bautista became the seventh UB president and first member of the third generation Bautista clan to be appointed to the position. With the opening of its new several programs, The University of Baguio continues to grow as one of the nation's significant educational institutions. In 2009, the Bachelor of Science in Information Technology was opened under the College of Information Technology. Two new programs followed, namely Bachelor of Arts in Music under the School of Liberal Arts and Human Sciences, and Bachelor of Science in Forensic Science under the School of Criminal Justice and Public Safety. Both courses were offered starting school year 2012 – 2013 during the incumbency of Mr. Johann Ben A. Bautista.

The vision/mission/objectives of the university underwent changes during this time. From school year 2010 – 2013, the UB VMO were:

Vision

The University of Baguio, in its pursuit of relevant and responsive education, envisions itself to be a leading institution of focused yet balanced learning.

Mission

1. The UB family is committed to create a dynamic academic environment conducive to the development of globally competitive professionals whose skills and talents are put to use.
2. Guided by the Divine Providence, UB provides relevant and responsive education where students enjoy focused yet balanced learning using up-to-date curricula and facilities.
3. Towards this goal, UB empowers its officers, faculty and employees who shall serve with the highest degree of professionalism, competence, integrity, and dedication.

Objectives

1. provide a globally competitive professional:
 - a. who can pass all relevant tests needed in the practice of his/her profession;
 - b. who is armed with the relevant skills, talents, abilities and knowledge needed for the optimum application of his/her chosen career;
 - c. whose English and computer proficiency are second to none among graduates in Northern Luzon.
2. provide moral and intellectual training that promotes the internalization of values founded on human rights;
3. make itself a responsible instrument in promoting and developing social, political, economic, and environmental awareness towards achieving equity and social justice;
4. provide programs that promote, develop and enhance mental, physical and spiritual fitness; and
5. develop and enhance among its studentry, administrators, faculty, and employees, a strong sense of patriotism.

The term of Sir JB, as he is commonly referred to, ended after the Second Semester of S.Y. 2014-2015. Prof. Dhanna Kerina (M'Ynna) Bautista-Rodas was appointed as the eighth UB president. It was in her term where the K to 12 program of the Department of Education (DepEd) was fully implemented as they saw the need of the addition of two more years to basic education. This resulted in the Basic Education being expanded from the original Grades 1 to 6, and 1st year to 4th year high school to Grades 11 to 12. High school, from the original 4 years has become 6 years (Junior High School - Grade 7 to Grade 10; Senior High School - Grade 11 to Grade 12). This development in the basic education also meant that there would virtually be no college freshmen from school years 2016 – 2018, thus requiring the university to initiate moves to mitigate its effects on its operations.

The second change was brought about by the implementation of ASEAN Economic Community as ratified by member-nations of the Association of Southeast Asian Nations (ASEAN). The regional move aims to create economic integration based on equal partnership and participation among the 10 countries that signed the agreement. The educational sector joined in moving towards convergence with the synchronization of the school calendar to match that of ASEAN members. Beginning school year 2014, the University of Baguio shifted the start of its academic calendar from June to August to accommodate foreign students who want to avail of the academic programs of the university.

Fondly called Sir Javi, Engineer Javier Herminio D. Bautista was installed as the Ninth President of the University of Baguio. In July, 2018 he arrived in the advent of new curricular designs for the degree offerings in the University, welcoming with him a new generation of students—those that have completed K + 12 education. His first major project was the new building at the site of the demolished old high school building. To be called the Legacy Building, this multistoried building is eyed to house the growing UB Senior High School department, as well as new laboratories, student lounge, basketball court, and offices.

In 2020, the world was put on a standstill with the COVID-19 pandemic and various modalities, strategies, and learning delivery systems were considered. Face- to-face classes were suspended for everyone’s welfare and safety, and flexible learning modalities were introduced to keep up with the worsening situation. With Sir Javi and the academic council’s efforts and leadership, online learning management systems were introduced, and the University of Baguio was among the first HEIs to invest with top LMS networks like Google (Gmail, Classroom, and Meet) and Canvas LMS. To accommodate learning preferences and varying student situations, the University gave the students options for learning, to take either online delivery or modular with printed packets. Putting the staff, students, and teachers’ safety and wellbeing was the university’s top priority. The University of Baguio, ever a symbol of resilience, continues to make relevant adjustments, strategies, and retrofitting efforts to align programs, events, facilities, laboratories, and offices with the “New Normal” and to transition back slowly to face-to-face learning.

Moving on to a Promising Future

As changes envelop the socio-economic landscape, the University of Baguio is ready to keep up with the exciting changes in the sphere of education. Under the sterling leadership of its president, the faculty, employees and students, UB is well-prepared to keep up with the challenges and attain new heights of accomplishments.

UB’s Accreditation Status

One of the thrusts being strongly pursued by UB is the accreditation of its academic programs.

The following programs presently enjoy the benefits of Level IV Reaccredited status:

- Bachelor of Arts in English
- Bachelor of Elementary Education
- Bachelor of Secondary Education
- Business Administration
- Dentistry

The following programs presently enjoy the benefits of Level IV Accredited status:

- Hospitality Management
- Medical Technology

Meanwhile, the following programs have been granted Level III Reaccredited status:

- Doctor of Philosophy in Development Education
- Master of Arts in Education
- Master in Business Administration
- Master in Public Administration
- Master of Science in Criminal Justice Education
- Accountancy
- Computer Science
- Criminology
- Tourism Management
- Junior High School
- Science Junior High School
- Elementary

The following programs have been granted Level II First Reaccredited Status:

- Information Technology
- Master of Arts in English

The following programs possess Level I Formal Accredited status:

- Architecture
- BA Communication
- BA Political Science
- Doctor of Philosophy in Criminal Justice
- Nursing
- Psychology

Autonomous Status

Two marks of distinction and quality education are deregulation and autonomy. The University of Baguio was granted its Deregulated Status in 2001, which it enjoyed for seven years. The university

continued its remarkable performance as an academic institution, so that on March 11, 2009, the Commission on Higher Education pursuant to the Commission en banc (CEB) Resolution No. 076-2009, granted the University of Baguio, the Autonomous Status for a period of five years (March 11, 2009 – March 30, 2014). Instead of resting on its laurels, through the leadership of Engr. Javier Herminio D. Bautista as the appointed ninth UB president, the university incessantly improved its academic programs and services to achieve its Vision, Mission and Objectives and attain organizational excellence. This resulted in the extension / grant of Autonomous Status to the university from 2014 up to the present.

Centers of Excellence and Development

As a testament to the quality of instruction offered by the University, the Bachelor of Science in Criminology Program has been granted the status as a Center of Excellence effective January 1, 2016. Meanwhile, Teacher Education Programs are considered as Center of Development effective April 1, 2016.

Performance in the Licensure Examinations

As a testament to the quality education that UB provides, the board passing rates in several programs such as Criminology, Dentistry, Medical Technology, and Teacher Education (Elementary and Secondary) are consistently higher than that of the national passing average based on Board Examinations from 2015 to 2022.

The university, too, is home to numerous top board takers as can be seen in the following list. Along with the overall passing rates, this list of topnotchers is indicative that the University of Baguio lives up to its promise of delivering quality education in a fun-learning environment.

UB was also recognized as Top Performing School by the Professional Regulation Commission (PRC) for the excellent performance of UB graduates in the board examinations for Medical Technologists, Criminologists, Nurses, Professional Teachers, and Sanitary Engineers.

Architects

Arch. Jenny N. Diwayan – 10th place, January 2020

Arch. John Derick R. Dasugo – 3rd place, June 2016

Arch. Frances Nikko L. Bumanglag – 9th place, January 2016

Certified Public Accountants

Stephanie A. Solomon – 5th place, October 2015
Tom Braian Aguilar – 3rd place, May 2013
Randy Ventanilla – 8th place, May 2010
Rex B. Banggawan – 6th place, October 2006
Zeus Vernon B. Millan – 6th place, October 2006

Civil Engineers

Engr. Joel B. Zulueta – 9th place, May 2017
Engr. Edilbert T. Abunaga – 6th place, November 2008
Engr. Wilfred Mina – 3rd place, 1980
Engr. Luis Lao – 2nd place, 1979
Engr. Rolando San Pedro – 7th Place, 1965

Criminologists

Claire D. Rufino – 4th place, June 2019
Fairybelle K. Liwayan – 9th place, June 2017
Sedwin A. Galla – 7th place, April 2016
Warren G. Moyao – 6th place, April 2015
Clementina M. Tomeg - 5th place, April 2014
Morrison D. Imingan - 10th place, April 2014
Abbas S. Macadatar - 2nd place, October 2013
Leah G. Moyao – 6th place, April 2013
Jouie L. Donato - 7th place, October 2012
Bartolome G. Bakian – 7th place, April 2010
Israel Neil L. Mani – 3rd place, April 2009
Byron J. Sapdoy – 4th place, April 2009
Elmer P. Gayao – 8th place, April 2009
Rhem Rick Corpuz – 2nd place, March 2008
Fernando Paduyao Jr. – 7th place, October 2007
Esperanza Aggalao – 2nd place, May 2007
Jeronnice F. Fartingca – 3rd place, October 2006
Darwin P. Marcos – 8th place, October 2006
Christopher Banglo – 3rd place, May 2006
Wilson Kimayong – 4th place, August 2004
Ofelia Valdez – 7th place, August, 2004
Laurence Abowac – 3rd place, March 2004
Charesma Grace Killip – 8th place, March, 2004

Walter W. Annayo – 3rd place, March 2003
 Melchor M. Tejada – 6th place, March 2003
 Roger B. Ngao-I – 8th place, March 2003
 Roland T. Dayagan – 4th place, September 2002
 Aurea M. Balas – 3rd place, March 2002
 Allan Ernesto G. Elefante – 10th place, September 2001
 Heinrich Alafriz – 2nd place, March 2001
 Andree Michelle C. Camhol – 1st place, March 2000
 Michael Daskeo – 2nd place, September 1999
 Paul Gomangan – 9th place, September 1998
 Julius M. Paredes – 2nd place, April 1997
 Reyvo P. Sannad – 4th place, April 1997
 Metadio I. Patting – 6th place April 1997
 Christopher Depnag – 2nd place, April 1996
 David Malingan – 6th place, April 1996
 Manuel Obrera – 10th place, April 1996
 Henry C. Eduarte – 4th place, November 1994
 Norberto Delmas – 4th place, November 1993
 Francisco Bilog – 6th place, November 1993
 Joshua Maximo – 10th place, November 1993
 Pablo Keryao – 1st place, November 1992
 Reyno Sannad – 4th place, November 1992
 Vicente C. Bulilan – 6th place, April 1988
 Robert B. Tuyadan – 10th place, April 1988

Dentists

Dr. Kathleen Bernaldo Manuel - 8th place, May 2022
 Dr. Maria Salvacion Riñopa Daci - 2nd place, January 2022
 Dr. Shaira Catalonia Cabalonga - 10th place, January 2022
 Dr. Mark Herald D. Binuya – 10th place, May 2019
 Dr. Francis Xavier D. Villaroman – 10th place, May 2018
 Dr. Kadelyn Joy T. Bangiacan – 8th Place, June 2015
 Dr. Vangie C. Bangloy – 4th Place, June 2015
 Dr. Maryam T. Paiest – 9th Place, June 2014
 Dr. Jalene D. Alip – 6th place, May 2012
 Dr. Jefalyn Mae Garcia- 2nd place, December 2010
 Dr. April Sherry Mae G. Guillermo-3rd place, December 2007
 Dr. Grace O. Calixtro – 5th place, 2001
 Dr. Laura Lacaden – 2nd place, 1997

Dr. Ruthgar B. Tecson – 7th place, 1996
Dr. Erwin Isaguerre – 8th place, 1992
Dr. Margaret Fevelyn E. Hora – 5th place, 1992
Dr. Clarence Hill – 6th place, 1989
Dr. Eleanor Fernandez – 6th place, 1984
Dr. Eleanor Fernandez – 6th place, 1984

Electronics Engineer

Engr. Rom Ivan F. Balangue - 6th place, October 2021

Elementary Teachers

Reina Angeli C. Tamayo – 3rd place, March 2015
Sheena T. Merino – 7th place, March 2013
Jenny M. Cuyahon – 4th place, April 2008
Jessa Aiza C. Baño – 10th place, August 2005

Medical Technologists

Ryal Anthony C. Lauron – 4th place, March 2021
Ina Desiree L. Mamauag – 9th place, March 2019
Glendon Keane P. Andam – 10th place, February 2017
Nhoelyn E. Burcao – 10th place, March 2016
Michael C. Bangloy – 5th place, March 2010
Mr. Ricardo Pangan III, 6th place, March 2004
Ms. Millette Dela Cruz, 10th place, August 2004
Mandy Delfin – 4th place, 1992
Hipolito Wi – 2nd place, 1989

Midwife

Mary Jane M. Buslay – 7th place, November 2018

Nurses

Joel-Patrick Santiago – 7th place, November 2021
Marianne Abegail Siojo Casimina – 8th place, November 2021

Physical Therapists

Roland A. Guerrero – 7th place, June 2006
Cecilia Arceo – 9th place, 1998

Psychometricians (BS Psychology)

Diana L. Camigliano – 2nd place, October 2018

Joyme C. Regacho – 8th place, October 2018

Vanessa B. De Leon – 10th place, October 2018

Sanitary Engineers

Engr. Cherish M. Rillera -1st place, January 2016

Engr. Jenny Dawn D. Valdez – 1st place, August 2015

Engr. Romnick Del Rosario – 8th place, September 2011

Engr. Joel N. Dang-as – 8th place, September 2009

Engr. Ariel P. Moyaen – 3rd place, February 2009

Engr. Marvis Guzman – 4th place, September 2008

Engr. Noli Alzate – 9th place, February 2007

Engr. Smith Bayangan Dawaton – 10th place, September 2006

Engr. Oishen Phoebe Owatan, 5th place, September, 2004

Engr. Ramon Villanueva 2nd place, 1994

Engr. Romeo Quizon – 2nd place, 1990

Engr. Richard Cruz – 6th place, 1990

Engr. Eugenio Tadeo – 1st place, 1988

Engr. Mandy Tanas – 3rd place, 1988

Engr. Isabelo Abing – 2nd place, 1982

Engr. Ferdinand Tom - 4th place, 1982

Engr. Patrick Jacaban – 2nd place, 1981

Engr. Alex Payumo – 5th place, 1981

Engr. Edward Quinones – 6th place, 1981

Engr. Leonardo Areola – 7th place, 1981

Engr. Thelma Carias – 8th place, 1981

Engr. Johnny P. Oamil – 8th place, 1979

Engr. Susan Nalog – 9th place, 1979

Secondary Teachers

Florence R. Duldulao – 9th place, March 2018

Arvin Cabalhin – 10th place, September 2017

Von Ryan G. Pangwi – 10th place, September 2008

Linkages

UB has established linkages with several local, regional, national and foreign educational institutions and business establishments for faculty and students' academic and cultural exchanges, and students' on-the-job training or internship.

Among these are:

- Sherlock Institute of Forensic Science
- Centara Hotels and Resorts
- John Duong Human Training and Consultant Company, LTD
- GAIA International Education
- The Academic Society of Convergence Science (ASCONS)
- College of Asian Scholars (CAS)
- Huachiew Chalermprakiet University (HCU)
- INTI Universal Holdings SDN BHD
- Liaoning University International Education Center
- College of Local Administration – KKU
- Krasae Pattana School

UB has also established tie-ups with industrial establishments locally and abroad, to provide global exposure to its students in their practicum and on-the-job training (OJT) programs. For instance, the School of International Hospitality and Tourism Management and School of Business Administration send their students for OJT in notable business establishments in Baguio and other cities in the country.

The University of Baguio has also gone international by sending its senior students in Hospitality and Tourism for their International internship to establishments in the United States and Thailand. The School of Teacher Education and Liberal Arts has linked with College of Asian Scholars in Thailand while the School of Nursing has established its new partnership with Kawasaki Health in Japan.

The UB School of Teacher Education and Liberal Arts has forged linkages with public and private elementary and secondary schools for off-campus student teaching.

The UB School of Engineering and Architecture and School of Information Technology has forged partnership with Texas Instruments.

The university strengthens its partnership with leading institutions, industry and government sectors to respond to the needs and demands of the national and international workforce.

The University of Baguio today

From the initial five course offerings of Baguio Tech, the University of Baguio now an autonomous University, offers 27 undergraduate degree programs, 11 graduate programs and 2 short-term programs where students can choose from, a Kindergarten school, Elementary school, Junior High School, Junior Science High School, Senior High School, and a Senior Science High School. The university is proud to claim its prominent status as an education pioneer and leader in this country. It has grown to be an institution of close to 19,000 students and more than 400 faculty members. It now counts 12 buildings, which house 10 schools, two high schools, one elementary school, various science and technical laboratories, libraries and an audio-visual center, a 5,000- seat Au-Gym, a medical & dental clinic, a clinical laboratory, x-ray laboratory, a research center, and a community outreach center. A physical therapy clinic is the latest addition to the long list of facilities that serve the students and community.

After seven decades of productive endeavors, UB gears itself to meet the complex challenges of the third millennium. In its continuous search for perfection, the university provides education that conforms to the highest standards while developing individuals who are able to integrate into society as empowered and ethical professionals. The university therefore produces a graduate who manifests a high standard of learning and has mastery of relevant skills leading to an exemplary performance in his/her chosen field. He is able to use his intellectual and practical skills in ways that will benefit the community and environment.

The University of Baguio keeps moving on to greater heights!

UNIVERSITY OF BAGUIO VISION/MISSION/OBJECTIVES

Over the years, the University of Baguio has evolved to reflect the changing needs of the society as well as the thrusts of the university. The evolution is reflected in the changes in the vision, mission and objectives of the university. The present vision/mission/objectives respond to the dynamic and exciting national and global educational and professional prospects for UB and its graduates.

Vision

In pursuit of perfection, the University of Baguio is committed to provide balanced quality education by nurturing academic excellence, relevant social skills and ethical values in a fun-learning environment.

Mission

The University of Baguio educates individuals to be empowered professionals in a global community.

Institutional Objectives

The University of Baguio aims to produce a graduate who:

- exemplifies a higher standard of learning;
- manifests the mastery of relevant skills;
- upholds a conduct that is rightful and just;
- undertakes scientific and significant researches;
- advocates sustainable programs for the community and the environment; and
- leads and demonstrates exemplary performance in the field of specialization

University of Baguio Core Values

The vision, mission and objectives of the university are underscored by the core values that serve as the driving force behind UB's stakeholders. They affirm the commitment of the university towards excellence within and outside the confines of the classroom. Each of the core values is equally important and present in all undertakings, thus:

UB Core Values: Competence + Integrity = Service

Competence

University of Baguio is committed to nurturing excellent professionals.

Integrity

University of Baguio is committed to cultivating a community with ethical values.

Service

University of Baguio is dedicated to building a community that advocates sustainable programs for the society and the environment.

University of Baguio's 5 Graduate Attributes

Graduate attributes are qualities that are expected from all graduates of the University of Baguio at any level that are developed during their learning career here in the university. This gives them an edge in a very competitive world, giving them more of an advantage both in the country and overseas.

Quality assurance in education has become an emphasis in many educational institutions around the world. Developing, maintaining, and demonstrating these graduate attributes help assure everyone else that graduates have indeed received a high-quality education and have been developed holistically.

The University of Baguio, in its constant pursuit to producing globally competitive professionals, have established their own set of graduate attributes, so what are they?

The University of Baguio's Graduate Attributes

1. Critical and Creative thinkers

UB encourages its students to think in a more resourceful and innovative way, to see the broader picture and analyze all sides in order to come up with ideas, concepts, solutions, and opinions.

Critical and creative thinking allows the graduate to look at a certain problem and come up with several solutions that may be more innovative. It also allows them to evaluate knowledge they receive, letting them question whether something is verified or not, a skill very much needed in today's world of fake news and misinformation.

Critical and creative thinking allows for a more sensible thinker, one that is open to different ideas but still evaluates their worth in any given situation. It allows an individual to hear other people, take in what they have to say, and come up with their own ideas all still grounded in logic, reason, and facts.

2. Active and Lifelong Learners

Learning doesn't stop when you leave the university, and UB teaches its students to always be open to learning. These ensures that UB graduates stay relevant and will always be updated in their chosen careers or fields.

Active learners have an attitude of eagerness in participating in furthering their knowledge whether through self-directed learning, discussions, seminars and trainings, creative projects, or other means of learning.

By encouraging this kind of behavior or attribute, UB ensures that its graduates will never be left behind and will always be at the forefront of industry specific innovations and knowledge.

3. Reflective Leaders

Self-awareness, careful observation, and flexible responses, these are the attributes of a reflective leader and all of them are developed during a student's stay with UB. Whether it's through the student council, club memberships, competitions, community outreach,

and the learning process, all students of UB are encouraged to take lead and see how they can make a difference in their own little way.

The best way for them to do this is to observe and be open to feedback. This in turn, allows them to not only come up with their own innovative ways to deal with different problems or issues, but also to take a good look at themselves.

Careful observation does not only involve looking around you but also looking at yourself, by doing so you can deduce what to do to improve both yourself and the world around you. Reflective leaders are ones who lead for the benefit of everyone, are just, and can always be relied on, NOT someone who leads for their own benefits and destroys everyone or everything around them. UB trains reflective leaders.

4. Effective Communicators

Effectively communicating means delivering what you want to say properly in an effective and clear manner while also being receptive to the input of others. Basically, being able to communicate in a clear and direct way in a manner that is easy to understand.

An effective communicator is not one that necessarily has to use big words, there is no meaning in using them if the directed audience does not get it. Here in UB, students are trained early on to speak in a clear and concise manner, added vocabulary is a bonus, but what is most important is properly delivering what you intend to say, minimizing misunderstandings and misinterpretation.

5. Service-Driven Citizens

UB develops the idea that good customer service drives up business or careers. There is value and benefits when a customer leaves a business or service very satisfied.

It is also about giving the best service that one could give in their capacity, much like how the University of Baguio always strives to deliver its quality education. This attribute is one that UB itself regularly shows.

When one is service driven, they incorporate and nurture ethical skills in their fields, are able to properly interact with others, and are able to foster a relationship with their colleagues, clients, employers, the country, and environment.

When a client knows you gave them the best service you could there will always be positive returns.

SCHOOL of BUSINESS ADMINISTRATION & ACCOUNTANCY



UNDERGRADUATE PROGRAMS

Bachelor of Science in Accountancy (BSAc)

Bachelor of Science in Business Administration (BSBA)

Majors:

- Financial Management
- Human Resource Development Management
- Marketing Management
- Operations Management

GRADUATE PROGRAMS

Master in Business Administration with Thesis (MBA)

Master in Business Administration - Professional Track (MBA)

Doctor in Business Administration (DBA)

SCHOOL of CRIMINAL JUSTICE & PUBLIC SAFETY



UNDERGRADUATE PROGRAMS

Bachelor of Science in Criminology (BSCrim)

Bachelor of Forensic Science (BFSci)

GRADUATE PROGRAMS

Master of Science in Criminal Justice with Specialization
in Criminology (MSCrim)

Master of Crisis and Disaster Risk Reduction Management (MCDRRM)

Doctor of Philosophy in Criminal Justice with Specialization
in Criminology (PhD Crim)

SCHOOL *of* DENTISTRY



UNDERGRADUATE PROGRAM

Doctor of Dental Medicine (DMD)

GRADUATE PROGRAM

Master in Dental Education (MDE)

SCHOOL of ENGINEERING & ARCHITECTURE



UNDERGRADUATE PROGRAMS

Bachelor of Science in Architecture (BSARCH)

Bachelor of Science in Civil Engineering (BSCE)

Bachelor of Science in Electronics Engineering (BSECE)

Bachelor of Science in Environmental and Sanitary Engineering (BSESE)

Bachelor of Engineering Technology major in Mechatronics (BET-Mecha)

SCHOOL *of* INFORMATION TECHNOLOGY



UNDERGRADUATE PROGRAMS

Bachelor of Science in Computer Engineering (BSCpE)

Bachelor of Science in Computer Science (BSCS)

Bachelor of Science in Information Technology (BSIT)

SCHOOL *of* INTERNATIONAL HOSPITALITY & TOURISM MANAGEMENT



UNDERGRADUATE PROGRAMS

Bachelor of Science in Hospitality Management with Specialization
in International Hotel and Business Operations (BSHM-IHBO)

Bachelor of Science in Hospitality Management with Specialization
in Professional Culinary Arts (BSHM-PCA)

Bachelor of Science in Tourism Management with Specialization
in International Tourism (BSTM-IT)

Associate of Arts in Culinary Arts and Catering Operations (AACACO)

Associate of Arts in Food and Beverage Operations (AAFBO)

SCHOOL *of*
LAW



UNDERGRADUATE PROGRAM

Juris Doctor (JD)

SCHOOL *of* NATURAL SCIENCES



UNDERGRADUATE PROGRAMS

Bachelor of Science in Medical Laboratory Science (BSMLS)

Bachelor of Science in Physical Therapy (BSPT)

SCHOOL *of* NURSING



UNDERGRADUATE PROGRAM

Bachelor of Science in Nursing (BSN)

SCHOOL of TEACHER EDUCATION & LIBERAL ARTS



UNDERGRADUATE PROGRAMS

Bachelor of Arts in Communication (BA Comm)

Bachelor of Arts in English Language (BA Eng)

Bachelor of Arts in Music (BA Music)

Bachelor of Arts in Political Science (BA PolSci)

Bachelor Elementary Education (BEEd)

Bachelor of Physical Education (BPed)

Bachelor of Science in Psychology (BS Psych)

Bachelor of Secondary Education (BSEd)

Majors: English, Filipino, Mathematics, Social Studies

GRADUATE PROGRAMS

Doctor of Philosophy (PhD) major in Development Education

Doctor of Education (Ed.D)

Master of Arts in English (MA Eng)

Master of Arts in Education (MAEd) major in Educational Management

Master Public Administration (MPA)

STUDENT AFFAIRS AND SERVICES

The University Student Affairs and Services (SAS) provides a comprehensive range of programs and operations for students in support of their academic pursuits. The SAS ensures that all the necessary documents and services are readily accessible and available within a reasonable time. It is organized in a manner where fast and efficient services exist while ensuring quality and commitment to the welfare of the students. The Student Affairs and Services is a vital component of the daily operations of the university.

In response to government directives (*CHED Memorandum Order No. 9, s.2013*), the UB SAS is organized into three components, namely the Student Welfare Services, Student Development Services, and Institutional Student Programs and Services.

I. STUDENT WELFARE AND SERVICES (SWS)

The Student Welfare Services promotes the well-being of students, thereby helping the students cope with the demands of their dynamic academic and personal environments.

CENTER FOR COUNSELING AND STUDENT DEVELOPMENT (CCSD)

Guidance and counseling is an integral part of the total educational system. It is one of the student-personnel services which embrace a cluster of activities and experiences that contribute to the students' self-awareness and self-understanding, the development of their self-concept and self-esteem, their attitudes and values, their intellectual, psychological, emotional, social and moral development as unique and balanced individuals.

The services offered by the Center for Counseling and Student Development (CCSD) aim to help the students secure the knowledge and skills needed to make adequate choices, plans, and interpretations essential to satisfactory adjustment in various areas in life. The Center aims to aid the students as they strive to meet the expectations of higher academic standards and become productive and contributing members of society.

OBJECTIVES

In the pursuit of its noble vision and mission, the University of Baguio Center for Counseling and Student Development endeavors to:

1. guide students to cultivate good academic habits and attitudes which are geared towards excellence and professional competence;
2. empower students to become effective decision-makers and self-reliant individuals who can utilize their potentials in the service of others;
3. provide students with necessary and up-to-date information through various counseling strategies and programs to assist them in personal, social, academic, and career development;
4. support students to develop moral-ethical values and personal wellness practices; and,
5. promote the recognition and respect for individual differences (ethnic origin, culture, race, sexual orientation and religion).

SERVICES

1. Individual Inventory Service

“Come share with us the REAL you!”

UBians who visit the CCSD for the first time are asked to fill out an Individual Inventory Form where all essential information such as personal background and counseling notes are placed. These forms are updated regularly whenever a UBian visits the office again for follow-up, referral, etc. Utmost CONFIDENTIALITY is followed in handling the forms.

2. Student Development Facilitation/ Counseling Service

“We are your family and we are ready to HELP you overcome your obstacles in life”

The CCSD offers facilitation or counseling to walk-in and referred UBians.

3. Psychological Testing Service

“Get to know your SELF better through our various tests!”

The following tests are available at the CCSD office: personality, interest, aptitude, mental ability test and others. The administration of these tests is usually initiated by the different Deans based on the purpose of what they will do for.

4. Information Service

“Continue learning outside the classroom through our FUN activities!”

The Center provides among others relevant and up-to-date academic, career, personal-social, health and wellness information through seminar- workshops, trainings, forums, and written literature.

A menu of various information service topics is furnished to the School Deans annually to facilitate the information service requests for the school year. Requests for special topics are also accommodated.

The CCSD Annual activities are the Guidance and Counseling Month and the Love and Wellness Month.

5. Career and Placement Services

“When adjusting from one experience to the other, we are your COMPANION!”

May it be adjusting from one year to the other, from one school to another, or from the school to the workplace, CCSD is there to help the UBians adapt to, and succeed in their new environment.

CCSD conducts the following:

- a. Exit interviews for transferring and graduating UBians;
- b. Career facilitation/counseling for UBians who have expressed their intentions to shift to a different course;
- c. Pre-employment seminars;
- d. Mock interviews; and
- e. An annual job fair.

6. Follow-Up Service

We make sure that you succeed”

To ensure that the students develop successfully, the CCSD supports them by conducting follow-up sessions to see how far the students have gone in the process of attaining their goals.

- a. Contract of Agreement (COA) for students with failing grades;
- b. Parent/guardian conferences;
- c. Teacher conferences, etc.

7. Referral Service

“Even outside the University, we will assist you”

The Center collaborates with the other university stakeholders such as teachers and other personnel to better assist UBians who have been observed to need assistance. The service also includes obtaining services from other professionals in the field or agencies that might be more effective in helping particular UBians.

A referral form is accomplished in carrying out the process (inside or outside the institution).

8. Other Services

- a. Parent-Counselor Consultation
- b. Teacher-Counselor Consultation
- c. Research and Evaluation

PROCEDURES

1. Student Development Facilitation/Counseling Service

A UBian may visit the Center from 7:30 a.m. – 12:00 nn and 1:00 p.m. to 5:15 p.m. to seek consultation, counsel, etc.

2. Issuance of Certificates

Day 1: Obtain a clearance form for the Good Moral Certificate from the CCSD.

- a. Fill in the necessary information
- b. Proceed to respective Dean for endorsement
- c. Proceed to OSA for record check
- d. Pay necessary fees at the University Cashier
- e. Return the form to CCSD

Day 2: Process the form and have it validated. Day 3: Claim the certificate during office hours.

Office Location
CCSD Main Office & Psychological Testing Unit: F206-F207

II. STUDENT DEVELOPMENT SERVICES

Student Development Services (SDS) are geared towards providing avenues for the discovery, development and enhancement of the leadership, social and spiritual potential of students. Towards this end, the SDS, mainly under the Linkages and Alumni and Office of Student Affairs, provides relevant and meaningful activities initiated by students or deans’ offices.

LINKAGES AND ALUMNI OFFICE

The Linkages and Alumni Office is the center for networking with multi-sectors, a contributor of local and overseas training and schooling for students and employees, and a provider of employment opportunities for the University of Baguio alumni. It is the key liaison between the university stakeholders and the industry.

The Linkages Office ensures that all students and employees have available and equal access to local and overseas training and study. For the Alumni office on the other hand, the office commits to provide profitable job opportunities. It allies the university with other leading schools, corporations, industries and other institutions that would answer the need of internationalization and mobility of students and teachers and of the graduates for appropriate and immediate employment.

MISSION

The UB Linkages Office advertises the university and offers the administration, faculty, staff, students, parents, and alumni opportunities to enhance their knowledge and skills for advancement through academic collaboration, networking, partnership, and community relations with the government, non-government, industry partners, and higher educational institutions for both national and international.

OBJECTIVES

The Linkages Office aims to:

1. promote academic collaboration, networking, and linkages;
2. develop relevant skills through strong partnerships with the alumni, government, non-government, industry partners, and higher educational institutions for both local and international.
3. demonstrate responsible behavior in news and information dissemination, and uphold the university's image among local and global partners;
4. actively lead and participate in networking, linkages, and market research;
5. campaign and advertise environmentally sustainable programs through a consistent partnership with the government, non-government, industry partners, and higher educational institutions for both national and international; and

6. link academic programs to relevant industry, government, and non-government partners and showcase the following university's graduate attributes:
 - a. critical and creative thinkers,
 - b. lifelong learners,
 - c. reflective leaders,
 - d. effective communicators, and
 - e. service-driven citizens.

SERVICES

1. ALUMNI OFFICE

The UB Alumni office is focal point of connection among UB graduates to the university and their batch mates. It is a catalyst for alumni interaction for the promotion of their interests, the university's, and the community's.

The UB Alumni office is committed to ensure that all alumni are active members of the UB alumni associations and are aware of the services and activities of the university and the associations. The office seeks to sustain the alumni's interest, and concern for the university, and for each other.

Main Tasks and Obligations

- a. Strengthen the relationship of the alumni and the university;
- b. Promote partnerships that would be beneficial to the alumni, the university and the community;
- c. Connect alumni with each other;
- d. Complete the alumni database or directory;
- e. Encourage the participation of the alumni in worthwhile projects for the university, the community and for themselves;
- f. Address various concerns of the alumni and the various alumni organizations;
- g. Conduct studies on various alumni matters;
- h. Inform the alumni of all the services, assistance available, including projects, and homecomings.
- i. Provide job placement assistance to the alumni; and recognize and award deserving UB graduates.

2. INTERNATIONAL AFFAIRS

Main Tasks and Obligations

- a. processes International On-the-Job Training (IOJT) applicants from different schools,
- b. assists in preparing linkages/affiliation agreements and Memorandum of Agreement/Understanding (MOA/MOU) for international partners,
- c. assists students, faculty and staff in academic mobility.

3. EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP)

Assess, validate, and evaluate an individual's informal and non-formal learning through his work experiences, educational attainment, and pertinent evidence that would support granting of an appropriate bachelor's degree.

4. MARKETING AND PROMOTIONS (MAP)

The Linkages Marketing and Promotions conducts relevant and effective information and communications program of the University of Baguio. Its major role is to liaise between media outfits and members of the UB Community. It also spearheads the packaging of relevant information into functional and interesting media forms for UB's internal and external use.

Services Offered

- a. press releases and advertisements
- b. video production
- c. social media content development
- d. website content development
- e. yearbook and graduation materials
- f. marketing collaterals and corporate giveaways

OFFICE OF STUDENT AFFAIRS (OSA)

The Office of Student Affairs offers a comprehensive range of programs and activities that caters to the needs of the students while ensuring their adherence to the vision, mission and objectives of the University. The paramount considerations are three-folds through Student Development, Student Support, and Student Formation.

OBJECTIVES

The Office of Student Affairs provides avenues for the total development of students through varied services and relevant activities that foster a fun-learning environment. OSA, in coordination with the different Schools, aims to:

1. Cultivate a strong sense of leadership among students;
2. Hone talents and skills that promote local, national and international identity;
3. Empower students in their right to organize or assemble within the bounds of university policies, procedures, and guidelines;
4. Organize and conduct activities that develop the students' spirituality, sound values, ethical standards and well-being;
5. Impose disciplinary measures that ensure the protection of one's rights without compromising justice and impartiality; and
6. Develop the sensitivity and consciousness of students through advocacies, research, and outreach programs that address critical issues

SERVICES

1. READMISSIONS

In keeping up with the University's vision of a relevant and responsive education, the timely and accurate monitoring of student attendance proves beneficial to improving the University's academic process.

Early identification of unauthorized absences allows the University a timely, proper and efficient response in dealing with the factors affecting student attendance. The University coordinates with parents/guardians, by notifying them with a written report of the student's absences and giving them opportunity to speak out for any concerns.

It is the commitment to inculcate in the students the values of responsibility and reliability by encouraging them to get the full benefit of their education, reflected by good scholastic and attendance record. Monitoring and recording attendance data should not then be considered an administrative burden but a way of improving the University's services. Instructors are therefore encouraged to comply with the attendance guidelines to ensure the students' adherence to the policies on attendance.

ATTENDANCE MONITORING POLICIES AND GUIDELINES

a. Checking of Attendance

Attendance is checked starting from the first day of classes. No student will be admitted to any class without a validated printout of schedule or admission slip or its equivalent. Students who miss classes due to late enrollment shall be marked absent for the day(s) missed.

b. Tardiness/Leaving Classes

A student who comes to class 10-15 minutes after the start of the class shall be marked “Tardy”. Three (3) tardy marks are equivalent to one hour of absence.

Students are marked “Absent” if they arrived more than 15 minutes after classes have started. A student who leaves the classroom and stays out for the duration of the class period without the professor’s permission shall be marked “Absent”.

c. Maximum Allowable Absences

The maximum allowable absence is 20% of the prescribed number of class or laboratory periods during the semester/term.

Number of meeting per week (regular semester)	Incurred days of absences before dropping Attendance Monitoring Cards	Incurred days of absences before dropping Attendance Monitoring Cards 20% maximum allowable number of absences
1	1st, 2nd, 3rd and 4th	3.6 hours
2	2nd, 4th, 6th, and 7th	7.2 hours
3	3rd, 6th, 9th, and 10th	10.8 hours
4	4th, 8th,12th, and 16th	14.4 hours
5	5th, 10th, 15th, 20th	18 hours

Computation:

MAXIMUM ALLOWABLE NUMBER OF ABSENCES =
(no. of hours per week X no. of weeks per semester) X 20 %

Any student who incurs more than the maximum allowable absences shall be given a failing grade.

d. Readmission

It is the commitment of the University of Baguio to inculcate in its students the values of responsibility and reliability by encouraging them to get the full benefit of their education, reflected by good scholastic and attendance record. Monitoring and recording attendance data should not then be considered an administrative burden but a way of improving the University's services.

- i. The policy of no attendance in the classroom will be strictly implemented Online or Face to Face. Hence, the teacher should report the absences through the Online Readmission System.
- ii. A student is dropped after missing the required number of hours as provided for in Section 3 of this Code. The student should secure a readmission slip from the online readmission form of the Office of Student Affairs every time s/he is dropped.
- iii. Valid documentation i.e. medical certificate for illness, death certificate in cases of death, legal document signed by proper authority, and excuse letters noted by the ARC (Admission and Records Center) liaison officer for visa applications should be presented by the students for their absences to be considered excused.
- iv. Students with excused absences shall be allowed to take missed activities. Please refer to Memorandum C, No. 18, Series of 2018 dated June 25, 2018, as signed and approved by Dr. Janice Kaylyn K. Lonogan, Vice President for Academic Affairs and Dr. Esmeralda M. Gatchallan, Vice President for Institutional and External Affairs.
- v. A student who fails to secure a readmission slip cannot be admitted in class and is marked absent. However, if a student missed 20 % of the total class hours, s/he is given a failing grade.
- vi. In case the student officially drops a subject and/or changes schedule/subjects, s/he must inform the Office of Student Affairs-Readmission Division to avoid having text messages sent to his/her parents.

2. STUDENT ORGANIZATIONS

The University of Baguio recognizes the contribution of each organization's involvement in the enhancement of student intellectual, artistic and leadership capabilities. Different school organizations have been instrumental in serving as vehicles for practical and

meaningful experiences enjoyed by the whole University population and the community at large.

In forming and operating an organization, members therefore should demonstrate compliance with the organization accreditation, re-accreditation, recognition and activity processes of the University contingent to the standards of the Commission on Higher Education.

a. Student Organization Forms

- i. COSA-O-001: Letter of Intent Form
- ii. COSA-O-001a: Accreditation (A-Form) Form/Permit to Continue Operations
- iii. COSA-O-002: Student Organizations Directory
- iv. COSA-O-002a: Workplan
- v. COSA-O-003: Pre-Activity Request (PAR) Form
- vi. COSA-O-004: Post Activity Document (PAD) Form
- vii. COSA-O-005: Officer's Information Sheet
- viii. COSA-O-006: Adviser's Information Sheet
- ix. COSA-O-007: Organization Chart
- x. COSA-O-008: Student Organization Self-evaluation (SOS) Report
- xi. COSA-O-008a: Officer's Individual Performance Evaluation
- xii. COSA-O-009: Entry Form
- xiii. COSA-O-011: Student Activity Evaluation
- xiv. CMO-63 Off-Campus Activity Checklist
- xv. COSA FORM 008: Parent's Consent
- xvi. Certificate of Compliance (For Tertiary Off-Campus activities)

b. Recognition of Organization

The Office of Student Affairs welcomes students who aspire to form an organization for as long as its operation is consistent with the Vision, Mission and Objective of the University. The following procedures are to be observed during the application for recognition:

- i. Guidelines for Prospective New Organizations
 1. The organization should conform to the Vision, Mission, Objectives and policies of the University and their respective schools in the case of school- based organizations.
 2. Students should be duly enrolled and are bona fide members of the academic community.
 3. The organization is established for educational, co-curricular, athletic, socio- civic, religious or cultural purposes.

4. Type of organization desired should not be a duplication of existing organization.
5. No fraternities, sororities or gangs shall be recognized as a legitimate student organization.
- ii. Initial interview. Discuss the desired type of organization student want to create with the Staff for Student Organizations and Activities.
- iii. Within twelve (12) [working] days from the initial interview, submit the following to OSA:
 1. Letter of Intent addressed to the OSA Director
 2. Logo, Description, Brief History & Clear Statement of Purpose of the Organization,
 3. Constitution and By-Laws
 4. Criteria for membership
 5. List of officers and students who will comprise the membership of the organization (minimum of 30 members).
 6. Name and the adviser and a letter to the Director of Student Affairs of the acceptance of advisory position.
- iv. Interview with Director of Student Affairs. After evaluation of documents, representative will be invited for a follow-up interview. The Director approves the application within three working days from the interview.
- v. With the issuance of the Certificate of Accreditation, the organization can continue its operation.

c. Accreditation of Existing Organization

For continuous operation, organizations are required to apply for accreditation within twenty (20) [working] days after the start the school year. The following procedures are to be observed during the application for accreditation:

- i. Submit accomplished Application for Student Organization (COSA-O-001) and Work plan of Activities or Projects (COSA-O-002);
- ii. Submit to the office changes in the following (if any):
 1. Constitution and By-Laws (indicate if there are amendments or revisions)
 2. Organizational Chart (with names and pictures of officers and adviser)
 3. List of Members (minimum of 30 members)

4. Name and the adviser and a letter to the Director of Student Affairs of the acceptance of advisory position.
- iii. After submitting pertinent documents, Head of Student Organization submits approval sheet to the Director of Student Affairs within six (6) working days.
- iv. Issuance of Certificate of Accreditation. Organization continues operation

d. Re-accreditation of Organization

The process of re-accreditation applies to organizations previously recognized or accredited but were deemed inactive or were unable to apply for accreditation for one (1) to four (4) semesters. Inactive organizations for more than 2 years shall be permanently deactivated. The following procedures are to be observed during the application for re-accreditation:

- i. Submit the following forms within fourteen (14) [working] days after start of classes:
 1. Letter of intent for Re-accreditation explaining why Organization became inactive
 2. Accomplished Application for Student Organization (COSA-O-001) and Work plan of Activities/Projects (COSA-O-002)
 3. Constitution and By-Laws (indicate if there are amendments or revisions)
 4. Organizational Chart, List of officers and members (minimum of 30 members)
 5. Name and the adviser and a letter to the Director of Student Affairs of the acceptance of advisory position.
 - ii. After submitting pertinent documents, Head of Student Organization submits approval sheet to the Director of Student Affairs within six (6) working days.
 - iii. After the issuance of the Certificate of Re-accreditation, the organization can start operating.

e. Conducting an Activity

All activities initiated or participated in by duly recognized or accredited organizations should be approved prior to the implementation. Request of Approval of Activity and all attachments must be accomplished. For activities conducted within the University premises beyond eight o'clock (8:00) in the evening, permit from the Security Office is required.

There should be a minimum of three (3) activities per organization every semester as follows:

- i. General Assembly/Acquaintance or Christmas Party/Retreat
- ii. Seminars/Training/Tutorials/Outreach
- iii. Participation in University-wide activities

Notes:

1. No activity shall be undertaken two (2) weeks before the final examination.
2. If there is an activity collaborated and participated in by two or more organizations, one activity approval is enough.

The following procedures are to be observed during the application for approval of activities:

- i. Six (6) [working] days before the planned activity, the following should be submitted to the Office of Student Affairs.
 1. Accomplished Activity Design and Implementation, signed by:
 - A. Organization officer/student
 - B. Organization Adviser/s, Program Chair (if applicable) or Activity Coordinator (if applicable).
 - C. School Dean (for college-based organization)
 - D. For outreach activities, the application has to be approved by the Director of the Extension and Community Outreach Office (ECOS).
 2. Program / Plan of Activity
 3. Proposed Budget
 4. Reservation of Venue (for on-campus activities) from the Campus Planning and Development Office (CPDO)
 5. COSA Form 009: Health Declaration & Parent's/Guardian's Consent (for off-campus activities)
 6. Resume/background of speaker/s (for seminars)
 7. Letter to industry/company (for field trips)
 8. Invitation letter from industry/company or groups (for activity participation)

Additional Guidelines for Off-campus Activities

Prior to the approval of an off-campus activity, the organization concerned shall comply with the provisions of CHED Memorandum Order No. 63, series of 2017 and DEPED Memorandum Order

No. 66 series of 2017 by attaching the required documents to the Activity Design and Implementation. The checklist is found at the Appendices section of this handbook.

f. Reservation of Venues for Activities

As a general rule, only recognized student organizations may be given privileges to use of school facilities or equipment for their activities. The University offers different venues to choose from when conducting activities for as long as the organization applying for reservation have met all the requirements imposed to them.

The following are the venues inside the University of Baguio and their respective capacities:

- i. UB Cardinals GYM – 3,000-3,500 persons
- ii. Centennial Ground Floor –800 persons
- iii. AMS Hall – 200 persons
- iv. Centennial AVR –50 persons
- v. Main AVR (behind the NSTP Office) – 80 persons
- vi. Classrooms – 50 persons. Permission to use rooms should be approved by Dean of the school to which they are assigned.

g. Semester Accomplishment Reports

To ensure that recognized student organizations remain active during the semester, the Office of Student Affairs requires the submission of accomplishment reports after the conclusion of the semester detailing the activities they have initiated or participated. Failure or incomplete submission or report shall result to the organization's being placed under probation the following semester. The following forms should be forwarded:

1. Accomplished Activity Narrative Report
2. Accomplished Summary of Accomplished Activities
3. End-of-term Financial Statement

Privileges and Sanctions

PRIVILEGES <i>(for duly recognized/ accredited organizations)</i>	SANCTIONS <i>(for organizations under probation)</i>
Use of the University name	Re-apply for accreditation next semester
Sponsor College or University-wide activities	Limitation in University-wide activity participation
Participate in College or University- wide activities.	Limitation in leadership activity participation
Attend student leadership trainings	Limitation in University facilities & equipment use
Privilege in the use of school facilities and equipment	Limited issuance of fund or suspension in the collection of membership fees
Collect membership fees	Three (3) consecutive Probationary Status shall result to deactivation of the Organization.

Duties and Responsibilities

ORGANIZATION	ADVISER
Keep the adviser and the OSA informed of all organizational activities, meeting schedule, location and agendas.	Actively advise, counsel and serve as resource person in the personal development of students while aiding in the growth of the organization.
Comply with recognition, accreditation, re-accreditation and activity requirements of the University.	To prioritize, handle multiple tasks and work with diverse student population.
Develop and use good records and sound financial procedures.	Core competences: communication, intercultural, planning and student learning proficiency.

Important Reminders:

Failure to comply with all procedures of recognition, accreditation, re- accreditation, approval of activity and semester accomplishment shall result in the deactivation or being placed under probation of the organization.

3. AWARDS AND ACTIVITIES

The University encourages the transformation of students into leaders and active citizens who will serve the country and their fellowmen. In this regard, numerous activities that aim to develop the social skills and leadership traits of the students are scheduled. As a principle, activities must be the “hands-on” products of students, with OSA providing advice and guidance for the smooth conduct of events.

Additionally, the university, through OSA, aims to encourage excellence in non- academic endeavors by recognizing exemplary performance beyond the classroom. Each student who participates in an activity receives a certificate attesting to his or her active involvement in an event. This is a simple yet relevant token of recognition from the office. For those who participate in a significant number of non-academic activities, they may qualify for a leadership award upon graduation.

General List of University Activities

1. Foundation Activities

The Foundation Day activities are comprised of a series of activities that celebrate the founding of the University of Baguio. Typically, these activities run several weeks and are organized by OSA in coordination with other departments.

- a. Freshmen Day & Student Organizational Fair
- b. Foundation Anniversary Mass
- c. Mister and Miss University of Baguio

2. Yuletide Bliss

Yuletide Bliss provides an opportunity for the celebration of the Christmas Season by providing a festive occasion to celebrate Christmas. As with the Foundation Fair, game booths are set-up for the participant’s chance to win prizes.

3. Academic Olympics (AO)

The Academic Olympics provides an avenue to showcase students' academic prowess. There are several categories in the AO, including Extemporaneous Speech, Oration, Debate, Story Telling, General Quiz Bee, Dagliang Pagtalakay, and Talumpati.

4. Music and Dance Festival

Music and Dance Festival celebrate the arts by allowing students to express their sense of aesthetics. The categories include those that showcase talents in singing and dancing.

5. Summer Arts Festival

The Summer Arts Festival reflects the light and easy summer mood as may be expressed in art contests held in the university. Aside from common media such as paint, water color and recycled materials, digital media are also used as one of the forms used in contests.

GUIDELINES FOR UNIVERSITY-WIDE ACTIVITIES ACADEMIC OLYMPICS

A. OBJECTIVE

To organize activities which demonstrate self-reliance and cooperation among students when working independently or in a group and allow students to display their talents in the different co-curricular events in a friendly and competitive atmosphere

B. ELIGIBILITY REQUIREMENTS

1. The contest is open to all bonafide students of the University of Baguio except those enrolled in any masteral or doctorate program.
2. Participants may join multiple events.

C. PROTESTS, PENALTIES AND OTHERS

1. The decision of the Judges is final and irrevocable.
2. Any protests regarding the category in question must be written and submitted during the event or before the next category. Protests will not be entertained after the event is concluded. Any representative from the concerned college can file a protest. Protest can be filed by any representative from the concerned college.

3. No contestant shall contact in any way or manner any of the judges in connection with ratings or critiques.
4. Any infraction of the guidelines, not covered by existing guideline, shall warrant a 10-point deduction, per judge, per category.
5. Contestants are advised to be in the competition venue 30 minutes before the competition schedule.
6. The use of human props is strictly prohibited. Props containing the participant's piece are not allowed. Other props that participants shall be using should be provided, set-up and cleared immediately by the participant's group.
7. A complete list of participants from their respective schools should be submitted on or before the set deadline of the Office of Student Affairs. Late submission the names of participants and changing of participants will warrant 0.2 points deduction, per judge, per category, per day of delay.
8. For a more organized event, the contestant/school representative shall draw the number of their performance sequence during the registration.
9. For immediate protest resolution, if there are protests filed, a coordinator per school will be stationed near the judges' area.

D. TECHNICAL GUIDELINES / MECHANICS

a. ESSAY WRITING

1. There shall be three (3) individual contestants per school (schools are not required to submit names of participants prior to the competition, and instead have the participants register on-the-spot).
2. The specific topic for the category will be given during the contest proper and all writing materials shall be provided.
3. Participants will be given an hour to work on their essays.

b. GENERAL INFORMATION QUIZ BEE

1. There shall be three (3) individual contestants per school.
2. There shall be two (2) rounds: Elimination Round and Final Round. General information categories shall include: Politics, Sports, Entertainment, Health, History, Culture & Arts, Technology, and Trivia.
3. Fifteen (15) questions shall be asked during the Elimination Round.

4. The top ten (10) contestants with the highest scores shall qualify for the Final Round.
5. In case of ties for the last spot, one tie-breaking question shall be asked to determine the finalists.
6. Scores during the elimination round shall be disregarded.
7. Fifteen (15) questions shall be asked in the Final Round.
8. The top three (3) individuals with the highest scores shall be declared Champion, 1st Runner-up, and 2nd Runner-up, respectively.
9. In case of a tie, three (3) tie breaking questions will be given to determine the winners.

c. ORATION/TALUMPATI

1. There shall be two (2) categories (English and Filipino)
2. Each school is entitled to one (1) entry per category.
3. The contest piece shall be original and shall conform to the theme set by OSA.
4. Contestants should memorize their piece.
5. The delivery must be within five (5) to seven (7) minutes. A thirty (30) second extension will be given for the speaker to conclude his/her speech. A 0.2 points for every second of overtime or undertime will be deducted from the score given per judge if the speaker will not be able to conform to the minimum/maximum time.
6. All contestants are required to submit their oratorical/talumpati pieces to the organizers on or before September 24, 2018; otherwise 0.2 points per judge shall be deducted. Please include references used and have the college coordinator endorse the competition piece.

d. EXTEMPORANEOUS SPEECH / DAGLIANG PAGTALAKAY

1. There shall be two (2) categories (English and Filipino).
2. Each school is entitled to one (1) entry per category.
3. A single picture that shall revolve around the theme shall be shown.
4. The contestant shall be allowed to prepare his/her speech for one minute and thirty seconds (1.5 minutes), after the picture is shown, and deliver in two (2) to three (3) minutes. A thirty (30) second extension will be given for the speaker to conclude his/her

speech. A 0.2 points for every second of overtime or undertime will be deducted from the score given per judge if the speaker will not be able to conform to the minimum/maximum time.

YULETIDE BLISS

A. OBJECTIVE

To engage students to actively participate, in the spirit of the yuletide season, in activities that would develop and enhance student abilities, skills and talents;

To organize activities which demonstrate self-reliance and cooperation among students when working independently or in a group.

B. ELIGIBILITY REQUIREMENTS, PROTESTS, PENALTIES & OTHER MATTERS

1. All participants should be officially enrolled for the current semester the competition is held.
2. Complete & Final list of participants, workers, coordinators and book inspiration from respective departments should be submitted on the set date of OSA. Late submission of list & changing of participants after the final date of submission shall warrant 0.2 points deduction, per event, per judge, per day.
3. All departments should designate a coach/handler during the duration of the event.
4. The decision of the judge/s is final and irrevocable and no contestants shall contact in any way or manner any of the judges in connection with ratings or critiques.
5. Protests regarding any violation of rules, regulations and other matters regarding the conduct of the Yuletide Bliss must be in writing and be done before and during each event. Protests will not be addressed after the event concluded.
6. Protest can be filed by any representative from the concerned college.

C. EVENT DETAILS: *(Note: Theme should vary annually. Below is a sample of an event with a particular theme. Modify as needed.)*

a. Christmas Cast

1. Cast assignment shall follow characters from the theme of the event.

2. There should be a minimum of two (2) and a maximum of ten (10) members, with casts decked in “Christmas-accented” accessories/attires.
3. The group shall prepare a 2-5 minutes dance performance (with at least 1 Christmas Song in the mash-up music) in front of the judges. Every second of undertime/overtime shall warrant a 0.2 points deduction per judge.
4. After the judging, all group entries shall be scheduled to sit at the photo booth (for 30 minutes) for photograph opportunities (photo-ops schedule shall start at 11:00AM).

b. Game Booth

1. All departments shall be requested to participate and set-up a GAME BOOTH (w:3m x d:4m x h: not over the highest portion of the lower bleacher) where the public could interactively play and participate. Groups could have a maximum of three (3) games per booth.
2. Only members of each department are allowed to work on the booths. Deductions shall apply for groups who are assisted by non-department members.
3. Set-up of booth will be on the first day of the event, from 5:00PM to 9:00PM and could be continued the next day until the program starts at 9:00AM. Deductions shall be applied for groups who are still working on their booths once the program started.
4. Game booths shall be visited and rated by invited judges immediately after the Christmas Cast presentation. Ten pesos (Php10) shall be charged per gamer and gamers could win a maximum of ten (10) tickets and a minimum of one (1) ticket per game. Game Booth operation shall be from 10:00AM to 5:00PM on the first day and from 8:30AM to 1:30PM on the second day.
5. Prizes shall be: 100 tickets- YB T-shirt ; 90 tickets- UB Umbrella, 80 tickets- UB Shirt ; 50 tickets-Mug ; 30 tickets-Water Bottle; 15 tickets-Button Pin
6. Reminders during the set-up:
 - a. No painting inside the gym and no using of double-sided tape on gym walls.
 - b. If you are to use hammers, do not pound at the wooden part of the gym’s floor area, do so at cemented sidelines.

- c. EXPENSES FOR ANY DAMAGE CAUSED BY A DEPARTMENT SHALL BE BORNE BY THE CONCERNED DEPARTMENT.

c. Show Choir

1. Current members and advisers of UB Performing Arts (Voices, Graces, Band & Orchestra) are disqualified from joining.
2. Minimum of 12 and maximum of 25 singers (may be all male, all female or mixed group) excluding the conductor and a maximum of three (3) instrumentalists.
3. Each choir may or may not have a conductor. The conductor, instrumentalist/s and all participants must be affiliated with the department they represent.
4. Each group shall perform warm-up and required contest piece, with choreography. If group shall make use of pre-recorded accompaniments, said accompaniments shall be submitted on or before the deadline. Groups may have light percussion & acoustics instruments (beatbox, piano, acoustic guitar, & other unpitched percussions) but they have to bring their own instruments.

Performance shall be:

1st song: Group's choice CHRISTMAS SONG PIECE FROM ANY GENRE. The performance comprises 30 % of the total score.

2nd song: Competition song will be determined by OSA. The performance comprises 70 % of the total score. Organizers shall provide the study tape and minus one of the contest piece.

Note: Groups have the liberty to make their own vocal arrangements but SHOULD STRICTLY OBSERVE that at least three (3) different voice parts should be heard (e.g. SAT, SAB, STB, SATB, etc.). The minus one track provided by the organizers shall be used by the group in their performance.

5. Each group's performance time should not exceed 12 minutes, INCLUDING entrance, exit, set-up and set-down of props. A 0.5 deduction will be given for every 20 seconds overtime. Any member of the department can help with the set-up and set-down of props but only performers are allowed during the group's routine.
6. Groups are to maintain the cleanliness of the performance

area after their routine. 1 POINT DEDUCTION (per judge) shall be applied if groups fail to maintain the cleanliness after their performance.

7. Groups shall be given at least 30 minutes each to practice a day before the competition (scheduled from 1PM-9PM), while Booths are being set-up.
8. Performances shall be at the stage.

MR. & MS. UB

A. OBJECTIVE

Mr. and Ms. UB aims to promote the ideal image of the youth, beauty and wit. The pageant highlights the freshness, vitality, beauty and intelligence of UB students by presenting smart and optimistic students as ambassadors of goodwill. Every year's theme represents the winners of the pageant as the ultimate source of greatness through their magnificence, joyfulness and enthusiasm while capitalizing on the support of the UB academic community.

B. QUALIFICATIONS:

1. The contest is open to currently enrolled students in the tertiary level & senior high school of the University.
2. Each School/Department is allowed to send one pair of candidate (1 male & 1 female) to join.
3. Candidates should be single, never been married, not engaged in live-in relationship, and for females, have never given birth.
4. Candidates must be between 16-25 years of age and at least 5'4" tall for males, and 5' tall for females (measurement should be taken by the University Clinic).
5. Previous Mr. & Ms. UB title holders are disqualified from joining the search. Runners-up are allowed to join (1st Runner-up and below). Major title holders/ winners of national and international pageant are disqualified.
6. Candidates are required to present a letter of consent from their parents or guardians.
7. Candidates must not have any failed or dropped subject(s) in the immediately preceding semester when the pageant is staged.
8. Candidates should be of good moral character and should not have any record of violation of the student code.

C.AWARDS & PRIZES:

a. Major Awards:

1. Mister & Miss UB
1 Year Scholarship: 100 % Tuition Fee & Miscellaneous Fee Waiver, Sash, Trophy, Certificate, Bouquet, Token
2. Mister & Miss UB 1st Runner Up
1 Year Scholarship: 75 % Tuition Fee & Miscellaneous Fee Waiver, Sash, Trophy, Certificate, Bouquet, Token.
3. Mister & Miss UB 2nd Runner Up
1 Year Scholarship: 50 % Tuition Fee & Miscellaneous Fee Waiver, Sash, Trophy, Certificate, Bouquet, Token.
4. Mister & Miss UB 3rd Runner Up
1 Year Scholarship: 25 % Tuition Fee & Miscellaneous Fee Waiver, Sash, Certificate, Bouquet, Token.
5. Mister & Miss UB 4th Runner Up:
1 Year Scholarship: 25 % Tuition Fee & Miscellaneous Fee Waiver, Sash, Certificate, Bouquet, Token.

b. Special Awards:

1. Mister & Miss Congeniality – *Certificate, Sash, and Token.*
2. Mister & Miss Cyber UB – *Certificate, Sash, and Token.*
3. Best in Creative Wear (Mister & Miss) – *Certificate, Sash, and Token.*
4. Best in Swimwear (Mister & Miss) – *Certificate, Sash, and Token.*
5. Texter's Choice (Mister & Miss) – *Cellphone, Sash, and Token.*
6. Mister & Miss Talent – *Certificate, Sash, and Token.*
7. Mister & Miss Photogenic – *Certificate, Sash, and Token.*
8. Best in Evening Wear (Mister & Miss) – *Certificate, Sash, and Token.*
9. Best in Casual Wear (Mister & Miss) – *Certificate, Sash, Token.*

D.TECHNICAL GUIDELINES/MECHANICS:

1. All winning candidates will be required to join and participate in all student and university wide activities.
2. The calendar of activities/rehearsal schedule shall be strictly followed.
3. In the event that a candidate fails to attend any of the pre-pageant events, the candidate's score will be zero (0) in the particular category missed and can still participate in the other events.

4. Any winning candidate found to have violated any rule stated in this guideline and deliberately falsified statements shall be stripped off of the title. The next in rank shall assume the vacated title.
5. It is the sole responsibility of the candidate to take care of his/her valuables. The pageant committee will not be accountable for any loss incurred during the activities.
6. Only authorized personnel (those bearing the official Mr. & Ms. UB Backstage Pass) are allowed within the backstage area and competition venue(s). Each candidate is allowed to have one (1) personal assistant only. Coordinators/ Coaches/Supporters are not allowed within the practice area and/or activity area.
7. Coordinators/Coaches will be responsible for the behavior of their candidate.
8. A maximum of Php 30,000.00 expense cap is allowed for each school's consumption, including but not limited to hair & make-up, accessories, and other incidental expenses.
9. The organizing committee will provide meals during the fellowship. The candidate's school/department shall provide all other meals during the activities/events of the search.
10. From the Twenty-two (22) ladies and gentlemen, the top 10 (5 male; 5 female) will be chosen to vie for the Mister & Miss UB title.
11. Other special awards will be given but will have no bearing on the candidate's over-all score.
12. There will be one winner and four (4) runners-up for each group (male & female).
13. There will be four categories where the candidates may compete, namely:
 - a. Swimwear
 - Only the Swimwear provided by the pageant committee shall be worn by the candidates. No alterations, modifications or alternative shall be used.
 - b. Talent
 - Must be an Individual talent performance. Back-up performers are not allowed.
 - Must not exceed two minutes and thirty seconds (2.5 mins) including setting of props and exit.
 - c. Creative Wear
 - Creative wear refers to the artistic interpretation of the event theme.

d. Evening Wear

- Only the Evening Wear sponsored by the chosen designer shall be allowed to be worn by the candidates.

e. Final Pageant Interview

- Each candidate is given a maximum of two (2) minutes to answer.
- A warning bell will be sounded during the one minute and thirty seconds (1.30) mark.
- Timer will start after the emcee had stated the question twice.

14. The candidates shall wear only the Swimwear provided by the pageant committee. No alterations, modifications, or alternatives shall be used.

15. Only individual talent performance is allowed. No back-up performers will be allowed.

16. Performances must not exceed two minutes and thirty seconds (2.5 mins) including setting of props and exit.

17. Creative Wear refers to the artistic interpretation of the pageant theme.

18. The candidates shall wear only the Evening Wear sponsored by the chosen designer.

19. In the conduct of the Final Pageant Interview, each candidate is given a maximum of two (2) minutes to answer. A warning bell will be sounded during the one minute and thirty seconds (1.30) minute mark. The timer will start after the emcee had state the question twice.

20. The decision of the Judges shall be final and irrevocable.

21. Protests regarding the violation of rules or guidelines or other matters regarding the conduct of the pageant must be in writing and done before and during activities of the event. Protests will not be addressed after the event concluded. Protest can be filed by coordinators/representatives from the concerned college.

22. No contestant shall contact any of the judges in any way or manner in connection with ratings or critiques.

MUSIC & DANCE FESTIVAL

A. OBJECTIVE

To build strong partnerships and forge camaraderie among the University's diverse schools to evolve into a stronger institution.

To feature the talents of students in music and dance in a friendly and fun- filled way.

B. ELIGIBILITY & OTHER RULES

1. The contest is open to all bona fide University of Baguio students who are officially enrolled for the semester in which the event is staged, except those in the graduate program.
2. Students MAY join multiple categories.
3. Current Supreme Student Council members, and Current Performing Arts (UB Graces Dance Troupe, UB Voices Chorale, UB Chamber Orchestra, UBBUK and UB Plug & Play Band) trainees and members are NOT allowed to join in any category.
4. Complete and final lists of participants (and other working staff), from respective schools should be submitted on or before the deadline, 5:00 PM at the Office of the Student Affairs. CDs, song titles should be submitted to the organizers on or before the set deadline at 5:00 PM.
5. Certificates shall be given to all participants and coordinators. The organizers shall check the registration forms for signatures as basis for giving certificates. No signature, no certificate.
6. Only schools who will participate in ALL categories shall be legible for Over-all awards.

**Late submission or changing of participants or CDs after the final date of submission shall warrant a 0.2-point deduction, per event, per judge.*

C. PROTESTS, PENALTIES AND OTHERS

1. All departments should designate a coach/handler during the event.
2. The decisions of the judges are final and irrevocable. Contestants shall not contact in any way or manner any of the judges in connection with ratings or critiques.
3. Protests regarding any violation rules, regulations and other matters regarding the conduct of the Music and Dance Festival MUST BE IN WRITING and done before and during each event. PROTESTS WILL NOT BE ADDRESSED AFTER EACH EVENT has been CONCLUDED.
4. Protests may be filed by any representative from the concerned school.

5. Any protests made shall be decided upon by a committee composed of OSA staff, SSC staff and event judges and shall be deemed final and irrevocable.
6. The participants' list will be given to all departments before the competition for double-checking the participants' eligibility. Any concerns or protests regarding the list must be referred to the office until the set deadline.
7. The use of props is allowed, but no props men are allowed on the floor during performances. Groups are given one (1) minute to set-up needed props and a maximum of two (2) minutes to clean up after their performances. Failure to clean up the floor area shall warrant five (5) points deduction per judge, per category.
8. Explicit lyrics in individual or group performances are not allowed. In cases where song lyrics contain explicit words, explicit words, these words must be replaced with more decent terms, or be altered, or be omitted altogether. Participants may use the radio or clean version of the songs containing explicit words. Failure to comply shall warrant five (5) points deduction per explicit word, per judge, per category.

D.CATEGORIES

a.BAND CATEGORY GUIDELINE

1. There shall only be one (1) entry per school with a maximum of six (6) members.
2. All bands are required to play one warm-up piece (comprises 30 % of the total score) of the group's choice, and one cover song (comprises 70 % of the total score) to be determined by OSA.
3. For the main piece, schools could mix songs of ONE particular group only.
4. Each band shall be given 10 minutes to perform INCLUDING SOUND CHECK. Participants who exceed the allotted time shall be deducted one (1) point per judge.
5. Groups MUST BRING THEIR OWN INSTRUMENTS (guitar, drum sticks, guitar chords, keyboard, keyboard stand, etc.).
6. The title/s of the song/s should be submitted to the organizers on or before the set deadline at 5:00 pm. Late submission

and changing of songs after the final date of submission shall warrant a 0.2-point deduction, per event, per judge, per day.

7. Song choice (warm-up & main piece) for this category shall not be repeated. Choosing of songs shall be on a first-come, first served basis.

b. VOCAL SOLO CATEGORY GUIDELINE

1. There shall only be one (1) entry per school.
2. The contest piece, which may be re-arranged, should be based on the theme set by OSA.
3. There should only be one (1) song piece which must be rendered within four (4) minutes. Participants who exceed the allotted time shall be deducted one (1) point per judge.
4. Attire **MUST** be decent and pleasing.
5. The minus one CD should be submitted to the organizers on or before the deadline, 5 pm. Late submission and changing of songs or CDs after the final submission shall warrant a 0.2-point deduction, per event, per judge, per day.
6. Background music for this category shall be a minus-one file. Using instruments (live) is not allowed.
7. Song choice for this category shall not be repeated. Choosing of songs shall be on a first-come, first served basis.

c. VOCAL DUET CATEGORY GUIDELINE

1. There shall only be one (1) entry per school.
2. The contest piece, which may be re-arranged, should be based on the theme set by OSA.
3. There should only be one (1) song piece which should be rendered within five (5) minutes. Participants who exceed the allotted time shall be deducted one (1) point per judge.
4. Attire **MUST** be decent and pleasing.
5. The minus one CD should be submitted to the organizers on or before the deadline at 5:00 PM. Late submission and changing of songs CDs the final date of submission shall warrant a 0.2-point deduction, per event, per judge.
6. Song choice for this category shall not be repeated. Choosing of song shall be on a first-come, first served basis.

d. SING AND DANCE CATEGORY GUIDELINE

1. There shall only be one (1) entry per school.
2. Each group shall be composed of four (4) and maximum of six (6) members.
3. Each group should sing and dance to the song determined by OSA.
4. The group should deliver the song LIVE, lip-synching or pre-recorded singing are not allowed.
5. The contest piece should be rendered within five (5) minutes. Participants who exceed the allotted time shall be deducted one (1) point per event, per judge.
6. Attire MUST be decent and pleasing.
7. Music CDs should be submitted to the organizers on or before the deadline at 5:00 PM. Late submission and changing of songs or CDs after the final date of submission shall warrant a 0.2-point deduction, per event, per judge, per day.
8. Schools could mix songs of ONE particular group only.

e. BALLROOM/ LINE DANCE GUIDELINES

1. There should only be one (1) entry per school.
2. The dance steps should fall under the chosen dance category.
3. Each group shall have a minimum of (6) and a maximum of twenty (20) members. A one (1) point deduction per judge will be applied if the group will not be able to conform to the minimum/maximum number of members.
4. Performance should be rendered within five (5) minutes. All participants who exceed the maximum allotted time shall be deducted one (1) point per event, per judge.
5. Attire MUST be decent and pleasing.
6. Music CDs should be submitted to the organizers on or before the deadline at 5:00 PM. Late submission and changing of songs or CDs after the final date of submission shall warrant a 0.2-point deduction, per event, per judge, per day.

f. HIP-HOP GUIDELINES

1. There should only be one (1) entry per school.
2. The choreography shall use the song determined by OSA.
3. Songs with profanity or explicit words are not allowed.
4. Each group shall have a minimum of six (6) and a maximum

- of fifteen (15) members. A one (1) point deduction per judge will be applied if the group will not be able to conform to the minimum/maximum number of members.
5. Performance should be rendered within five (5) minutes. All participants who exceed the maximum allotted time shall be deducted one (1) point per event, per judge.
 6. Medley and remixes are allowed.
 7. Aided flips are flips where the performer shall launch from any body part of co-performers, adding height to the stunt. TOSSING, as well as BREAKDANCING (head stunts and other moves that strain or compromise the head, neck, and back of the dancer), IS STRICTLY PROHIBITED. A five (5) point deduction, per judge, per execution, will be applied if the group shall perform tossing, aided flips, or other dangerous stunts.
 8. To check if group choreography complies with the event mechanics, a spot check for participating groups shall be scheduled by OSA.
 9. Music CDs should be submitted to the organizers on or before the deadline at 5:00PM. Late submission and changing of songs or CDs after the final date of submission shall warrant a 0.2-point deduction, per event, per judge per day.

NON-ACADEMIC AWARDS

POLICIES AND GUIDELINES FOR LEADERSHIP AWARDS

The University of Baguio recognizes the importance of the student's active participation in co-curricular activities alongside with their academic pursuits. Being a scholar does not necessarily guarantee one's success in life because this depends more on hard work.

Giving leadership recognition to students is among the prerogatives of the University and those recognitions are bestowed by the University on graduating students who manifested outstanding leadership qualities, good academic standing and exemplary character that are worthy of emulating by their peers.

GENERAL POLICIES CATEGORIES

- a. UNIVERSITY LEADERSHIP - This is awarded to a graduating student whose leadership qualities have been manifested not

only within the University but also in the community and whose positions of leadership, activities and commendations have given honor and recognition to the University of Baguio as a whole.

- b. COLLEGE LEADERSHIP - This is awarded to a graduating student whose leadership qualities have primarily been manifested in the School to which the applicant belongs and, to a considerable extent, in the community and whose positions of leadership, activities and contributions have given honor and recognition to the concerned school.
- c. NOTABLE LEADERSHIP - This is awarded to a graduating student whose positions of leadership, activities, and commendations are noteworthy for their contribution to the betterment of the community, the University or School to which the applicant belongs.

ELIGIBILITY

- a. The nominee must be a candidate for graduation.
- b. For transferees, the nominee must have at least two-year residency in the University.
- c. The nominee should have no pending case against him/her nor convicted of any case/crime within or outside the university.

REQUIREMENTS

- 1. Nominees must provide a long portfolio containing all original documents that include the following:
 - a. Curriculum vitae
 - b. Fully-accomplished nomination forms.
 - c. NBI or Police Clearance (either one).
 - d. Certificates and supporting documents.
 - d.1. For a single seminar with multiple topics, only one certificate shall be considered.
 - d.2. If the nominee has multiple functions in an activity, his/her functions will be counted as one in favor of the highest position occupied
 - d.3. Period of coverage of all activities, membership, offices/ leadership positions held and awards shall be from the applicant's first year in the University until the deadline for submission imposed by the Office of Student Affairs.

ACADEMIC PERFORMANCE

To qualify for a leadership award, the following maximum allowable failed subjects are the following:

1. Maximum of 9 units failed in the Professional subjects
2. Maximum of 6 units failed in the General Education (GE) subjects including PE and NSTP.
3. Maximum of 9 units failed for any combination of Professional and GE subjects. However, the failed units must not be more than that specified in the previous items.

Failed subjects that are NOT part of the student's course curriculum shall not be counted against the candidate's total failed units. Only those belonging to his or her course curriculum shall be considered in the tabulation. In the case of those programs with retention policies where failed grades are higher than 75, the higher rating is to be followed.

Dropped (DRP) and incomplete (INC) grades shall be excluded in the evaluation.

NARRATIVE

The nominee must submit a 1,000 words narrative regarding his/her accomplishments. This must be accompanied with pictures of his/her activities.

AWARDS DELIBERATION COMMITTEE

Chairman, Vice President for Academic Affairs Members – School Deans
Official Tabulator (non-voting member) – Office of Student Affairs

PROCEDURES FOR DETERMINATION OF THE ELIGIBILITY OF CANDIDATES

1. The Office of Student Affairs (OSA) sends a memo to all deans requesting for candidates for the Leadership Awards. The memo shall specify the deadline for submission of entries.
2. The candidates submit their complete documents to OSA within the deadline. No documents will be accepted after the deadline.
3. The OSA compiles the portfolios, tabulates the documents contained therein, and determines whether or not the applicant has complied with the minimum requirements for the awards. The successful applicants are classified according to the award they shall receive.

4. The results shall be carefully and accurately tabulated by the Office of Student Affairs.
5. The results shall be presented to the Awards Deliberation Committee at least two weeks before the scheduled graduation. During the deliberation, the Office of Student affairs will provide tabulated results of all candidates, including those who did not meet the minimum requirements for the different categories.
6. In order to be eligible for an award, the candidate must fulfill the minimum requirements (i.e. at least the NOTABLE LEADERSHIP AWARD) in all the criteria groupings. Any candidate who does not qualify in all the criteria groupings shall be ineligible for a Leadership Award.
7. The Committee shall follow the “three-out-of-five rule” in determining the level of award to be given to the applicant. The majority of categories satisfied shall determine the Leadership Award to be given to the candidate. In case of a tie between two categories, the members of the Committee shall determine the final award to be given to the candidate.
7. In cases where there are credits that may be moved to a lower subcategory within the same criteria, the Office of Student Affairs shall automatically move such credits in order to satisfy requirements for the said criteria. The higher award will be settled to the lower level to determine the final award.
8. The Committee may confer a Leadership award on a candidate who falls short of the minimum requirements for the awards but who has contributed significantly in furtherance of the mission-vision-objectives of the university and the school. The contribution must be significant to merit deliberation by the Committee and may not be officially documented. Examples of such actions that may be considered include, but are not limited to acts of honesty (returning significant amounts of cash), bravery (rescue), and involvement in advocacies that are socially relevant.
9. Upon confirmation of awardees by the Committee, the final and official list shall be signed by all present during the deliberation.
10. The OSA shall submit a request for Plaques of Leadership for awardees. Other candidates shall receive a Letter of Commendation from the Director of Student Affairs.
11. All portfolios will be returned to their owners after the final deliberation.

DEADLINE OF SUBMISSION

All requirements must be placed in a long plastic portfolio.

The deadline of submission of documents shall be determined by the Office of Student Affairs. Late submission will not be entertained. However, in the case of publications, the Committee shall accept articles published until the Saturday preceding the deliberation.

A. UNIVERSITY LEADERSHIP AWARD CRITERIA

1. Recognized Campus Organizations

Must qualify in AT LEAST TWO of the following criteria:

- a. At least one year active officer/member (ACTIVE MEMBER refers to active participation in college-based or university-wide activities where the applicant acted as initiator, organizer, facilitator or helper in at least three activities) of the Supreme Student Council (SSC).
- b. At least two years active officer/member (ACTIVE MEMBER refers to active participation in college-based or university-wide activities where the applicant acted as initiator, organizer, facilitator or helper in at least three activities) of the Student Body (SB).
- c. At least two years active officer/member (ACTIVE MEMBER refers to active participation in college-based or university-wide activities where the applicant acted as initiator, organizer, facilitator or helper in at least three activities) of a recognized University-wide or program related organizations acknowledged by the school.

2. Community/Outreach Activities

Must qualify in AT LEAST TWO of the following criteria:

- a. International/National/Regional/Provincial/City/Municipal. Participant/ Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least one activity.
- b. University. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least two activities.
- c. Barangay/College. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least two activities.

3. Publications (All articles must not be a requirement of a subject)

At least 5 articles in an International / National / Local / University / College paper or website. The website must belong to the University of Baguio or any .edu / .org / .gov domain. Websites

of media/ news organizations are also acceptable. Blogsite entries are not acceptable.

All published articles related to the course, school, university must be endorsed by the school dean

4. **Co-curricular Activities (Seminar, Workshop, Training, Competition)** The nominee must qualify in AT LEAST FOUR of the following criteria:
 - a. International/National
 - a1. Organizer / Coordinator / Speaker / Chairman / Support Staff / Other positions of at least one activity.
 - b. Regional
 - b1. Support Staff of at least two activities.
 - b2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
 - c. Provincial/City
 - c1. Support staff of at least two activities.
 - c2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
 - d. Municipal/University
 - d1. Support staff of at least two activities.
 - d2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
 - e. Barangay/College
 - e1. Support staff of at least two activities.
 - e2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
5. **Awards / Honors / Recognitions / Distinctions / Merits / Commendations earned**
 - a. At least nine International / National / Regional / Provincial / City / Municipal / University Barangay / College awards.

B. COLLEGE LEADERSHIP AWARD CRITERIA

1. **Recognized Campus Organizations** Must satisfy the following criteria:
 - a. At least one-year active officer/member (ACTIVE MEMBER refers to active participation in college-based or university-wide activities where the applicant acted as initiator, organizer, facilitator or helper in at least three activities) of the Student Body (SB).

- b. At least one-year active officer/member (ACTIVE MEMBER refers to active participation in college-based or university-wide activities where the applicant acted as initiator, organizer, facilitator or helper in at least three activities) of a recognized College-based or program related organizations acknowledged by the school.

2. Community/Outreach Activities

Must qualify in AT LEAST TWO of the following criteria:

- a. International/National/Regional/Provincial/City/Municipal. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least one activity.
- b. University. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least two activities.
- c. Barangay/College. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least two activities.

3. Publications (All articles must not be a requirement of a subject)

- a. At least 3 articles in an International / National / Local / University / College paper or website. The website must belong to the University of Baguio or any .edu / .org / .gov domain. Websites of media/ news organizations are also acceptable. Blogsite entries are not acceptable.
- b. All published articles related to the course, school, university must be endorsed by the school dean

4. Co-curricular Activities (Seminar, Workshop, Training, Competition)

The nominee must qualify in AT LEAST THREE of the following criteria:

- a. International/National
 - a1. Organizer / Coordinator / Speaker / Chairman / Support Staff / Other positions of at least one activity.
- b. Regional
 - b1. Support Staff of at least two activities.
 - b2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
- c. Provincial/City
 - c1. Support staff of at least two activities.
 - c2. Organizer / Coordinator / Speaker / Chairman of at least one activity.

- d. Municipal/University
 - d1. Support staff of at least two activities.
 - d2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
- e. Barangay/College
 - e1. Support staff of at least two activities.
 - e2. Organizer / Coordinator / Speaker / Chairman of at least one activity.

C. NOTABLE LEADERSHIP AWARD CRITERIA

1. Recognized Campus Organizations

At least one year active officer/member (ACTIVE MEMBER refers to active participation in college-based or university-wide activities where the applicant acted as initiator, organizer, facilitator or helper in at least three activities) of the Supreme Student Council (SSC), Student Body (SB), recognized University-wide / recognized College-based or program related organizations acknowledged by the school.

2. Community/Outreach Activities

Must qualify in AT LEAST ONE of the following criteria:

- a. International/National/Regional/Provincial/City/Municipal. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least one activity.
- b. University. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least two activities.
- c. Barangay/College. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other positions of at least two activities.

3. Publications (All articles must not be a requirement of a subject)

Must qualify in AT LEAST ONE of the following criteria:

- a. At least 3 articles in an International / National / Local / University / College paper or website. The website must belong to the University of Baguio or any .edu / .org / .gov domain. Websites of media/ news organizations are also acceptable.
- b. All published articles related to the course, school, university must be endorsed by the school dean.

4. Co-curricular Activities (Seminar, Workshop, Training, Competition) The nominee must qualify in AT LEAST TWO of the following criteria:
Must qualify in AT LEAST ONE of the following criteria:
 - a. International/National
 - a1. Organizer / Coordinator / Speaker / Chairman / Support Staff / Other positions of at least one activity.
 - b. Regional
 - b1. Support Staff of at least two activities.
 - b2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
 - c. Provincial/City
 - c1. Support staff of at least two activities.
 - c2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
 - d. Municipal/University
 - d1. Support staff of at least two activities.
 - d2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
 - e. Barangay/College
 - e1. Support staff of at least two activities.
 - e2. Organizer / Coordinator / Speaker / Chairman of at least one activity.
5. Semestral Awards / Honors / Recognitions / Distinctions / Merits / Commendations earned
 - a. At least 3 International / National / Regional / Provincial / City / Municipal / University Barangay / College awards.

POLICIES AND GUIDELINES FOR ROSA C. BAUTISTA MEDIA AWARDS AND SPECIAL MEDIA AWARDS

The University of Baguio recognizes the importance of the students' active development in media alongside with their academic pursuits. The University Media Award honors students who deserve recognition for having manifested "outstanding skills in the use of media, good academic standing and exemplary character" that are worthy of emulation by their peers.

GENERAL POLICIES

CATEGORIES

- a. Rosa C. Bautista Journalism Award. This is awarded to a graduating student who has produced an exceptional body of work in different media, not only in the University but also in the community, national or international scene.
- b. Special Journalism Award. This is awarded to a graduating student who may not qualify for the Rosa C. Bautista Journalism Award but the Committee strongly believes that such student is deserving of the award in recognition of an achievement in the field of media.

ELIGIBILITY

For transferees, the nominee must have at least two-year residency in the University.

The nominee should have no pending case against him/her nor convicted of any case/crime within or outside the university.

REQUIREMENTS

Nominees must provide a nomination portfolio that includes the following:

1. Fully-accomplished resume.
2. Fully-accomplished nomination forms.
3. Certificate of Good Moral Character.
4. Certificates and supporting documents.

ACADEMIC PERFORMANCE

To qualify for a journalism award, the maximum allowable failed subjects are the following:

- Maximum of nine units failed in the Professional subjects.
- Maximum of six units failed in the General Education (GE) subjects including PE and NSTP.
- Maximum of fifteen units failed for any combination of Professional and GE subjects.
- Dropped (DRP) and incomplete (INC) grades shall be excluded in the evaluation.
- No failing grade in all the English subjects.

ESSAY

The nominee must submit a 1,000-word essay on a topic given by the Awards Committee. This must be accompanied with pictures of his/her activities.

AWARDS SELECTION COMMITTEE

Chairman, Vice President for Academic Affairs

Members – School Deans

DEADLINE OF SUBMISSION

All requirements must be placed in a long plastic portfolio.

The deadline of submission of documents shall be determined by the Office of Student Affairs. Late submission will not be entertained.

A. ROSA C. BAUTISTA JOURNALISM AWARD CRITERIA

1. Publications: (Note: All articles must not be a requirement of a subject)

All published articles related to the course, school, university must be endorsed by the school dean.

The nominee must qualify in ANY TWO of the following criteria:

- At least three articles in an International/National Paper/Regional/Local paper
 - At least three articles in the UB Website or University Publication
 - At least three articles in the College Paper
2. Community/Outreach Activities
 - a. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other position of AT LEAST THREE international / national / regional / provincial / city/ municipal / university / barangay / school community or outreach activities
 3. Activities related to Journalism (Seminar, Workshop, Training, Competition) The nominee must satisfy ANY THREE of the following criteria:
 - a. International/National
 - a.1. Organizer / Coordinator / Speaker / Chairman / Support Staff / Participant of at least one activity
 - b. Regional/Provincial/City
 - b.1. Active participant in at least three activities.
 - b.2. Organizer / Coordinator / Speaker / Chairman / Support Staff of at least one activity

- c. Municipal/University
 - c.1. Active participant of at least three activities.
 - c.2. Support staff of at least one activity.
 - c.3. Organizer / Coordinator / Speaker / Chairman of at least one activity
- d. Barangay/College
 - d.1. Active participant of at least three activities.
 - d.2. Support staff of at least one activity.
 - d.3. Organizer / Coordinator / Speaker / Chairman of at least one activity
- 4. Awards/Honors/Recognitions/Distinctions/Merits/Commendations earned, related to Journalism

A nominee must satisfy AT LEAST THREE of the following criteria:

- a. One International/National award.
- b. One Regional/Provincial/City awards.
- c. One Municipal/University/Barangay/College awards.

B. SPECIAL JOURNALISM AWARD CRITERIA

- 1. Publications: (Note: All articles must not be a requirement of a subject)
 - All published articles related to the course, school, university must be endorsed by the school dean.
 - The nominee must qualify in ANY TWO of the following criteria:
 - At least two articles in an International/National Paper/Regional/Local paper
 - At least two articles in the UB Website or University Publication
 - At least two articles in the College Paper.
- 2. Community/Outreach Activities
 - a. Participant / Organizer / Coordinator / Speaker / Chair / Support Staff / Other position of AT LEAST TWO international / national / regional / provincial / city/ municipal / university / barangay / school community or outreach activities.
- 3. Activities related to Journalism (Seminar, Workshop, Training, Competition) The nominee must satisfy ANY TWO of the following criteria:
 - a. International/National/Regional/Provincial/City
 - a.1. Organizer / Coordinator / Speaker / Chairman / Support

Staff / Participant of at least one activity

b. Municipal/University

b.1. Active participant of at least three activities.

b.2. Organizer / Coordinator / Speaker / Chairman / Support
Staff of at least one activity

c. Barangay/College

c.1. Active participant of at least three activities.

c.2. Organizer / Coordinator / Speaker / Chairman / Support
Staff of at least one activity

4. Awards/Honors/Recognitions/Distinctions/Merits/
Commendations earned, related to Journalism

A nominee must satisfy AT LEAST TWO of the following
criteria:

a. One international/national award.

b. One regional/provincial/city awards.

c. One municipal/university/barangay/school awards.

d. One-year Editorial Staff

D. INTERNATIONAL STUDENTS CENTER (ISC)

Pursuant to CHED Memorandum Order Number 09, series of 2013 otherwise known as “Enhanced Policies and Guidelines on Student Affairs and Services”, specifically on the provision of assistance to address the needs of foreign students, as stated on Section 31.1, to wit:

ARTICLE VIII

Section 31.1: Foreign/Integration Students Services

Refers to the provision of assistance to address the needs of foreign students. An integrated service program that caters to the socio-psychocultural, academic and non-academic needs should be available to all international students.

The Office of Student Affairs has provided a center to cater to the needs of the Foreign Students. The University of Baguio - International Student's Center (ISC) serves as a key resource in recognizing our Foreign Student's need in terms of educating them to be empowered professionals in the global community. The center serves as a hub for programs and events that can foster meaningful connections among all global thinkers. It is also devoted to creating a closest home away from home ambiance during their educational journey at UB. ISC encourages campus and community involvement

through collaborative programs, services and events taking into consideration international standards.

SERVICES

The ISC promotes and supports campus based internationalization as per reference to the CHED CMO 55, series of 2016, to provide services, policies, strategies and guiding principles of the university in meeting the international standard. The Center also gives assistance to international students in a new living environment and guide them to understand the Filipino Culture so that they can be helped to adjust geographically and culturally.

The following institutional activities and programs are prepared for them:

- a. International Students Orientation,
- b. United Nations Week,
- c. Philippine International Friendship Day
- d. Freshmen Day
- e. Parangal
- f. Yuletide Bliss
- g. Outreaches

These activities and programs can help them in their academic success, to enhance their community involvement and student development while they are in our country.

The University of Baguio also respects everyone's right to worship, supports the spiritual well-being of everyone, to provide opportunities for the International Students to learn from each other through the practice of multi faith. Therefore, Prayer Rooms have been provided for the students. This will enable them in their spiritual journey to be inspired and to collaborate with people of all faith for the common good of enrolled students without discrimination or preference.

E. UNIVERSITY OF BAGUIO PERFORMING ARTS GROUP

Pursuant to CHED Memorandum Order Number 09, series of 2013 otherwise known as "Enhanced Policies and Guidelines on Student Affairs and Services", specifically on the provision of assistance to address the need to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion

and conservation of national culture and multi-cultural heritage; as stated in Section 33.1, 33.2 and 33.3 to wit:

ARTICLE VIII

Section 33.1

The HEI shall provide opportunities for the appreciation of culture and the arts

Section 33.2

There shall be mechanisms to promote Philippine Culture and the Arts in coordination with other government agencies

Section 33.3

The HEI shall provide an Office for Culture and the arts.

The University of Baguio Office of Student Affairs has the UB Performing Arts Group under its wing. The UB Performing Arts Group comprises of UB students as performers and production staff who are mostly university scholars. The Performing Arts Group is composed of five different groups; each focusing on an aspect of the performing arts--music and dance. Each group, namely the UB Voices Chorale, UB Graces Dance Troupe, UB Chamber Orchestra, UB Plug and Play Band and the University of Baguio's very own cultural dance troupe, the UBBUK (University of Baguio, BIBAK Ubbun Kaafuan) produces performances for the university and for the public, either as official school productions or as official school representations in external events and competitions. The performing arts group serves as a training ground for all the members to polish their talents and to share their work and performances to the students and the public.

SERVICES

The University of Baguio Office of Student Affairs and the UB Performing Arts Group provides opportunities for the awareness and appreciation of the culture and the arts encompassing all genres from classical to modern with emphasis on the promotion of Philippine culture and the arts through various activities and events throughout the school year, catering not only the students of the university, but also the general public, whenever possible. The following institutional activities and programs are prepared for them:

1. Inter School Music and Dance competitions
2. Yuletide Bliss
3. Choral Workshops
4. Voice Workshops

5. Dance workshops
6. Music and Dance Recitals
7. Virtual Music and Dance Video Productions (during pandemic)
8. Choral and Dance Competitions
9. Outreaches

5. STUDENT DISCIPLINE

Student discipline and formation comprises the concerted efforts of the University to bring forth the right order of things. Student discipline and formation includes disciplinary provisions that instill responsible behavior and respect towards the members of the University community so that an environment conducive to learning is established. The Student Discipline and Formation helps ensure students' compliance with the Student Code of Conduct by providing a system through which university employees and students can air grievances and file complaints against erring students. The system is fair and/or conforms to the requisites for due process. The office takes the tone of reform more than punishment in deciding cases.

Students who are found in violation of the Code of Conduct are given sanctions that are humane and respectful of one's dignity.

STUDENT CODE OF CONDUCT

Article I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

FUNDAMENTAL PRINCIPLES

In the light of its mission, philosophy and goals, the University of Baguio aims to provide every UB student with:

1. Academic Excellence

The University of Baguio's primary task is to provide avenues toward academic excellence. It strives to provide its students the following:

- a. A high standard of learning that reflects dynamic changes in different areas of discipline, methods of instruction and styles of learning;
- b. A set of intellectual and practical skills strengthened by a consistent conformity with standard of the industry within which the graduate is to operate;
- c. A sense of professional pride that leads to exceptional performance in one's field of expertise.

2. Sense of Community and Nationalism

The University of Baguio is committed to the task of nation-building by forming its students to become advocates of sustainable growth and protection of the national patrimony by:

- a. Using their knowledge and skills in undertaking researches relevant to their field of expertise and;
- b. Being actively involved in programs that are beneficial to the community and preserve and protect the environment.

3. Leadership and Character Training

University education revolves not only around developing academic excellence but also involves the active formation of students into men and women of character who possess qualities of good leadership. The university provides opportunities for students to hone their potentials as future leaders and movers of society.

Section 1. Student Rights

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

1. The right to quality and relevant education through competent and continuing instruction;
2. The right to organize, join and participate in organizations and societies recognized by the University;
3. The right to guidance and counseling services;
4. The right to freedom of expression and assembly subject to regulations that ensure proper exercise and enjoyment of such freedom by all members of the academic community;
5. The right to publish on their sole responsibility a student newspaper and/or similar publications;
6. The right to invite resource speakers during assemblies, symposia, and other activities of similar nature which do not interfere with or disrupt classroom instruction or any academic activity of the University;
7. The right to access of their individual student records and to the issuance of official certificates, transcript of records, grades, transfer credentials, etc.
8. The right to be free from involuntary contributions except those approved by their organizations or societies;

9. The right to be free from any kind of bullying, harassment and any kind of activity that curtails the human rights of the individual; and
10. The right to quality student services as may be required and guaranteed by university regulations and laws of the land.

Section 2. Student Responsibilities

The following are the responsibilities and obligations of the students:

1. To conscientiously achieve the highest possible academic performance, they are capable of doing;
2. To uphold the basic principles and ideals of the University and to contribute to the attainment of its vision, mission and objectives;
3. To exercise rights in a responsible manner, with due regard for the rights of others;
4. To promote and maintain the peace and tranquility of the University by obeying the rules on discipline and by exerting efforts towards harmonious relationship with fellow students, faculty members, employees and administration;
5. To follow and abide by the University of Baguio Student Code and all the rules and regulations governing their own school and the University, provisions of the Manual of Regulations for Private Higher Education (MORPHE), and those of bodies of law as enacted by legislative and administrative bodies;
6. To conduct oneself with dignity and honor by avoiding establishments of ill- reputation, persons of questionable character and conduct and non-use of illegal substances; and
7. To bear oneself with utmost sense of responsibility and sportsmanship as well as diligent regard for highest principles of good conduct and the rights and welfare of others when representing the University in any authorized activity, including the use of the University's name.

Article II. STUDENT DISCIPLINE

Character formation is one of the most important aims of the university. For this reason, imposition of penalties for violations of the Student Disciplinary Code, while observant of the rights and feelings of respondents, is firm, especially when the safety and well-being of

the student body and institution is at stake. Students are expected to manifest both within and outside the University, the respect for order, morality, personal honor, and rights of others, which is required of God-fearing men and women.

Section 1. Code of Conduct

As members of the University community, it is presumed that every college student is of mature disposition in that he/she respects the rights of others as well as his own. Each student must contribute towards an environment conducive for learning and development. With this, appropriate conduct and deportment must be observed at all times, to wit:

1. Towards their dealing/s with all members of the University community, including its guests and visitors, all students are expected to be polite and respectful at all times regardless of one's beliefs, gender identity/gender orientation, race, religious and political affiliation.
2. Good grooming, cleanliness and appropriate dress are important institutional concerns. Notwithstanding the value of individual choice in the selection of desired clothing to wear to school, the University of Baguio strongly encourages all students to dress appropriately during school days. In this regard, the following are deemed inappropriate school attire:
 - a. Tank tops/muscle shirts;
 - b. Spaghetti straps/halter/mesh tops/strapless worn without proper covering;
 - c. Bare midriffs (this is defined to mean no skin showing between the bottom of the shirt and top of the pants area);
 - d. Exposed underclothing;
 - e. See-through blouses or shirts;
 - f. Hats, caps, scarves, or headbands worn inside the classroom or building at any time; and
 - g. Logos, sayings, pins and buttons that promote alcohol, tobacco, drugs, gang/ cult behavior, offensive language or inappropriate behavior.
 - h. Extreme piercings
 - i. Miniskirts, short shorts and tattered pants
3. All students must follow standard classroom procedures and policies and must observe proper decorum at all times. Disruptive behavior, defined as any act which obstructs others the freedom

to learn or the ability of the instructor to teach, is adverse to the academic freedom and to the rights of all members of the academic community.

4. Academic honesty is encouraged at all times. Plagiarism, defined as using, copying words or ideas from someone else's work and arrogating as own; implicit or explicit failure to cite sources of a quotation; paraphrasing most of the words or ideas of a source without giving credit to the author; or passing on faulty information about the source of an idea must be avoided by students. Cheating in one's work entails unethical and deceitful practices and must never be observed by any student.
5. An environment conducive for healthy relations among students is advocated by the University. Any acts or gestures which tend to offend other members of the UB community, including public display of affection are not tolerated.
6. Posted directions should be carefully observed within the University's jurisdiction. Students are required at all times to observe and respect signage within the premises of the campus.
7. As members of the University community, students are expected to contribute towards the maintenance of cleanliness and order within and outside the campus. Any part, portion or parcel of the University property must be kept in their best condition and used with reasonable care and caution.
8. The use of campus facilities for curricular, extra-curricular, co-curricular activities,
 - i.e. meetings, social, cultural, and recreational activities are encouraged. However, the University reserves the right to deny the use of such facilities to those who do not abide by the implementing rules and regulations governing the use of such facilities. All activities held within the facilities should therefore be in consonance with the provisions of the implementing policies on the use of campus facilities. Students must strictly adhere to the policies on permits and reservations.
9. All academic and non-academic activities participated by the students as official representatives of the University or any of its recognized student organizations held outside the University must be duly permitted by the Adviser, Dean of the School where the student belongs, the Student Activities and Organizations Staff, the Director of the Office of Student Affairs and the Vice President for Academic Affairs.

10. The University recognizes the value of deep concern for the environment. All members of the UB community, students, faculty and employees alike are encouraged to observe practices which put this value into action.

Section 2. General Guidelines in the Resolution of Disciplinary Cases

1. All complaints shall be filed in written form (COSA-D-001) at the Office of Student Affairs (OSA), specifically with the Student Discipline Division.
2. All cases shall be handled in accordance with the principle of due process and the procedures required for compliance with it, namely:
 - a. The student must be informed in writing (COSA-D-002) of the nature and cause of accusation made against him;
 - b. The student shall have the right to answer the charges filed against him, with the aid of counsel if so desired;
 - c. They shall be given copies of the evidence presented against them;
 - d. They shall be given the right to gather evidence on their behalf;
3. All pieces of evidence shall be considered by school authorities designated to hear and decide prior to rendering their findings and decision.
4. All cases must be handled judiciously and decisions must be rendered with a reasonable amount of time.
5. Decisions in which the sanction of exclusion or expulsion shall be submitted by the Director of Student Affairs to the Executive Committee (EXECOM) for final confirmation, reversal, upgrading, or downgrading.
6. The accused shall have the right to appeal decisions in which the sanction of exclusion or expulsion is imposed.
7. All cases shall be handled primarily by the Student Discipline Division, in cooperation and coordination with other offices relevant to the case. It shall also coordinate with the Security Office in criminal investigation and the Center for Counseling and Student Development for counseling of the accused.
8. Should any office other than the Office of Student Affairs intend to conduct an investigation in accordance with its mandate, it shall request the presence of a representative from the Student Discipline Division.

9. Complaints, of a financial nature such as debts or unpaid boarding house rentals shall not be deemed as cause for disciplinary action. However, the office shall do its part in helping the complainant collect such dues.

Section 3. Student Disciplinary Procedure

1. A written complaint is filed before the office by a student, faculty or employee using Online Complaint Form COSA-D-001. The form contains basic information about the complaint, such as name of the accused, course and year, location and nature of the incident, and the name of the complainant.
2. The respondent (subject of the complaint) is informed of the complaint against him through the issuance of a Notice of Complaint COSA-D-002. The notice includes the name of the complainant and the specific complaint against him. Copies of any letters and other evidence as may be deemed appropriate to furnish are attached to the notice.
3. The respondent is given 72 hours (3 days) from receipt of letter to respond personally or in writing. He is informed that failure to respond may be detrimental to his case. He is informed that he may attach evidence to support his response in the reply.
4. Upon receiving the response, the Staff of the Student Discipline conducts an investigation, when necessary, in cooperation with the Dean's Office, Center for Counseling and Student Development, and/or Security Office.
5. Whenever necessary, all parties to the case are convened for a case conference or discussion of the case.
6. A Summary of Findings COSA-D-003 detailing the analysis and recommendations of the case is submitted to the Director of Student Affairs for approval and comment.
7. Cases in which the sanction is either "Exclusion" or "Expulsion" are submitted to the Executive Committee for confirmation/reversal/upgrading/downgrading.
8. Upon approval, the respondent is informed of the sanction to be imposed upon him. A Notice of Decision COSA-D-004 is given to him, as approved by the Director.

9. The student may appeal the case subject to the submission of new and significant evidence and the provisions on Appeal as provided in this manual.

Section 4. Supplementary Procedures

1. Cases referred to the office by the Security Office through the Chief Security Officer (CSO) shall be dealt with in accordance with the procedures cited above. The complainant in such cases is the University through the CSO.
2. All students who are found in violation of the Student Code of Conduct shall be referred to the Center for Counseling and Student Development using the CCSD Referral Form.
3. Issuance of call slips shall be the sole responsibility of the Office of Student Affairs. Offices that require the presence of students shall request OSA to issue such a slip.
4. For the sanction of suspension, the office may have the option to give a suspension with community service. The community service shall be referred to the NSTP or to his respective Dean.

Section 5. Procedures in Amicable Settlements

1. Should the complainant wish for an amicable settlement of the case, the respondent is required to issue a verbal or written apology in front of the complainant, the Student Development and Formation Officer or the OSA Director and other witnesses.
2. The accused signs an undertaking in which he promises not to commit the same offense in the future.

ARTICLE III.
DEFINITION AND TYPES OF OFFENSES AND
CORRESPONDING SANCTIONS

OFFENSES	SANCTIONS		
A. Offenses Against Campus Peace Order, Security, and Safety	1st Offense	2nd Offense	3rd Offense
a. Instigating, inciting, provoking, leading, or taking part in illegal and/ or violent demonstrations or activities, or giving active support thereto in any form or manner whether financial, physical, or material.	Exclusion		
b. Leading or otherwise taking part in any activity which disrupts University functions or which adversely affects classroom instruction, whether such activity is or is not accompanied by violence, such as disconnecting or tampering with electrical connections, switches, generators, motors, air conditioners, fans, light and fire alarms; giving false alarms, shouting; banging doors, walls, tables, desks, chairs and other acts of rowdiness and disturbances	Reprimand with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion
c. Carrying explosives, firearms, knives, or other deadly weapons of whatever kind within university premises.	Suspension/ Confiscation of said weapon/s	Exclusion	

d. Detonating explosives or fireworks within the University premises and its immediate vicinity.	Exclusion/ Expulsion		
e. Assaulting, engaging in a physical altercation, or committing physical abuse upon any person in authority, faculty members, personnel, and/or fellow students.	Suspension with Warning of Exclusion		
f. Insulting, challenging or committing any act of gross disrespect directed against any person in authority, faculty members, personnel, and/or fellow students or threatening to do any of the aforementioned acts.	Severe Censure with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion
g. Resorting to vindictive acts, personal insults, defamation, black propaganda or malicious imputations, oral or written, including the use of internet, text messages and the like in order to discredit or ridicule university officials, personnel, faculty members, or fellow students.	Suspension with Warning of Exclusion	Exclusion	
h. Gross disobedience to or disregard of lawful order, authority of any faculty member or university official.	Suspension with Warning of Exclusion	Exclusion	
i. Preventing in any manner, University officials, faculty members, and/or fellow students from performing their duties or exercising their rights.	Censure with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion
j. Involving in fraternity or gang fight / brawl.	Expulsion		

B. Offenses Against Public Decency, Good Customs and Morals	1st Offense	2nd Offense	3rd Offense
a. Gambling, maintaining or participating in any game of chance within the University.	Warning/ Reprimand	Suspension	Exclusion
b. Indecent exposure, gross immorality and other acts constituting scandalous and reprehensible conduct.	Suspension with Warning of Exclusion	Exclusion	
c. Cheating or any dishonest behavior in but not limited to examinations, quizzes, seatworks, assignments and role plays.	Suspension/ no credit in the activity	Exclusion	
d. Bribery or effecting any change in grades without proper authority	Exclusion		
e. extortion or blackmail	Exclusion		
f. Entering university premises under the influence of liquor or being in a state of drunkenness	Reprimand/ censure with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion
g. Smoking, vaping, the use of electronic cigarettes and the possession of paraphernalia within university premises	Confiscation of Parapher- nalia and Censure with Warning of Suspension	Confiscation of Parapher- nalia and Suspension with Warning of Exclusion	Exclusion
h. Illegal possession, use and/or distribution of prohibited drugs	Exclusion		
i. Sexual harassment and/or acts of lasciviousness	Exclusion		

j. Selling of goods and services by student inside the classroom	Warning	Reprimand	Suspension
k. Cyberbullying and other similar actions	Suspension with warning of Exclusion	Exclusion	
C. Offenses Detrimental to the Property Rights and Interests of the University, Administrative Officials, Personnel, Faculty Members and Students	1st Offense	2nd Offense	3rd Offense
a. Solicitation of money, donations, or contributions without the prior approval of the University or the Commission on Education.	Warning/ Reprimand and im- bursement of the Collected Amount	Suspension with Warning of Exclusion	Exclusion
b. Misappropriation and/ or malversation of funds belonging to the University or any recognized student organization; failure to submit necessary documents appertaining to financial necessities within the prescribed period.	Suspension/ reim- bursement Warning of Suspension	Exclusion	
c. Receiving Payment of tuition and other fees other than the cashiers/ tellers or those authorized to receive them.	Reprimand with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion
d. Taking examinations or attending classes without having duly enrolled therein or without the required permit.	Reprimand with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion

e. Claiming, using or utilization of the name of the University of Baguio without proper authorization and recognition.	Exclusion		
f. Illegal access or possession of information , documents, or files of the academic community for use, alteration, corruption, stealing, destroying or any act to that effect.	Exclusion		
g. Use of university premises and/or facilities without prior authorization	Warning/ Reprimand	Suspension with Warning of Exclusion	Exclusion
h. Unauthorized distribution within university premises of leaflets, handbills or other printed materials whose authorship is not clear or specifically stated; posting of but not limited to announcements, notices, advertisements, and offers within university premises without securing permit or authorization to do so.	Reprimand with Warning of Suspension	Suspension with Warning of Exclusion	Exclusion
i. Acts of vandalism such as defacing and/or writing on walls, paintings, doors, desks, tables, chairs, etc.; tearing of books, notices or circulars; destruction of window panes, toilet bowls, fans, laboratory equipment, water foundations, air conditioners, clocks and other university equipment and furnishings.	Suspension with Warning of Exclusion	Exclusion	

j. Robbery, thievery and acts of malicious mischief involving university property or that of the members of the academic community, including university guests and callers.	Exclusion		
k. Borrowing money from a fellow student and not paying it back.	Reprimand and Payment of Borrowed Money	Suspension	Exclusion
l. Borrowing valuable things such as cellular phones, electronic gadgets, etc. and failing to return the same.	Reprimand and Returning of Borrowed Item	Suspension	Exclusion
m. Using, copying words or ideas from someone else's work and arrogating as one's own; implicit or explicit failure to cite sources of a quotation; paraphrasing most of the words or ideas of a source without giving credit to the author; passing on faulty information about the source of an idea; or any form of act that constitutes plagiarism.	Exclusion / Withdrawal of Degree		
D. Offenses Against the Inviolability of School Records and Official Papers or Documents	1st Offense	2nd Offense	3rd Offense
a. Destroying, tampering with or falsifying school records, permits or forms and knowingly using the same	Exclusion		

b. Lending, borrowing, tampering with/and or forging of certificates of matriculation, ID's, ID validation stickers, class cards, clearances, or other documents; or otherwise committing, allowing or abetting acts of impersonation and/ or misrepresentation for the purpose of entering university premises, enrolling, securing permits or taking of examinations.	Suspension with Warning of Exclusion	Exclusion	
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Section 1: Minor Offenses

OFFENSES	SANCTIONS		
A. Offenses Against Campus Peace Order, Security, and Safety	1st Offense	2nd Offense	3rd Offense
a. Failure or refusal to adhere to school dress code.	Warning	Reprimand with Warning of Suspension to be issued by OSA	Suspension
b. Spitting on floors and walls, including spitting mom-a or betel nut.	Warning/ Reprimand	Suspension with Warning of Exclusion	Exclusion
c. Contrived disruption or disturbance of class or related activity through irrelevant questions or constant interruptions without just cause.	Warning	Reprimand with Warning of Suspension	Suspension

d. Clogging of toilet bowls, urinals and lavatories or causing spillage of waste or stinking matter.	Warning/ Reprimand	Suspension with Warning of Exclusion	Exclusion
e. Littering within university premises; throwing of trash outside school windows.	Warning	Reprimand with Warning of Suspension	Suspension
f. Using cellular phone, audio player, and the like while the class is ongoing	Reprimand	Reprimand with Warning of Suspension	Suspension

Section 3. Administrative Sanctions

Disciplinary administrative sanctions may be imposed on a student for the commission of any offense defined in Sections 1 and 2 of this code. Such sanctions may take the form of:

a. Warning, Reprimand or Censure.

These are sanctions meted out for reprehensible conduct or by admonishing the erring student that a repetition of these offenses would subject him to more severe disciplinary sanctions.

1. Warning. It is a notice to the student that continuation or repetition of specified conduct may be a cause for other disciplinary action.
2. Reprimand. It is a severe form of formal rebuke by a person in authority.
3. Censure. This may either be an oral or written reprimand for violation of specified regulation(s).

b. Suspension

As a penalty imposed for an offense committed, suspension bars a student for a certain period from a particular class or from the University. Suspension may include requiring the suspended student to render community service as may be determined by the Office of Student Affairs.

A school may suspend an erring student during the school year or term for a maximum period not exceeding twenty percent (20%) of the prescribed school days. The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school

year or term shall be forwarded to the CHED Regional Office within ten (10) days from the termination of the investigation of its case for its information.

3. Exclusion

This is a disciplinary measure, which allows an erring student to finish the semester or term but is thereafter excluded from returning to the University, or where the penalty for exclusion cannot for any reason, extraneous, or otherwise, is enforced.

4. Expulsion

This is the outright barring of the erring student from the University. As distinguished from exclusion, it is imposed and implemented during the semester or term when the offense was committed.

Expulsion is an extreme penalty on erring student. This handbook is for college students consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Commission on Higher Education. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs or marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious offenses such as assaulting a pupil or student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records, forms and documents.

Section 4. Administrative Due Process

A student charged of violating the University rules and regulations shall be informed of the complaint against him/her and be afforded a fair and reasonable opportunity to defend himself/herself; provided, that in case of voluntary admission or confession of offense committed in flagrant delicto a decision may be summarily rendered and the corresponding penalty imposed on the erring student; and, provided further, that if the erring student refuses to appear or to present his defense, or resorts to delaying tactics in the course of the investigation, the hearing may be conducted *ex parte*.

Section 5. Hearing

Upon receipt of the respondent's answer or after the expiration of the prescribed period within which the respondent shall answer, hearings shall commence if needed.

Section 6. Duration of Hearing

All hearings shall not last beyond eight (8) weeks after commencement.

Section 7. Failure to Appear at Hearing

In cases where complainant or respondent fails to appear for the initial hearing after due notice and without just cause, this fact shall be noted and the hearing shall proceed ex parte without prejudice to the party's appearance in subsequent hearings. The student shall be informed that his/her absences during proceedings may be detrimental to his/her case and that appearances during hearings are important in presenting evidence and testimony on his/her behalf.

Section 8. Finality of Decision

Any decision of the Hearing Officer/Committee, other than expulsion or exclusion shall become final and executory after forty-eight (48) hours from receipt of the decision by the respondent unless within five (5) days from receipt thereof an appeal for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the appeal.

Section 9. Hearing Officer/Committee

As a rule, the University disciplinary system should allow the person/s tasked to handle disciplinary cases to do their work and solve the cases submitted for resolution. However, some cases may be such that several hearings may be required before a decision may be rendered. In such situations, a hearing committee may be convened in order to help in the speedy disposition of the case.

Composition of the Hearing Committee

The hearing committee shall be composed of the SB Adviser/s, Program Chair/s, Guidance Counselor, Dean of the School, and the Head of the Student Discipline.

The Director of Student Affairs/Hearing Committee is authorized to receive the evidence on basis thereof render his/its decision provided in this article.

Section 10. Review of Decision

All decisions made by the Director of Student Affairs/Hearing Committee regarding cases shall be recommendatory and subject to review by the President/ Executive Committee whose decision shall be final and executor.

Section 11. President/Executive Committee

The President/Executive Committee shall be composed of the following:

- a. The President/Executive Vice President as Chairman;
- b. The Three Vice President as Members

The Executive Committee shall render its decision within seven (7) working days from the date of receipt of the records from the Director of Student Affairs.

Section 12. Appeal

Appeal shall be addressed to the President/EXECOM for reconsideration.

Section 13. Imposition of Penalties

The offenses enumerated in this code are subject to the imposition of penalties ranging from warning to expulsion, depending on the gravity and as attendant circumstances, aggravating or mitigating, as each case may warrant.

Section 14. Extent of Jurisdiction

Any offense committed by a student against a member of the academic community shall be dealt with accordingly by the Director of Student Affairs. In cases where the offense is committed outside the University, the school can impose sanctions to the erring student if (Manual of Regulations for Private Schools):

- a. The violation occurred during a school-sponsored activity off-campus;
- b. The misconduct involves his status as a student or affects the good name or reputation of the school.

Section 15. Prescriptive Period

Cases providing for penalties of warning and/or reprimand shall prescribe within one week from the alleged date of the offense. Cases in which the sanction is suspension shall prescribe two weeks from knowledge of the incident while cases in which the sanction is exclusion or expulsion shall prescribe after one semester, unless there is the presence of circumstances that prevented the timely filing of the complaint, such as, but not limited to, threats to the life or safety of the complainant or that of his/her family.

Section 16. Government Action Not Prejudiced

Any action taken or penalty imposed under this code shall be without prejudice to any proceedings under the laws of the Republic of the Philippines.

Section 17. Procedures for Disciplinary Cases

Steps	Responsibility	Reference	Form/ Template/ Record
1. A written complaint is filed before the office by a student, faculty or employee.	Complainant / OSA Staff		Complaint Form COSA-D-001
2.The respondent (subject of the complaint) is informed of the complaint against him/her	OSA Staff		Notice of Complaint COSA-D-002
3. Respondent is given 72 hours (3 days) from receipt of letter to respond personally or in writing.	Respondent		Suspension
4. An investigation is made by the Staff for Student Discipline, when necessary, in cooperation with the Dean’s Office, Center for Counseling and Student Development, and/or Security Office	OSA Staff/ Security Officer / Guidance Counselor / Dean		Exclusion



5. Whenever necessary, all parties to the case are convened for a case conference or discussion of the case.	OSA Staff		
6. The case summary is written by investigator	OSA Staff		Summary of Findings COSA-D-003
7. Cases in which the sanction is either “Exclusion” or “Expulsion” are submitted to the Executive Committee for confirmation/reversal / upgrading / downgrading	OSA Staff / EXECOM		Endorsement to the EXECOM
8. The respondent is informed of the final sanction	OSA Staff		Notice of Decision COSA-D-004
9. Respondent is allowed to issue an appeal	OSA Staff		
10. Sanction is imposed.	OSA Staff		
<i>Output: Proper disposition of disciplinary case</i>			

Section 18. Administrative Authority

The Student Discipline and Definition and Types of Offenses and Corresponding Sanctions enumerated hereto shall be governed by the Manual of Regulations for Private Schools on all points not governed by this Code.

Article V. AMENDMENTS

Any provisions of the Old Student Handbook inconsistent with this new handbook shall be deemed amended and repealed.

Article VI. EFFECTIVITY

This handbook shall take effect immediately after its approval by the Executive Committee headed by the University President

6. UB PERFORMING ARTS SCHOLARSHIP PROGRAM

Dedicated to the development of the whole person, the University of Baguio offers a strong and diverse program in the performing arts. The Performing Arts Group includes the UB VOICES CHORALE, UB GRACES DANCE TROUPE, UB ORCHESTRA, UB PLUG AND PLAY BAND, and the UBBUK CULTURAL GROUP. Whether in a studio or on stage, UB provides opportunities for students to explore their creative talents in a rich variety of venues.

The same high standards that are found in the traditional academic realm can also be found in singing and dancing. Each of these arts enriches the mind of our students and enhances our entire community.

7. CAMPUS MINISTRY

The following are the services rendered:

- a. Liturgical Services is providing the students, faculty and school personnel an active participation in the Liturgical Life of the Church. Under this ministry are the celebrations of the Holy Eucharist on First Fridays and other occasions and services from the different denominations.
- b. The Renewal Services where Recollections and Retreats will provide opportunities for personal and communal renewal.
- c. The Reception of the Sacraments assist in preparing the students, faculty and school personnel in the reception of the Sacraments so that they will deeply appreciate the importance and significance of them in their lives like confirmation, and baptism for adults and babies.
- d. Celebrations of Word and Life facilitates the building of Ecumenical/Ecclesial Communities in the school campus through prayer meetings, Bible sharing, faith sharing and group sessions for students, faculty and school personnel (Interfaith).

8. SCHOOL RELATIONS

The School Relations Office is the main instrument for the creation of dynamic and mutually-beneficial relationships with its target senior high schools leading to the increase in enrolment in the University through a comprehensive plan for marketing and promotions.

In pursuant to the pertinent provisions of Republic Act (RA), 7722, otherwise known as the “ Higher Education Act No. of 1994”, and CHED Memorandum Order No. 9, s 2013 otherwise known as “Enhanced Policies and Guidelines on Students Affairs and Services”, specifically on the provisions relative to Student Housing and Residential Services. The School Relations Office Accredits Student Housing and Residential Services for the university in compliance with the Memorandum.

Location of Offices
OSA Main Office: F114
Director’s Office: F106-B
OSA Extension Office: D101-A

INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

A. ADMISSIONS AND RECORDS CENTER (ARC)

The Admissions Center perceives itself as a service unit furnishing probity in its rendition of first rate assistance to the academic community.

As the institutional steward for academic information and records that support students, faculty and staff at the University, the Admissions Center perseveres to maintain responsibility in updating, interpreting, and communicating academic record matters in the most vigorous, innovative and reliable means rendered in the environment of cordial and responsive service.

OBJECTIVES

In support of the university’s mission-vision and objectives, the admission and Records Center aims to:

1. exhibit the highest standards of managerial effectiveness, administrative efficiency and professional behavior in rendering services to the client;
2. establish and maintain an up-to-date and accurate system of recording and retrieving data and information of students, from admission to graduation;
3. assess and evaluate systematically the students’ scholastic records; and
4. practice prudently a student-oriented human relations policy.

SERVICES

1. Admission and Enrollment

- a. Assists in the online registration and admission
- b. Makes requests for Form 137 and Official Transcript of records
- c. Monitors enrollment procedure
- d. Resets password and resolves enrollment system issues

2. Grades and Graduation

- a. Generates list of academic scholars
- b. Updates students' records and encodes OTR grades
- c. Encodes completed and rectified grades
- d. Prepares and releases Diploma and Transcript of Records
- e. Secures and maintains school records

3. Release of Student Records

- a. Provides for a systematic method of releasing documents of students in order to avoid unnecessary delays in the release of the documents needed by students, parents, and other affected parties

4. Certification, Authentication and Verification

- a. Prepares and releases certificates
- b. Authenticates and verifies credentials
- c. Replies verification from employees and other agencies

I. ADMISSION AND ENROLMENT

OBJECTIVES

For the University of Baguio to provide detailed and definite guidelines pertaining to the Admission Requirements for students who wish to study in the university. The center keeps record in order to have the complete and pertinent information about students in the university.

SCOPE

This section lays down all guidelines for incoming Freshmen, Transferees, Cross-enrollees, and Foreign students who wish to seek entrance into the University of Baguio.

GENERAL POLICY

The enrolment of students shall be conducted during the registration days indicated in the school calendar and disseminated to the students beforehand. Once admitted, students enjoy the right

to enroll until graduation. Therefore, except in cases of academic deficiency, violation of school rules and regulations, closure of the school or failure to pay school fees, the student who qualifies for enrolment is qualified to stay for the entire period in which he/she is expected to complete the course in the school without prejudice to his/her right to transfer to other schools within the prescribed period. (Registrar's Guidebook, Philippines 2009).

The enrolment of students is covered by the following policies:

1. A student is considered officially enrolled only after he/she has complied with the following:
 - a. Submitted all required admissions credentials;
 - b. Made an initial payment of school fees;
 - c. Authorized to attend classes once they have started (usually evidenced by his/her name appearing in the official class list for the term or school year);
 - d. Registered in the Learners Information System for the Basic Education,
2. When a student is officially enrolled, it is understood that he/she is enrolled for the duration of the entire term or school year, regardless of whether or not school fees have been fully paid. (Article XIII Section 62 –Student Admission – Educational Law and the Private School, Ulpiano P. Sarmiento, III Esq., Revised Edition – 2006)
3. Aside from the specified registration period, a student may be allowed to enroll in accordance with reasonable rules of the school for late enrolment but shall in no case exceed two (2) weeks after the opening of classes.
4. No student shall be considered officially enrolled unless all enrolment requirements are submitted on or before the end of enrolment period of the school term.
5. Article III, Section 36-c of Republic Act 9165 (Comprehensive Dangerous Drugs Act of 2002) requires schools to implement random drug testing among secondary and tertiary level students. Some schools integrate this requirement as part of its enrolment procedures. A consent form by parents / legal guardians is accomplished for minors, while of legal age be given consent forms.

ADMISSION REQUIREMENTS

TERTIARY

A. UNDERGRADUATE

1. Original and scanned Grade 12 Report Card (F138) duly signed by the school principal for students who graduated prior to AY 2021-2022 and has not enrolled in any college course before
2. Certificate of Good Moral Character
3. Photocopy of PSA Birth Certificate

B. UNDERGRADUATE - NON-FORMAL SECONDARY GRADUATES

1. Certified True Copy of the Original Diploma released by the DepED Central Office
2. Certificate of Rating for Passer of the Alternative Learning System (ALS)
3. Photocopy of PSA Birth Certificate

C. TRANSFEREES

1. Transfer Credential
2. Transcript of Records/Scholastic Records/Copy of Grades
3. Certificate of Good Moral Character
4. Photocopy of PSA Birth Certificate

D. RETURNING STUDENTS

1. Final clearance
2. Copy of Final Grades of last term attended

E. CROSS-ENROLLEES

1. A Cross-enrolment Permit from the mother college/university.

LAW

Original and photocopy of the documents should be place in a long folder white.

A. First Years

- b. Original Official Transcript of Records (With Photocopy)
- c. The applicant must be a graduate of a bachelor's degree and must have earned 18 units of English, six units of mathematics, and 18 units of social science.
- d. Certificate of Graduation
- e. Certificate of Good moral character
- f. NSO/PSA Birth certificate
- g. 2x2 ID picture
- h. Transfer Credential (From other school)

B. TRANSFEREES

- a. Letter of intent address to the Dean of School of Law
- b. Transfer Credential
- c. Official Transcript of Records
- d. Certificate of Eligibility
- e. Certificate of Good Moral Character
- f. PSA / NSO Birth Certificate
- g. 2x2 ID picture

GRADUATE SCHOOL

- a. Transfer Credential (For graduate from other HEIs only)
- b. Official Transcript of Records showing the award of the baccalaureate degree by a recognized institution of higher learning
- c. PSA Birth Certificate

INTERNATIONAL STUDENTS

1. School Records (Transcript of Records, Form 137, Senior High School Certificate/Diploma) Duly Authenticated by Philippine Embassy/Consulate.
2. Certificate of Good Moral Character (Referral from Teacher/Principal/Guidance counsellor)
3. Affidavit of Support (Bank Statements, grants for institutional scholar's expenses)
4. Police Clearance (Country of Origin)
5. Photocopy of Passport's Bio page, Visa page
6. Student Visa
7. Quarantine test clearance (done in the Philippines)
8. Standards of Academic and Professional Conduct
The university may evaluate a person's behavior and background to determine their ability to maintain the standards of academic and professional conduct expected at the university. An evaluation may take into consideration current behavior and performance as well as past experiences and actions. Simply qualifying for admission does not guarantee admission.
9. English Language Proficiency
All international student applicants should take the English Proficiency Exam to be scheduled by STELA.

- Student Applicants Exempted from English Language Testing:
- a. Individuals who have completed a bachelor's degree from an accredited institution in their country or other English-speaking country.
 - b. Citizens of the following countries: Australia, Belize, Canada, Ghana**, New Zealand, Scotland, West Indies, and United Kingdom, U.S.A.**Exemptions for citizens of African countries are considered on a case-by-case basis if the medium of instruction is English.
10. In some cases that the international student did not meet the said criteria, he/she is required to enrol in any English subjects under the English Language Proficiency Program (ELLP) with the School of Teacher Education and Liberal Arts.
11. Photocopy of the Receipt of Admission Fee (for foreign students)

The policy on the admission of international students will prevail. Full payment of admission fee for foreign students must be strictly implemented before admission (no partial payment is allowed)

Admission Fee for Foreign Students

Basic ED \$400

Tertiary Courses- \$1000

Graduate School-\$2000

Medical Courses-\$4000

Short Term Programs- \$200

ADDING/CHANGING/DROPPING, WITHDRAWING OF SUBJECTS

ADDING OF SUBJECT/S is allowed if the student has not reached the maximum allowable number of units during the enrolment schedule. This may also happen when newly-opened subject/s and/or schedule which a student can enroll becomes available.

CHANGING SUBJECT/S is allowed only for valid reasons. The Dean determines the valid reason/s for changing of subjects resulting in conflicts, opening of petitioned subjects, student's failure in pre-requisite subjects and other similar reasons.

CHANGING SCHEDULE is allowed only for valid reasons. The Dean determines the valid reasons for changing in schedule with the same subject/s resulting in conflicts, opening of petitioned subjects, student's failure in pre-requisite subjects and other similar reasons.

DROPPING OF SUBJECT/S is allowed only for valid reasons. Valid reasons include changes in schedule of subjects (or faculty) resulting in conflicts, opening of petitioned subjects, student's failure in pre-requisite subjects and other similar reasons.

WITHDRAWING OF ALL SUBJECT/S is allowed under unforeseen circumstances such as sickness where slow recovery is foreseen, sudden change of residence and due to natural calamities, death or the like.

AS A GENERAL RULE

1. If a student drops a subject during enrolment period up to the 4th day of classes for semestral term and until the 2nd day of classes for short term, subject/s will not be reflected in his/her school records. However, if the student drops on the 5th day of classes for semestral term and on the 3rd day of classes for short term, a remark of "OD" –Officially Dropped will be reflected in his/her school record/s.

"When a student registers in school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. Within two weeks after the beginning of classes, anyone who has already paid pertinent tuition and other fees in full or for any length of time longer than one month may be charged regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes. However, if his transfer or withdrawal is due to justifiable reasons, the student will be charged the pertinent fees only up to and including the last month of attendance. " (Manual of Regulations for Private Schools Art. 13 Students Admissions, Sec 66. As per institutional policy the university adopted the one week after the beginning of classes, for the consideration that the student will not incur more absences and that the student can easily cope with the subject matter.

2. A student has officially enrolled but never attended his/her classes and did not officially drop the subject/s shall be given a remark of "DRP"- Dropped.
3. A student who has incurred the 20% maximum absences, consecutive or not, shall be given a "70" grade. (Article VII section 3 Student Handbook and Manual of Regulations for Private

Schools Art 15 Section79)

IMPORTANT: FAILURE TO ACCOMPLISH PROPER PROCEDURE FOR ADDING/CHANGING/DROPPING AND WITHDRAWING OF SUBJECT/S WILL RESULT TO FORFEITURE OF THE RIGHT TO AN ADJUSTMENT OF FEES AS WELL AS FORFEITURE OF THE RIGHT FOR PROPER MARKINGS IN THE CREDENTIALS.

GRADING SYSTEM

1ST AND 2ND SEMESTER		
PERIODS	DROPPING	WITHDRAWING
During Enrolment	NONE	NONE
1st and 2nd Day of classes	NONE	NONE
3rd and 4th Day of classes	NONE	NONE
5th and 6th Day of classes	OD- OFFICIALLY DROPPED	WP – “WITHDRAWAL W/ PERMISSION”
After 6th day of classes onwards	Dropping/changing/ adding is not allowed.	WP – “WITHDRAWAL W/ PERMISSION” (with justifiable reasons)

SHORT TERM		
PERIODS	DROPPING	WITHDRAWING
During Enrolment	NONE	NONE
1st Day of classes	NONE	NONE
2nd Day of classes	NONE	NONE
3rd Day of classes	OD - OFFICIALLY DROPPED	WP – “WITHDRAWAL W/ PERMISSION”
After 3rd Day of classes onwards	Dropping / changing/ adding is not allowed.	WP – “WITHDRAWAL W/ PERMISSION” (with justifiable reasons)

CHARGES FOR DROPPING OF SUBJECTS AND WITHDRAWING OF ENROLMENT

1ST AND 2ND SEMESTER		
PERIODS	DROPPING	WITHDRAWING
During Enrolment	NONE	Registration fee
1st and 2nd Day of classes	P25.00/subject as processing fee	Registration fee plus P500.00 surcharge
3rd and 4th Day of classes	P25.00/subject as processing fee plus P100.00	Registration fee plus P1,000.00 surcharge
5th and 6th Day of classes	50 % of fees for dropped subjects	Withdrawal not applicable instead drop all course/s and pay 50 % of total fees
After 6th day of classes onwards	100 % of fees for dropped subjects	Withdrawal not applicable instead drop all course/s and pay 100 % of total fees

SHORT TERM		
PERIODS	DROPPING	WITHDRAWING
During Enrolment	NONE	Registration fee
1st Day of classes	P25.00/subject as processing fee	Registration fee plus P500.00 surcharge
2nd Day of classes	P25.00/subject as processing fee plus P100.00	Registration fee plus P1,000.00 surcharge
3rd Day of classes	50 % of fees for dropped subjects	Withdrawal not applicable instead drop all course/s and pay 50 % of total fees
After 3rd Day of classes onwards	100 % of fees for dropped subjects	Withdrawal not applicable instead drop all course/s and pay 100 % of total fees

* Adding and Changing may be allowed during and after enrollment. However, QF-ARC-06 **MUST** be accomplished after the enrollment period.

CROSS-ENROLLMENT

- A. For student who is applying for cross enrolment outside the University:
1. Student may not be allowed to cross enrol in another school, except in meritorious cases as determined by the Dean such as the following:
 - a. the course is not offered during the term;
 - b. the courses are offered, but their schedules conflict with the requesting student's other class schedules;
 - c. the student is permitted to cross-enroll a number of unit load such that the total number of cross-enrolled in addition to the number of units enrolled in the university should not exceed 24 units for a regular term and 12 units for short term; and
 - d. the student must be graduating and cross-enrolment is the only option open for him/her to finish the course;
 2. Cross enrollment in another school is subject to the decision of the concerned dean, who shall recommend to the Admissions and Records Center the issuance of the corresponding permit.
 3. The student may enrol only in the courses and at the school specified in his/her permit.
 4. The student should present to the Office of the Dean and the Admissions and Records Center, the proof of his/her cross enrolment and the corresponding certification of grade/s obtained at the end of the term.

LEAVE OF ABSENCE

The University, in recognition of its responsibility to provide the students the opportunities to complete their program of studies, requires that a leave of absence be filed by the student who voluntarily seeks to withdraw from his/her program temporarily. Only in these cases shall the University be obliged to provide for the re-admission of the student concerned.

1. Application for a leave of absence should be endorsed by the program chair and to be approved by the dean concerned.
2. The student should be in good academic and disciplinary standing at the time of request.
3. Enrolling or studying in another school during the leave of absence is prohibited.
4. The leave of absence should not exceed one academic year.

5. Upon the student's return from leave of absence, the curriculum currently in effect applies.

STUDENT CREDENTIALS

The Admissions and Records Center maintains a Record Maintenance System whereby it is able to keep track of the records of the students and make sure that all necessary documents for every student's record are in place.

One (1) month after the start of classes, the Admissions and Records Center prepares and mails the request for the official records of all new students (freshmen or transferees) from their previous school.

1. Based on the credentials submitted (F138 for freshmen and Transfer Credential for transferees), the Admissions and Records Center makes a formal request for the F137 – Secondary Permanent Student's Record (for freshmen) or the Official Transcript of Records (for transferees) with remarks "Issued for University of Baguio".
2. The Admissions and Records Center cannot make any request for official records if the student has not submitted any credentials when he/she was admitted for enrolment in the university.
3. Upon receipt of the requested credentials, these are now encoded, photocopied for Dean's copy and filed in the individual folders/envelopes of the students.
4. For students who have been admitted temporarily in the university because of none submission of credentials, they will be automatically blocked before the end of every semester and required to submit their lacking credentials.

TRANSFER CREDENTIALS

It is the policy of the University to grant transfer credentials to students who wish to transfer to another University.

1. No documents/credentials will be released to a student who wants to transfer to another school if his/her file lacks some credentials.
2. The grant of transfer credentials is upon application, unless it is a consequence of a penalty imposed on a student for disciplinary reasons.
3. If a student, for some valid reason, applies for transfer credentials (honorable dismissal), he/she must seek clearance from:

- a. Library;
- b. Dean;
- c. Students' Accounts Office, and
- d. Admissions and Records Center

GRADES OBJECTIVES

The Admissions and Records Center, in coordination with the MIS Department, provides for a systematic method for instructors to encode and submit the students' grades to facilitate the easy access, printing, and distribution of grades to the students.

SCOPE

This section covers the general guidelines and regulations pertaining to the submission of grades, rectification of grades, and processing of incomplete marks.

POLICIES

SUBMISSION OF GRADES

EFFECTIVE, First Semester AY2021-2022, the following deadlines for the submission of the e-records and grading sheets to the Deans/Principals' offices shall be:

	Graduate School and Law		Tertiary		Basic Education
Term	Regular Semester	Short/ Summer Term	Regular Semester	Short/ Summer Term	Academic Year/ Semester
First Grading	n/a	n/a	* seven (7)	n/a	** seven (7)
Second Grading/ Midterms	* seven (7)	* three (3)	* seven (7)	* three (3)	** seven (7)
Third Grading	n/a	n/a	n/a	n/a	** seven (7)
Finals	* seven (7)	* three (3)	* seven (7)	* three (3)	** seven (7)

* For Graduate School, Law and Tertiary Level: # of days after the last day of examination

** Basic Education: # of days after submission of completion tasks

RECTIFICATION OF GRADES

Rectification of grades is to be made by the instructor. The rectification letter is to be addressed to the VP for Academics and duly signed by the instructor, dean, and VP for Academics.

A rectification letter is to be accomplished by the instructor in the following instances:

1. Name of student does not appear in the grade sheet submitted to the Admissions and Records Center;
2. Instructor made an error in the computation of the student's grade; and
3. There was an interchange of grades in the encoded grades as well as the submitted grade sheets.

COMPLETION OF GRADES

Like a roadmap, the curriculum checklist is a document issued when a student/learner is admitted in a learning institution. It helps him/her find his/her way from enrolling courses sequenced to attain the level competencies to graduation. It spells out the courses for his/her program, so s/he can chart the course, stay on track, and finish his/her degree on time. The courses are mandated by the respective policies, standards and guidelines (PSGs) released by the Commission on Higher Education (CHED), Department of Education (DepEd) and the Technical Education and Skills Development Authority (TESDA).

ONE-MONTH COMPLETION	
Term (period course/s was/were enrolled)	Completion Period
First Semester	1 month from the start of Classes in January
Second Semester	1 month from the start of Classes in August
Summer Term/ Transitory Summer	1 month from the start of Classes in August

Curriculum rearrangement is mandated. However, due to justifiable cases some requirement/s cannot be accomplished by the students during the above-mentioned completion period but due to curriculum mandate, students must complete the course within the prescribed period, hence, the Academic Council* agreed to revise and extend the completion periods of some identified courses.

Please be informed that EFFECTIVE First Semester, AY 2022-2023 the completion period for the following identified courses of the Undergraduate Programs is extended to 2 months* and 1 year** as follows:

1. Review*	6. Educational Tour/Field Trip except** SIT & SIHTM
2. Clinical Dentistry*	7. Internship/OJT/IOJT/Practicum except** for SNS, SIT, SIHTM, STELA
3. Related Learning Experience (RLE)*	8. Feasibility Study except** for SIHTM
4. Project Design/Capstone Project*	9. Thesis Writing 2 except** for SNS
5.Thesis Writing 1/Methods of Research*	

REVISED COMPLETION		
Term (period subject/s was/ were enrolled)	* Extended Completion Period	** 1 year completion period
First Semester	2 months from the start of classes in January last day of Midterms of the succeeding 2nd semester	1 month from the start of Classes in August of the succeeding academic year
Second Semester	2 months from the start of Classes in August last day of Midterms of the succeeding 1st semester	1 month from the start of Classes in January of the succeeding academic year
Summer Term/ Transitory Summer	2 months from the start of Classes in August last day of Midterms of the succeeding 1st semester	1 month from the start of Classes in August of the succeeding academic year

* For pre-requisite courses, ONLY THOSE WITH INC GRADES will be allowed to enroll the requisite courses. An undertaking has to be signed by the student that in the event s/he does not complete the

pre-requisite course, his/her requisite enrollment will be deleted. Meanwhile the completion periods for the Graduate Programs are as follows:

Master and Doctoral Degree Programs		
Term (period subject/s was/ were enrolled)	* Extended Completion Period	** 1 year completion period
First Semester	Last day of Final Exams of the succeeding semester	Last day of Final Exams of the 1st semester of the succeeding academic year
Second Semester	Last day of Final Exams of the succeeding semester	Last day of Final Exams of the 2nd semester of the succeeding academic year
Summer Term/ Transitory Summer	Last day of Final Exams of the 1st semester	Last day of Final Exams of the 2nd semester of the succeeding academic year

Note: Thesis 2 and Dissertation 2: re-enrollment is required if pre-final and final defenses are not completed during the term of enrollment.
 Please be reminded further that failure to complete all academic deficiencies – No Final Examination (NFE) & Incomplete (INC), within the prescribed completion periods will be automatically converted to an NC or No Credit mark by the Admissions and Records Center (ARC), hence, the concerned student shall be required to re-enroll the course/s.

This memorandum supersedes Memorandum C. No. 20, S 2014 & Memorandum C. Nos. 02 and 04 Series of 2009

Academic Scholars

In consonance with the Policy on Requirements to Qualify as a University Scholar as specified in Memorandum C No. 6, Series of 2007 dated October 30, 2007, the Academic Council agreed that effective First Semester, School Year 2010 – 2011, the listing

of University/Academic Scholars which is automatically generated by the Admissions and Records Center based on the average of completed passing grades shall take into consideration the following conditions:

- 1) The student has no INC, NFE, NG, DRP, or OD marks as final rating in any of the subjects enrolled except for Social Orientation during the semester.
- 2) The student must have enrolled at least 18 units excluding NSTP, Social Orientation and EDTOUR during the semester.
- 3) In the case of student under programs with curriculum lesser than 18 units as per PSG, said waiver shall also apply.

GRADUATION WITH HONORS

1. Undergraduate Programs

Only senior students who have satisfactorily completed the required course of study shall be eligible for honors.

2. Period of Filing of Applications

For final evaluation and advice, and to ensure the timely release of the Registry of Graduates Number after graduation, all application for graduation must be filed with the Dean concerned upon enrollment of the student for his last and final semester.

3. Honors

Effective Second Semester, School Year 1999 – 2000, the selection and conferment of grading and computation of grades and honors in the Undergraduate Programs shall be governed by the following,

HONORS TO BE CONFERRED	WEIGHTED AVERAGE RATING REQUIREMENT
Degree Program	
Summa cum Laude	95 % and above
Magna cum Laude	93 % - 94.99 %
Cum Laude	90 % - 92.99 %
Honorable Mention	88 % - 89.99 %

HONORS TO BE CONFERRED

WEIGHTED AVERAGE RATING REQUIREMENT

Non-Degree Program

With Highest Honors	95 % and above
With High Honors	93 % - 94.99 %
With Honors	90 % - 92.99 %
With Merits	88 % - 89.99 %

- To qualify for the above stated honors, a full-time student candidate (one who carries the number of units prescribed in his/her curriculum) must have completed his course within the time normally required plus one year. Non-compliance with this requirement automatically disqualifies one for any honors. In addition, the candidates for honors must have one (1) school year residency in the University prior to graduation.

• Grade Requirement

Any candidate with a FAILED or DRP grade in any GENERAL EDUCATION AND PROFESSIONAL SUBJECTS in his/ her course curriculum obtained in any school or institution is automatically disqualified for academic honors notwithstanding his/her having obtained the general average rating required for respective honors.

Should a subject be passed more than once, whether taken deliberately or otherwise, that grade which was first obtained in any school or institution shall be considered in the computation of grades for the determination of academic honors.

Any NE, INC, or NFE indicated as final rating may disqualify a candidate for academic honors unless he/she has completed the requirements before the deliberation and the completion is within the period prescribed under the Student Code.

• Double/Multi Major Field of Specialization

In the event a candidate applies for graduation for 2 or more major fields of the same degree program or its equivalent, whether simultaneous or not, the weighted average rating of all the subjects belonging to a program shall be the basis for determining the honors to be conferred.

A candidate shall not be entitled to academic honor, much less a second diploma, another major field of study in the same degree program or its equivalent. A certification, not a diploma, may be issued.

Graduate school program

To qualify for honors, the graduate student must have completed his program within the time normally required plus one year, e.g., 4 years for MA and 6 years for Doctorate program. The respective periods shall be the time within which the student should finish his/her program. Non-compliance with this requirement shall automatically disqualify one for any honors.

a. Table for Determination of Honors

Honor Equivalent	Weighted Average Rating Requirement
Summa cum Laude	99.00 %
Magna cum Laude	97.00 % - 98.99 %
Cum Laude	95.00 % - 96.99 %

b. Five Areas of Consideration in the Computation of Academic Honors

Area	All Graduate - PHD / DBA / EDD / PHDCRIM / MSCJSC / MAENGL / MPA / MBA THESIS PROGRAM	MBA Non-Thesis Program
Average Weighted Rating	65 %	65 %
Average Comprehensive Exam Rating	10 %	15 %
Average Thesis/ Dissertation Rating	20 %	N/A
Average Publication Rating	5 %	5 %
Public Lecture	N/A	15 %

*** Equivalent percentage per publication*

- 1 local publication - 1 %
- 1 national publication - 2 %
- 1 international publication - 5 %

- c. A graduate school student who repeats any subject in the comprehensive examinations and/or repeats the public lecture shall be disqualified for honors.
- c1. General Weighted Average Requirement: 95.00
- c2. To determine the Average Comprehensive Examination Rating

Part I – Foundation

	Ed.D/MAEd/MPA	MBA/MBE/MS CRIM
• Research	Rating x 15 %	15 %
• Statistics	Rating x 15 %	15 %
• Philosophy	Rating x 10 %	Not included

Part II –Field of Specialization

a. F/S Major	Rating x 60 %	70 %
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- c3. To determine the Average Thesis/Dissertation Rating
 - a. Quality Average Rating x 7.5 %
 - b. Defense Average Rating x 7.5 %

6. Academic Awards Selection Committee

The Committee is composed of the Deans and the Vice President for Academic Affairs, who shall serve as Chairperson. The Committee’s decision shall be final.

The result of the deliberation shall be published immediately after approval by the President.

Any candidate for honors is given forty-eight (48) hours to clarify in writing the decision of the Committee, addressed to the Chairperson. Clarifications, questions, or verifications filed after the grace period shall not be entertained.

B. ATHLETICS OFFICE

The Athletics Office provides opportunities and facilities for all members of the University community to enjoy various sports and recreation. The office organizes extensive programs and a specialist staff provides different aspects of health-related fitness and training.

The University’s sports and recreation program plays an important role in developing a well-balanced student. As such, members of the varsity teams who enjoy tuition waivers, are known

for their exemplary performances in local, national and international competitions.

OBJECTIVES

The Athletics Office aims to:

1. assist student-athletes in obtaining their degrees and to prepare them for lifelong success;
2. prepare and train student-athletes in developing their optimum performance in their respective sports discipline;
3. develop well-rounded student-athletes who will become role models in nation-building;
4. prepare student-athletes for various sporting events either in local, regional, national, and international sports competition and;
5. discover new potential student-athletes who can contribute to the continuous sports dominance and university's sports legacy.

C.EXTENSION AND COMMUNITY OUTREACH SERVICES (ECOS)

The office adheres to this social responsibility and is tasked to create and conduct programs and projects, and coordinate these activities to concerned parties to attain the goal of empowering the residents and families of the community geared towards individual and community development. The Extension and Community Outreach Services office acts as the hub of all University and departmental extension and outreach activities. Whether organized by the University as a whole or by the schools or departments and student organizations, or an invitation to participate in humanitarian activity, ECOS is responsible in laying the plans, coordinating and setting-up for the success of the events. Aside from planning, organizing and coordinating, the office also monitors and evaluates the activities including the performance of the organizers to ensure fulfilment of the objectives for the activities and the vision, mission and objectives of the University.

OBJECTIVES

ECOS, through innovative services and programs, advocates a well- rounded volunteer who:

1. cares and portrays goodwill and compassion for the underprivileged;

2. acts with pure intentions in extending assistance to the populace;
3. renews hope through informal education, skills training and human advancement;
4. engages zealously in the conduct of relevant community researches;
5. transforms individuals to become pillars of continuing and sustainable development; and
6. displays beneficial relationships rooted in trust and interdependence.

SERVICES

Generally, the ECOS office aims to provide avenue to develop volunteerism in every member of the UB community through:

1. Medical and/or Dental activities
2. Organize/Coordinate Seminars and/or workshops regarding but not limited to:
 - a. Safety and security
 - b. Good governance
 - c. Health and sanitation
 - d. Parenting
 - e. Information technology
 - f. Other relevant topics
 - i. Gift giving and Christmas activities
 - ii. Information drive/campaign about care of the environment and parks
 - iii. Relief Operation (case to case basis)

1. Adopt-a-Barangay

Under the Adopt-a-Barangay, the volunteers from the University join forces in empowering the resident-beneficiaries of an identified area, considered as “in need” of services and assistance.

2. Adopt-a-School

Under the Adopt-a-School, the volunteers from the University join forces in empowering the student-beneficiaries and addressing the needs of an identified school.

3. Adopt-a-Park Project

Under Adopt-a-Park project, volunteers in the University involve themselves in the cleaning, beautification and maintenance of parks and/or museums.

Environmental consciousness and promoting patriotism are the main goals of the project.

4. Special Project

The University of Baguio also responds to emergency calls and requests aired and sent by government and private institutions. The University may send manpower to assist in an event or activity or simply provides materials needed for the activity. Further, the University responds during calamities by sharing its resources to the affected community.

RELEVANT POLICY CONCERNING STUDENTS' OUTREACH ACTIVITIES:

Organizational Outreach Activities (for Students)

- a. All Outreach activities must be aligned with the Department's and University's vision, mission and objectives.
- b. A letter shall be prepared by a representative of the organization informing the ECOS office about the activity (informative enough to answer what, where, when, who are the beneficiaries). The letter shall be addressed to the ECOS Director and noted by the adviser and the School/Departmental Outreach Coordinator.
- c. All Outreach activities of students must be coordinated with the Office of Student Affairs (OSA) and shall strictly observe the guidelines set by the office.
- d. All Outreach activities should be within the work plan of the organization.
- e. All Outreach activities involving public or private schools must be coordinated with the Career Guidance Office.
- f. A semestral accomplishment report shall be submitted by the organization to ECOS office for filing and evaluation, and should follow an existing and approved University format.
- g. The budget for the activity shall be taken from the organizational fund or the SB fund.
- h. Outreach activities by students' organizations without the approval of the Dean and OSA shall be considered unofficial. Thus, the University shall not be held liable for any untoward incident that may take place in the duration and conduct of their activities.

- i. An evaluation of the activity is necessary. The organization must work with the adviser and the Departmental Outreach Coordinator for the evaluation of their activities.
- j. In cases of accidents, an incident report must be submitted to ECOS office for filing. Adviser/s and Departmental Coordinator/s shall take responsibility on the matter.
- k. In compliance with CMO No. 63, s. 2017, parents' consent and medical clearance are required for all students in all outreach activities to be held outside the University premises.

Location of Office

Room D111, Anacleto Street, University of Baguio,
Baguio City, 2600 Local: 230

D. LIBRARY

The library is the center of relevant academic discussion in the University. It is equipped with the latest technology in Library service. The Online Public Access Catalog (OPAC) as well as the presence of Wi-Fi makes researching easy for the student and faculty alike.

The University library aims to provide access to the learning resources and information services in support of the teaching, learning and research activities of the institution's faculty and students. As the information resource center, the University library offers academic resources and services that cover all of the University's curricular offerings and instructional programs.

OBJECTIVES

To fulfill its mission, the library commits itself to:

1. provide a user-friendly and first-rate library service;
2. embrace change and/or innovation by utilizing electronic-based information resources;
3. provide professional service that is rightful and just;
4. support the instructional and research programs of the institution by providing adequate library resources for the intellectual development of both students and faculty members;
5. assist the students and researchers in the proper identification and use of reference materials;
6. extend services to the community by providing learning assistance to alumni, retirees, outside researchers and partners.

Library Hours

First and Second Semesters	
Monday to Friday	8:00 am to 5:00 pm
Saturdays	8:00 am to 12:00 nn
No Noon Break	
Semestral Breaks	
Monday to Friday	8:00 am to 12:00 nn and
	1:00 pm to 5:00 pm
Short Terms	
Monday to Friday	8:00 am to 6:00 pm
Saturdays	8:00 am to 1:00 pm
No Noon Break	

Library Sections

1. Main Library

The main library has a floor area of 809 square meters and seats 300 students. It is housed at the fourth floor of the FB Building and is composed of the following sections:

- General Collection Section, Education, Liberal Arts, Engineering and Architecture, and Hotel and Restaurant Management;
- Reference Section;
- Filipiniana Section;
- Periodicals Section; and
- Allied Medical Sciences Section.

2. Library Extension

The library extension, has a seating capacity of 450 readers and has a floor area of 971.94 square meters. It occupies the 3rd floor of the UB Square Building and houses the following sections:

- Technical Section (Acquisition and Cataloging section)
- SIT Section
- Law Section; and the
- CD/DVD Section.

The mezzanine floor of the library extension houses the following:

- a. Relegation Section;
- b. Fiction Section;
- c. High School Section; and
- d. Science High Book Collection

3. Centennial Library

The Centennial library is situated at the 6th floor of the Centennial Building and has a seating capacity of 350. It houses resources for the Schools of Liberal Arts and Human Sciences, Business Administration and Accountancy, Education, and Engineering and Architecture.

- b. SIT Section
- c. Law Section; and the
- d. CD/DVD Section

SERVICES

1. WEB OPAC (Online Public Access Catalog) follett.ubaguio.edu
 - To access available books in the library, links to subscribe and open research databases.
 - Students may ask the librarian for the username and password
2. BOOK LOAN – Students may borrow a book for overnight or room-use.
3. PERIODICAL ROUTING – New arrival periodicals are routed to faculty members who recommended the periodicals for subscription for a week.
4. RESEARCH DATABASES – Access to electronic information resources (e-books, e-journals, e-zines)
For Username and Password kindly ask the Librarians
5. RESEARCH ASSISTANCE TO ACADEMIC AND RESEARCH WORKS
 - Review Related Literatures, Reference Citation
6. SELECTIVE DISSEMINATION OF INFORMATION – Material Listings for particular topic: Book, Periodicals, e-resources
7. WANT LIST SERVICE – Students and faculty members can recommend-a-book/ journal to be integrated in the library collection
8. REFERRAL SERVICE – Students and faculty members can access other Libraries and Information Centers
9. WI-FI ACCESS – All UB Libraries are Wi-Fi access-ready. For access code please proceed to MIS Office.

10. INTERNET AREA WITH COMPUTER TERMINALS
11. DISCUSSION ROOMS – The discussion rooms are utilized for academic group discussions and consultations with faculty.
12. CARRELS WITH BOOK STAND – The carrels with book stand are used by faculty members and students who prefer to study on their own.
13. FACULTY CORNER – Area for Faculty members to do their academic and research works
14. MIND GAMES CORNER AT THE CENTENNIAL LIBRARY – Students and faculty members can play Chess, Games of the Generals and Word Scrabble inside the library premises.
15. LIBRARY ORIENTATION, INSTRUCTION AND TALK SERIES
Reference Citation, Hands-on training to access Research Databases and Retrieval of Information Sources
16. VIRTUAL REFERENCE SERVICE – Refers to online transaction between the inquirer and the librarian ending up with the solution to the inquirer's problem
 - a. ORDERING AND BOOK RESERVATION - Library customers can reserve books online and pick-up reserved books at the assigned library
 - b. DOCUMENT DELIVERY SERVICE - Selected book, periodical and online excerpts emailed in PDF to library customer

POLICIES AND PROCEDURES

A. Access to UB Libraries

Students	- Student Valid I.D.
Faculty/Employees	- Faculty/Employees Valid I.D.
UB Alumni	- UB Alumni I.D.
Reviewees of the UB Review Center	- Reviewee I.D.
ELAN and ETEEAP	- ELAN/ETEEAP I.D.
Visiting Researchers	- Referral Letter and any Valid I.D.

B. Loan Limit/Loan Periods

B.1. Per User Type

User type	Room-use-only	Overnight	Photocopy
Undergraduate students and high school students using the university libraries	Unlimited Titles	3 Titles	3 Titles
Graduate School and Law students	Unlimited Titles	3 Titles	3 Titles
Faculty and Employees	Unlimited Titles	5 Titles	5 Titles
Alumni, reviewees, visiting researchers	Unlimited Titles	N/A	3 Titles
accompanied by SA			
students with completion requirements i.e. thesis, laboratory, and INCs.	Unlimited Titles	N/A	3 Titles / accompanied by SA

B.2. Per Material Type

Books for circulation	1 week	Overnight	30 minutes
CDs	1 week	Overnight	N/A
Fiction	1 week	1 week	30 minutes
Maps, globes, etc.	Classroom use	Library use	N/A
Reference	Library use	Library use	30 minutes
Reference CDs	Library use	Library use	N/A
Relegation Books	1 week	1 week	30 minutes
Serials	3 days	Library use	30 minutes
Theses / Dissertations	Library use	Library use	30 minutes

LOCATION OF LIBRARIES

Centennial Library - 6th Floor, H Building, Loc.299

- a. Business Administration and Accountancy Section
- b. Education Section
- c. Engineering Section
- d. Liberal Arts and Human Sciences Section
- e. Graduate School Section
- f. Theses and Dissertations Section

RCB Library - 4th Floor, A Building, Loc.250

- a. Allied Medical Science Section
- b. Filipiniana Section
- c. Periodicals Section
- d. Reference Section
- e. General Collection Section
- f. Criminology Section
- g. Hospitality and Tourism Section
- h. Architecture Section
- i. Senior High School Section
- j. Undergraduate Theses Section

FGB Library - 3rd Floor, F Building, Loc. 0

- a. CD Section
- b. Fiction Section
- c. Information Technology Section
- d. Law Section
- e. Relegation Section
- f. Technical and Acquisition Section

Email: library@e.ubaguio.edu

Web source: www.facebook.com/UbaguioLibrary

Website: <https://sites.google.com/e.ubaguio.edu/ublibrary/home>

Instagram: [ubaquioblibrary](https://www.instagram.com/ubaquioblibrary)

Youtube Channel: https://www.youtube.com/Channel/UCJmovCRFEI_n0FAWR-CluDw

E. MEDICAL AND DENTAL CLINIC

The University Clinic, staffed by competent physicians, dentists and nurses provide physical, medical, and dental examinations not only within the University but also to the community at large. Consultations as well as first aid starter medications are also given for common ailments. The medical and dental staff conducts periodic physical examinations for faculty, staff and students.

OBJECTIVES

The Medical-Dental Clinic aims to:

1. promote health consciousness within the university community through health education;
2. provide preventive and remedial measures for simple and common ailments;
3. advocate awareness to stakeholders on the importance of health and safety;
4. utilize related research outputs for the enhancement of services;
5. initiate programs that promote community well-being; and
6. respond to emergency conditions like injuries or rapid onset of illness.

SERVICES

1. Consultation - Free consultation with free medicine for 2 days if available.
2. Physical Examination - This is offered for OJTs, practicum, competitions and clinical exposure.
3. Insurance - Accident insurance assistance
4. Vaccinations - Vaccinations for Hepatitis B, Influenza.
5. Outreach programs - Outreach program and medical missions.
6. Dental extraction - Free tooth extraction
7. Radiology - Dental and whole-body X-ray services
8. Medical laboratory services - Blood chem, urine and stool analysis
9. Breastfeeding cubicle

The main clinic is located at the F building room 115. The x-ray and clinical laboratories are located in the same area as the clinic. A physical therapy clinic, located below the Cardinal's gymnasium, is also available for patients.

F. MANAGEMENT INFORMATION SYSTEMS (MIS)

The Management Information Systems (MIS) office oversees the Information and Communications Technology (ICT) of the university, including monitoring, maintaining, and upgrading of hardware, software, network, and internet connectivity. It also provides ICT solutions and services in response to the needs of the employees, students, and other stakeholders of the university.

OBJECTIVES

The Management Information Systems office aims to:

1. ensure the quality of customer service by providing superior technical support;
2. train the members of the academe and support staff in the productive use of available technology to improve work efficiency and quality;
3. serve as the center for ICT upgrades and development;
4. utilize related research output for the improvement of services rendered;
5. conduct trainings and seminars to enhance the computer literacy of the community; and
6. promote the pervasive use of quality IT resources.

SERVICES

The Management Information Systems office aims to:

1. **Computer Repair and Maintenance**
The MIS Department is in-charge of the repair and maintenance of all computing devices of the university.
2. **Systems Development and Maintenance**
The MIS Department is in-charge of maintaining and updating current systems deployed in the university. The MIS is also responsible for the development and implementation of systems to help with the processes of the university.
3. **Systems and Network Administration**
The MIS Department is in-charge of the implementation, upgrading and maintaining the networking infrastructure of the university.
4. **Identification Card Production and Data Management**
The MIS Department is in-charge of the production of ID for all students and employees of the university.

5. Recommendation of Computing Devices to be Purchased
The MIS recommends, after careful evaluation, computing devices to be purchased. The recommendation includes specifications of the computing device to be purchased.

OTHER SERVICES

- a. Technical Assistance for Students and Employees
 - i. Virus scanning and removal (flash drives and portable hard disks drives)
 - ii. Assessment of desktop and laptop, and installation of open source/ free software
- b. Student Wi-Fi Registration
 - i. Wi-Fi Areas: Cashier Area, Centennial Hall, Centennial Library, Main Library, Extension Library, FB Food Court, School of IHTM (AA and AC Floor), School of Information Technology (Hallway), Science High School (Hallway), Terminal Area, UB Cardinal's Gym, UBHS Library, UBSHS library.
- c. IT Training/ Seminars
 - i. Provide training / seminars to employees and students.

G. QUALITY ASSURANCE OFFICE

OBJECTIVES

1. Ensure continuous improvement of the Quality Management System (QMS) of the University.
2. Facilitate the development, monitoring, review, and assessment of Operational and Strategic Plans (OPS).
3. Direct the university's pursuit of Program and Institutional Accreditation and Certification (PIAC) at the national and international level.
4. Support the different schools with board programs in achieving the board examination targets of the university.

1. Review Center

To better assist the University of Baguio in producing licensed professionals, the UB Review Center assists the different schools and graduates in honing the students' knowledge, skills, and attitudes to become successful. The review center manages all in-house and embedded review courses of the University. The center prepares available data-base of board examinees that have graduated from the University, board questions, tables, graphs and charts of board

performance, board examination syllabi, as provided by the schools concerned and other pertinent studies, reports, and publications. The center also acts as a conduit for the University with the Professional Regulation Commission.

Responsibilities of the University of Baguio Review Center

- a. provides a comprehensive but inexpensive review program that covers all subjects in the licensure examination.
- b. makes available materials pertinent to the licensure examination preparation.
- c. provides highly proficient reviewers.
- d. sponsor seminars and workshops relevant to board examinations.
- e. administer tests to train students in taking time-pressured examinations and to use results as evaluation or diagnostic tools in identifying strengths and weaknesses of the students.
- f. develop positive attitudes to enhance their affective aptitudes.
- g. teach the student's goal settings and time management.
- h. train the reviewees in taking time-pressured examinations through diligent practice.
- i. Imbue the spirit of teamwork by sharing all review resources with each other and giving one another principled support.
- j. stress the importance of conforming to all moral ethics and rules set by the Professional Regulations Commission.
- k. Instill the value of acknowledging our dependence on our Divine Creator, the sole provider of every need and aspiration.

SERVICES

- a. Manages all in-house and embedded review courses.
- b. Provides assistance to the colleges and graduates in honing the students' knowledge, skills and attitudes in order to become successful licensed professionals.
- c. Makes available a data-base of board examinees that have graduated from the University, board questions, tables, graphs and charts of board performance, board examination syllabi, as provided by the schools concerned and other pertinent studies, reports and publications.
- d. Acts as a conduit for the University with the Professional Regulation Commission.

H. RESEARCH AND DEVELOPMENT CENTER (R&DC)

The UB Research and Development Center was created to serve as a venue for the harmonious growth of the different departments of the institution, their faculty and students, in their pursuit of academic excellence and professional growth and development through research-related endeavors. The R&DC regularly plans, designs, conducts, coordinates and evaluates short-term training programs, workshops, seminars and lectures for various clienteles while propagating the research culture in the University and the society.

OBJECTIVES

1. Acquire the research skills pertinent to the profession,
2. Exhibit competence in responsible decision-making,
3. Perform functions with the highest ethical standards to advance social transformation and development,
4. Utilize rich ideas and experiences in the conduct of useful researches in the quest for fact, truth and wisdom,
5. Deal with needs, issues and concerns that affect the community and environment,
6. Disseminate and implement research finding that respond positively to the diverse phenomena.

SERVICES:

1. Research Grants/Incentives

The University of Baguio provides financial assistance to the faculty members and employees thru research honorarium (Institutional research, P40,000; Departmental, P25,000; Commissioned, P20,000; Special Projects/Community, 40,000 up to P90,000), Thesis/Dissertation Grant (P30,000).

2. Incentives/Awards

The R&DC also offers incentives to researchers in the form of research load, Best Research Award and Hall of Fame-Research Award. The University provides Research Publication Incentive for faculty members and employees who published their research in the UB Catalyst (P1000), UB Research Journal (P2, 000), Published in a National Indexed Journal (P5000/article plus actual publication fee), Published in an International Indexed Journal (P10000/article plus actual publication fee). The University of

Baguio recognizes the outstanding researches conducted by undergraduate student researchers by conducting the Best Student Research. The search is open every first semester of the School Year and culminates with the awarding ceremonies before the end of the semester.

3. Research Capability Program

Provides research seminar/webinar, trainings, lectures for both faculty and students (e.i Basic Research Ethics, IMRAD Writing, Applied Research, Quantitative Analysis, Validity and Reliability of Tool)

4. Research Dissemination Program

The R&DC provides an avenue for the significant findings of the researches conducted by faculty members, employees and students to be disseminated to the community through University Research Colloquium, Publication in the UB Research Journal, Sukimat, Catalyst (The Multidisciplinary Student Research Journal) and through the RDC Website (www.ubaguio.edu/rdc).

5. Request for Assistance

Assist researchers in the referral of their questionnaires to the respondents of the respective offices/ schools. Assist in identifying or assigning statistician for their statistical treatment and analysis.

6. Validation of the School Activities Evaluation Tool

The R & DC facilitates the tool validation of evaluation tool/s of the different school/department for university-wide or departmental activities.

The Center is headed by the R&DC Director and supported by the research staff and student assistants. A team of consultants comprising of the Institutional Review Committee (IRC) and the Research Ethics Committee (REC) evaluates and reviews students and faculty researches.

STUDENT RESEARCH POLICIES

The production and defense of student researches are the culmination of the academic journey of students. The conduct of research is vital to the requirements of the curricular programs of the students hence, the following serve to steer the way of the students to this scholarly activity:

- The research topics of the students should be aligned to the research agenda of their own schools. This is to prevent the conduct of sporadic researches.

- All researches involving human participants, for defense or not, shall undergo an ethics review by the Research Ethics Committee. Neither solicitation for participants nor data collection may begin until the student researcher/s has/ have received a final clearance from the R&DC.
- Independent student researches (not a subject requirement) are encouraged but they have to go through a process of ethics review if human participants are involved. For these to be published or presented, they must be reviewed by the Institutional Research Committee.
- A faculty member, serving in the capacity of an adviser, is required to supervise any research activities of students. Such activities may include class-related research projects, independent research, a graduate thesis or dissertation, an investigatory project, a project study and a feasibility study. The faculty member should be a full-time permanent employee of the university.

I. STUDENT ACCOUNTS OFFICE

The Student Accounts Office is in-charge of the assessment of tuition and other school fees, accounts inquiry, issuance of examination permits, issuance of clearances for the release of school credentials, and preparation of statement of accounts. The office maintains and checks individual ledger of students from Basic Education to Tertiary Education which includes, but not limited to, posting of scholarships and discounts, posting of adding, dropping and withdrawal of subjects enrolled.

OBJECTIVES

The Student Accounts Office aims to:

1. provide accurate and timely assessment of school fees to students;
2. continuously assess and develop procedures and guidelines to achieve excellent operational services to students, parents, and other stakeholders;
3. build strong relationship with the different stakeholders of the university;
4. ensure efficient utilization of all scholarship programs in the university; and
5. comply with all government and private entity regulations and policies in the administration of scholarships and grants.

Scholarships and Discounts

ENTRANCE SCHOLARSHIP

1. College Freshmen

a. Academic Excellence Award

- With Highest Honors – 100 % Discount on Tuition Fee
- With High Honors – 75 % Discount on Tuition Fee
- With Honors - 50 % Discount on Tuition Fee

b. Non-Academic Awards

- Best in Strand (STEM, ABM, HUMMS, TECVOC, SPORTS, A&D, WORK IMMERSION, RESEARCH, INNOVATION) - 50 % Discount on Tuition Fee only

c. Graduates of Regular Section of Pines City High School and Baguio City High School with GWA of 85 % and above but not a recipient of Academic Excellence Award - 50 % Discount on Tuition Fee

d. Graduates of Science Section of Pines City High School and Baguio City High School – 100 % Discount on Tuition Fee

e. Other Science High School – 75 % Discount on Tuition Fee

2. Junior High School Grade 7 (Science and Preparatory)

a. Academic Excellence Award

- With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
- With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
- With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee

b. Other Awards

- Editor-In-Chief – 75 % on Tuition Fee + 50 % Miscellaneous Fee
- Student Council President – 50 % on Tuition Fee + 25 % Miscellaneous Fee

3. Senior High School Grade 11 (Science)

a. Academic Excellence Award

- With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
- With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
- With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee

- b. Other Awards
 - Editor-In-Chief – 25 % on Tuition Fee
 - Student Council President – 25 % on Tuition Fee
- 4. Senior High School Grade 11 (Integrated)
 - a. Academic Excellence Award
 - With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
 - With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
 - With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee
 - b. Other Awards
 - Editor-In-Chief – 25 % on Tuition Fee
 - Student Council President – 25 % on Tuition Fee

UNIVERSITY ACADEMIC SCHOLARSHIP

- 1. College
 - a. Academic Scholarship
 - Academic Level IV – 100 % Discount on Tuition Fee
 - Academic Level III – 75 % Discount on Tuition Fee
 - Academic Level II – 50 % Discount on Tuition Fee
 - Academic Level I – No discount but with Certificate
- 2. Junior High School Grade 8-10 (Science and Preparatory)
 - a. Academic Excellence Award
 - With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
 - With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
 - With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee
- 3. Elementary School Grade 1-6
 - a. Academic Excellence Award
 - With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
 - With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
 - With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee

4. Senior High School Grade 11 (Science)

a. Academic Excellence Award

- With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
- With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
- With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee

5. Senior High School Grade 11 (Integrated)

a. Academic Excellence Award

- With Highest Honors – 100 % Discount on Tuition Fee + 75 % Miscellaneous Fee
- With High Honors – 75 % Discount on Tuition Fee + 50 % Miscellaneous Fee
- With Honors - 50 % Discount on Tuition Fee + 25 % Miscellaneous Fee

UB EMPLOYEE/EMPLOYEE DEPENDENT DISCOUNT

1. UB Employee – 100 % Discount on Tuition Fee and Miscellaneous Fee

2. Employee Dependent

- Non – Medical Courses– 100 % Discount on Tuition Fee and 60 % Discount on Miscellaneous Fee
- Allied Medical Courses – 75 % Discount on Tuition Fee and 60 % Discount on Miscellaneous Fee

EMPLOYEE DEPENDENTS WITH MULTIPLE SCHOLARSHIPS

- The rule of cumulative computation of assessment of fee shall be applied based on percentage earned per scholarship.
- Applicable only to dependents enrolled in Basic Education (Elementary – Senior High School) who received multiple scholarship (i.e., Academic Award)

PRO-RATION OF SCHOLARSHIPS OF FACULTY/ EMPLOYEE DEPENDENTS

- Discounts availed by resigning faculty/employee for his dependent shall be recomputed. The computation of the discount is based on the number of months during the semester/ school year he rendered his service in the university.

Pro-rated discount = $\frac{\text{Applied Discount}}{5 \text{ months}}$ x number of months during the semester he rendered his service (senior high school/ college/ graduate school)

Pro-rated discount = $\frac{\text{Applied Discount}}{10 \text{ months}}$ x number of months during the school year he rendered his service (elementary/ junior high school)

DIRECTOR'S GRANTEE /FRB SCHOLARS

- Scholarship granted by the members of the Bautista Family and FRB Foundation
- Discount – Upon the Discretion of the Grantor

SERVICE GRANTS

- Student Assistant and Marshall – Underprivileged but deserving students except those enrolled in the Allied Medical courses
- Discount – 100 % Tuition Fee and Miscellaneous Fee

PERFORMING ARTS SCHOLARSHIP (GRACES, VOICES, ORCHESTRA, BAND & UBBUK)

- College – 100 % Discount on Tuition Fees and Miscellaneous.
- Senior High School - 50 % Discount on Tuition Fees and Miscellaneous.
 - Discount is applied after voucher. Amount of Discount must only be equal or less than the total school fees after voucher.

ATHLETICS SCHOLARSHIP

a. College

- Class A – 100 % Discount on Tuition Fee, Laboratory Fee and Miscellaneous fee
- Class B – 100 % Discount on Tuition Fee, and 75 % Discount on Miscellaneous fee
- Class C – 100 % Discount on Tuition Fee, and 50 % Discount on Miscellaneous fee
- Allied Medical Courses – 100 % Discount on Tuition Fee only

b. Elementary to High School

- Class A – 100 % Discount on Tuition Fee, Laboratory Fee and Miscellaneous fee
- Class B – 100 % Discount on Tuition Fee, and Miscellaneous fee
- Class C – 100 % Discount on Tuition Fee only

c. Senior High School – 100 % Discount on Tuition Fees only

- Discount is applied after voucher. Amount of Discount must only be equal or less than the total school fees after voucher.

PRO-RATION OF SCHOLARSHIPS (STUDENT ASSISTANT, MARSHALS, ATHLETE, PERFORMING ARTS)

- Discounts of terminated/ AWOL student assistants, marshals, athlete, and performing arts are forfeited.
- Discounts of scholars who resigned before the semester ends are pro-rated. The computation of the discount is based on the number of months during the semester he rendered his service in the university.

$$\text{Pro-rated discount} = \frac{\text{Applied Discount}}{5 \text{ months}} \times \text{number of months he rendered his service}$$

SIBLINGS DISCOUNT

- 2 Siblings – 15 % Discount on Tuition Fee only
- 3 or more Siblings – 25 % Discount on Tuition Fee only

SOLO PARENT DISCOUNT

- Dependent of a Solo Parent may be qualified to avail the discount.
- A student who is also a Solo Parent is qualified to avail the discount.
- 50 % Discount of Tuition Fee Only

STUDENTS WITH DISABILITY DISCOUNT

- 50 % Discount of Tuition Fee Only

AFPEBSO

- Scholarship for the dependents of deceased AFP/Military personnel who died in line of Duty
- 100 % Discount of Tuition Fee Only or 100 % Discount on Tuition Fee and Miscellaneous Fee

PHILIPPINE NATIONAL POLICE

- Philippine National Police, Bureau of Jail Management and Penology, Bureau of Fire and Protection – Baguio & Benguet
- Phd – Criminology, MS – Criminology. MPA, BS – Criminology
- 100 % Discount of Tuition Fee Only or 50 % Discount on Tuition Fee Only

ALUMNI DISCOUNT (GRADUATE SCHOOL PROGRAM)

- Graduates of UB from elementary level to master's degree level (12 Years)
- Graduates of UB from elementary level to tertiary(college) level (10 Years)

General Weighted Average

96 % and above - 30 % Discount on Tuition Fee Only

93.00 – 95.99 % - 20 % Discount on Tuition Fee Only

88.00 – 92.99 % - 10 % Discount on Tuition Fee Only

No Discount for General Average of 88 % and Below

- Graduates of UB from High School level to tertiary(college) level (8 Years)
- Graduates of UB from High School level to master's degree level (10 Years)

General Weighted Average

96 % and above - 40 % Discount on Tuition Fee Only

93.00 – 95.99 % - 30 % Discount on Tuition Fee Only

88.00 – 92.99 % - 20 % Discount on Tuition Fee Only

85.00 – 87.99 % - 10 % Discount on Tuition Fee Only

- Graduates of UB from Tertiary (college) level to master's degree level (6 Years)

General Weighted Average

96 % and above - 30 % Discount on Tuition Fee Only

93.00 – 95.99 % - 20 % Discount on Tuition Fee Only

88.00 – 92.99 % - 10 % Discount on Tuition Fee Only

No Discount for General Average of 88 % and Below

- Graduates of UB from Tertiary (college) level (4 Years)

General Weighted Average

93.00 – 95.99 % - 20 % Discount on Tuition Fee Only

88.00 – 92.99 % - 10 % Discount on Tuition Fee Only

No Discount for General Average of 88 % and Below

SCJPS Color Guards

- Students who are members of the SCJPS color Guards are granted Php 4,000 tuition fee discount upon request by the dean of School of Criminal Justice and Public Safety.

Student Pageant (Mr. & Ms. UB)

- Mr. & Ms. UB – 100 % Discount on Tuition Fee
- 1st Runner Up – 75 % Discount on Tuition Fee
- 2nd Runner Up - 50 % Discount on Tuition Fee
- Other participants - 25 % Discount on Tuition Fee and Miscellaneous Fee

Foreign Exchange Student

- Students from Nagasaki Wesleyan University and Fukuoka Jo Gakuin University
 - Full Scholarship
 - Duration: One Semester

Government Grants

- Department of Education (DEPED) – Approved by PEAC
 - Senior High School Voucher
 - Private: Php 16,000 per school year, Php 8,000 per semester
 - Public: Php 20,000 per school year, Php 10,000 per semester
- Fund Assistance to Private Schools (FAPE-ESC)
 - Php 11,000 per school year (Grade 7 – 10)

Tuition and Other Fees

1. Payment Procedures

Option 1: Cashier

- Proceed to the University of Baguio Cashier. (Monday to Saturday 8:00 AM – 5:00 PM)

Option 2: Metrobank Online Banking (App or Browser)

Option 3: Union Bank Online Bills Payment (App or Browser)

Option 4: BPI Quickpay

Option 5: Over the Counter Bank Payment

- Payment through Metrobank Bills Payment, BDO, Landbank
Proceed to a Metrobank/BDO/Landbank near you.

1. Metrobank

- Pay using “Bills Payment”
- Account Name: UNIVERSITY OF BAGUIO

2. BDO

- Savings Account Number: 001830055680

3. Landbank

- Savings Account Number: 001830055680

Bank	Branch	Account Number
Metrobank Savings Accountant	Magsaysay Baguio Branch	003-3-00349537-0
Metrobank Savings Accountant	Magsaysay Baguio Branch	003-2-00300135-5
RCBC Savings/Current Account	Baguio Branch	1326-858400
BDO Savings/Current Account	SM Baguio Branch	1830055680
Land Bank Savings Account	Baguio Branch	0221-2878-00
Robinsons Bank Savings Account	Baguio Branch	301-36-001208-5
Union Bank	Baguio Branch	000640018750

- Upload the scanned copy of the proof of payment to the online payment verification form.

<https://cutt.ly/fa3R60G>

Option 6: Online Payment Using the UB Student Portal

- From the main dashboard, select Online Payment, Click on Payment Gateway and then Paygate.
- Read carefully the terms and conditions, transaction fees and posting time of available payment channels. Click on Continue to Payment.

- Fill-out all the necessary fields, select the payment channel and click on the Proceed to Payment button.
- Agree to the terms and conditions and click continue. You will be redirected to the payment channel's page.
- Complete the steps on the selected payment channel. Keep a copy/screenshot of the transaction for reference.

2. Additional Fees/Charges

A student who drops, changes or withdraws his/her enrolled subject/s after enrollment shall be charged based on the following:

FIRST OR SECOND SEMESTER		
Periods	Dropping	Withdrawing
Enrollment	No charge	Registration fee
1st week of classes	Magsaysay Baguio Branch <i>P25.00/subject as processing fee</i>	003-2-00300135-5 <i>Registration fee plus P500.00 surcharge</i>
2nd week of classes	P25.00/subject as processing fee plus P 100.00	Registration fee plus P1,000.00 surcharge
3rd week of classes	Baguio Branch <i>50 % of fees for dropped subjects</i>	0221-2878-00 <i>50 % of total fees</i>
After 3rd week of classes	100 % of fees for dropped subject/s	ALL FEES

SHORT TERM		
Periods	Dropping	Withdrawing
Enrollment	No charge	Registration fee
1st and 2nd day of classes	P 25.00/subject as processing fee	Registration fee plus P500.00 surcharge
2nd week of classes	P25.00/subject as processing fee plus P 100.00	Registration fee plus P1,000.00 surcharge
3rd and 4th day of classes	P125.00/subject as processing fee	Registration fee plus P1,000.00 surcharge

5th and 6th day of classes	50 % of fees for dropped subjects	Withdrawal not applicable; 50 % of total fees
After 6th day of classes	100 % of fees for dropped subject/s	Withdrawal not applicable; ALL FEES

3. Miscellaneous Discount

This is given during the regular semester to students who enroll 10 units and below in college and 6 units and below in the Graduate School and Law.

FOR UNDERGRADUATE STUDENTS	
Units Enrolled	Miscellaneous Discounts
1 -3 units	50 %
4 – 10 units	25 %
11 units and above	to pay full miscellaneous fee

FOR GRADUATE AND LAW STUDENTS	
Units Enrolled	Miscellaneous Discounts
1 -3 units	50 %
4 – 6 units	25 %
7 units and above	to pay full miscellaneous fee

Examinations

1. Permit Required

An examination permit is required of any student for taking the preliminary, and the three major examinations. No student will be allowed to take any examination without the examination permit.

2. Special Examination

A student who fails to take any of the scheduled periodical examinations without any valid cause shall be allowed to take a special examination if the following requirements concur:

- The failure to take the examination is without a valid cause.
- Payment of the required tuition fee corresponding to the grading period.

- c. Secure Special Examination Form from the Dean who shall undertake to determine:
 - i. payment of required tuition fee corresponding to the examination period.
 - ii. number of examinations missed and faculty member concerned.
 - iii. payment of Special Examination fee of P 100.00/subject or P 200.00/ subject for graduate school students.
 - iv. order the faculty member to prepare a different set of questionnaire with the same periodic examination coverage.
 - v. indicates schedule of Special Examination and submission of grade within the prescribed schedule of completion as mandated in the Student Handbook.

In the event a Special Examination is given, a new set of questionnaire will be administered and the student will be credited only 85 % of his/her actual score and not the actual score.

3. Completion Examination

A student who fails to take any of the scheduled periodical examinations due to a valid cause shall be allowed to take completion examination subject to the following requirements:

- a. The failure to take the examination is due to any of the following (the valid causes provided herein are harmonized with the school's policy on absences):
 - i. serious illness
 - ii. death (immediate family)
 - iii. court appearance covered by court process
 - iv. attendance to authorized seminars, and other school related activities
- b. Payment of the required tuition fee corresponding to the grading period.
- c. Secure Completion Examination Form from the Dean who shall undertake to determine:
 - i. cause of failure to take the examination.
 - ii. payment of required tuition fee corresponding to the examination period.
 - iii. indicate schedule of Completion Examination and submission of grade within the prescribed schedule as mandated in the Student Handbook.

- d. In the event a Completion Examination is given, a new set of questionnaire will be administered and the student will be credited the actual score.

4. Schedule of Completion Examination

Completion examinations shall be taken as follows:

- a. First Grading Examination

Not later than ten (10) days before the start of the Second Grading Examination.

- b. Second Grading examination

Not later than ten (10) days before the start of the Final Examination during the regular semester, or not later than five (5) days before the start of the finals during the summer term.

Any student who fails to take the preliminary or periodical examinations within the prescribed grace period shall be given a score of zero in that examination.

5. Procedure for Securing the Special / Completion Examination Permit

- a. The student secures the special / completion examination form from the College Secretary.
- b. Upon filling out the form, the student submits the form and presents the reason/s or documents to the Dean.
- c. Based on the reason/documents presented, the Dean decides whether the examination to be taken is special examination or completion examination.
- d. The student goes to the cashier for payment of the required special permit fee.
- e. The student returns to the Dean and presents receipt and the special / completion examination form.

J. SECURITY OFFICE

The Security Office is charged by the University of Baguio with the responsibility of protecting lives and safeguarding buildings and equipment; deterring and preventing crime; and enforcing the University policies, rules and regulations. In addition, it is also the thrust of the Office to apprehend violators; assist in traffic control and parking operations; conduct disaster drills in the University and assist in fire-fighting and fire safety inspections; coordinate with the Office of Student Affairs to investigate complaints, offenses, reports and any other unusual or suspicious activities in the campus; open and close

campus buildings and property at prescribed times; assist injured/ ill persons; and establish and maintain good working relationships with community officials, student groups, law enforcement and security agencies.

Students, faculty, staff, campus guest and others are requested to cooperate fully with the Security Officers and promptly report any crime or suspicious activity of any nature to the Security office. For the safety of its students, faculty, staff and guests, the Security Office discourages trespassers. The students, faculty and staff must carry the University Identification Card at all times and must present it to the security marshals and officers upon request.

Although the security marshals are trained and qualified, they are not certified law enforcement officers and as such do not carry weapons. However, they do work in close cooperation with the Baguio City Police Office in the event of a reportable crime. They patrol the campus for unusual occurrences and serve as visible deterrents and perform other duties that may arise. The Security Office may be contacted 24 hours a day, seven days a week at 442-4915, local 234 or 309.

OBJECTIVES

1. Implement all policies of the university that concern security and safety by:
 - a. orienting students, faculty, non-teaching personnel and management executive council regarding precautionary measures;
 - b. making available security personnel during school and outside activities approved by the management;
 - c. conducting regular preventive security and safety patrols in the entire campus;
 - d. enhancing security and safety personnel through continuous recruitment of marshals; and
 - e. strictly supervising agency guards contracted by the university;
2. Formulate security and safety measures to ensure the effective implementation of the programs of the university; and
3. Establish security linkages with proper government and non-government agencies for mutual cooperation geared toward the preservation of security and safety of all concerned.

SERVICES:

1. Request of CCTV footage

CCTV systems are able to keep track of what is happening around the school premises where they are installed. By monitoring the activity of the University's employees, students, clients and visitors ensures the observance of peace and order within its premises.

CCTV cameras installed at our premises will act as a serious deterrent to criminals and anyone carrying out any illegal activities.

Procedures and Guidelines

1. Report personally the type of incident to the security office (theft, missing items, lost and found, bullying, emergency cases etc.). For emergency cases inside the campus, call Security Office (Loc 234) and Medical Clinic (Loc 267).
2. Fill up the CCTV incident form for records.
3. Interview the complainant to determine what has transpired and to be put on record.
4. Record all the details on the logbook by filling up the 5 W's and 1 H as guide.
5. Review the requested CCTV Footage.
6. For incident that need proper investigation, the CCTV footage will be saved in a hard drive, such as personal computer, Digital video recorder (DVR) or a network video recorder (NVR) to be served as one evidence.

2. SECURITY STAFF AUTHORIZED TO CONDUCT "OPERATION KAP-KAP":

"Operation Kapkap" is conducted on the spot by a team of security personnel upon receipt of information from a concerned University personnel or department in the event of lost or missing personal items (e.g., cellphone, laptop, wallet and other valuable items) of student and student bringing in dangerous drugs and contraband. The operation is conducted with the Dean/Principal or at least one faculty member, preferably a classroom teacher. The "Operation Kap-kap" is terminated on the same date and time and proper disposition by the team leader on the result of the operation to the Chief Security Officer.

- Is conducted only by the ff:
 1. The Chief Security Officer
 2. The Night Security Officer
 3. The Administrative Assistant
 4. The Senior Marshals

Procedures and Guidelines

1. Prepare a written request addressed to the Chief Security Officer and approved by the Dean/Principal.
For an immediate “Operation Kap-kap”, consent of the Dean/Principal is necessary with the approval of the Chief Security Officer.
2. Record the request at the security logbook and prepare a ready form to be filled-out out by the classroom teacher if it is an immediate operation.
3. Inform immediately his/her immediate superior for the approved scheduled “operation kap-kap”.
4. Conduct the operation with the presence of the teacher/adviser, prefect of discipline (POD) and the principal/Dean.

3. Request of Security Assistance during Special Events.

The University of Baguio security office composed of Two (2) functional security group which are the Student Marshal and contracted agency guard safeguarding the university and in most cases being utilized during special events of the university to ensure safety and security of participants and guests.

Procedures and Guidelines

1. Secure/fill up reservation form at Campus Planning and Development Office.
2. Inform the security office upon approval of venue reservation for a need of security assistance on the scheduled event five (5) days before the event.
3. Prepare a security detail and call for a security briefing at least three (3) days prior to the scheduled event.
For external activities, a coordination letter will be forwarded to the security forces and or local law enforcement units in the area for assistance.

4. Conduct ocular inspection and risk assessment to the venue of the event, if necessary.
5. Pre-security briefing and debriefing will be conducted before and after the event for re-assessment.



APPENDIX A

CREDITING FOR AUTHORIZED CLASS ABSENCE/S MEMORANDUM C *No. 18, Series of 2018*

Learners' class attendance and engagements {like extracurricular activities} play an important role in today's higher education. Several previous studies have shown that class attendance is an important predictor of academic outcomes; learners who attend more classes earn higher final grades. However, different results exist as well. A study published in 2016 shows that there is no statistical significant relationship between class attendance and student performance due to several factors. While it is important to receive outstanding grades during one's educational career; being involved in extracurricular activities and getting work experiences, like an internship or being a working scholar, is valued more.

Extracurricular activities and work experiences allow one to get hands-on experience in the field where s/he will be working in, make connections with different people, improve social skills, and it can really show someone valuable work ethic. Jobsearch.about.com mentions that most interview questions for educated individuals/ graduates have nothing to do with grades. The questions focus more on one's personal qualities and learning experiences/developmental activities engaged in during his/her academic years.

The University believes in developing a learner in all levels of its educational system to be globally competitive. Hence, the Academic Council* agreed that students/pupils/learners be given consideration on missed academic requirements while attending authorized competitions/extracurricular activities.

EFFECTIVE FIRST SEMESTER, AY 2018-2019, affected learners shall have a recorded score on missed academic activity, where applicable (i.e quiz, exam) due to an authorized leave from class (including internal and external activities. External activities must comply with provisions of CMO 63 series 2017, Re: Policies and Guidelines on Local Off-Campus Activities and DepEd Order No.

66 series of 2017 Re: Implementing Guidelines on the Conduct of Off-Campus Activities. The student/ pupil/learner shall be given the identified passing score (i.e. 70 % for tertiary students) depending on what educational level s/he is enrolled in. However, to give the student/pupil/ learner exposure to types of assessments experienced inside the classroom, the teacher/instructor SHALL NOT prohibit the former from taking the missed academic activity. The teacher/ instructor shall record the score whichever is higher. On the other hand, academic activities (i.e practical exams, experiment) deemed necessary for actual assessment by teacher/faculty member be requested from the learner through an equally important academic work. Agreement between concerned parties is highly encouraged and properly documented.

Deadlines for crediting shall be the same with the provision of Article II Sec 4 of the Student Handbook Re: Schedule of Completion Examination. Hence, crediting (use of approved communication/ certificates) should be done ONCE during the grading period covering the activity.

Meanwhile, ALL ADVISERS/TRAINORS/COACHES/HEADS responsible for the learners' extracurricular involvement are instructed to send the APPROVED COMMUNICATION to all concerned academic personnel not later than seven (7) working days prior to engagements, except for meritorious invitations.

Further, in compliance to DepEd Orders, the Schools in the Basic Education shall prepare details on crediting based on the School's unique policies and regulations which must be reflected on respective Student Handbook for widest dissemination.

APPENDIX B

**CHECKLIST for CMO 63 series 2017 and
DepEd Order 66 series 2017
(To be attached to the OSA Pre-Activity Form {PAR})**

Requirements	Proof (To be accomplished by Personnel- in-charge/Coach/ Adviser)	Complied (Y/N)	Remarks
		To be accomplished by Program Chair/Assistant Principal/Dean/ Principal	
a.1.1. Approved curriculum/ course syllabus			
a.1.2. Itinerary			
a.1.3. Reminders/ Guidelines for the activity			
a.1.4. Consent form			
a.1.5. Medical clearance			
a.1.6. Personnel-in-charge			
a.1.7. First aid kit			
a.1.8. Fund source and breakdown of expenses			
a.1.9. Insurance certificate of coverage			
a.1.10. Mobility of students			
a.1.11. Acknowledge-ment letters to LGUs/ NGOs to be visited			

a.1.12: Proof of pre-off-campus activities			
a.1.12.1. Conference with concerned partici- pants and other stakehold- ers			
a.1.12.2. Gen- eral orientation of participants			
a.1.12.3. Acknowledge- ment slips of par- ents/ guardians on the activity			
a.1.12.4. Pre- de- parture briefing			
a.1.12.5. List of requirements from the activity			
a.1.12.6. Emergency pre- paredness plan			

Accomplished by: _____ Endorsed by: _____
 Personnel- OSA Director
 in-charge/
 Coach/Adviser

Assessed by: _____ Concurred by: _____
 Program Chair/ Dean/Principal
 Assistant
 Principal

Approved by: _____
 Vice President for Academic Affairs

CERTIFICATE OF COMPLIANCE

This is to certify that the student activity related to _____ has fully complied with all the processes, procedures and requirements before the conduct of the off-campus activity scheduled on _____ in _____ pursuant to: CMO 63 series 2017 Re: Policies and Guideline on Local Off-Campus Activities DepEd Order 66 series 2017 Re: Implementing Guidelines on the Conduct of Off- Campus Activities.

By virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified correct:

Recommending Approval:

Personnel-in-charge/Coach/Adviser

Vice President for Academic Affairs

Approved by: _____

President

SUBSCRIBED AND SWORN to before me, this _____, by _____ who exhibited to me (his/her) completed proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc No. _____;

Page No. _____;

Book No. _____; Series of. _____

APPENDIX C

FRATERNITIES AND SORORITIES COMMISSION ON HIGHER EDUCATION OFFICE OF THE PRESIDENT OF THE PHILIPPINES

Pertinent Provision of CHED Order No. 4, 1995

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

In order to deter violence among fraternities the following sanctions shall be strictly carried out:

1. Automatic expulsion of any fraternity member for:
 - Starting or taking the offensive action that clearly provokes violence;
 - Carrying knives, sticks, pipes, guns, and other deadly weapons in schools; and extortion.
2. Sixty (60) days suspension of all officers of a fraternity found guilty of action that will provoke violence; and
3. Suspension of guilty fraternity for one year for the first offense and permanently ban for the next offense.
 - Higher education institutions must fully assume authority and responsibility in dealing with fraternities and other student organizations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein stated.
 - Immediate dissemination for this order is desired.

(SGD) RICARDO T. GLORIA
Chairman

APPENDIX D

THE 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 THEREFORE

Be 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 or organization by placing a recruit, neophyte, or applicant in some embarrassing or humiliating situation such as forcing him to do a mental, physical, psychological suffering or injury.

Section 2. NO hazing of 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 organization seven (7) days before the conduct of initiation. The written notice shall indicate the period of the initiation activities which shall not exceed (3) days, shall include the names of those 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 two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is duly 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 is subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof the officer 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 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 incapacitated from 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, shall have lost the use of 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 from 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 from the performance on 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 if in consequence of the hazing the victim shall have been ill or incapacitated from the performance on the activity or work in which he was habitually engaged from (1) to nine (9) days, or that injury sustained shall require medical attendance for the same period.

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 the 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 preventing the unlawful act to his parents or guardians, to the proper school 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 hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, where he has actual knowledge of the hazing 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 principals when they have actual knowledge of the hazing conducted herein 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 accomplice from 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 threat 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 a 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 therein.

Section 5. If any provision or part of this Act is declared invalid or unconstitutional the other part or provisions thereof shall remain valid and effective.

Section 6. All laws, orders, rules, and 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 newspapers of general circulation.

Approved 7 June 1995.

APPENDIX E

MEMORANDUM COSA NO. 02, s. 2009

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : FRATERNITIES
DATE : May 15, 2009

With the coming start of the First Semester, the office hereby reminds students to be distrustful of persons who will attempt to recruit new members of fraternities. Most of these fraternities were formed with the intent of engaging in illegal and violent activities such as hazing, engaging in violence with other groups, destruction of property (malicious mischief), and vandalism, to name a few.

The Office hereby also informs all students that the University does not tolerate the violent activities of such groups.

They are punishable under the provisions of Article XV of the Student Handbook by a sanction of expulsion, a sanction in which the student may not be admitted in any university. In addition, hazing is punishable under Republic Act 8049.

Should you have a problem regarding this matter, do not hesitate to contact the Office of Student Affairs (442 3540 local 235 or 0908 348 1509) or the Security Office (442 3540 local 234).

APPENDIX F

MEMORANDUM COSA NO. 06, s. 2009

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : DRUNKENNESS AND SUBSTANCE ABUSE
DATE : November 23, 2009

As the central developmental institution of community's youth, the University plays an important role in the early detection of substance abuse, the protection of students from the use, promotion, possession, sale and distribution of alcohol or any controlled substances.

"Alcohol or Controlled Substance" shall include any alcohol or malt beverage; drugs listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law; and/or any substance which is intended to alter mood.

Recognizing the potential of each student and that alcohol use, abuse and dependency can seriously impair a student's ability to learn, the University is taking positive actions to prevent such abuse and dependency. In the interest of the maintenance of health and safety, suspected students shall be subjected to inquiry, medical tests and/or prohibition from entering University premises along with the imposition of disciplinary sanction as stated in the Student Handbook:

Article III - Definition and Types of Offenses and Corresponding Sanctions

Section 1 - Major Offense

Part B - Offenses Against Public Decency, Good Customs and Morals

Item f - Entering University premises under the influence of liquor or being in a state of drunkenness.

Item h - Illegal possession, use and/or distribution of prohibited drugs.

Sanctions for such behaviors range from a **REPRIMAND**/ **SUSPENSION** to **EXCLUSION** as defined in your Student Handbook!

APPENDIX G

THE DANGEROUS DRUGS ACT OF 1972 REPUBLIC ACT NO. 6425, ARTICLE V, SECTION 28: HEAD, SUPERVISORS AND TEACHERS OF SCHOOLS

For the purpose of enforcing the provisions of Articles II and III of this Act, all school heads, supervisors and teachers shall be deemed to be persons in authority, and such, are hereby vested with the power to apprehend, arrest any person who shall violate any of the said provisions. They shall be considered as persons in authority if they are in the school or within its immediate vicinity, or beyond such immediate vicinity if they are in attendance in any school or class function in their official capacity as school heads, supervisors or teachers. Any teacher or school employee who discovers or finds that any person in the school or within its immediate vicinity is violating any provision of said Article II or III of this Act shall have the duty to report the violation to the school head or supervisor who shall, in turn, report the matter to the proper authority. Failure to report in either case shall be, after due hearing, constitute sufficient cause for disciplinary action.

APPENDIX H

REPUBLIC ACT No. 11313

AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFOR

Be it enacted by the Senate and House of Representatives of the Philippine Congress assembled:

Section 1. Short Title. -This Act shall be known as the “Safe Spaces Act”.

Section 2. Declaration of Policies. -It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

Section 3. Definition of Terms. -As used in this Act:

(a) Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;

(b) Employee refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work, regardless of the term or duration of agreement: Provided, That for the purposes of this law, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee;

(c) Employer refers to a person who exercises control over an employee: Provided, That for the purpose of this Act, the status or conditions of the latter's employment or engagement shall be disregarded;

(d) Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;

(e) Gender-based online sexual harassment refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft;

(f) Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex in which case this person is considered transgender:

(g) Public spaces refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and

(h) Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

APPENDIX I

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS REPUBLIC ACT NO. 10627

SECTION 1. Short Title. – This Act shall be known as the “Anti-Bullying Act of 2013”.

SEC. 2. Acts of Bullying. – For purposes of this Act, “bullying” shall refer 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 at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. 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;
- 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 like 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.

SEC. 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

- (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
 - (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
 - (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;
- (b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;
- (c) Establish clear procedures and strategies for:
- (1) Reporting acts of bullying or retaliation;
 - (2) Responding promptly to and investigating reports of bullying or retaliation;
 - (3) Restoring a sense of safety for a victim and assessing the student's need for protection;
 - (4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
 - (5) Providing counseling or referral to appropriate services for

- perpetrators, victims and appropriate family members of said students;
- (d) Enable students to anonymously report bullying or retaliation: Provided, however, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;
 - (e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
 - (f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
 - (g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and
 - (h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SEC. 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b) Take appropriate disciplinary administrative action;
- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

APPENDIX J

MEMORANDUM COSA NO. 04, s. 2009

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : VANDALISM
DATE : OCTOBER 7, 2009

It has been observed that many classroom walls, desks, tables and chattels of such are blighted with willful writings and malicious defacement. Such behavior is unwarranted especially since it is unsightly to look at. As members of the university academic community, you are expected to contribute towards the maintenance of cleanliness and order within and outside the campus. You are then reminded to refrain from vandalizing any part, portion, or parcel of the University property and the like. Your cooperation on the matter is highly appreciated.

The office would also like to point out that vandalism is a punishable offense, as stated in the Student Handbook:

Article III - Definition and Types of Offenses and Corresponding Sanctions

Section 1 - Major Offense

Part C - Offenses Detrimental to the Property Rights and Interests of the University, Administrative Officials, Personnel, Faculty Members and Students

Item i - Act of vandalism, such as defacing and/or writing on walls, paintings, doors, desks, tables, chairs, et.; tearing of books, notices or circulars; destruction of window panes, toilet bowls, fans, laboratory equipment, water foundations, air conditioners, clocks and other university equipment and furnishings.

Sanctions for such behaviors range from a **REPRIMAND/SUSPENSION** to **EXCLUSION** as defined in your Student Handbook!

APPENDIX K

MEMORANDUM COSA NO. 02, s. 2008

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : UNIVERSITY DRESS CODE
DATE : July 7, 2008

This is to remind all students to observe the University dress code. This memo is aimed at instilling in each student adherence to rules and regulations as may be observed in actual workplaces.

1. The following are considered inappropriate school attire:
 - a. tank tops or muscle shirts;
 - b. spaghetti straps/halter/mesh (fishnet-like material) tops/strapless;
 - c. bare midriffs (This is defined to mean no skin showing between the bottom of the shirt and top of the pants area.);
 - d. exposed underclothing;
 - e. see-through blouses or shirts;
 - f. house slippers or flip-flops;
 - g. body piercing/tongue studs, dangling earrings;
 - h. hats, caps, scarves (except those worn by female Muslim students), or headbands worn inside the classroom or building at any time;
 - i. logos, sayings, pins and buttons that promote alcohol, tobacco, drugs, gang/ cult behavior, offensive language, or inappropriate behavior;
2. Cross-dressing is strictly prohibited. The University respects the sexual orientation of students but is reminding those concerned to observe propriety in attire and manner.

Sanctions for such behaviors range from a WARNING to SUSPENSION as defined in your Student Handbook.

APPENDIX L

MEMORANDUM COSA NO. 01, s. 2009

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : PROHIBITION OF BETEL NUT CHEWING
DATE : May 15, 2009

It has been observed that many students are practicing betel nut (mom'a) chewing within University premises. This practice is inappropriate, unsightly and unsanitary, particularly in an academic institution. Spitting, as a result of betel nut chewing, may cause infection because the body fluid excreted may serve as a medium for contagious diseases. Betel nut chewing also destroys teeth and gums and may lead to oral cancer.

With this, betel nut chewing shall no longer be allowed in the University in line with its thrust to ensure a healthy and clean environment conducive for students, employees and visitors. Anyone who violates the aforementioned prohibition shall be referred to the Office of Student Affairs for proper discipline.

Sanctions for such behaviors shall range from a **WARNING** to **SUSPENSION**. Violators will also be made to clean up the concerned area.

APPENDIX M

MEMORANDUM COSA NO. 03, s. 2009

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : REITERATION OF MEMORANDUM NO. 04, S. 2007
DATE : May 26, 2009

This is to reiterate COSA Memorandum No. 4. s. 2007 on disruptive classroom behavior first issued by this office during the school year 2007– 2008. All students are hereby reminded to observe the restrictions listed below.

Disruptive behavior is defined as any act which obstructs others the freedom to learn or the ability of the instructor to teach. Such behavior is adverse to academic freedom and to the rights of all members of the academic community.

The following acts below are considered by this policy as disruptive behaviors:

1. Using of mobile phone inside the classroom;
2. Bringing in snacks and eating inside the classroom;
3. Talking while the teacher is explaining;
4. constant questions or interruptions;
5. Entering class late or leaving early;
6. Use of disrespectful or negative/foul language;
7. Not wearing school I.D while on school campus/classroom.

Sanctions for such behaviors range from a **WARNING** to **SUSPENSION** as defined in your Student Handbook.

APPENDIX N

MEMORANDUM COSA NO. 03, s. 2008

TO : ALL STUDENTS
FROM : THE DIRECTOR - OFFICE OF STUDENT AFFAIRS
SUBJECT : LITTERING AND THROWING OF TRASH THROUGH
CLASSROOM WINDOWS
DATE : October 7, 2009

It has been observed that many students throw various types of trash outside the window or leave their trash inside the classroom. Such behavior is unwarranted especially since it is unsightly to look at. As members of the university academic community, you are expected to contribute towards the maintenance of cleanliness and order within and outside the campus. You are then reminded to throw your trash in the trash bins which are available on every floor of every building. Your cooperation on the matter is highly appreciated.

The office would also like to point out that littering is a punishable offense, as stated in the Student Handbook:

Article III - Definition and Types of Offenses and Corresponding Sanctions

Section 2 - Minor Offense

Part A - Offenses Against Campus Peace and Order, Security, and Safety

Item e - Littering within university premises; throwing of trash outside school window.

Sanctions for such behaviors range from a **WARNING** to **SUSPENSION** as defined in your Student Handbook.

APPENDIX O

COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 REPUBLIC ACT NO. 9165

Pertinent Provision:

ARTICLE III. DANGEROUS DRUGS TEST AND RECORD REQUIREMENTS

SEC. 36. Authorized Drug Testing. — Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes. The following shall be subjected to undergo drug testing:

(c) Students of secondary and tertiary schools. — Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, that all drug testing expenses whether in public or private schools under this Section will be borne by the government.

APPENDIX P

REVISED COMPLETION PERIOD POLICY MEMORANDUM C No. 20, Series of 2018

Following the April 8, 2014 release of the memo on the transition in academic calendar to an August opening of classes, effective Sy 2014-2015 (Memo C. No.12, S. 2014), please be informed of the revised completion period policy for all course subjects in the undergraduate programs as listed below, to wit:

- | | |
|------------------------|---------------------------------------|
| 1. Educational Tour | 8. Project Design |
| 2. Clinical Dentistry | 9. Project Study |
| 3. Internship | 10. Research |
| 4. Feasibility Study | 11. Review |
| 5. Field Trip | 12. Related Learning Experience (RLE) |
| 6. On-the-Job Training | 13. Thesis Writing |
| 7. Practicum | |

Term (period subject/s was/ were enrolled)	Completion Period
First Semester	1-Year from the Start of Classes in January
Second Semester	1-Year from the Start of Classes in August
Summer Term/ Transitory Summer	1-Year from the Start of Classes in August

Further the aforementioned One-Year Completion Period shall likewise apply to National Service Training Program (NSTP), Social Orientation (SOCORN), Diploma in Special Education (DSPED) and School of Law.

Meanwhile, the Completion period for the Graduate Programs is presented below, to wit:

- One (1) Semester for Master Degree (except Thesis 1 which is One (1) year)

- One (1) Year for Doctoral Degree (except Dissertation 2 which is One (1) Semester Only)

Similarly, please take note of the following prescribed completion period for subjects with lecture & laboratory classes as indicated below, to wit:

Term <i>(period subject/s was/ were enrolled)</i>	Completion Period
First Semester	1-Year from the Start of Classes in January
Second Semester	1-Year from the Start of Classes in August
Summer Term/ Transitory Summer	1-Year from the Start of Classes in August

Accordingly, this policy applies to all subjects offered by the University, except for selected subjects specified by the concerned Deans and duly approved by the office of the VPAA, in which due to its requirement/s and/or justifiable cases, have been given special considerations or have been prescribed with a distinct completion period.

Please be reminded further that failure to complete all academic deficiencies – No Final Examination (NFE) & Incomplete (INC), within the prescribed completion period will be automatically converted to an NC or No Credit mark by the Admissions and Records Center (ARC), hence, the concerned student shall be required to re-enroll the subject/s.

This memorandum SUPERSEDES memoranda C. Nos. 02 and 04 Series of 2009. Please be guided accordingly.

(SGD)Dr. Rebecca D. Miranda, CPA
Vice President for Academic Affairs

APPENDIX N

MEMORANDUM C No. 27, Series of 2018

TO : ALL DEANS, SOCORN1 FACILITATORS AND STUDENTS

SUBJECT : SOCIAL ORIENTATION GUIDELINES

DATE : 30 AUGUST 2018

Social Orientation is a 1-unit course designed to prepare and orient freshmen and transferees for the common challenges that are encountered in College. In addition, this course intends to provide the students with a background of the culture within the Institution and the various opportunities and student services/support which are made available for them. A module is designed for institutional use. Facilitators are oriented on the use of the module. Delivery modes shall be on the facilitator's method of teaching.

The Orientation Program is conducted only during the first two (2) Saturdays at the START OF THE FIRST SEMESTER*. As agreed upon by the Academic Council** the NON-NUMERIC grade following equivalencies will be as follows

Encoded Grade	Grade description	Course requirements
P	PASSED	16-hour attendance accomplished all activities/sessions
INC	INCOMPLETE	Incurred at least 50% absence {8 to 15 hours} of the 16-hour requirement and/or accumulated tardiness in any of the activity sessions. <ul style="list-style-type: none">• The student should be required to complete the course requirements. The facilitator will allow him/her to attend seminars held within the institution on topics which were included in the social orientation or given academic activities in compliance to completion requirements. The facilitator shall advise the student on appropriate seminars/ activities.

F	FAILED	1 to 7 hour attendance
DRP	DROPPED	A student never attended his/her classes. No dropping form was signed by the facilitator or processed by the student.

Further, all grades shall be uploaded during deadlines for first, second and final grades to allow the student sufficient time to complete his/her deficiencies. This office modifies the one-year completion to the regular completion**** of general education courses to wit: *all subjects enrolled/taken first semester shall be completed 1 month from the start of classes in January*. Hence, failure to complete deficiencies within the prescribed period, the INC grade will be automatically converted to an NC or No Credit mark by the Registrar's Office and the concerned student must re-enroll the course.

All memoranda released which are inconsistent with this communication are repealed.

Please be guided accordingly.

(SGD) DR. JANICE KAYLYN K. LONOGAN
Vice President for Academic Affairs

References: *Memorandum C No. 14, Series 2009 Re; Regularization of NSTP/ SOCORN2 Subject Offerings

**Academic Council Meeting dated 28 August 2018

***Memorandum C No. 10, Series 2009 Re: One year completion policy for NSTP and SOCORN

****Art VIII Sec 2, 2014 edition Student handbook 2014

APPENDIX R

POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES CHED Memorandum Order No. 63, Series of 2017

Pertinent Provision:

ARTICLE VII. REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

11.1 Requirements:

a. Checklist of requirements:

REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if

APPENDIX S

MEMORANDUM C No. 08, Series of 2010

TO : ALL DEANS, FACULTY MEMBERS AND STUDENTS
SUBJECT : APPROVED HONORARIA FOR UNDERGRADUATE
THESIS, PROJECT STUDY AND FEASIBILITY STUDY
DATE : FEBRUARY 09, 2010

The University aims to provide the students adequate instruction and guidance in the preparation of their undergraduate thesis/project study/ feasibility study and other related researches. It is therefore necessary to professionalize the role of research teachers, thesis advisers, panel members and other experts by implementing the approved honoraria for undergraduate thesis, project study and feasibility study EFFECTIVE THIS SECOND SEMESTER, SCHOOL YEAR 2009 – 2010*.

Please refer to the copy issued to the different colleges by the Research and Development Center dated January 13, 2010 containing the approved fees/ honorarium scheme per semester, guidelines and procedures, other pertinent provisions and annexes inclusive to Subjects per College Covered by the Guidelines (Annex A), Forms on the Request for Technical Assistance and Release of Honorarium for Adviser, Statistician, Editor and Panel Member (Annex B & C) and Roster of Experts (Annex D).

In view of the above, we are assured that the outputs made by the students are reflective of the expected quality and meet acceptable academic standards.

APPENDIX T

AN ACT PROVIDING FOR THE REHABILITATION, SELF-DEVELOPMENT AND SELF-RELIANCE OF DISABLED PERSON AND THEIR INTEGRATION

Republic Act No. 7277

Pertinent Provision:

TITLE II. RIGHTS AND PRIVILEGES OF DISABLED PERSONS CHAPTER 2 - Education

SECTION 12. Access to Quality Education. The State shall ensure that disabled persons are provided with adequate access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institution to deny a disabled person admission to any course it offers by reason of handicap or disability.

The State shall take into consideration the special requirements of disabled persons in the formulation of educational policies and programs. It shall encourage learning institutions to take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements, and other pertinent consideration.

The State shall also promote the provision by learning institutions, especially higher learning institutions, of auxiliary services that will facilitate the learning process for disabled persons.

SECTION 13. Assistance to Disabled Students. The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post-secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside

for disabled students pursuing vocational or technical and degree courses.

SECTION 14. Special Education. - The State shall establish, maintain and support a complete, adequate and integrated system of special education for the visually impaired, hearing impaired, mentally retarded persons and other types of exceptional children in all regions of the country. Toward this end, the Department of Education,

Culture and Sports shall establish special education classes in public schools in cities, or municipalities. It shall also establish, where viable, Braille and Record Libraries in provinces, cities or municipalities.

The National Government shall allocate funds necessary for the effective implementation of the special education program nationwide. Local government units may likewise appropriate counterpart funds to supplement national funds.

SECTION 15. Vocational or Technical and Other Training Programs. The State shall provide disabled persons with training in civics, vocational efficiency, sports and physical fitness, and other skills. The Department of Education, Culture and Sports shall establish in at least one government-owned vocational and technical school in every province a special vocational and technical training program for disabled persons. It shall develop and implement sports and physical fitness programs specifically designed for disabled persons taking into consideration the nature of their handicap.

SECTION 16. Non-Formal Education. - The State shall develop non-formal education programs intended for the total human development of disabled persons. It shall provide adequate resources for non-formal education programs and projects that cater to the special needs of disabled persons.

SECTION 17. State Universities and Colleges. - If viable and needed, the State University or State College in each region or province shall be responsible for (a) the development of material appliances and technical aids for disabled persons; (b) the development of training materials for vocational rehabilitation and special education instructions; and (c) the research on special

problems, particularly of the visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students, mentally retarded, and multi-handicapped and others, and the elimination of social barriers and discrimination against disabled persons; and (d) inclusion of the Special Education for Disabled (SPED) course in the curriculum.

The National Government shall provide these state universities and colleges with the necessary special facilities for visually-impaired, hearing-impaired, speech- impaired, and orthopedically-impaired students. It shall likewise allocate the necessary funds in support of the above.

APPENDIX U

Solo Parents' Welfare Act of 2000 REPUBLIC ACT NO. 8972

Pertinent Provision:

Section 9. Educational Benefits. - The DECS, CHED and TESDA shall provide the following benefits and privileges:

- (1)Scholarship programs for qualified solo parents and their children in institutions of basic, tertiary and technical/skills education; and
- (2)Nonformal education programs appropriate for solo parents and their children.

The DECS, CHED and TESDA shall promulgate rules and regulations for the proper implementation of this program.

APPENDIX V

REVISED IMPLEMENTING GUIDELINES FOR THE STUDENT FINANCIAL ASSISTANCE PROGRAMS (StuFAPs) OF THE COMMISSION ON HIGHER EDUCATION (CHED)

In consonance with the mandate of the Commission on Higher Education as provided for in Article XIV, Section 1 of the Philippine Constitution “to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2(3) “to establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged”, the Commission en Banc approved the Revised Implementing Guidelines for the CHED Student Financial Assistance Programs (StuFAPs) by virtue of Resolution No. 638-2012 dated December 19, 2012.

Pertinent Provision:

II. Coverage

A. Scholarship

Full Merit (FS) - This refers to the State Scholarship Program (SSP) intended for graduating high school students whose general weighted average is at least 90% in the third year and at least 90% in the first three grading periods of the fourth year. They are to enroll either in public or private HEIs.

Half Merit (HS) – This refer to the Private Education Student Financial Assistance (PESFA) intended for graduating high school students whose general weighted average is at least 85% in the third year and at least 85% in the first three grading periods of the fourth year. They are to enroll in degree programs in private HEIs.

The above scholarship programs can also be availed by students belonging to the following: persons with disabilities (PWDs), solo parents and their dependents, member of cultural minority, members of the hill tribe and senior citizens, if qualified.

APPENDIX W

UB PRIVACY POLICY

A. OVERVIEW

Welcome to the University of Baguio (UB). This Privacy Policy is intended to inform you about the UB's policy regarding personal data (e.g. personal information, sensitive personal information, and privileged information) that it collects, generates, uses, stores, retains, shares, discloses, transfers, or disposes. For purposes of this Privacy Policy, the terms "personal data", "personal information", and "privileged information" shall refer to any information which will directly or indirectly identify a particular person. Such personal data either as a student, an employee or an applicant for admission or employment. Please consult the DPA for a complete definition of the above mentioned terms.

The University of Baguio respects your right to privacy and commits itself to comply in good faith with the mandates of the Republic Act Number 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulation, and the pertinent circulars of the National Privacy Commission (NPC). This Privacy Policy helps to ensure that all data processes of UB shall be compliant to the privacy principles of transparency, legitimate purpose, and proportionality as provide under the Data Privacy Act and its implementing Rules and Regulations. In addition, this Privacy Policy makes sure that a balance exists between your right to privacy and the pursuance to UB's legitimate interests and performance of its responsibilities as an educational institution.

B. PERSONAL INFORMATION WE COLLECT OR GENERATE AND THE PURPOSE OF COLLECTION OR GENERATION

UB collects and gather personal data from you and about you. For verification purposes, UB may also collect personal data about you from other sources which you have directly identified. The personal data may be in the form of written or electronic, photographic images, digital material, and even biometrics.

The following are examples of personal data that we collect or generate:

B.1. Personal Data Collected From Students

When you apply with UB for admission, including the Science High Qualifying Test, if applicable, the institution collects directory information, like your name, email address, telephone number, citizenship, and other contact details. We also collect your data about your personal circumstances, such as your family history, previous schools attended, academic performance, disciplinary record, TIN or UMID no. of Parents for SHQT, Parent's Name, Address and Contact No., Guardian's Name, Address and Contact No. , etc.

After your admission to the University of Baguio, we may also collect additional information about you , such as: (1) your academic or curricular undertakings, schedules, completion forms , scholastic performance , attendance record, etc. ;(2) co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance ; (3) your extra- curricular activities , such as membership in student organizations , leadership positions and participation and attendance in seminars, competitions, programs, outreach activities , and study tours; and (4) any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, yearbook, survey form, Faces of UB, UB Campus Logbook, Accreditation, Extension and Community Outreach Services (ECOS), posting of Topnotchers and passers in the Licensure Examination through recordings from closed-circuit security television cameras installed within school premises.

B.2. Personal Data Collected From Employees and Scholars

Upon application for employment or scholarship, UB also collects directory information from you like your name, home and Baguio addresses, birth date, age, citizenship, gender, civil status, profession, unique identifiers (e.g. PRC/ Attorney's Roll No., SSS/UMID No., Pag-IBIG No. PHILHEALTH No., ACR No.,

AEP No., etc.), contact number , e-mail address , academic background , family background , employment history , medical background , NBI clearance , certificate of good moral character , and professional profile and development history . These personal data are used by UB to process your application and to give the institution an idea of who you are, your qualification for employment or scholarship as the case maybe, and the extent of how UB could help enhance your skills in order to fulfill your assigned duties and responsibilities in case you are hired as an employee or admitted as scholar. UB may also use these data for internal planning, research, and development.

UB also collects personal data of other persons for verification and/or emergency purposes such as the names of your character references, spouse, parents, or siblings and their contact numbers. UB assumes that you have obtained their consent prior to providing their personal data to the institution.

Upon admission to the University of Baguio as an employee, the institution may also collect information about you such as: (1) changes in marital status; (2) name and birthdate of additional dependent ; (3) additional degree earned ; (4) additional professional license and/or certification earned, and update on existing license and/or certification ; (5) performance evaluation; (6) trainings, seminars, conferences attended; (7) additional professional organization membership; (8) result of annual physical, medical , and dental examination; (9) changes in address, e-mail address, and/or contact number; (10) administrative and/or criminal cases against you that may affect your employment status with the institution ; and (11) disciplinary cases and their corresponding sanctions imposed upon you.

Upon admission for scholarship as a student assistant or marshall, UB may also collect the following additional information about you: (1) performance evaluation; (2) academic undertakings such as classes enrolled in, scholastic records, attendance record, etc.; (3) changes in your address and contact number or that of your parents/guardians ; (4) administrative and/or

criminal cases against you that may affect your scholarship and status as a student of UB; (5) disciplinary actions and their corresponding sanctions imposed upon you.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will assume that you have obtained the consent of such individuals before providing us with their personal data.

B.3. Other Data

UB may also collect other forms of data about you, such as pictures and/or videos of activities you participate through official documentation processes, recordings from closed-circuit cameras installed in the UB campus for security purposes, and biometrics for attendance monitoring purposes.

Other data about you may be collected from a third party or a publicly available source. In such cases, UB will exercise its sound discretion in determining whether or not it can legitimately keep those data. If said data are not related to UB's legitimate interests as an educational institution, they will be immediately disposed off in a way that will safeguard your privacy. If the data are related to UB's legitimate interests as an educational institution, they will be treated on the same manner as information you provide the institution.

C. HOW WE USE YOUR PERSONAL DATA

UB commits itself to use your personal data strictly in accordance with the Data Privacy Act of 2012 and its implementing Rules and Regulations. In particular, UB shall use your personal data only if you have given your prior written consent, or whenever the use of such personal data are necessary for the institution's performance of its contractual obligation to you, compliance with its legal obligations, to protect your vitally important interests including your life and health, to respond to national emergency or to comply with the requirements of public order and safety as provided by law, or to pursue its legitimate interests as an educational institution which includes a variety of academic , administrative , historical and statistical purposes.

C.1. How UB Uses Personal Data Collected and/or Generated from Students The following are some examples of uses to which UB devotes the personal data it collects from students and graduates:

1. Posting of acceptance to the University , awarding of financial aid and merit scholarship grants, class lists, and class schedules, online , in school bulletin boards or other places within the campus;
2. Distributing the list of graduates and awardee during commencement exercises;
3. Reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education , Bureau of Immigration , etc.) when required or allowed by law;
4. Sharing information with entities or organizations (e.g. Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) for accreditation and university ranking purposes;
5. Sharing Information with entities or organizations [(e.g. Baguio Benguet Athletic Association League (BBEAL)] for determining eligibility in sports or academic competitions, as well as other similar events;
6. Conducting internal research or surveys for purposes of institutional development;
7. Publishing academic, co-curricular and extra-curricular achievements and success, list of academic scholars and names of awardees in school bulletin boards, website, social media sites and publications;
8. Marketing or advertising to promote the school , including its activities and events, through photos, videos , brochures , website posting, newspaper advertisements , physical and electronic bulletin boards, and other media ; live streaming of University events;
9. Publishing communications with journalistic content, such as news information in UB publications , and social media sites;
10. Sharing information in applications for research presentation and publication in the Philippines and abroad;
11. Sharing information in application to join inter-school

academic and extra- curricular competitions in the Philippines and abroad; and

12.Sharing information with banking institutions in facilitating payment of tuition and other fees of students.

C.2. How UB Uses Personal Data Collected and/or Generated from Employees and Scholars

The following are some examples of uses to which UB devotes the personal data that it collects from employees and scholars:

1. Evaluation of your qualification for the position applied for ;
2. Assessment of rank, merit increase, salary, and benefits as provided for in the Collective Bargaining Agreement , UB salary scale, Teaching and Non- Teaching Manuals, labor standards laws, and social legislations;
3. Assessment and withholding of proper income tax and premium contributions to the SSS, Pag-IBIG, PHILHEALTH, and PERAA;
4. Assessment of entitlement to institutional awards and recognition;
5. Recording and generating employee identification cards , certificates of employment , service record, and other similar or related certifications;
6. Approval of application for leave of absence whether personal or official;
7. Determining correct intervention programs for skills enhancement and/or improvement;
8. Recording , generating , and maintaining attendance records through biometrics system or other means;
9. Loading by the principals and deans;
10. Establishing and maintaining human resources information system;
11. Investigating incidents that relate to employee behavior and implementing disciplinary measures and sanctions
12. Maintaining directories and retiree records;
13. Providing services such as medical, dental, information technology , library , safety and security;
14. Managing, controlling , and processing access to and use of facilities , equipment , tools, and other UB assets;
15. Publication of yearbook and official university blogs in the school website;
16. Communicating official school announcements;

- 17.Compiling and generating reports for statistical and research purposes; 18.Sharing with the persons or institutions as provided below.

In cases where your consent for a specific use of your personal data required, UB will endeavor to collect it prior to using your personal data or at any appropriate time. You may withdraw your consent anytime unless otherwise provided by law. UB will not use your personal data to carry out any wholly automated decision-making process that affects you.

D. HOW WE SHARE, DISCLOSE, OR TRANSFER YOUR PERSONAL DATA

Likewise, UB will NOT share, disclose, or transfer your personal data without your written consent, UNLESS the sharing, disclosure, or transferring of your personal data is necessary in the performance of its legitimate interests as an educational institution which includes a variety of academic, administrative, historical, or statistical purposes. UB may also share, disclose, or transfer your personal data without your prior consent in order to perform its contractual obligations to you, or to comply with its legal obligations, or is necessary for the protection of your vitally important interests including your life and health, or to respond to a national emergency or requirements of public order or safety.

The following are some examples when UB shares, disclose, or transfers personal data of its applicants and employees:

D.1. When UB Shares, Discloses, or Transfers Personal Data of its Students and Graduates

The following are some examples when UB shares, discloses, or transfers personal data of its students and graduates:

1. Disclose personal data with your parents, guardians, or next of kin, as required by the law, or on a need-to-know basis, as determined by the University, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
2. Information to potential donors, funders or benefactors for purposes of scholarship, grants, and other forms of assistance;
3. Compliance with reportorial and documentary requirements

- imposed by the Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA), the Commission on Higher Education, and the Professional Regulation Commission (PRC);
4. Compliance with documentary requirements for accreditation purposes conducted by the Philippine Association of Colleges and University- Commission on Accreditation (PACUCOA);
 5. Compliance with court orders, subpoenas and/or other legal obligations;
 6. Academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
 7. Publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
 8. Insurance claims with UB partner insurance companies;
 9. General (not individual) statistical information on entrance exam performance to senior high schools, upon their request for the purpose of evaluation of their curriculum;
- D.2. When UB Shares, Discloses, or Transfers Personal Data of its Employees and Scholars

The following are some examples of instances when UB shares, discloses, or transfers personal data of its employees and scholars:

1. Publication of service, top performing, and most outstanding employee awardees during FAMERS celebration;
2. Compliance with reportorial and documentary requirements imposed by government agencies, such as, but not limited to, the SSS, PhilHealth, HDMF (Pag-IBIG), BIR, DOLE, BID, PRC, CHED, DepEd, and TESDA;
3. Compliance with documentary requirements for accreditation purposes conducted by the Philippine Association of Colleges and University- Commission on Accreditation (PACUCOA);
4. Announcement of new management appointees;
5. Application for Special Program for Employment of Students (SPES) with the DOLE (for student assistance and marshals);
6. Compliance with judicial, legislative, and/or quasi-judicial processes such as subpoenas;
7. Insurance claims with UB partner insurance companies;

8. Issuance of Certificate of Employment, Service Record, and other similar or related certifications for legal purposes as requested by the employee;

E. HOW PERSONAL DATA ARE STORED, RETAINED, AND DISPOSED OFF

Your personal data are stored by the University in hard copy as well as soft copy formats which can be accessed by authorized University personnel only. Your stored personal data will be retained by the University for declared, specified, and legitimate purposes only. Some personal data may be retained indefinitely when it is necessary in the performance of the institution's contractual and legal obligations or the pursuance of its legitimate interests. Rest assured however that organizational, physical, and technical security measures are in place for the protection of retained personal data.

When a retention period is provided by law or by applicable institutional policies, UB will dispose of your personal data in such a manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public, or prejudices your interests.

F. YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL INFORMATION

Subject to the limitations as may be provided by law, UB recognizes your rights under the Data Privacy Act of 2012 and its Implementing Rules and Regulations. If you have any questions regarding your rights, this Policy, and/or the University of Baguio Privacy Manual, please visit the UB Data Protection Office or send your queries at:

e-mail : dpo@e.ubaguio.edu
landline : (074)4442-3036 (local 256)
mobile no. : +639088961277
address : Rm 204, A Building, University of Baguio,
Baguio City, 2600

If you do not like the way UB handles your personal data or may have reasons to believe that there is a breach in your personal data stored and retained by the institution, please report immediately to the Data Protection Officer or any member of the Data Breach Response Team or send your complaint to:

e-mail : dpo@e.ubaguio.edu
landline : (074)4442-3036(local 256)
mobile no. : + 639088961277
address : Rm 204, A Building, University of Baguio,
Baguio City, 2600

G. AMENDMENT OR REVISION OF THIS PRIVACY POLICY AND ITS EFFECTS TO OTHER UNIVERSITY POLICIES

UB reserves the right to amend or revise this Privacy Policy without prior written consent and so long as such amendment or revision is not inconsistent with the constitution, the Data Privacy Act of 2012 and Implementing Rules and Regulations, and other laws and regulations to which the institution is subject. Any such amendment to, or revision of, this Privacy Policy shall become effective immediately upon its complete publication within the UB campus.

In case a part of this Policy is declared unlawful or inconsistent with the data privacy law, the other parts not affected by such declaration shall remain in force and effect. All other UB policies that are inconsistent with this Privacy Policy are deemed to be amended, revised, or superseded accordingly.

APPENDIX X

EMERGENCY TIPS

EARTHQUAKE

1. Take cover under a desk, in a doorway or in the center of the building.
2. In case of higher intensities, proceed to the nearest fire exit or emergency exit plan.
3. Stand clear of bookcases, file cabinets, windows and similar items.
4. Do not use electrical equipment until it is known that they are safe.
5. Do not use the telephones or elevators. If you are trapped in an elevator, stay calm. Emergency personnel will take action to remove passengers from inoperative elevator. After an earthquake, elevators will not be available for use until they have been thoroughly inspected and all necessary repairs have been made.
6. If you are outdoors, stay outdoors, but move away from the building to avoid falling glass. Take care to avoid power lines.

FIRE

1. Stay calm.
2. Proceed to the nearest fire exit.
3. If you are on the second floor escape ladder to climb down.
4. If smoke starts to fill the room, stay low and get out.
5. When you get outside, go to the designated meeting spot.
6. Once outside, do not go back inside for any reason.

What to do when someone catches fire

If you should catch fire:

STOP – where you are
DROP – to the floor
ROLL – around the floor
This will smother the flames, possibly saving your life

Just remember to STOP, DROP and ROLL.

If someone else's clothes catch fire, smother flames by grabbing a blanket or rug and wrapping him up in it. That could save him from serious burns or even death.

FIRST AID TIPS

A. Broken Bones & Sprains

Fractures:

1. Do not move injured body part (never move anyone who have a neck or back injury).
2. Call ambulance.

Sprains:

1. Apply ice.
2. Elevate injured area

B. Burns

Small/Minor Burn:

1. Apply cool, running water.
2. Cover burn with towel soaked in cold water until the pain stops.

Large/Sever Burn:

1. Call ambulance
2. Cover burn with towel soaked in cold water to help stop the burning process.
3. Do not apply cold water to burn over large area.
4. Never place ice on a burn. It may cause more tissue damage.
5. Remove wet towel and cover burn with clean, dry sheet.
6. Do not break blisters. Electrical Burn:
 1. Disconnect power.
 2. Call ambulance.

C. Eye Injuries

Chemical Splash:

1. Flush eye from bridge of nose to outer edge of eye with running water for at least 15 minutes.
2. Call ambulance.
3. Gently cover both eyes with eye pads and secure loosely with rolled gauze.

D. Fainting

1. Lay person down and raise legs.
2. Do not give anything to eat or drink.
3. Call ambulance if person doesn't wake up.

E. Seizures

1. Protect person from injury by placing pillow, jacket or something soft under head and clearing area.
2. Do not place anything in mouth.

3. Do not try to restrict arm and leg movement.
4. Call ambulance if seizures lasts more than 5 minutes, recurs without return to consciousness or if person has no past history of seizures.

F. Self Defense

There are certain points on the human body where no matter how big you are, how strong you are, or whatever, It STILL hurts to get hit there. This is, of course, where you want to strike.

STRIKE POINTS:

The nice thing about these is that you already know where they are, and what they do. You've known since grade school. (You may not admit this, but it's true.). If you poke someone in the eye, in the throat, hit them with a palm on the bridge of the nose, strike to the groin, kick them in the front or side of the knee- these will all hurt, distract, whatever – and it works on everyone. None of these points are covered by muscle, fat, whatever – size and condition does not matter – The only thing that matters is how hard you strike.

STRIKING EYES AND THROAT:

Put index and third finger together, curl others to palm. Do not hyperextend your fingers, merely hold them rigid. Strike (think like a spear) straightforward into the eye or right above the hollow of the throat. Don't strike directly into the hollow – strike about $\frac{1}{2}$ to $\frac{3}{4}$ of an inch above it. (Note: you can also strike these points only the thumb).

BRIDGE OF THE NOSE:

Hold out your hand, and spread your fingers wide. This tightens the hand, and pushes forward the palm side of the large knuckles. Push your hand forward and strike with that area right below where the nose joins the brow bridge – basically the center of the nose.

GROIN AREAS:

You can strike this area using the knees, feet, or hands.

Knees: If using a knee, simply bring it upward as hard as you can – but think of the end of your knee as a point – and drive

that point into the groin. If your hands are free, before striking, grab the attacker's hips, and pull the attacker into the strike as you drive the knee.

Feet: Simply bring your instep up into your attacker's groin. However, if you are too close for that, but too far to use a knee, kicking straight up and striking with the shinbone of your leg works just fine also.

Hands: Swing your arm in a straight-arm upward strike, or a closed fist– the closed fist strikes just the same as the open palm strike, except the fingers are curled – still a straight-arm strike.

STRIKING THE KNEES:

Striking the knees is something self-defense classes always teach because it is a serious weak point on the human body. However, it can be harder than it sounds.

If striking the front of the knee (the kneecap) drive your HEEL forward into the kneecap, and drive it far forwards – just tapping it won't give you enough time to get away.

If striking the side of the knee, there are different ways to do it, but the easiest is to sweep the INSIDE of your foot in a circular motion, striking the side of the knee – and strike hard again, (That is if you were standing in front of the attacker.)

If you are standing beside the attacker, pick up your foot, and drive your heel sideways and downward (at about a 45 degree angle) into the side of his knee.

APPENDIX Y

MEMORANDUM C No. 09, Series of 2010

TO : ALL DEANS AND PRINCIPALS, FACULTY MEMBERS AND STUDENTS

SUBJECT : STATUS OF CLASSES AND WORK OF TEACHERS DURING TYPHOONS / STORMS & OTHER NATURAL OR MAN-CAUSED CALAMITIES, POWER INTERRUPTIONS, EVACUATION / EMERGENCY DRILLS AND / OR UNIVERSITY- WIDE ACTIVITIES

In as much as there are varying concerns relative to the status of classes and status of work of teachers during typhoons/storms and other calamities, occurrence of power interruptions, conduct of evacuation/emergency drills & University-wide activities, the following guidelines are hereby set forth, to wit:

1. Pursuant to DepEd Order No. 28 s. 2005 and CHED Order No. 19 s. 2005, the following pronouncements from PAG-ASA shall warrant AUTOMATIC SUSPENSION OF CLASSES; hence will not require any declaration from the school.
 - Typhoon Signal No. 1 – Pre-school and Elementary Level
 - Typhoon Signal No. 2 – Pre-school, Elementary and Secondary Levels
 - Typhoon Signal No. 3 – Tertiary Level, inclusive to Graduate and

Post-Graduate Levels

- a. Directives from CHED, DepEd, National Disaster Coordinating Council (NDCC), RDCC, CDCC, DPWH, and other authorized agencies relative to the suspension of classes as deemed warranted due to typhoons/storms, earthquakes, heavy rains, floods and/or other calamities SHALL BE COMPLIED WITH by the University.
- b. During typhoons/storms and other calamities which may compromise the interest/safety of the students, on the circumstance that they will be travelling to the affiliating

agencies/partnering establishments for RLE, Internship or OJT/ Practicum, RENDERING OF DUTY SHALL BE SUSPENDED.

2. In cases wherein it is the University's discretion to suspend classes in the occurrence of typhoons/storms and other natural or man-caused calamities, the Vice – President for Academic Affairs shall decide on the status of classes in all levels whether there will be a suspension. Announcement shall be made through broadcast media.
3. Upon confirmation of the suspension of classes, work of teachers/ faculty members is likewise AUTOMATICALLY SUSPENDED; hence they need not report to the school.
4. In the event of POWER INTERRUPTIONS, the following shall be observed:
 - a. NO SUSPENSION of classes within the period of power interruption from 7:00 am until 5:30 pm.
 - b. Teachers are encouraged to consider FOCUS GROUP DISCUSSIONS/GRADED RECITATIONS within the duration of the momentary power interruption particularly for those occupying classrooms lacking illumination.
 - c. Those with class schedules from 6 o'clock in the afternoon onwards shall wait for further announcement whether there will be a suspension of classes or none.
5. In the conduct of EVACUATION/EMERGENCY DRILLS (e.g. fire drill, earthquake drill), CLASSES SHALL BE SUSPENDED in the concerned department/s (UBLES/ High Schools/Colleges).
6. There will be NO SUSPENSION OF CLASSES during the conduct of University- wide activities, unless declared by the University President.
7. For college-wide activities, recommendation for the suspension of classes shall be made by the concerned Dean approved by the Vice- President for Academic Affairs.

8. NO SUSPENSION OF CLASSES for the following proclamations unless otherwise declared by the University President:
- a. Administrative Orders from the Office of the City Mayor suspending classes in celebration of festivities/local events (e.g. Staging of Panagbenga).
 - b. Special days/holidays publicly/officially declared BUT NOT INCLUDED in the list of proclaimed holidays (regular/special/non-working special) or special days promulgated by the Office of the President of the Republic of the Philippines based on Administrative Code of 1987.

UB LOYALTY SONG

*UB dear our Alma Mater
Nest of Love and care all free
Pride of our mountain city
Dear to us you'll ever be
And thy fame which we shall share
Binds us now and ever will
To thy banner of red and white
And thy uniform of gray
Loved by us forever be
With the wisdom God has sown
We will win more fame for thee*

UB STUDENT CREDO

*I believe in man because I believe in God.
I believe in the fundamental equality of men as children of God
I believe in the ability of education to bring to full splendor
all the mental, physical, and spiritual powers of man.
I believe in the values of philosophy that in the realm
of the mind and spirit lies the road to unity and peace.
I believe in democracy, in the ultimate capacity of the
common man to think his problems through.
I believe in science, in its conquest over the elements
and its tremendous possibilities for the future.
I believe in the arts, in their power to free men
from the enslavement of ignorance.
I believe in the profound value of religion that basically
all human problems are moral problems.
I believe in the Lord Jesus Christ, in His redeeming sacrifice
and in His dynamic and vital conception of life.
I believe in the credo cut boldly and enduringly into stone
above portals of my Alma Mater, University of Baguio.
Our Native Land, The Master of Science,
The Contemplation of the Beautiful.*

APPROVAL SHEET

UNIVERSITY OF BAGUIO STUDENT HANDBOOK 2023 Edition

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UNIVERSITY OF Baguio

CORE VALUES

COMPETENCE + INTEGRITY = SERVICE

Competence

University of Baguio is committed to nurturing excellent professionals.

Integrity

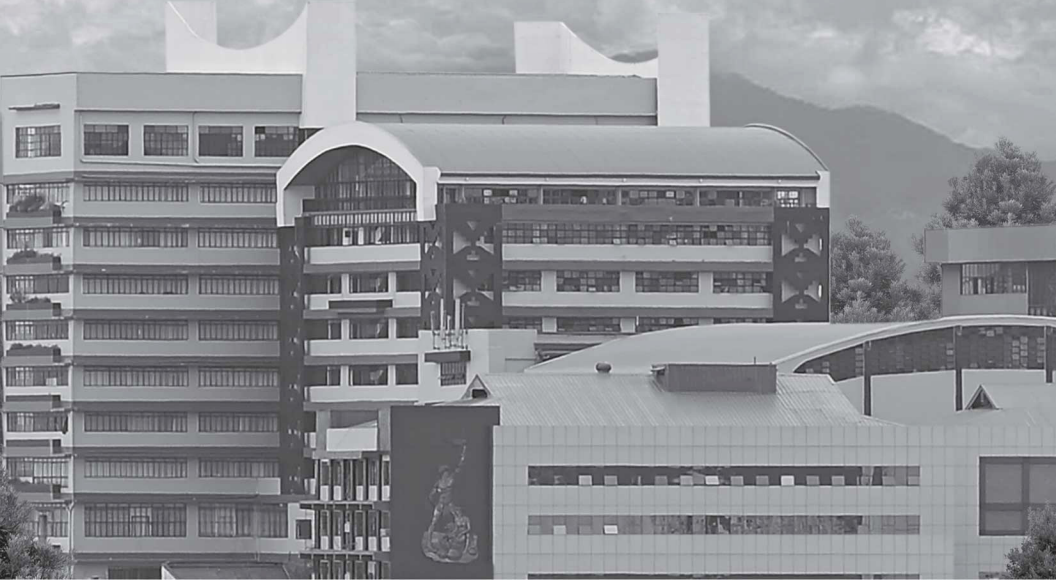
University of Baguio is committed to cultivating a community with ethical values.

Service

University of Baguio is dedicated to building a community that advocates sustainable programs for the society and the environment.

GRADUATE ATTRIBUTES

- Critical and Creative thinkers
- Active and Lifelong Learners
- Reflective Leaders
- Effective Communicators
- Service-Driven Citizens





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