



Central
Philippine
University

*Iloilo City
Philippines*

www.cpu.edu.ph

Gold & Blue

STUDENT HANDBOOK

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VISION

A University committed to Exemplary Christian Education for Life (EXCEL) and responsive to the needs of the total person and the world.

MISSION

The mission of Central Philippine University is to carry out a program of spiritual, intellectual, moral, scientific, technological, and cultural training, and allied studies under influences which strengthen Christian faith, build up character and promote scholarship, research, and community service.



INTRODUCTION

You have made one of the most important decisions in your life—to be a Centralian.

YOU ARE A CENTRALIAN, and you share in the lofty heritage of Exemplary Christian Education for Life (EXCEL). When you enrolled at CPU, you were instantly “initiated” into a unique kinship called the “Central spirit,” the special bond of Centralians here and abroad.

You have opened yourself to a whole new world of possibilities by being here. You are in league with the likes of Ret. Brig. Gen. Elvegia Mendoza, the country's first woman general; Atty. Lily Biton, 2004 Chief Justice awardee for outstanding service in the Judiciary; Ms. Loreto Tupaz, an icon in the field of nursing; Hon. Ferjenel Biron, a trailblazer in entrepreneurship and public service; Dr. Carmen Santos, an exemplar in business and education; beauty and brains Ms. Louise Vail, 1965 Miss Universe magic five; Atty. Rene Villa, Central's pride in law and government service and Ambassador Enrique Zaldivar, in foreign service; Hon. Salvacion Perez, the first

woman-governor of Antique; Director Lily Ann Baldago, the woman at the helm of the Professional Regulation Commission; Mr. Daniel Fajardo and Mr. Rosendo Mejica, big men in journalism and printing; Dr. Noel Nequin, a US-based Centralian with a flourishing medical practice; Dr. Otoniel Gonzaga, internationally-known music virtuoso; and no less than the “Centralian of the Century” Dr. Alfonso Uy, standing tall in entrepreneurship and public service to name a few. Most of them, your fellow Centralians, were awarded during CPU's Centennial Year.

You are expected to excel in whatever field you put your heart into. In order to excel, start with the right attitudes as you pursue to adhere to CPU's motto, *Scientia et fides* or “science and faith”. Not only will your mind and body be educated, but likewise your spirit, for CPU seeks to glorify God in every aspect of life and is committed to address the needs of the total person. So, study well, participate in the Christ Emphasis Week and other convocations, seek out Bible study groups, consider athletics, and make

use of cultural and social opportunities. The numerous benefits that CPU can offer you are more than you can imagine.

Moreover, this Student Handbook should help you make the most of your stay in the hallowed halls of Central Philippine University. This book is about CPU - her vision and mission, goals and objectives, course offerings, standards of academic integrity, rules and regulations, and services and facilities you can avail of among others. There are also recognized organizations that you can join. Some words of advice though: choose your groups wisely for they can either make or break you; avoid harmful drugs, cigarettes (this is a smoke-free campus, by the way), intoxicating drinks, and other vices. Remember that what you take in your body becomes you. You don't want to take in trash! YOU ARE SPECIAL. You have the potential for greatness; thus, you will be shortly trained in the tenets of EXCEL.

So, take care of yourself, and take care of this book as well. May God bless your journey with us, fellow Centralian.





MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to Central Philippine University!

Congratulations for choosing CPU and thank you very much for entrusting us with your education. It is our desire that your years here will be academically rich and personally rewarding.

As you spend your years studying at CPU, we desire that you attain not only the academic knowledge you intend to accumulate. We also aim to see you growing and achieving as a person who is fully equipped with the needed knowledge and at the same time possessing and practicing the Christian values that would bring about success and fulfillment in your family and community.

Campus life is both working hard on your lessons and engaging oneself with wholesome activities. Forging new friendships and fostering bonds and networking among fellow students and academic staff members are some of the many activities that you can join. Take time off to enjoy the beautiful and sprawling campus environment of CPU and participate in many of the events and activities. We hope that you will graduate with fond memories of your study and positive hopes for your careers.

“The Gold and Blue Student Handbook” is the student’s friendly guide to the varied facets of CPU. Acquaint yourself well with it and you will never be lost in CPU’s maze of information, services, programs, and rules and regulations. Get the most of your campus life through the “The Gold and Blue Student Handbook”.

Teodoro C. Robles
TEODORO C. ROBLES, Ph. D.
UNIVERSITY PRESIDENT

BRIEF HISTORY OF CPU

Central Philippine University is a Christian institution incorporated in 1903 and opened in 1905 by the Rev. Dr. William O. Valentine under the auspices of the American Baptist Foreign Mission Society, U. S. A.

The university evolved from the well-known Jaro Industrial School (JIS) which the early American missionary educators, assisted by the Filipino pioneers, made famous by stressing high standards of scholarship and formation of strong Christian character.

The 24-hectare campus is one of the most beautiful in the Philippines. It is a veritable community by itself. It is accessible enough for necessary contacts to Iloilo City, yet far away from the distraction of a big town. The location and atmosphere are, therefore, conducive to study and reflection.

CPU was one of the first schools to teach that labor is honor. It started as an Elementary Vocational School for poor boys who worked for their tuition and board. It also organized the first student government in the country, the Jaro Industrial School Republic, and one of the earliest student newspapers, the Central High Echo.

The school began to admit female students in 1913; opened the first two years of high school in 1915; added third and fourth year levels in 1920;

and turned out the first batch of graduates the following year.

JIS opened a junior college in 1923 and became Central Philippine College (CPC). It established a senior college in 1936 and offered five degrees in 1940, namely: Bachelor of Arts, Bachelor of Science, Bachelor of Education, Bachelor of Theology, and Bachelor of Religious Education.

During the war, the institution became a strong point of resistance and was completely destroyed by the Japanese. A number of American missionaries were captured and died gruesomely in their custody. Students, alumni, and faculty joined the Guerilla Resistance Movement as well as the Free Civil Government.

The Board of Trustees have been and were composed overwhelmingly of Filipinos. In 1966, the Filipinization of the university administration took place with Dr. Rex Drilon, a CPU alumnus and a political scientist from the University of the Philippines in Diliman, as the first Filipino President. On the initiative of making CPU an all-Filipino administrative body, President Drilon made a trip to the United States to pursue this purpose. Eventually, the American Baptist Foreign Mission Society consented to transfer the multi-million university property to the Filipinos in consonance with the Foreign Mission policy of "Americans receding and Filipinos advancing."

And thus, in 1968, the entire university property—land, buildings, and equipment—was turned over by the American Baptist Foreign Mission Society to the Filipino corporation of CPU. All members of the Board of Trustees and administrative officials of the university have been Filipinos since 1973.

CPU has grown from an elementary school with 17 pupils to a widely known university in the country. It has remained true to its mission as a Christian institution whose motto is *Scientia et Fides* (Knowledge and Faith). It is affiliated with the Convention of Philippine Baptist Churches and maintains fraternal ties with the International Ministries of the American Baptist Churches (formerly known as the American Foreign Mission Society) and the United Board for Christian Higher Education in Asia. The university is also a member of the Association of Christian Schools, Colleges and Universities (ACSCU) and the Association of Christian Universities and Colleges in Asia (ACUCA). The university has committed itself to its vision, mission, philosophy and purpose, and its objectives.



Our Reasons for Being

PHILOSOPHY AND PURPOSE OF THE UNIVERSITY

Central Philippine University aims to offer a well-rounded education by developing the students spiritually, intellectually, physically, and socially to the end that he/she may become productive and responsible citizen. It also seeks to provide an environment conducive to the enhancement of Filipino identity and the pursuit of excellence, permeated by Christian influences which strengthen personal faith and build up character.

Pursuant to the attainment of this purpose and in conformity with national policy, a program of general and professional education and community outreach is offered.

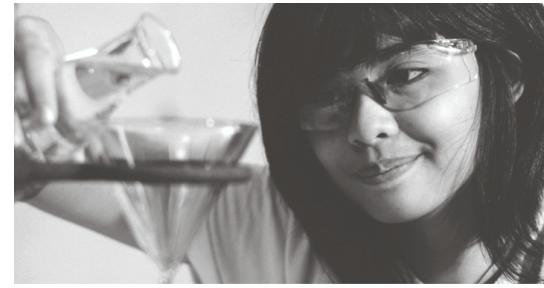


**Drone Photo Taken by Engr. Essen Feranco
Iloilo Drone Photography for Centralite 2015*

GOALS AND OBJECTIVES OF THE UNIVERSITY

The Articles of Incorporation of Central Philippine University state that CPU was founded for the purpose of carrying on a program of spiritual, mental, moral, scientific, industrial, technical, cultural training, and allied studies for the youth, and for men and women under influences which strengthen Christian faith, build up character, and promote scholarship and research.

To fulfill its mission, the University has set for itself the following goals and objectives:



UNIVERSITY ADMINISTRATION

GOAL

An efficient and effective administration responsive to the needs of the university and the community.

OBJECTIVES

1. To provide a Christian environment conducive to holistic learning.
2. To render efficient and effective services.
3. To generate and manage effectively and efficiently the resources that meet the requirements for development programs and operation of the University.
4. To generate and manage effectively and efficiently the resources that meet the requirements for development programs and operation of the University.
5. To promote dynamic leadership.
6. To initiate and strengthen national and international linkages with individuals and institutions for mutual development.

HUMAN RESOURCE DEPARTMENT

GOAL

An efficient and effective HRD program that will produce a highly committed and competent personnel.

OBJECTIVES

1. To initiate programs designed to train and upgrade personnel for efficient and effective services.
2. To administer equitable benefits, salaries, and employee discipline.
3. To conduct activities that promote the well-being of the faculty and staff.
4. To provide a healthy and conducive work environment.
5. To empower the personnel for local, national, and global competitiveness.

STUDENT AFFAIRS

GOAL

Students who are able to actualize their potentials as individuals and become responsible members of society.

OBJECTIVES

1. To initiate and support activities that promote better understanding and Christian fellowship among students.
2. To provide opportunities for students to develop and use their leadership skills.
3. To develop and carry out programs and activities that promote wholesome attitudes and behavior.
4. To involve students in the development and implementation of relevant programs that meet their needs and those of other people.
5. To encourage or provide opportunities for students to be aware of and to participate in activities of national and international concerns.

PHYSICAL RESOURCES

GOAL

Adequate material resources necessary for effective learning and efficient service.

OBJECTIVES

1. To provide adequate and appropriate infrastructure, facilities, and equipment.
2. To maintain, improve, and upgrade facilities and resources.
3. To maximize the use of existing facilities.

CHRISTIAN MINISTRY

GOAL

The transformation of lives through a personal encounter with Jesus Christ and through spiritual formation.

OBJECTIVES

1. To provide opportunities for all university constituents and the community to hear the claim of salvation through Jesus Christ.
2. To promote Christ's spirit of love that results in understanding, mutual concern, and forgiveness among members of the university community.
3. To initiate programs that enlighten and deepen faith and make it relevant to daily life.
4. To encourage a sense of responsibility to live one's faith in all areas of life.
5. To cultivate sound moral and spiritual values that will enable individuals to deal with the ultimate issues of life.

RESEARCH

GOAL

A research-oriented and capable faculty, staff, and students who contribute to the general advancement of knowledge and its application.

OBJECTIVES

1. To train faculty, staff, and students to appreciate and conduct quality research.
2. To enable faculty, staff, and students to engage in and/or use results of research for the improvement of management and teaching, learning process, and quality of life.
3. To establish and strengthen linkages with local, national, and international institutions that generate and/or share resources and research outputs for capability building.

OUTREACH

GOAL

Individuals who are socially aware and committed to serving the community.

OBJECTIVES

1. To develop awareness of existing local, national, and global economic issues, as well as social, cultural, and eco-political issues and problems.
2. To stimulate volunteerism in community service.
3. To empower people in the community to be socially responsible, self-reliant, and God-fearing.

AESTHETIC, SOCIO-CULTURAL, AND ENVIRONMENTAL CONCERNS

GOAL

Individuals who appreciate and value Filipino cultural heritage and natural resources of the nation and the rest of the world.

OBJECTIVES

1. To help the University community to understand, appreciate, and imbibe positive Filipino culture.
2. To equip the faculty, staff, and students with values and beliefs essential to the proper appreciation of natural resources for sustainable development.
3. To promote a sense of responsibility in developing, protecting, and preserving natural resources.
4. To develop appreciation for the different forms of arts.
5. To provide opportunities for exposure to and expression in different forms.

INSTRUCTION

GOAL

Faculty and students to be adequately prepared to meet the demands of their career and their lives in general.

OBJECTIVES

1. To offer educational programs that support national and international objectives.
2. To enable the students to learn and maximize the use of their potentials for the good of humanity.
3. To develop skills necessary for critical and creative thinking, proactive response, and self-directed learning.
4. To inculcate sound moral, ethical, spiritual, professional, and social values that enable faculty and students to cope with the demands of life.

CORE VALUES

Central Philippine University, a non-stock, non-profit educational institution commits to fulfill its vision of “Exemplary Christian Education for Life (EXCEL) and responsive to the needs of the total person and the world” through carrying out its core values in academic, research, and outreach

programs. In the light of pursuing the objective effectively, the university has set for itself the core values “in the spirit originally conceived by its founders and to transmit the same to the succeeding generations untarnished and undiminished” (Preamble of CPU’s Bylaws).

Faith

The act of believing the things God has revealed about himself and acting on those beliefs. This includes commitment, cooperation, trust, and confidence.

Character

The aggregate features and traits that form the individual’s nature of a person, moral quality, and good report. This includes honesty, integrity, humility, and loyalty.

Justice

Righteousness or lawfulness and fairness. It is observing due process in administering the deserved sanction or reward. This includes fairness, equality, morality, and peace.

Stewardship

The proper and responsible management of life, position, possessions, and other resources entrusted by God to man. This includes service, accountability, culture, and outreach.

Excellence

The highly commendable quality or feature of a person’s worth and/or deeds. This includes competence, technology, scholarship, and research. (the University Culture)

ACADEMIC PROGRAMS

Work if Out

For each item, write the letter of the word or phrase that best gives the meaning of the italicized word.

1. The forest is full of *serpents*.
a. trees b. grass c. snakes

2. She showed us her box of *beautiful jewelry*.
a. old b. forced c. charming

3. The end was so tight we could not untie it.
a. easy b. problem c. unit of speed

Answer the following questions orally.

4. Which was the option?
a. the girl sent to live with the
b. the last thing that

Skill Focus

Distinguishing Fantasy
from Reality

The story, *Pandora's Box*, is different from most of the stories you read, in *Pandora's Box*, Pandora is not a real person and the story could not have happened. *Pandora's Box* is an example of a fantasy. A fantasy is a story which is made up of a person or an imagination. Often, the person or the thing that is made up may have some real life basis.

KINDERGARTEN

(Accredited by ACSCU-AAI, Level II)

NURSERY

A child should be three (3) years of age by June of the year of enrollment.

KINDER 1

A child should be four (4) years of age by June of the year of enrollment.

KINDER 2

A child should be five (5) years of age by June of the year of enrollment.

ADMISSION REQUIREMENTS

1. Two photocopies of Birth Certificate in NSO security paper
2. Personal data sheet (to be filled out at the department during enrollment)
3. Child's health form accompanied with a doctor's/pediatrician's medical certificate (to be filled out at the department during enrollment)
4. For transferees: Progress report card

ADMISSION OF FOREIGN STUDENTS

For permanent resident/ non resident alien

1. A referral to the university registrar for approval and submission of other requirements
2. 2 copies of Birth Certificate

ADDITIONAL ADMISSION REQUIREMENTS FOR TRANSFERREES

1. Pre-enrollment form (given every second week of January prior to enrollment)
2. Interview or assessment before enrollment to determine the child's level





ELEMENTARY SCHOOL

(Accredited by ACSCU-AAI, Level III)

ADMISSION REQUIREMENTS

ADMISSION TO GRADE I

- Photocopy of Birth Certificate in NSO security paper
- "Children who have reached the age of six by the beginning of every school year..." – DECS Order 65, s. 1994

ADMISSION TO GRADE II TO VI

- Report Card or Form 138

ADMISSION OF INTERNATIONAL PUPILS

Permanent Resident Alien

- 2 photocopies of Alien Certificate of Registration (ACR)
- A copy of pupil's biographic and signature pages of valid passport
- School documents (Card or F138 or its equivalent)

Non-Resident Alien

- Special Study Permit from the Bureau of Immigration
- A copy of pupil's biographic and signature pages of valid passport
- School documents (Card or F138 or its equivalent)

ADDITIONAL REQUIREMENTS FOR TRANSFEREES

- Birth Certificate (NSO-SECPA)
- Must present a certification of good moral character signed by the head of the previous school attended ended

ADDITIONAL ADMISSION REQUIREMENTS

- Admission test and interview
- Certification of good moral character signed by the head of the previous school attended



Note: Although all of the above requirements are met, the admission of any pupil will depend on the vacancy in a particular grade where he/she seeks enrollment. A pupil who has been in the same grade/level for two years will not be admitted.



HIGH SCHOOL

*(OST/ESEP Division Leader School,
accredited by ACSCU-AAI, Level III)*

ADMISSION REQUIREMENTS AND PROCEDURE FOR INCOMING GRADE 7

- Testing fee of P150 to be paid at the Business Office
- Photocopy of Birth Certificate in NSO security paper
- F138 or high school report card, as the case may be
- Duly accomplished application form passed not later than 2 days before the scheduled date of entrance examination
- 2 pcs. 2x2 ID picture with name tag

ADMISSION REQUIREMENTS AND PROCEDURE FOR INCOMING GRADE 7 - SSC

- Duly accomplished application form passed not later than 2 days before the scheduled date of entrance examination
- A rating of at least 85% in the CPUHS entrance examination
- Qualifying exam fee of Php250.00 at the HS Guidance Office

ADMISSION REQUIREMENTS AND PROCEDURE FOR TRANSFEREES (GRADES 8-10)

- Report Card presented to the Principal for assessment
- Testing fee of P150 to be paid at the Business Office
- Photocopy of report card at least until 2nd Grading Period

- Duly accomplished application form passed not later than 2 days before the scheduled date of entrance examination
- 2 pcs. 2x2 ID picture with name tag
- Transfer certificate if he/she is an ESC grantee from his/her previous school

REQUIREMENTS FOR ENROLLMENT IN ALL GRADE LEVELS

- Having passed the CPUHS Entrance Examination
- Photocopy of Birth Certificate in NSO security paper
- F138 or high school report card
- 2 pcs. 2x2 ID picture with name tag





THE COLLEGES

GENERAL ADMISSION REQUIREMENTS FOR COLLEGE PROGRAMS

COLLEGE FRESHMEN

- Placement Examination Results (English and Mathematics)
- Original High School Card or Form 138
- Photocopy of Birth Certificate in NSO security paper
- 2 pieces (2 x 2) colored ID picture
- Physical Examination Result

TRANSFEREES

- Transfer Credentials/Honorable Dismissal
- Transcript of Records or copy of grades for evaluation at the Dean's Office
- Photocopy of Birth Certificate in NSO security paper
- Physical Examination Result

RETURNING STUDENTS

- Clearance from CPU Business Office as of the last term enrolled

CROSS-ENROLLEES

- Cross-enrollment permit from school currently enrolled in
- 2 pieces (2x2) colored ID picture

SHIFTERS

- Approved shifting form from the Dean's Office

FOREIGN STUDENTS

- Student Visa

CHANGE OF STATUS (IF APPLICABLE)

- Copy of marriage contract in NSO security paper



COLLEGE OF AGRICULTURE, RESOURCES, AND ENVIRONMENTAL SCIENCES

GRADUATE PROGRAMS

- Master of Science in Agriculture, major in Agronomy

FOUR-YEAR UNDERGRADUATE PROGRAMS

Bachelor of Science in Environmental Management

Bachelor of Science in Agriculture - **Center of Excellence** (Level II Accredited Program)

FIVE-YEAR UNDERGRADUATE PROGRAMS

Bachelor of Science in Agricultural Engineering

DIPLOMA

Environmental Resource Management and Technologies in
Solid Waste Management (ERMAT - SWM)

CERTIFICATE

Environmental Planning and Socio-Economics
Environmental Management and Technology

ADDITIONAL ADMISSION REQUIREMENTS

FOR TRANSFEREES AND SHIFTERS:

- An evaluation of a student's academic performance by a committee created by the dean
- Should be able to comply with probationary requirements
- Should have undergone physical examination from an accredited hospital



COLLEGE OF ARTS AND SCIENCES

Accredited by ACSCU-AAI

GRADUATE PROGRAMS

- Doctor of Management, major in Development Management Public Management
- Master of Arts in English
- Master of Arts in English Language and Literature
- Master of Social Work (Non-thesis)
- Master of Science in Social Work (Thesis)

LEVEL III ACCREDITED PROGRAM

- Master in Public Administration (Thesis/Non-Thesis)

FOUR-YEAR UNDERGRADUATE PROGRAM

- Bachelor of Science major in
 - Mathematics

LEVEL IV ACCREDITED PROGRAMS

Bachelor of Arts major in

- English
- Mass Communication
- Political Science and Public Administration

Bachelor of Arts in

- Political Science

Bachelor of Science in

- Biology
- Chemistry
- Social Work
- Psychology

DIPLOMA

- Local Governance

CERTIFICATE

- Participatory Local Governance

ADDITIONAL ADMISSION REQUIREMENTS

- Admission slip from the Registrar's Office
- Duly accomplished information sheet
- 2"x2" picture
- Blue long-sized folder
- Council fee receipt
- Grades signed by the Guidance Counselor (for returning students)
- Mass Communication: A grade of 2.0 or better in all pre-requisite courses
- AB major in English: A grade of 2.0 or better in English 1a and 2a
- AB Political Science: Passing grades without incomplete or dropped subjects
- BS Social Work: Competence in English



Accredited by ACSCU-AAI

COLLEGE OF BUSINESS AND ACCOUNTANCY

GRADUATE PROGRAMS

- Doctor of Management major in Business Management

LEVEL III ACCREDITED PROGRAMS

- Master in Business Administration (thesis/non-thesis)
- Master in Business Administration, major in Entrepreneurship Management

FOUR-YEAR UNDERGRADUATE PROGRAMS

- Bachelor of Science in Accounting Technology
- Bachelor of Science in Advertising
- Bachelor of Science in Entrepreneurial Management
- Bachelor of Science in Real Estate Management

LEVEL IV ACCREDITED PROGRAMS

- Bachelor of Science in Accountancy
- Bachelor of Science in Business Administration (A Center of Excellence) with majors in: Business Management, Financial Management, and Marketing Management

ADDITIONAL ADMISSION REQUIREMENTS

For transferees in BS Accountancy who would like to take to BS Accountancy or BS Accounting Technology in CPU:

- Qualifying examination result
- An average grade of at least 1.5 in Accounting 111 and Accounting 122
- 1.75 or better in Accounting 213 and higher accounting subjects

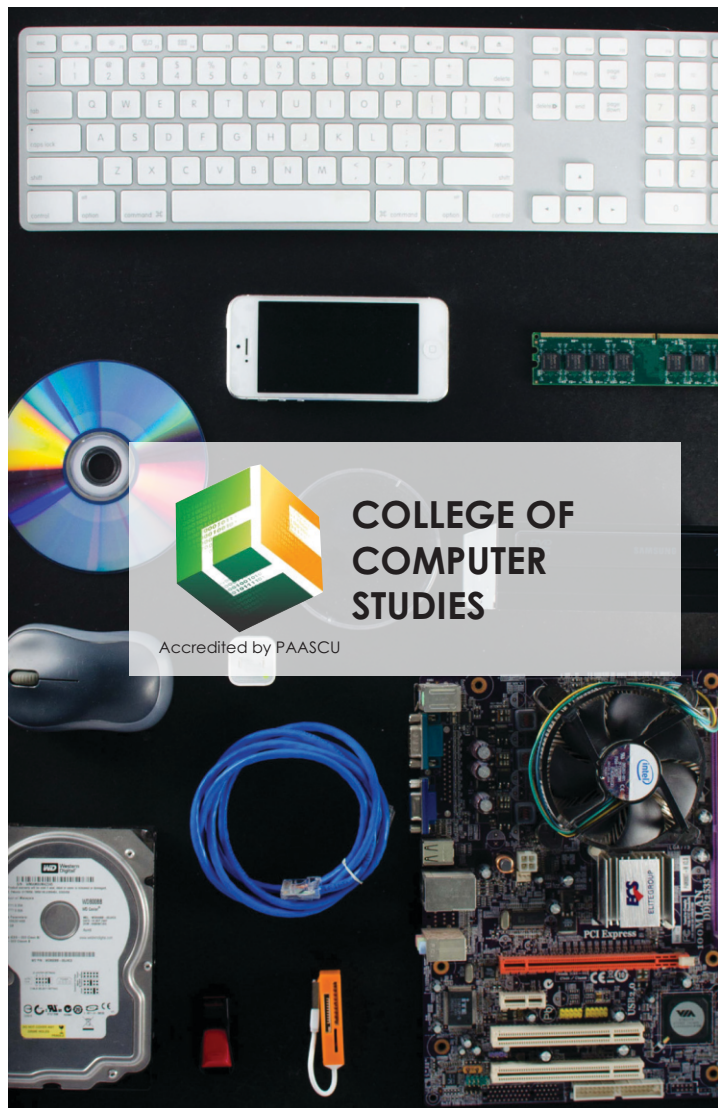
For transferees and shifters in BS Business Administration, BS Advertising, and other non-accounting students enrolled in CPU who would like to take:

BS ACCOUNTANCY

- An average grade of at least 1.5 in Accounting 111 and Accounting 122
- No grade lower than 1.75 in both accounting subjects

BS ACCOUNTING TECHNOLOGY

- An average grade of 1.75 in Accounting 111 and Accounting 122
- No grade lower than 2.0 in both accounting subjects



GRADUATE PROGRAMS

- Master in Computer Science
- Master of Science in Computer Science

ADDITIONAL ADMISSION REQUIREMENTS

- English Proficiency Exam Result
- Interview Result
- Photocopy of Transcript of Records

FOUR-YEAR UNDERGRADUATE PROGRAMS

- Bachelor of Science in Digital Media and Interactive Arts (New)

PAASCU ACCREDITED PROGRAMS

- Bachelor of Science in Information Systems
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Technology (with ladderized program)

ADDITIONAL ADMISSION REQUIREMENTS

- Admission slip from the Registrar's Office
- Long-sized white folder
- 2 pcs. 2x2 ID Picture
- Council fee receipt
- Duly accomplished information sheet

FOR TRANSFEREES

- Photocopy of Transcript of Records/Honorable Dismissal
- Certificate of Good Moral Character

FOR SHIFTERS

- Shifting form approved by previous college dean
- Enrollment Pass (E-Pass) and ID
- Copy of Grades

FOR RETURNING STUDENTS

- Readmission slip (from the Registrar's Office)
- E-Pass and ID
- Copy of Grades

FOR CONTINUING STUDENTS

- E-Pass and ID
- Copy of Grades



College of Education

Accredited by ACSCU-AAI

COLLEGE OF EDUCATION

GRADUATE PROGRAMS

- Master in Library and Information Science
- Master in Library and Information Science, major in Theological Librarianship
- Master of Science in Guidance and Counseling
- Master in Education, major in Filipino (Non-thesis)

LEVEL III ACCREDITED PROGRAMS

- Doctor of Education (EdD) major in:
 - Administration and Supervision
 - Curriculum and Instruction
 - Guidance and Counseling
- Master of Arts in Education (MAEd), major in:
 - Administration and Supervision
 - Filipino (Thesis)
 - Guidance and Counseling
 - Physical Education (Thesis/Non-thesis)
 - Mathematics
 - Physics

FOUR-YEAR UNDERGRADUATE PROGRAMS

- Bachelor in Special Education
- Bachelor of Library and Information Science
- Bachelor of Science in Physical Education – Transcultural

LEVEL IV ACCREDITED PROGRAMS

- Bachelor of Elementary Education (General)
- Bachelor of Elementary Education (Pre-School Education Concentration)
- Bachelor in Special Education
- Bachelor of Secondary Education in:
 - Biological Sciences
 - Physical Sciences
 - English
 - Filipino
 - Mathematics
 - Music, Arts, Physical Education, and Health (MAPEH)
 - Social Studies

DIPLOMA IN TEACHING (DipT)

ADDITIONAL ADMISSION REQUIREMENTS

FOR BEED/BSED/BSPED/BLIS

- An evaluation by the Admission Committee and Dean
- At least middle average rating in the Standardized Aptitude Test for Teachers (SATT) administered by CPU Guidance Services Center
- Has Satisfactory interview and written composition result of at least 80%

ADDITIONAL ADMISSION REQUIREMENTS

- Photocopy of the National Career Assessment Examination (NCAE) result
- Duly accomplished Application Form

For Diploma in Teaching

- Graduate of any baccalaureate program except Education
- Transcript of Records
- Average rating in SATT

GUIDELINES TO QUALIFY FOR SCHOLARSHIP

ENTRANCE SCHOLARSHIP

Valedictorians enjoy tuition scholarship in the first semester of the first year and salutatorians enjoy one-half tuition scholarship.

Applicants must come from classes of not less than 40 students.

Application of valedictorians and salutatorians from classes of less than 40 students are available to new and old students who meet the criteria set by the following donors:

- Mr. And Mrs. Jose U. Santos Scholarship (for honor graduates only)
- Genaro and Avelina Bermejo Memorial Scholarship
- College of Education Scholarship Fund
- The Dr. Alfredo P. Catedral Memorial Scholarship
- The Esperanza Mayordomo-Catedral Memorial Scholarship
- Dr. Marjorie A. Caipang Memorial Scholarship
- The Pablo B. Imbang Memorial Scholarship
- Commission on Higher Education Scholarship Program

ENGLISH MAJOR:

- An average of 85% or above in High School English.
- Must have a good command of English.
- Must pass the interview and meet the following criteria:
 - Spontaneity in oral communication 40%
 - Free from grammatical errors of delivery 30%
 - Correct pronunciation, enunciation/diction 30%
- Must write an organized, a unified, and a coherent composition with correct writing mechanics, and spelling
- Must maintain a grade of 2.25 or above in English from the first semester of first year until graduation
- Must not have an incomplete grade in English subjects
- Must have a cut-off score of 80% in the English Placement Test



Accredited by PAASCU

COLLEGE OF ENGINEERING

GRADUATE PROGRAMS

Master of Engineering, major in:

- Chemical Engineering
- Civil Engineering
- Mechanical Engineering
- Electrical Engineering

FIVE-YEAR

UNDERGRADUATE PROGRAMS

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Software Engineering (The first in the Philippines)
- Bachelor of Science in Packaging Engineering (The first in the Philippines)

SIX-YEAR

UNDERGRADUATE PROGRAMS

The Six-year Engineering Degree Program of CPU is the first of its kind in the Philippines. This is an option for students who belong to the upper twenty percent of their class. The major difference of the six-year engineering degree program from the regular five-year course is the added one-year industry exposure (OJT) of students, giving them opportunity to work in various reputable companies on their 5th year.

- BS Chemical Engineering
- BS Civil Engineering
- BS Electrical Engineering
- BS Electronics Engineering
- BS Mechanical Engineering
- BS Software Engineering

CENTERS OF DEVELOPMENT

- BS Chemical Engineering
- BS Electrical Engineering
- BS Mechanical Engineering

PAASCU ACCREDITED

PROGRAMS: BS Chemical Engineering, BS Civil Engineering, BS Electrical Engineering, BS Electronics Engineering, and BS Mechanical Engineering

ADDITIONAL ADMISSION REQUIREMENTS

- Admission slip from the Registrar's Office
- Duly accomplished information sheet
- Long-sized folder
- 2x2 colored ID picture

FOR ALL INCOMING THIRD YEAR STUDENTS:

Qualifying examination

FOR TRANSFEREES: Duly accomplished subject accreditation form and Referral slip from the Registrar's Office

FOR SHIFTEES: Shifting form approved by the previous college dean

FOR RETURNING STUDENTS: Readmission slip from the Registrar's Office



Accredited by ASCSU-AAI

Dr. Lucio Tan COLLEGE OF HOSPITALITY MANAGEMENT

FOUR-YEAR UNDERGRADUATE PROGRAMS

LEVEL I ACCREDITED PROGRAMS

- Bachelor of Science in Tourism
- Bachelor of Science in Hotel and Restaurant Management

ADDITIONAL ADMISSION REQUIREMENTS

FOR HIGH SCHOOL GRADUATES

- Photocopy of HS Form 138
- Photocopy of Certificate of Good Moral Character
- Photocopy of Birth Certificate (NSO-SECPA)
- Photocopy of Placement Exam result
- Long white folder with plastic jacket
- Duly accomplished information sheet
- Interview result
- 2 pieces 2x2 colored ID picture

CRITERIA FOR ADMISSION

- High school average grade of not lower than 80%
- Must have passed English and Math placement test
- Can communicate in written and oral English

FOR SHIFTERS AND TRANSFEREES

- Photocopy of Birth Certificate (NSO-SECPA)
- Duly accomplished shifting form signed by previous college dean
- Duly accomplished information sheet
- Certificate of Good Moral Character from department/ school last attended
- 2 pcs. 2x2 colored ID picture
- Interview results

If shifting from another course in the University, put grades in a long white folder with plastic jacket, if transferring from another school provide photo copy of Transcript of Records and Honorable Dismissal and place these in a long white folder with plastic jacket.

CRITERIA FOR ADMISSION

- Result of Interest Inventory Test for students with letter grade (to be taken at the Guidance Services Center)
- Can communicate in oral, and,
- Transferees must have passing grades in the general education subjects. If a student is unable to meet this requirement he/she will be placed on probation for one semester, subject for review by the Admission and Retention Committee prior to enrolment the following semester.



PROGRAMS OFFERED

- Doctor of Medicine
- Bachelor of Science in Health, Fitness, and Lifestyle Management
- Bachelor of Science in Respiratory Therapy

REQUIREMENTS FOR ADMISSION FOR DOCTOR OF MEDICINE

INTERVIEW PHASE

- Application form
- Authenticated Birth Certificate in NSO Security Paper
- NMAT Score (50% and above)
- Transcript of Records (at least 7 semesters)
- 2 pcs. 2x2 ID picture (white background)
- 1 long-sized ordinary folder

ACCEPTANCE PHASE

- Certificate of good moral character (2)
- Certification of support from parents

FINAL ADMISSION PHASE

- Certified true copy of Transcript of Records and Special Order of Graduation
- Photocopy of diploma

ENROLLMENT PHASE

- Medical Certificate
- Certificate of Eligibility for Admission
- Transfer Credentials



Accredited by PAASCU

COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES

GRADUATE PROGRAMS

LEVEL IV ACCREDITED PROGRAM

- Master of Arts in Nursing, with specializations in:
 - Medical-Surgical Nursing
 - Community Health Nursing
 - Maternal Child Nursing
 - Nursing Service Administration
 - Mental Health and Psychiatric Nursing

FOUR-YEAR UNDERGRADUATE PROGRAMS

- Bachelor of Science in Medical Laboratory Science
- Bachelor of Science in Pharmacy

LEVEL II ACCREDITED PROGRAM

- Bachelor of Science in Nursing

ADDITIONAL ADMISSION REQUIREMENTS

- Duly accomplished application form
- 2 pieces 1 ½ x 1 ½ ID picture
- 2 short mailing envelopes with stamps
- 1 short folder
- 1 long brown envelope



COLLEGE OF THEOLOGY

Accredited by ATESEA

GRADUATE PROGRAMS

- Doctor of Ministry (CHED) – a three-year program with three areas of intensification:
 - Church Leadership and Management
 - Pastoral Counseling and Clinical Pastoral Supervision
 - Practical Studies
- Master of Divinity (CHED and Non-CHED, ATESEA accredited)
- Master of Ministry (CHED and Non-CHED)
- Master of Theology (CHED and Non-CHED, ATESEA accredited)

FIVE-YEAR UNDERGRADUATE PROGRAMS

- Bachelor of Theology (CHED, ATESEA accredited)

DIPLOMA

- Christian Ministry (Non-CHED)

CERTIFICATE

- Christian Ministry (Non-CHED)
- Sacred Music (Non-CHED)

ADDITIONAL ADMISSION REQUIREMENTS

DIPLOMA IN CHRISTIAN MINISTRY (D.C.M.) AND CERTIFICATE IN CHRISTIAN MINISTRY (C.C.M.)

- Basic degree in any discipline from any school be it recognized or not by the government for D.C.M. or a graduate in secondary level for C.C.M.
- Strong endorsement by a church or church organization

CERTIFICATE IN SACRED MUSIC (C.S.M.)

- Audition on musicality level if accepted
- Compulsory enrollment of semestral subject offerings
- Statement of financial assistance or support

BACHELOR OF THEOLOGY (B.Th.)

Must submit the following requirements:

- Two pieces 2"x 2" recent colored ID picture
- Recommendation letter from the local church pastor/elder and *Kasapulan* president or from the denominational body where the applicant is an active member

- Transcript of Records, Transfer Credentials (for transferees), and Certificate of Good Moral Character (for college student applicants)
- A Medical Certificate which attests to the physical (CBC, urine, and stool laboratory results, and chest x-ray examination), mental, and emotional condition of the applicant
- Statement of financial assistance or support (from parents, church, or individuals)
- Entrance examination of the seminary (given two months before the opening of classes or at any given time determined by the Admission, Retention, and Evaluation Committee)
- Evidence of being called by God to the Christian ministry by writing his/her statement of conversion/personal testimony and call to the ministry
- A baptized member of a church and active in church activities for five years prior to application

MASTER OF MINISTRY (M.M.)

- A holder of a Bachelor of Theology degree or its equivalent from a government/non-government recognized theological seminary/college
- At least three years of practical experience in church and church-related work
- Letter of recommendation from the head of church or institution
- Certification(s) from previous church employment

MASTER OF DIVINITY (M.DIV.)

- A Bachelor of Theology graduate from a government/non-government recognized school or university
- A record of all taken and passed foundational courses required under the B.Th. program/curriculum (for non-B.Th. graduate applicant)
- Demonstration of a high level English proficiency

MASTER OF THEOLOGY (M.THEO.) A AND B

- A holder of an MDiv. degree or its equivalent from a government or non-government recognized theological seminary/college
- A competence in the use of the English language and potential for graduate theological studies
- Passing written entrance examinations on the basic theological disciplines (Church History, Biblical Theology, Systematic Theology, Practical Theology)

DOCTOR OF MINISTRY (D.MIN.) [PASTORAL COUNSELING AND CLINICAL PASTORAL SUPERVISION]

- Completion of a Master's Degree in Theology (normally an M.Div. Degree) from a government recognized university or ATESEA accredited seminary or divinity school
- Documentation that the candidate has completed Clinical Pastoral Education (C.P.E.) units in the Bachelor of Theology or Master of Divinity program and has undergone supervised training at an accredited institution
- Ecclesiastical/Faith Group endorsement to function in this type of Ministry

DOCTOR OF MINISTRY (D.MIN.) [CHURCH LEADERSHIP AND MANAGEMENT, PRACTICAL STUDIES]

- Completion of a Master's Degree in Theology (normally an M.Div. Degree) from a government recognized university or ATESEA accredited seminary or divinity school
- Three years of experience in the ministry



JURIS DOCTOR

PRE-REQUISITES FOR ADMISSION TO THE JURIS DOCTOR (J.D.) PROGRAM

- An applicant for admission to the J.D. program of studies must be a graduate of a bachelor's degree and must have earned at least eighteen (18) units of English, six (6) units of Mathematics, and eighteen (18) units of Social Science subjects.
- An applicant with a general average of below 2.5 or 80% in his/her bachelor's degree is not qualified for admission.
- He/she must have taken and passed the law entrance examination and interview.

ENTRANCE EXAMINATIONS REQUIREMENTS

An applicant must have paid an examination fee of P500.00 at the CPU Business Office. The receipt of payment must be submitted to the secretary of the college on or before the examination day.

INTERVIEW

- Within three (3) days after the examination, the names of those qualified for interview, and their respective schedules for interview, will be posted at the College of Law bulletin board.
- Right after the interview, the dean will personally advise the student on whether he/she is qualified to enroll.

REQUIREMENTS FOR ENROLLMENT (NEW AND TRANSFERRING STUDENTS)

- Transcript of Records (to be submitted to the Registrar's/Dean's Office)
- Transfer Credentials (to be submitted to the Registrar's Office)
- A certified true copy of diploma (to be submitted to the Registrar's Office)
- 2 NSO authenticated Photostat of Certificate of Live Birth (1 copy for the Registrar's Office and 1 copy for the College of Law)
- 2 pieces passport-size, colored photo (to be submitted to the College of Law)



SCHOLARSHIP

ENTRANCE SCHOLARSHIP

- The student must be an honor graduate in pre-law–cum laude, magna cum laude, or summa cum laude;
- The student can enjoy the scholarship until Second Semester of second year provided, he has no grade lower than 2.0 and has an average equivalent to at least, cum laude every semester; and
- He/she is officially enrolled with at least fifteen (15) units per semester in the college.

UNIVERSITY SCHOLARSHIP

- Only the top two(2) third year and fourth year students can avail of the scholarship, and those with an average equivalent to at least cum laude and have no grade lower than 2.0;
- The number one student shall enjoy the full tuition fee privilege while the second in rank shall enjoy one-half tuition fee privilege;

- The basis for the scholarship for First Semester, third year, shall be the average of the grades for the Second Semester, second year; hence, the basis for the scholarship for the current semester shall be the average of the grades in the preceding semester. It is thus, retroactive in effect.

THE LAW SCHOLARSHIP PROGRAM

- The Law Scholarship Program has its own mechanism, funding, standards, and coverage, and only the interest income of the fund will be used and expended.

THE ATTY. FULGENCIO DUREMDES SCHOLARSHIP AND THE JOHNNY PROXIMO SCHOLARSHIP

- The mechanics, funding, standards, and coverage of the Atty. Fulgencio Duremdes Scholarship and The Johnny Proximo Scholarship, shall be subject to the Memorandum of Understanding on Scholarship in the College of Law.



GRADUATE PROGRAMS

(REFER TO THE COURSE OFFERINGS OF EACH COLLEGE)

GENERAL ADMISSION REQUIREMENTS

(MECS Order 7, s. 1982, G.)

As a rule, only the students, who in the judgment of an ad hoc admissions committee, chaired by the dean, can profit from graduate work, and who are able to pursue successfully prescribed requirements for graduation of the program, shall be admitted.

Specifically, the admission committee shall:

1. Assess and/or decide on English proficiency for students (An English test is given to all new enrollees. Those who do not pass it for credit are required to enroll in Career English.);
2. Evaluate and/or decide on Transcript of Records of students;
3. Perform such other functions as the dean may deem necessary;
4. For admission into master's program only those students who graduated in the baccalaureate degree program from a recognized institution and with a general average of 2.0 or higher in the entire course shall be considered eligible.
5. For admission into the doctorate program, only those students who are holders of a master's degree from a CHED - recognized institution and whose weighted average is at least 1.75 should be considered eligible. However, by way of exemption, students with a lower general average than the prescribed weighted average may be admitted on probation to the doctorate

program. After demonstrating the capacity to undertake doctorate studies, they may formally be admitted to the doctorate program upon the recommendation of the admissions committee and approval of the dean.

6. In certain specific fields of concentration, graduate students should have the proper and corresponding undergraduate academic background or 12 units in the same discipline or its equivalent at either undergraduate or graduate level before admission.

ADDITIONAL REQUIREMENTS

FOR GRADUATES OF OTHER SCHOOLS

- Transfer Credentials from latest school attended
- Photocopy of latest Transcript of Records
- Recommendation from a school administrator or faculty
- Accomplished application form (copies can be secured from Graduate Programs Office or can be downloaded from www.cpu.edu.ph)
- 1x1 ID picture
- Long-sized folder

FOR GRADUATES OF CPU

- Photocopy of latest Transcript of Records
- Accomplished application form (copies can be secured from the Dean's Office)
- 1x1 ID picture
- Long-sized white folder

FOR MARRIED FEMALE APPLICANTS WHOSE RECORDS STILL BEAR THEIR MAIDEN NAME:

- Photocopy of Marriage Contract in addition to the above requirements
- English Proficiency Test

ACADEMIC MATTERS

Academic Advisement

Each student is assigned to an adviser in the college where he/she is enrolled for academic counseling and planning. A student who has chosen a major should seek the advice of the department chairperson in charge of the program.

Counseling

Counseling is a service given by the Guidance Services Center personnel, to help students adjust to social and personal problems encountered while enrolled in the university and to identify potential occupational resources.

Enrollment

Enrollment is the selection of courses for a semester's schedule from the student's academic plan previously developed, but continually reviewed by the academic adviser.



ENROLLMENT PROCEDURE

Continuing Students

Students enrolled in the preceding semester/summer

Returning Students

New & Transferring Students

Students coming from other schools and CPUDHS graduates

Continuing Students

New, Transferring or Returning, Law, and Foreign Students

DEANS/
DEPARTMENT
OFFICES

- Submit admission slip and placement exam result.
- Ask for advisement and select class schedules.
- Have all subject assignments encoded.

Registrar's Office
Administration
Annex

Present Admission Credentials & Placement Exam Results

Get Admission Slip and Student Information Sheet

- FOR LAW STUDENTS
Secure Enrollment Permit
- FOR INTERNATIONAL STUDENTS
Secure Admission Enrollment Assignment Slips

SCHOLARSHIP
VERIFICATION
3/F Dr. Alfonso A. Uy
Student Union Bldg.

VERIFICATION C/O DIRECTOR OF
STUDENT DEVELOPMENT & PROGRAMS

Government scholars (NSSP, SEGEAP, NISP, PESFA, SNPL) must get a Certificate of Continuance from the Office of Student Development Programs (SDP). CHED scholars should proceed to Registrar's Office after verification from the SDP.

New Scholars (as well as faculty and staff scholars) should proceed directly to the SDP.

ASSESSMENT PAYMENT

Window 1 or 2, Business
Office / Designated
Areas

Pay as assessed.
Get Registration Form (RF)
and Official Receipt (OR).

REGISTRATION FORM (RF) VERIFICATION

Window 1 or 2, Business
Office / Designated
Areas

Present Registration Form
(RF) and Official Receipt.

RF/ID VALIDATION

Window B, Registrar's
Office, Business Office/
Designated Areas

New students present their
RF for validation.

Continuing students should present
their RF and ID for validation.

ID APPLICATION

Information Center

New students should apply for an ID.

LIBRARY CARD APPLICATION & VALIDATION

2/F Henry Luce III Library

Present RF for Application and Renewal
of Library Card. New students should
submit (2 pcs.) 1x1 colored ID picture

INSTRUCTOR

Present RF duly STAMPED ENROLLED
on the first day of classes at their
respective classrooms.



**Drone Photo Taken by Engr. Essen Perano
Haito Drone Photography for Centralite 2015*

ADDING, CHANGING, AND DROPPING OF SUBJECTS

- Secure forms at the Dean's office.
- Fill out the change of assignment forms completely, accurately, and legibly in three (3) copies.
- Have the subject you wish to add, drop, or change noted by the department chairperson.
- Secure the approval of your dean.
- Have the subjects encoded at the dean's and department head's office.
- Present the form to the Treasurer's Office for adjustment of charges.
- Submit all three (3) copies to the Registrar's Office.
- Copies of the completed form are distributed as follows:

WHITE	Registrar's copy
YELLOW	Treasurer's copy
GREEN	Teacher's copy

SELECTING A MAJOR

Selection of a major field of study may be made at the time an application for admission is submitted. Students must work very closely with their respective deans to be able to select a major field wisely.

CROSS-ENROLLMENT

Permit to cross-enroll in other institutions may be obtained from the Registrar's Office after the student's dean has approved the subjects he/she will take for cross-enrollment.

Cross-enrollment is usually allowed only when:

- The desired subjects are not offered in the university during the term of the requesting student's enrollment; and
- The subjects are offered, but their schedules are in conflict with the requesting student's other classes.

The academic council unanimously approved that effective first semester of SY 2011-2012, a student may be allowed to cross-enroll a maximum of three major subjects for the whole course.



SPECIAL CLASS FOR UNDERGRADUATE STUDENTS

DEFINITION

Special Class for undergraduate students is offered even if the number of enrollees does not reach the required number of a regular class of 25 students.

STUDENT'S WHO MAY BE ALLOWED TO TAKE SPECIAL CLASSES

- a. Students in the last year of their degree program either in the first or second semester and considered graduating students who need a particular subject in order to graduate provided that they do not have incomplete grades.
- b. Students who need a pre-requisite in order to advance to senior level or to qualify for internship, practicum, or field

experience provided that the following considerations are met:

- Students have no incomplete grades
- Students are not on probationary status
- Students are not requesting for special class as overload

REQUIREMENTS FOR THE OFFERING OF SPECIAL CLASSES

- a. Teachers assigned to teach special class which is given a unit load should meet the class regularly as officially scheduled.
- b. The evaluation of the students' academic status by the program adviser and the recommendation of the department chair and college dean serve as bases for the students' enrolment in the special class and offering of the course.
- c. Payment for the special class fees may be divided among the enrollees in the special class. However, a single enrollee in the special class shall have to assume payment for the total computed fee for the special class.



WITHDRAWAL

A student who drops a course or withdraws from the university is required to file with the Office of the Registrar a properly accomplished notification slip duly approved by his/her dean. The Office of the Dean will inform the teachers concerned accordingly.

CLASSIFICATION OF STUDENTS

For purposes of registration and eligibility to advance to the next level, a student's classification is determined by the number of credits earned at the end of the semester and is based on the following schedule set by the dean of each college:

CREDITS EARNED	CLASS
Less than 41	Freshman
41 to 80	Sophomore
81 to 120	Junior
121 and more	Senior/Fifth

INTERNATIONAL STUDENTS

Qualified students from foreign countries are welcome to study at Central Philippine University.

Since classroom instruction is in English, prospective students must show evidence of having a fair command of English by taking the English Placement Exam before they are admitted to enroll at the University.

Students from foreign countries are generally under the same regulations as Filipino students. The only exceptions are that they may substitute another foreign language, preferably English, for the required units in Filipino subjects, and they are exempted from taking up any NSTP subjects.

A non-refundable admission fee of Php50.00 is required to all applicants.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

A. SPECIAL STUDY PERMIT—for kindergarten, elementary, high school applicants, and students below 18 years old or those enrolling for a non-degree course of less than one (1) year.

DOCUMENTS REQUIRED

1. The parents' letter of request addressed to the registrar, stating the intention to enroll in the University and enclosing the following supporting documents:
 - An original copy of elementary/high school permanent record with English translation duly signed by the principal/registrar. The original record should be placed in a sealed envelope with the signature of the principal/registrar on the flap of the envelope.
 - Affidavit of Guardianship executed by the parents appointing a guardian for the minor student.
 - Photocopy of the biographical and signature pages of a student's valid passport.
 - Photocopies of the biographical and signature pages of the parent's valid passport.
 - Child's birth certificate
2. Certificate of Acceptance from the Office of the Registrar
3. Bureau of Immigration (BI) Application Fees of P5,500

B. STUDENT VISA—for international students, 18 years old and above applying for degree courses

FOR APPLICANTS AS TEMPORARY VISITORS

Documents required for the change/conversion from Temporary Visitor (9a) to Student Visa (9f):

1. Duly notarized letter of request stating that all documents submitted were legally obtained from the corresponding government agencies
2. General Application Form duly accomplished and notarized (BI Form No. MCL-07-01)
3. Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal and a duly notarized written endorsement from the school for the conversion of the applicant's status signed by the school registrar
4. Original copy of a medical certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious, or loathsome disease and is mentally fit
5. Police Clearance from country of origin
6. Photocopy of applicant's passport showing its biographical page, admission and authorized stay of at least 20 days from date of filing
7. National Intelligence Coordinating Agency (NICA) Clearance. The NICA Form is sent to NICA Office in Manila for evaluation and approval which requires 10-15 working days

8. Bureau of Immigration (BI) Clearance Certificate

9. 8 pieces 2x2 colored ID pictures taken within the last six months

10. School credentials for admission purposes:

11. School credentials for admission purposes:

FOR HIGH SCHOOL GRADUATE STUDENTS

- An original copy of high school (secondary) permanent record
- Certificate of Graduation (High School Diploma)

FOR COLLEGE-LEVEL STUDENTS

- An original copy of the Transcript of Records
- College diploma (for baccalaureate degree holder)

12. Bureau of Immigration (BI) Student Visa Application fees of P24,000.00

FOR FILIPINO APPLICANTS RESIDING ABROAD

Documents required:

1. One (1) original copy of high school (secondary) permanent record and Certificate of Graduation (High school diploma)
2. One (1) original copy of college Transcript of Records
3. Photocopy of the biographical and signature pages of valid Philippine passport
4. Photocopy of birth certificate in NSO security paper

NOTE

- 1. All school documents should be with English translation and duly signed by the principal or registrar of the school. The original record should be placed in a sealed envelope with the signature of the principal/registrar on the flap of the envelope.***
- All requirements must be presented to the registrar for verification and evaluation before an applicant can be issued a Notice of Acceptance.
- Incomplete requirements will not be accepted.
- Special Study Permit or Student Visa will be required before official enrollment.
- An applicant is encouraged to follow the schedule of processing to avoid delay.

SCHEDULE FOR PROCESSING OF SPECIAL STUDY PERMIT / STUDENT VISA APPLICATIONS

April 1 to May 30 : for the First Semester enrollment
August 1 to September 30 : for the Second Semester enrollment

PROCEDURE FOR THE RENEWAL OF STUDENT VISA

- Application for extension should be filed fifteen days (15) before student visa expires.
- International students should apply for Transcript of Records at the Registrar's Office.

Reminder: Students should carry a load of not less than 18 units every semester and pass all subjects enrolled for that term.

- In case of failure, dropped, and left, a student will be required to submit a certificate of readmission from the dean before the release of the Transcript of Records.
- A student submits the Transcript of Records with other required documents to the Director of the Office for International Programs for the processing of visa extension.
- A student pays for all required processing fees.(Student Visa extension fees - P14,000)
- Once visa extension is approved, the Director of the Office for International Programs issues the same to the student.
- A student presents the visa extension to the registrar for enrollment.

SCHEDULE FOR PROCESSING OF STUDENT VISA EXTENSIONS

June 1 to June 30	expiring on July 15
December 1 to December 30	expiring on January 15

TRANSFER STUDENTS

Students admitted from other institutions whose entrance requirements and grading systems are equivalent to those of Central Philippine University may receive full credit for their past work. Upon transfer, a student must be advised to apply for accreditation of subjects taken. However, the students must take such courses that have not been covered by equivalent work in their program. No transfer students in their senior year will be admitted in high school or college.

ORIENTATION PROGRAM FOR FRESHMAN STUDENTS

A convocation, coordinated by the Office of the Student Development and Programs, is held every semester of the school year to introduce to the students, the president and the officers of the administration, including deans and department heads. During such convocation, the president tells the students about the activities each office is responsible for.

In English classes, freshmen are oriented on the use of the library facilities. Religion and Ethics teachers discuss with their classes the rules and regulations, and the objectives and goals of the University. Copies of which are posted on the bulletin boards of many buildings.

All teachers are expected to clarify to each of their classes the grading system, class requirements, and procedures in a particular class, the policies of attendance, field trips, and others. They are also expected to post their regular counseling hours in the faculty rooms, where students can consult them whenever necessary.

Letter Grade	Numerical Equivalent	Percentage Equivalent
A+	1.0	98-100
A	1.25	95-97
A-	1.5	92-94
B+	1.75	89-91
B	2.0	86-88
B-	2.25	83-85
C+	2.5	80-82
C	2.75	77-79
C-	3.0	75-76
F	5.0	Below 75

Minimum grade with credit for graduate course is B (or 2.0).
Minimum passing grade for undergraduate course is C- (or 3.0)



NEW ACADEMIC POLICY ON THE
GRADING SYSTEM
(Effective First Semester, 2013-2014)

SEMESTER TERM

Prelim Exam	15%
Midterm Exam	20%
Final Exam	25%
Quizzes	20%
Class Participation	10%
Other Requirements	<u>10%</u>
	100%

SUMMER TERM

Midsummer Exam	25%
Final Exam	35%
Quizzes	20%
Class Participation	10%
Other Requirements	<u>10%</u>
	100%



ABSENCES

A student who has incurred absences of more than 20% of the required total number of classes and laboratory periods in a given term shall be dropped.

For a three-unit lecture class, 11 absences are allowed for MWF classes, 7 absences for TTh classes, 3 absences for Saturday classes, and 3 absences during the Summer term. On the basis of 54 required hours, the allowed number of absences for other courses will be computed proportionally.

PROCEDURE ON RECORDING CASES OF STUDENTS WHO DROPPED AND LEFT THE CLASS (EFFECTIVE SY 2014-2015)

1. If the student drops the course or is dropped from the university one month prior to the final examination and:
 - If his/her class standing at the time of dropping is passing, he/she shall be marked dropped or dropped by the university.
 - If his/her class standing at the time of dropping is failing, he/she shall be given a grade of 5.0.
2. If the student leaves the class one month before the final examination and:
 - If his/her class standing at the time of leaving is passing, he/she shall be marked *Left*.
 - If his/her class standing at the time of leaving is failing, he/she shall be given a grade of 5.0.

INCOMPLETE WORK

A student incurs an “incomplete” rating for failure to take the final examination or submit a major requirement by the end of the term.

1. A year’s limit is set for the removal of an “incomplete” for failure to comply with some requirements for the course. A student should not be given any credit for the subject or course until after he/she satisfactorily removes the incomplete grade within a period of one year.

“Any student who fails to remove his/her incomplete grade (which may be due to failure to submit a major requirement or take the final examination should retake the course. Any grade of “incomplete” not removed within one year shall automatically be considered as failed (5.0) (Circular No. 9, s 1963 of the Director of Private Schools).”

2. A student who takes a special examination outside the scheduled date for taking such examination informs his/her teacher who decides when the examination could be given.
3. A graduating student who failed to comply with the requirements of the subject enrolled in shall be given an INC grade in the said subject. If the requirements have not been completed before the date of graduation, his/her application for graduation is automatically cancelled for that specific term. The student should be advised to enroll in residency (See Academic Residency **on page 44.**) for a maximum of two succeeding semesters; otherwise, he/she will be required to enroll the subject. Furthermore, the student should re-apply for graduation after enrollment in residency.

The following are further clarifications:

- INC mark is no longer applicable to graduating students on a specified term.
- The official date of graduation of the student with INC mark will be after compliance of the requirements in the residency period.
- Enrollment in residency for compliance purposes is limited to two semesters only.
- Students who failed to comply with the requirements within the two-semester residency will have to re-enroll the subject.
- Students who enrolled the subjects in the next term other than the incomplete subjects taken during the term of graduation will be allowed to complete the subjects; provided, they complete them before the end of the term they are currently enrolled in, which is the term of their graduation.

This approved resolution should solve the problem of allowing the students to graduate before completing the necessary requirements.

MISSED MAJOR EXAMINATIONS (EFFECTIVE SY 2013-2014)

Students who missed the scheduled Preliminary or Midterm Examinations should process the request for a special examination and take it within ten (10) school days after the last day of the scheduled major examination; otherwise, the missed examination shall automatically be given a score of zero, equivalent to a grade of 5.0. (As in the case of the final examination, see Incomplete Work on the previous page.)

ACADEMIC RESIDENCY

PURPOSE

The Academic Residency Program aims to establish a policy and ascertain consistency in allowing a student to graduate only after completing all the requirements for graduation.

DEFINITION

Academic Residency is the period of time given to a graduating student who still needs to submit any of the following before he/she be conferred his/her degree: dissertation, thesis, special problem/paper, research paper, project study (business plan or feasibility study), on-the-job training(OJT)/practicum, student teaching and other requirements for the course/s he/she is enrolled in where he/she got an incomplete(INC) grade.

BENEFITS OF ENROLLING IN RESIDENCY

1. The student is still a bonafide student of CPU;
2. He/She shall be covered with accident insurance while completing the course requirements;
3. He/She can officially use the university facilities; and
4. He/She can join/be a representative for college/ University activities like College Days or University Days' events.

GUIDELINES

1. A graduating student who did not comply with the requirement/s of the subject/s enrolled in will be given a mark of INC. He/She will be required to enroll in residency for a maximum of two succeeding semesters; otherwise, he/she will be required to reenroll the subject. Nursing students enrolled in N-424: Intensive Training practicum (RLE VI) are not covered by this policy. Instead, the College of Nursing's policy on NScrub reenrollment shall govern.
2. The official date of graduation of the student will be on the term of compliance of all the requirements.
3. A student, who enrolls for Academic Residency shall be charged according to the following categories, depending on the evaluation of the department head or dean of the student:
 - RES A – Registration and insurance (if applicable) only;
 - RES B – Registration, insurance (if applicable), and library fee equal to $\frac{1}{4}$ of the prevailing library fee;
 - RES C – Registration, insurance (if applicable), and laboratory fee equal to a flat rate of P500.00;
 - RES D – Registration, Insurance (if applicable), and library fee; or
 - RES E – Registration, insurance (if applicable), and laboratory fees.



EDUCATIONAL TOURS AND FIELD TRIPS

Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students (CHED Memo No. 17, Series of 2012)

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722, otherwise known as the Higher Education Act of 1994, the provision in the Constitution which states that “The state shall exercise reasonable supervision over all higher education institutions”, and pursuant to Commission en Banc Resolution No. 122- 2012 dated June 11, 2012, the following policies, guidelines, and procedures are hereby adopted.



ARTICLE I

STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate, and integrated system of education relevant to the needs of the people and society. In line with this, the higher education’s contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

ARTICLE II

COVERAGE

Section 3. These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private Higher Education Institutions (HEIs). These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the students have graduated are not covered by these policies and guidelines.

Section 4. For purposes of the CHED Memorandum Order (CMO), the terms below are defined as follows:

Educational Tour - an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of a shorter duration usually lasting for more than one day and relatively more places of destination than a field trip.

Field Trip - an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

ARTICLE III

OBJECTIVES

Section 5. This set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions in order to:

- 5.1.** provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2.** ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for students' welfare and development.

ARTICLE IV

ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field Trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and experiences of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to a degree program requirement.

ARTICLE V

STUDENTS

Section 7. Higher education students are considered as young adults; thus, they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. Students who cannot join the educational tours and/or field trips, shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on- the-job training program, the same shall be governed by CHED Memorandum Order No. 23, s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP)" for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

ARTICLE VI

DESTINATION

Section 10. As much as practicable, destination of educational tour and/or field trip should be near the concerned HEI in order to minimize cost. Be guided by CHed Memorandum Order (CMO no. 11, s. 1997) for the places they should visit among others, the registered museums, cultural sites, and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the general orientation of freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. For the safety and convenience of the touring party, advanced and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips whenever necessary.

ARTICLE VII

ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEIs shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. The briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. The briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardian's consent. The debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHed Regional Offices (CHedROs) on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, and cost, and submit a report on the matter to the CHedROs concerned at least one month before the opening of classes for every academic year. HEIs report should include among others the filled-in undertaking form that

the field trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHedROs are hereby directed to consolidate these reports of the HEI within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that the tour guides will be utilized, only accredited tour operators and tour guides from the Department of Tourism shall be engaged by the HEI. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEI (a list of DOT- accredited tourism enterprises can be obtained from the DOT Main and Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their student handbook and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tour and/or field trip. An HEI employee who violates this section may be terminated for grave misconduct.

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediate preceding sections shall not apply.

ARTICLE VIII **FUNDING**

Section 22. Prior consultation including the manner, time, and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tour and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX **SANCTIONS**

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHed Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- First Offense** • a written warning
- Second Offense** • suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc
- Third Offense** • disapproval of the application for the increase of other school fees and the introduction of new fees of an HEI administrative and criminal charges against it and/ or its responsible officers under existing laws
- imposition of penalties such as revocation of permits, downgrading of status and other penalties may be validly imposed by the Commission to the concerned HEI

ARTICLE X **REPEALING CLAUSE**

Section 24. CHed Memorandum Order No. 11 s. 1997, “Enjoining all HEIs in the country to make, insofar as practicable, all registered museums, and cultural sites and landmarks as venues for educational tours and field trips and subjects for studies and researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked, or rescinded accordingly.

ARTICLE XI **EFFECTIVITY**

Section 25. These guidelines shall take effect 15 days after publication in the newspaper of general circulation and should be observed by all HEI’s starting AY 2013-2014 and shall remain in force and in effect until revoked or amended.

GUIDELINES ON HOLDING OF COLLEGE NON-CURRICULAR OFF-CAMPUS ACTIVITIES BY ACCREDITED STUDENT ORGANIZATIONS

These guidelines on holding of non-curricular off-campus activities by accredited student organizations are based upon the university policies on matters regarding curricular and co-curricular activities specifically regarding field trips, study tours, camping, and participation in off-campus activities.

Participation of students in non-curricular off –campus activities like induction, acquaintance party, retreat, outreach, camping, mountain climbing, gospel team trips and other related off- campus activities by accredited student organizations are necessary for the promotion of their well-being and enhancement and development of their full potential. The success and effectiveness of such activities depend largely on careful pre- planning and briefing. The following are the requirements:

1. When the venue of the activity is outside Iloilo City limits or when travel necessitates crossing the sea, permits have to be secured from:
 - The office of the President (through channels)
 - The parents

Requests for approval of activity should be submitted not later than three weeks before the scheduled activity. The adviser of the student organization should not finalize contracts for meals and housing or whatever transaction before the activity is approved. Forms for field trips and study tours can be used for this purpose and can be secured from the Office of the Vice- President for Academic Affairs or downloaded from the CPU Website.

2. If the place of the activity is within city limits, permission is obtained from the Office of the Vice President for Academic Affairs through the department chair, dean, and director of the Office of Vice-President for Student Affairs. Requests for approval of activity should be submitted not later than two weeks before the activity.
3. As much as possible, the activity should be scheduled on days when there are no classes. No activity to places outside the city should be scheduled within three weeks prior to final examinations. Activities within city limits may be allowed, at the latest, two weeks before the final exams, provided, these activities do not interfere with other classes of the students.
4. Orientation and briefing of students by the dean/adviser/faculty- in-charge on the following:
 - a. Objective
 - b. Itinerary - route and time schedule
 - c. Standard of conduct agreed upon by the students and the adviser/dean
 - d. Budget for food, transportation, lodging, etc.
 - e. Provisions for materials, equipment, and first aid
 - f. Appropriate attire
 - g. Safety measures - including the hiring of accredited transportation/organization when needed
 - h. Accomplishment of waiver by each student
 - j. Other requirements if necessary - i.e. LGU permit or PNP permit

5. The dean/adviser/faculty-in-charge should be present during the activity.
6. During the day of the activity before departure from the campus, the following should be double-checked as preventive measure by the adviser/dean and the security, safety and discipline officer:
 - Waiver of the students
 - Transportation - private/hired vehicles with necessary permits may be allowed.
 - Needed equipment
 - Needed permits - LGU, PNP
 - Itinerary - departure and arrival in the campus

Two copies of the itinerary should be kept in a folder - the original copy is to be brought by the group going out in an activity and the other to be kept by the Security Officer for his file during the duration of the school year.

7. Two copies of the activity report form shall be accomplished and submitted to the Office of Vice- President for Student Affairs and the Office of the Vice-President for Academic Affairs not later than five days after the activity.

ACADEMIC RECORDS

A report of the student's grades earned in each course is sent through mail to the parents or guardians at the end of the semester.

A student may be warned, placed on probation, or dismissed from the university if his/her work is unsatisfactory.

A permanent record of all the student's courses, credits, and grades earned is kept at the Registrar's Office. The student maintains a record of courses, credits, and his/her grades each semester and checks from time to time to see that this record agrees with that of the university. The record may also help him/her determine his/her eligibility for any activity that requires him/her to meet specific academic standards. Copies of the permanent record are available to the student upon request and payment of charges. Before any record is released, a student presents proper identification, the request, and receipt of payment. The following may be given to the student:

1. Central Philippine University permanent academic record
2. Transcript(s) from another institution in case of transfer
3. Record of standing

A hold may be applied for the release of a transcript or other information requested from an academic record of a student who has overdue indebtedness with the University. The use and release of information from the student's academic records as outlined above, or in situations that may not have been anticipated and/or defined above, will at all times be based upon the best knowledge available in accordance with the professional responsibilities of Central Philippine University.

The issuance of transfer credentials indicates that the student is free from all financial and property responsibility to the school, is not under term of suspension, and is fully eligible to transfer. A student who wishes to sever his/her connections with Central Philippine University by transferring to another school may request for transfer credentials by presenting in person a written petition to the registrar. Subject to the regulations of the Commission on Higher Education, (upon presentation of a clearance slip signed by the university treasurer and payment of the transcript fee) the petition may be granted and the student will be issued transfer credentials and a copy of the Transcript of Records for evaluation purpose only.

The official transcript will be sent upon receipt of a written request from the school to which the student has transferred and officially registered upon presentation of his/her transfer credentials.

A student is entitled to several copies of the Transcript of Records, provided, the record has not been transferred to another school. No request for the release of a student's scholastic record or certificate of any kind can be honored unless the student concerned presents a clearance slip signed by the treasurer of the University and other department heads. Depending upon the circumstances at the time of request, a scholastic record requested will be released not more than five (5) days from the date of request.

Requirements for the request/release of records at the Registrar's Office:

1. Student's Clearance
2. Student's ID
3. A letter of authority (for request/release made through a representative) — written in ink or printed in a clean bond paper and addressed to the registrar, signed by the student, has an indicated name of the representative and his/her relationship to the owner, includes needed documents and copies to be requested.
4. Valid ID of authorized person (School/Company ID, Driver's License, Voter's ID, SSS/GSIS ID, Passport)
5. Student's recent Identification Card (for long-time graduates)

The following offenses are causes for cancellation of registration:

FALSIFYING UNIVERSITY RECORDS

No person shall make any false declaration of information on the student's record. A student is expected to complete accurately and honestly any university record.

COUNTERFEITING AND ALTERING RECORDS

No person shall reproduce, copy, tamper with, or alter, in any manner, shape, or form, any writing, record, document, or identification form used or maintained by Central Philippine University.

REQUIREMENTS FOR GRADUATION

In addition to the residence requirement of two years, candidates for graduation from this university must have completed all the requirements of the curriculum prescribed for his/her course. He/she should check periodically with the dean regarding the fulfillment of these requirements. Having been granted autonomy by the Commission on Higher Education (CHED), CPU is authorized to graduate students in all college courses without issuance of a Special Order. The Board of Trustees approves the candidates for graduation. A candidate must apply at the time he/she is enrolling for the last term in school. Specific procedures for processing records of graduating students are set as follows:

1. Graduating students file application for graduation in duplicate copies at the Dean's Office according to the following schedule:
 - a. Those graduating at the end of the semester should file applications during enrollment period but not later than two weeks after the first day of classes of that semester.
 - b. Those graduating at the end of the summer term should file applications not later than four weeks before the end of the second semester.

2. The deans post notices during enrollment of each semester announcing the deadline. Late applications for graduation will be processed the following semester/term.
3. The deans prepare a list of graduating students and submit the same to the Registrar's Office together with the application forms on the following schedule:

<i>First Semester</i>	first week of July
<i>Second Semester</i>	first week of December
<i>Summer</i>	second week of February
4. The Registrar's Office prepares student's record for graduation (Form IX).
5. The Registrar's Office sends Form IXs to the deans for review, evaluation, and recommendation on the following schedule:

<i>First Semester</i>	from July to end of August
<i>Second Semester</i>	from December to end of February
<i>Summer</i>	April
6. The deans return Form IXs to the Registrar's Office with the appropriate recommendation one (1) month after receipt of the same.
7. The registrar re-evaluates and confirms graduation after all grades and other requirements are received at the Registrar's Office before graduation date of the term applied for. Grades of Incomplete, Failure, Left, and Dropped will disqualify students from joining the Commencement Exercises and from graduating in the said term.
8. The registrar processes the record for graduation (Form IX) fifteen (15) working days after receipt of the same and records will be released thereafter.

GRADUATING WITH SCHOLASTIC HONORS

Students with honors who are candidates for graduation must have taken during each semester not less than eighteen (18) units, except when prescribed by the curriculum where the student is enrolled and when the taking of a lighter load is due to justifiable causes, such as the candidate is a working student or a full-time employee. In case of underload, a work student and a full-time employee must present certificate of work/employment.

REASONS FOR DISQUALIFICATION OF HONORS

1. A failing grade, dropped, or left mark on subjects taken from other schools and are required at CPU
2. Dropped or left mark on subjects taken at CPU (except for valid reasons)
3. Incomplete or lapsed incomplete marks on subjects taken from other schools and at CPU

HONOR POINTS BASED ON GENERAL WEIGHTED AVERAGE

<i>Summa Cum Laude</i>	1.25 - 1.0
<i>Magna Cum Laude</i>	1.44 - 1.26
<i>Cum Laude</i>	1.63 - 1.45

Students with honors who are candidates for graduation must have completed at Central Philippine University at least fifty percent of the total number of academic units or hours required for graduation and must have been in residence for at least two years immediately prior to graduation.

The computation of grade points to determine academic honors will be based only on subjects required in the curriculum on which the student

is graduating. In other words, grades in major subjects taken in an earlier curriculum are not counted if he/she is graduating in another curriculum.

To qualify for honors, a student should finish the degree requirements within the number of years required by the curriculum.

A holder of a bachelor's degree who obtained cum laude or higher honors for that degree may not qualify for another academic honor upon graduation with the second bachelor's degree, unless the student has earned at least 92 units towards the second bachelor's degree.

The student must attend the college orientation to be aware of honor policies of the university. Prospective honor students must be advised carefully as early as first year of enrollment. Likewise, transferees from other schools must attend the college orientation to be aware of honor policies of the university. Subjects already taken in another school by prospective honor students must be evaluated carefully. Proper advice on subjects and units still to be taken must also be carefully done by the advisers.

ADDITIONAL DEGREES

A student who is a holder of a baccalaureate degree and wishes to qualify for an additional undergraduate degree, must fulfill the following requirements:

1. Completion of another major for the prospective degree.
2. Completion of at least a year's additional residence consisting of 18 units of work for each semester or the normal load prescribed in the curriculum in cases where such load is less than eighteen (18) units.

TUITION AND FEES

FAMILY DISCOUNT

When two or more children of the same parents are enrolled in the elementary school at the same time, a discount is allowed only on the tuition fees. The first child has no discount while the second child and all succeeding children have 10% discount each.

When two or more children of the same parents are enrolled in high school and college at the same time, a discount is allowed only on the tuition fees. The first child has no discount while the second child has 10% discount; the third child has 30% discount; and the fourth and all succeeding children have 50% discount each.

Adult students who have independent incomes, or who have become independent because of marriage, do not qualify for this discount. It does not apply either to part-time students, work-students, and Philippine veteran enrollees enjoying educational benefits, or to anyone receiving scholarship or free tuition aid from the university.

PAYMENTS

Tuition and other fees are charged by semester for college and by the entire year for high school, senior high school, elementary school, and kindergarten. For high school, senior high school, elementary school, and kindergarten transferees, a proportionate amount will be charged based on the number of the remaining months during the term.

The University accepts payments in installments to lighten the financial burden of the students and parents, but this should not be interpreted to mean that tuition and fees are on monthly basis. For payment on installments, the following schedule is provided.

COLLEGE

First installment	25% of the total assessment on registration
Second installment	35% of the total assessment before the prelim exam
Third installment	30% of the total assessment before the midterm exam
Fourth installment	balance of total assessment before the final exam

HIGH SCHOOL, SENIOR HIGH SCHOOL, ELEMENTARY SCHOOL, AND KINDERGATEN

First installment	— ¼ of the total assessment on registration
Second installment	— ¼ of total assessment before the first grading period
Third installment	— ¼ of total assessment before the second grading period
Fourth installment	— balance of the total assessment before the third grading period

REFUND ON TUITION FEES

For the regular school year – 80% of tuition and fees assessed except registration if the student drops or withdraws within two weeks from the beginning of classes as per school calendar, and 50% of tuition fees assessed except registration if the student drops or withdraws after the second week from the beginning of classes as per school calendar, and no refund or credit after four weeks from the beginning of classes.

For Summer – 80% of tuition and fees assessed except registration if the student drops or withdraws within one week, 50% after one week, and no refund after two weeks.

A student enrolling in the university whose whole account is guaranteed by the company where his/her parent or guardian is employed, will be required to present a certificate of guarantee, signed by an authorized representative, to bind the company to pay the student's account in accordance with the existing university rules and regulations.

PHILIPPINE VETERANS

Veterans may be admitted under Republic Act No. 65 as amended by Republic Act No. 577. To enjoy the educational benefits under these acts, the veteran is required to submit his Certificate of Eligibility (PVB Form No. 16) issued by the Chair of the Philippine Veterans Administration, or renewal from (PVB Form No. E-1) or, in the case of the children of veterans, Waiver of Rights Form (PVB Form No. 16-W.) If no Certificate of Eligibility or renewal form or waiver of rights form is available at the time of registration, the student-veteran or his child will be required to pay the tuition and fees required of non-veteran students.

WORK-STUDY SERVICE PROGRAM

This program is designed to help those students who have the aptitude and motivation for college work but whose financial resources are limited. To assist these students realize their goals in higher education and at the same time make maximum use of their abilities, capabilities and strengths, the university has established a Work-Study Service Program.

As a general practice, only applicants who show more than average academic achievements will be considered. A high school graduate applying for the program must have a general average of at least 82%. A college student applicant should have a grade of 2.5 or better in each subject he has taken. A student with a grade of 5.0 in any subject will not be considered.

The reason for this policy is that work on top of study will demand more time, which average students cannot afford to take away from their studies if they want to finish their study program within the prescribed number of years.

INSURANCE PLAN

STUDENT ACCIDENT INSURANCE OF BENEFITS FROM JUNE 1, 2015 TO MAY 31, 2016

TABLE OF BENEFITS

Insurance Claim	Maximum Amount
Accident, Death, and Disablement	Php 115,000.00
Unprovoked Murder and Assault	115,000.00
Accidental Medical Reimbursement including Murder and Assault	13,500.00
Burial Assistance Due to Sickness	5,000.00
Accident Burial Expense Benefit	12,500.00
Cash Allowance while confined due to accident injuries for a maximum of 31 days	450.00/day
Ambulance Allowance	1,200.00
Fire Assistance per person	3,200.00
Cash Allowance while confined due to natural sickness for a maximum of 31 days	450.00/day

SCOPE OF COVERAGE

- 24 hours, 365 days a year anywhere in the world during business or pleasure
- Motorcycling includes via "trisikad", tricycle, motorcycle, and "habal-habal"
- While riding as a passenger of any land and sea vessel or commercial airline on a regularly scheduled flight
- Military personnel who are presently enrolled at the University and who meet an accident during the term of the policy

- ROTC cadets while doing exercise outside the school and were mistakenly ambushed.
- Natural calamities such as earthquake, typhoon, flood, and volcanic eruption
- Suffocation by smoke or poisonous fumes
- Animal bites and insect bites (including mosquitoes)
- Accidental poisoning and drowning
- Free coverage for teaching and non-teaching personnel of the school (including all regular and casual employees).

HOW TO PROCESS INSURANCE CLAIM

- Get an insurance form from the office of the Student Development and Programs located at 3/F Dr. Alfonso Uy Student Union Building
- Process necessary requirements specified in the form
- Pass within 30 days from the date of accident/confinement to:
Prudential Guarantee and Assurance, Inc.
Asian Platinum Building
General Luna Street, Iloilo City
Telephone Numbers: 337-8819, 335-1151, 508 -7433



Weston Hall

Franklin Hall

STUDENT SUPPORT SERVICES PROGRAM OF THE UNIVERSITY

DORMITORY SERVICES

CPU has three dormitories, Weston Hall, Franklin Hall and Johnson Hall. Franklin Hall can accommodate 108 male residents, Weston Hall can have 223 female residents, and Johnson Hall is a ladies' dormitory for Theology students only. Living in the dormitory is considered a privilege that is granted to those few who abide by the regulations of the University. Formal admission procedures shall be followed before admitting anyone to these dormitories.

FOOD SERVICES

CPU maintains a Dining Hall, a Food Court at the ground floor of Alfonso Uy Building, and the La Azotea at the College of Hospitality Management (CHM). They offer nutritious and healthy food at reasonable prices for the students, personnel, and guests. The dining hall also extends catering services to customers within the University.

HOSPITAL BENEFITS

Iloilo Mission Hospital shall give the following services to any bona fide CPU student:

Physical Examination. To be conducted at CPU by licensed physician from IMH, provided that any change of place does not prejudice the programs of both institutions. Routine stool, urine, CBC examinations and one (1) chest X-ray (for freshmen and transferees only) can now be availed without outright payment as these are now included in the miscellaneous fees.

As Dispensary Patients. For consultation, doctor's service (hospital staff), and one chest X-ray, the student will get 20% discount. For medicines and medical supplies in connection with the above consultation will be paid in full.

As In-Patients: Students will be given, after Philhealth privileges have been deducted, the following discounts:

- | | |
|--|-------------|
| • Accommodation (Maximum of 45 days/year) | |
| For Philhealth members | 15 % |
| Non-Philhealth members | 10% |
| • Operating room fees (excluding supplies, medicines, and apparatus used) | 20% |
| • Laboratory fees (for routine exams, CBC, urine, and stool) | 20% |
| • One chest X-ray | 20% |

HEALTH SERVICES

The University has adequate facilities for health and dental services. The medical clinic is managed by three part-time medical doctors (morning, noon, and late afternoon shifts), and by a full-time nurse. It provides free services for all emergency cases to bona fide students of CPU. It also facilitates emergency treatment and referrals of a patient to a hospital and specialist if necessary.

The dental clinic is under the care of four part-time dentists on morning, noon, and late afternoon shifts. Dental treatment such as prophylaxis, tooth extraction, tooth filling, mouth examination, and emergency treatment are provided for by the clinic. Both medical and dental clinics are conveniently located at the ground floor of the Mary Thomas Hall.

CLINICAL LABORATORY

Routine stool, urine, and CBC examinations for students are free of charge when conducted in the clinical laboratory for physical examinations as this is included in the miscellaneous fees.

STUDENT SERVICE ENTERPRISE Popularly known as the "Enterprise" to generations of Centralians, the Student Service Enterprise is located at the ground floor of the Stuart Hall. As the "university's store," it has a school and office supplies section, a bookstore, a grocery store, and a canteen.

STUDENT UNION BUILDING

The Dr. Alfonso Uy Student Union Building serves as a centralized food court and the Senior High School Department at the ground floor, an internet cafe, and a school supplies store at the second floor. It also houses the offices of the Guidance Services, Placement, Student Development and Programs, Review and Continuing Education and Consultancy Center, Central Echo at the third floor, and a function room at the fifth floor.

MAILING SERVICE

The University provides mail service to its community. Students, faculty, and staff may send their mail through the mailing service section at the ground floor of the Administration Building.

PRINTING PRESS

The University Printing Press offers services like photocopying, risographing, laser printing, offset printing, UV lamination services, food packaging and bookbinding.

CAMPUS SECURITY

The University has contracted the services of a licensed private security agency to maintain peace and order and to protect life and property inside the campus.

SPORTS FACILITIES

The University has adequate playgrounds and facilities for those who are interested in sports and athletics.

A covered multi-purpose gymnasium serves as a venue for the following sports: basketball, sepak takraw, badminton, lawn tennis, and volleyball.

Outdoor sports such as soccer and softball can be played at the parade grounds and at Half-moon Drive. A tennis court is also available for use by students and tennis enthusiasts. CPU takes pride in having an Olympic - sized swimming pool.



UNIVERSITY LIBRARIES

The CPU libraries are composed of the:

Henry Luce III Library (Main Library) which includes the Graduate Studies Section, Theology Library, and the Special Collections.

Departmental Libraries:

1. College of Law Library at the New Valentine building
2. High School Library at the high school complex
3. Elementary School Library at the ground floor of the Elementary School Building.

LINKAGES

The CPU Library is a depository of the United Nations and the Food and Agricultural Organization (FAO) of the United Nations. It is a recipient of library materials from the:

- United Nations Educational, Scientific, and Cultural Organization
- Population Council in New York
- National Library (Manila)
- Australian Centre for Publication Acquired for Development (ACPAD)
- Population Information Network
- International Rice Research Institute, Los Baños, Laguna, Philippines.

The regular library donors of the CPU-American Studies Resource Center (ASRC) are the following:

- Thomas Jefferson Information Center in Manila
- United States Information Service

The American Studies Resource Center through its Educational Advising Program helps/assists students who want to study in the US.

Individual donors and various CPU alumni chapters continue to assist in the development of library collection. The National Statistics Office, Region VI on April 29, 1997, designated CPU library as NSO Information Center. Consortium with Silliman University and Trinity College of Quezon City through ACCORD Library Interconnection has started in 2000. The CPU library started its formal linkage on Filipiniana materials with LIBRARY LINK in December 2002. This is based at the Filipinas Heritage Library, Makati City.

KNOWLEDGE FOR DEVELOPMENT CENTER

Knowledge for Development Center is a partnership between the World Bank and leading private and state universities.

CPU Knowledge for Development Center (KDC) provides a program for the promotion of knowledge sharing, specifically, dialogues and consultations and knowledge sharing sessions with the academe, media, government, NGO's, and other stakeholders in the area. To support our needs for research, teaching, and outreach/ development, World Bank Philippines provides various print and non-print materials, furnishings, and electronic equipment like TV, DVD player, LCD projector, computers, and printers. These facilities are being used for seminars, symposium, and the like, free of charge.

LIBRARY SERVICES

The university libraries serve its academic clientele through the main library and its departmental libraries. The three-storey main library houses the general circulation books, theology materials, serials, and the special collections:

1. Filipiniana collection
2. Meyer-Asian
3. Government publications
4. United Nations
5. FAO publications\
6. World War II Panay Guerilla documents
7. American Studies Resource Center, and
8. Microforms, Music collection, and University Archives (Centraliana).

Children's literature and Curriculum Collection are in the Elementary Library; the Women Studies Collection and Seminar Extension are in

the General References; Theology Library is in the main library; and the Vocational Collections are in the High School Library.

The Law Library in the New Valentine Building serves mainly the law students as well as the political science and business and accountancy students.

- Access to INTERNET is available in the Cyber Library, and CD-ROMs are in the General Reference and Graduate Studies Sections.
- Electronic mail (e-mail) services are offered as well as on-line access to Health Researches and Development Information (HERDIN), PCHRD, DOST, in Taguig, Metro Manila and Iloilo Mission Hospital, and to four universities and three colleges on various subject areas.

EDUCATIONAL MEDIA CENTER (EMC)

The EMC, under the Vice-President for Academic Affairs, offers the following services:

- Supports the academic classroom instructions through the:
 - a) utilization of audio visual materials and equipment,
 - b) circulation of AV materials and equipment for instructional programs, and c) film showing for classroom instructions.
- Extends production services such as video recording/coverage, audio recording and TV production (planning, research, scriptwriting, editing, etc.). Editing and dubbing services are also available through linear video editing system (analog), non-linear video editing system (digital), audio and video duplication, VHS to VCD transfer and VCD to VHS transfer. It is responsible for setting up and operating audio-visual equipment for classes, conferences, and special events upon request, and also serves as radio and TV laboratories for Mass Communication students.



STUDENT PUBLICATIONS

The Central Echo is the official student publication of CPU. It began during the early years of the Jaro Industrial School (now CPU). The Echo publishes write-ups (journalistic and creative) of student writers. Many prominent writers and journalists in the country had their early training with the Echo.

Every college in the University has its own publication. These college publications have formed an organization known as CPU Press Club. It is considered the first of its kind in Western Visayas. Some of the student writers are associate members of the Iloilo Press Club and the College Editors Guild of the Philippines.

The different student publications are: Layag (Kindergarten), Mini-Echo (Elementary), Central High Echo (High School), Ang Tuburan (Agriculture), AS Voice Prints (Arts and Sciences), The Educator (Education), CPU Engineer (Engineering), The Executive (Business and Accountancy), Shalom (Theology), Nurses' Notes (Nursing), Electra Medica (Medicine), Cipher (Computer Studies), and Catalyzer (Department of Social Work).

INFORMATION CENTER

The Information Center was organized and established to provide information about the University and its programs to alumni, visitors, students, and friends, to facilitate press releases for and about the University, to conduct campus tours, and to approve announcements on campus.

GUIDELINES FOR POSTING ANNOUNCEMENTS (For Notices and Streamers/Tarpaulins)

1. The following announcements may be permitted for posting on campus:
 - a) Notices on legitimate activities of organizations on campus that are worded in English and signed by the organization's adviser
 - b) Announcements of non-CPU individuals/groups whose venue for an activity is on campus and approved by the President's Office
 - c) Announcements of non-CPU individuals/groups whose venue for an activity is outside the campus but supportive of the Christian (esp. Baptist) ideals or the vision/mission, and objectives of CPU, and approved by the President's Office.

Sanction for Violation: Notices for commercial and other purposes that are not in consonance with the vision/mission and objectives, and the Christian ideals (especially of the Baptists') of the institution will be disapproved.

2. Notices will be monitored for grammatical accuracy. It is advised that prior to making the final poster/streamer, a draft of the announcement be submitted to the Information Center for approval
3. Before announcements are posted, they should bear the Information Center stamp and should be counter-signed by the coordinator of the said office.
4. Notices should be posted **ONLY** on bulletin boards and not on walls/doors.
5. Posters/notices should **NOT BE NAILED ONTO** tree trunks.
6. Streamers should be put up at designated areas only.
7. Announcements/posters/streamers should be posted within the specified time set by the Information Center and should be promptly removed thereafter. This is to avoid the clutter of outdated posters or streamers on campus that can be an eyesore to viewers.

Sanction for violation: Violating the aforementioned guidelines, responsible units or organizations will be fined an amount of one hundred pesos (P100.00) per poster, streamer, or notice. Moreover, student organizations who repeatedly do not remove their posters on a specified time shall be reported to the President's Office.

REVIEW, CONTINUING EDUCATION, AND CONSULTANCY CENTER (RCECC)

RCECC's vision is to become globally competitive for exemplary licensure examination performance and life-long learning reflective of Christian principles, and its mission is to provide excellent review and training programs by competent facilitators using state-of-the-art facilities for the reviewees and the community.

Goals

Review:

- To acquire and maintain CHED license
- To produce placers for board/bar and allied examinations
- To increase percentage of passing
- To be top-performing school

Lifelong learning:

- To provide training program focusing on governance, administration, social services, economic development, and certain skills
- To organize national and international conferences

Facilities:

- To provide a dormitory for in-house review
- To provide state-of-the-art facilities

Personnel:

- To hire a competent center personnel and reviewers
- To establish a pool of reviewer coordinators/facilitators

Review/Training Materials:

- To acquire updated print/non-print review materials
- To prepare training modules and reviewers

Marketing:

- To maintain a publicity program
- To maintain a website

OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS

The Office of the Vice-President for Student Affairs attends to the overall management of student affairs and support services in consonance with the goals and objectives of the University. The office monitors and evaluates the performance of the various units according to their respective functional goals and objectives. Its specific duties and responsibilities are:

- Oversees the overall management of the following units namely, Sports and Athletics, Medical and Dental Clinics, Dormitories, Swimming Pool, Guidance Services Center, Career Placement Office, Student Development and Programs (includes student scholarship), and the Student Center.
- Implements the policy on student discipline that observes due process and fairness that aims for accountability and responsible lifestyle.
- Develops comprehensive programs for student affairs and support services that are responsive and relevant to the needs of the student community

- Formulates and recommends policies that would further enhance the effectiveness of the student affairs programs and support services.
- Facilitates wholistic programs and activities that seek to promote and develop the personality and experience of every student towards a life that is morally responsible with oneself, with God, and with others.

STUDENT DEVELOPMENT AND PROGRAMS

To ensure effective implementation of the University's Student Development and Programs services, the office as an implementing arm of the Vice-President for Student Affairs provides and monitors the different student development and programs under its scope. The following programs with each corresponding committees are placed under the control and supervision of the Office of the Student Affairs; Scholarship Programs; Recognized Student Campus Organizations; College Freshmen and Transferring Students' Orientation; College Honors, Awards, and Recognition Program; Central Philippine University Republic; and student participation in activities like seminars, conferences, contests, and searches which will develop the students involved.

SCHOLARSHIP PROGRAM

The scholarship program of the University is geared towards the intellectual development of the students coupled with the spiritual and moral upliftment which are in line with the University's core values and guiding principles.

THE FOLLOWING ARE THE SCHOLARSHIPS OFFERED BY THE UNIVERSITY:

University Scholarship Entrance Scholarships

1. Valedictorian – full-free tuition for the entire school year and until second year subject to grade requirement and P3,000.00 book allowance per semester, subject to grade requirement
2. Salutatorian – half-free tuition for the entire school year and until second year subject to grade requirement and P1,500.00 book allowance per semester, subject to grade requirement
3. With Honors (limited to only 40 slots) – one-third free tuition for the entire school year, and until second year subject to grade requirement (applicants must submit requirements and take the qualifying examination for ranking scheduled every first Friday of May).

In order to continue availing the privileges, the grade requirements are:

- Tuition – a grade of not lower than 2.0 in all subjects and/or a Grade Point Average (GPA) of not lower than 1.63
- Book Allowance – a grade not lower than 2.25 in all subjects and a Grade Point Average (GPA) of not lower than 1.63

REQUIREMENTS

1. Original Certification with school seal from the principal that she/he is an honor student specifying the number of graduates (for Valedictorian and Salutatorian: at least 40 graduates. If less than 40, an applicant must take the scholarship qualifying examination).

2. Photocopy of Good Moral Certificate
3. Photocopy of High School Card

CONTINUING ENTRANCE SCHOLARSHIPS

Continuing entrance scholars may continue to avail full tuition (regardless of the form of scholarship previously enjoyed – i.e. valedictorian, salutatorian or freshmen with honors) until fourth/fifth year as long as the scholars have a GPA of not lower than 1.63, provided she/he has no grade lower than 2.25 in all subjects for the semester. The first and second semesters' grades during the second year are the bases for the continuance of scholarship in the first semester of third year.

OTHER UNIVERSITY-FUNDED SCHOLARSHIPS

- College of Theology (1st year – 50% tuition; 2nd year – 75% tuition; 3rd, 4th, and 5th years – 100% tuition (CPBC members only)
- CPU Sari-Saot – tuition discount
- Central Echo
- Free tuition for faculty and staff dependents
- Free tuition for CPBC workers and pastors' kids
- Half free tuition for IMH dependents
- University Symphonic Band
 - Categories: A. Full tuition and fees, B. full tuition, and C. half-tuition (maximum of only 21 units for college students in all categories)
- Athletics
 - Categories: A. full tuition and fees, A-1. full tuition and half miscellaneous fees, B. full tuition, and C. half tuition (maximum of only 21 units for college students in all categories)
- Grants-in-Aid of P4,000.00 per semester for CPBC members (recommendation from CPBC General Secretary is required)

SCHOLARSHIP FOR SENIOR HIGH SCHOOL

Requirements

1. Must be an honor graduate of Grade 10 (valediction, Salutatorian, and with honors) duly certified by the School Principal.
2. Must take the qualifying examination to be administered by the Student Development and Programs, 4th Floor, Dr. Alfonso A. Uy Student Union.
3. An examination fee of Php 50.00 to be paid at the Business Office

Bases for the Scholarship

Score in the Qualifying exam	70.0 %
General average in Grade 10	<u>30.0%</u>
Total	100%

Selection Process

1. The top 25 qualifiers will be given the highest grant which is Php 10,000.00.
2. The top 25 qualifiers will be given the grant which is Php 8,000.00.
3. The top 50 qualifiers will be given the grant which is Php 6,000.00.

ACADEMIC SCHOLARSHIPS AND GRANTS-IN-AID

Academic Scholarships (**P4,500.00/semester**)

Qualifications:

- At least 1(one) semester of residency at CPU
- Grades must not be lower than 2.0/subject or a GPA of at least 1.63

Other Grants-in-Aid (**P4,000.00/semester**)

Qualifications:

- At least 1 (one) semester of residency at CPU
- Must have no failed, dropped, left, and/or incomplete grades
- Combined annual family income must not exceed P200,000.00

Note: Filing of application forms for Grants-in-Aid and Academic Scholarship starts every first week of November of the current year and ends every last week of January of the following year.

WORK-STUDENT STUDY PROGRAM (WSSP)

Deadline of application: every 31st day of March of the current year

OTHER EXTERNALLY FUNDED SCHOLARSHIPS

- Government Scholarships (CHED, Iloilo City Government Scholarship, DOST, PVAO, and GSIS.
- Private Agencies and Associations' Scholarships Individual Donors

RECOGNIZED STUDENT CAMPUS ORGANIZATIONS

All student campus organizations undergo recognition every year. The Student Development and Programs office is in-charge of supervising all these organizations. The Student Organization Committee (SOC), headed by the director, acts as the regulatory body for student campus organizations. It also plans out the Leadership Training Seminar (LTS) for selected leaders of recognized student campus organizations. Moreover, it also supervises the annual exhibits and evaluation of recognized student campus organizations.

The student organizations are categorized according to the following:

- Academic Organization
- Culture and Arts Organization
- Sports Organization
- Municipal/Provincial/Regional Organization
- Religious Campus Organization
- Special Organization
- Fraternity/Sorority



FRATERNITIES AND SORORITIES ARE SUBJECTED TO THE FOLLOWING RULES:

Elementary, high school and freshman college students are prohibited from joining any fraternity and sorority. Violation of this rule could be a reason for cancellation of recognition as student campus organization or disapproval of recognition for new applicants of a campus student organization.

For elementary and high school students, sanctions for violations shall be based on DECS Order No. 20, Series of 1991, which is the expulsion of pupils/students.

In order to deter violence among fraternities and other campus student organizations, suspension or expulsion shall be strictly carried out for the following violations:

- Starting or taking offensive action that clearly provokes violence;
- Carrying of knives, sticks, pipes, guns, and other deadly weapons in the campus; and
- Extorting any individual or group.

Sixty (60) days suspension from the University will be imposed on all the officers and members of a fraternity or student campus organization who are found guilty of involvement in any action that provokes violence within the campus. The guilty fraternity or student campus organization will be suspended for one year for the first offense and banned permanently for the next offense. (Relevant provisions of CHED Order No. 4, S. 1995)

COLLEGE FRESHMEN AND NEW STUDENTS' ORIENTATION

The General College Freshmen and New Students' Orientation is being held twice a year, one during the first semester and another during the second semester. It is spearheaded by the Student Development and Programs. During these series of orientations, freshmen and new students are made aware of the different services, their rights and privileges, and other information they need as students of CPU.

The different offices of the University, like the offices of the Vice-President for Student Affairs, Vice-President for Academic Affairs, Vice-President for Finance and Administration, Registrar, University Libraries, and Guidance Services Center are also given slots to make their orientation sessions aside from the one conducted by their respective colleges and by the Central Philippine University Republic (CPUR). They are also given tips on how to survive college life as well as other pertinent information they need. The College Freshmen Orientation Committee helps the SDP in the planning and actual conduct of the different orientation activities.

COLLEGE HONORS, AWARDS, AND RECOGNITION PROGRAM

Every year, the University honors and give recognition to students worthy to be given an honor, award, or recognition through the College Honors, Awards, and Recognition Program held a few days before the commencement exercises. The SDP office together with the Committee for the College Honors, Awards, and Recognition Program plans and executes the program.

CENTRAL PHILIPPINE UNIVERSITY REPUBLIC

The Central Philippine University Republic (CPUR) is the student body of the university and holds the distinction of being the oldest student

government in the country. It was organized in 1906, one year after the founding of the school. Its elective officials are the following: president, vice-president, senators, representatives, governors, vice governors, and board members. The CPUR president sits as an ex-officio member of the Board of Trustees during board meetings. As a student body, the CPUR is autonomous in existence and specific functions. However, the SDP has the power to oversee the CPUR's overall plans and programs. The CPUR, in return, confers its duties with the SDP for record purposes and for the university to keep track of its activities.

COORDINATION WITH OTHER OFFICES AND OTHER PARTICIPATION IN ACTIVITIES

The SDP also coordinates and supports the programs and activities of other units of the University like the Cultural Affairs Office, International Affairs Office, Guidance Services Center, and Outreach Office. The office also scouts, hones, and helps students who will participate in different seminars, conferences, contests, and searches which can develop students. Thus, the office facilitates the information and participation of students to conferences like the Ayala Young Leaders Congress, Aboitiz Business Summit, and searches like The Ten Outstanding Students of Iloilo Awards (TOSIA), The Jose Rizal Model Youth of the Philippines (JRMYP), Ten Outstanding Students of the Philippines (TOSP) and many other seminars and conferences, searches, and contests.

GUIDANCE SERVICES CENTER (GSC)

The guidance program of CPU complements the instructional programs of the University and is geared towards fulfilling the academic, emotional, and spiritual needs of the students. It provides students opportunities to discuss personal concerns with a qualified counselor.

The mission of the Guidance Services Center is to carry out the following programs: Information and Orientation, Testing and Assessment, Counseling, Student Enhancement, Research and Evaluation, and Job Placement Programs.

INFORMATION AND ORIENTATION PROGRAM

The Information and Orientation Program aims to discuss with the students the various services offered by the Guidance Services Center as well as provide tips on how to survive in college.

TESTING AND ASSESSMENT PROGRAMS

The program aims to assess student's psychological attributes through testing and other assessment strategies. The program aims to render assessment services to external clients.

COUNSELING PROGRAM

The program helps a student understand himself and his environment, make wise educational, vocational, and personal decisions by enhancing his or her problem-solving and decision-making skills.

STUDENT ENHANCEMENT PROGRAM

The Student Enhancement Program aims to study, design, implement, and evaluate programs that offer holistic learning experience for students.

RESEARCH AND EVALUATION PROGRAM

The office undertakes researches on guidance-related issues or topics. Evaluation results of guidance activities or post-program evaluation are gathered for feedback purposes and improvement of future activities.

CAREER PLACEMENT PROGRAMS

As an outcome of the ISO Certification awarded to the University and as response to the request of the alumni to have a connecting point where they provide employment information and recruit fellow Centralians, the University strengthened its services by providing a placement program for CPU graduates. In June 2005, a position was opened for a Placement Officer, who was to facilitate and coordinate the activities and report to the Guidance Services Center.

The Placement Office provides assistance in resume and application letter preparations, and conducts mock interviews, career guidance and pre-employment seminar trainings to graduating students; serves as connecting point between employers and Centralians by employment facilitation through referrals, special recruitment activities and job fairs; and links with both private and public companies as well as government agencies.

Under the GSC, the placement program, in accordance with the objectives and mandate of the University, works to carry out the following activities and services:

- a. Career Information Drive and Assessment
- b. Pre-employment Training Seminar
- c. Special Recruitment Activities
- d. Job Fairs
- e. Referral and Job Infotext Dissemination

To further serve the graduates, alumni, and company partners, the office has developed and maintained the following databank and projects:

- a. Alumni/Graduates' Master list
- b. Partner Company Master list

It is the commitment of the office to exhaust all measures and resources to provide job opportunities to graduates. The office also coordinates and connects with the different units of the University for its placement activities and programs.

CULTURAL, RECREATIONAL, AND SOCIAL OPPORTUNITIES

Various programs of cultural, recreational, and social activities and opportunities are offered, and every effort is made to create a wholesome environment conducive to the development of a well-rounded personality.

CONVOCATIONS

Convocations are held regularly at the Rose Memorial Auditorium for college and high school students. These convocations are designed to serve as a venue through which the University goals may be achieved, to encourage students to invest their available time in their fields of interest, to help develop their skills in social graces, to provide opportunities for developing and sharing talents, and to foster fellowship among students, faculty, and staff.

Outstanding local and national artists, leaders, and distinguished guests are invited to speak at convocation programs. College convocations are held at 4:00 PM to 5:30 PM, Mondays, Wednesdays, and Fridays, and high school convocations are at 9:00 AM to 10:00AM, Tuesdays and Thursdays.

There are several musical and cultural groups on campus like the CPU Handbell Ringers, CPU Band, University Church Choir, CPU EXCEL Chorus, Teatro, Sining, Atbp., and Sari-Saot Dance Troupe. Membership in these organizations is determined by special aptitude, interest, and spirit of cooperation. The CPU Band offers scholarships to qualified students.

Under the Cultural Affairs Office are the following organizations, namely: Visual Artists Club, Fusion-CPU Writers' Club, Optix-TV Production Club, and CPU HS Ensemble.

These and many other organizations offer rich opportunities for the development of talents, and skills in different fields of interest. The University has adequate playgrounds and facilities for those who are interested in sports and athletics.

UNIVERSITY DAYS AND COLLEGES DAYS

CPU observes University Days in September and Colleges Days in February. The celebrations include presentation of cultural events, literary- musical contests, and athletic competitions. The annual picnic and alumni homecoming held during the U-Days promote fellowship among students, faculty, staff, and alumni.



DRESS CODE FOR COLLEGE STUDENTS

FOR COLLEGE FEMALE STUDENTS

The following are allowed for female students:

- a. Blouses should be with sleeves, and should cover the skin of the mid-body parts.
- b. Skirts and dresses should not be more than two (2) inches above the knee.
- c. Pants are not too tight.
- d. Denim jeans(“maong” pants) may be worn, provided, they are not worn out or torn.
- e. T-shirts with no offensive prints or symbols/language are allowed
- f. Appropriate jewelry may be worn.
- g. Black/leather shoes or tennis/rubber shoes.
- h. Leather sandals may be allowed, provided, worn with matching socks except on rainy days.

The following are not allowed in the classroom or while transacting business in the campus:

- sleeveless, strapless, backless, halter, tube, plunging-neckline, spaghetti-strapped blouses/dresses
- tight fitting blouses and dresses
- beach clothes (blouses which do not cover the mid-body parts, walking shorts, “purontong,” or tight pedal pushers, beach sandals, rubber flip-flops)
- short dresses and skirts that are more than 2 inches above the middle of the knee
- all kinds of body piercings
- exposed body tatoos

FOR COLLEGE MALE STUDENTS

The following are allowed in the classroom or while transacting business in the campus:

- a. Collared shirts or polo shirts may be worn.
- b. T-shirts with no offensive prints or symbols/language.
- c. Denim jeans (“maong” pants) may be worn, provided they are not worn out or torn.
- d. Black/leather shoes or tennis/rubber shoes.
- e. Leather sandals may be allowed, provided, they are worn with matching socks except on rainy days.
- f. Hair should be above the collar line.

The following are not allowed in the classroom or while transacting business:

- worn out or torn “maong” pants
- sleeveless shirts
- pedal pushers
- shorts, walking shorts, or “prontong”
- exposed tattoos
- long hair
- all kinds of body piercings
- rubber slippers, beach sandals, flip-flops

* Hair color should be natural, and hair style /cut should follow what is prescribed by the university.

* People attending the following events should dress appropriately for the occasion:

- Weddings
- Necrological Services
- Conventions, Conference, Concerts, etc.
- Sunday Worship Services

SANCTIONS FOR VIOLATION

- First Offense:** Issuance of violation ticket and verbal counseling by the department chairperson and the assigned chaplain
- Second Offense:** Issuance of violation ticket and written warning after counseling by the dean and the assigned chaplain
- Third Offense:** Non-compliance report to the VPSA and Non-compliance report to the VPSA and disciplinary action as recommended by the Discipline Committee.

**Based on the Implementing Rules and Regulations of the Code of Procedure on Student Disciplinary Cases filed at the Office of the Vice-President for Student Affairs*

IMPLEMENTING RULES AND REGULATIONS OF THE CODE OF PROCEDURE ON STUDENT DISCIPLINARY CASES

Student discipline is one of the major concerns and issues at the center of the life of students of Central Philippine University. Proper behavior in and outside the University, among others determines whether CPU students will succeed in pursuing Exemplary Christian Education for Life. To a very great extent, discipline plays a very significant role in enabling a Centralian to benefit from the quality education that the University offers. Maintaining a clean record while in the University ensures a CPU student continued stay in the University. For this reason, a Centralian needs to know University discipline structures, policies, rules and regulations as well as procedures and practices contained in this Implementing Rules and Regulations.

SECTION 1. **DEFINITION AND TYPES OF OFFENSES**

A major offense merits any of the sanctions defined in Section 2 (A) **and includes the following:**

1. Any conduct which threatens or endangers the health, and/or safety of any person within the University premises or which adversely affects the student's acceptability as a member of the academic community.
 - a. Carrying around or using explosive or deadly weapons such as guns or bladed weapons or bringing in, carrying or possessing a deadly weapon outside the University during an academic function or school activity.
 - b. Intimidating, by covert or overt act, any student, faculty or staff member, or administrative personnel.
 - c. Threatening, assaulting or insulting any student, faculty or staff member, or school authority. Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or dignity. Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.
 - d. Defaming any student, faculty member, employee or school authority.
 - e. Behaving abusively towards any student, faculty member, employee or school authority. Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, staff, security guards, or students vested with the authority (e.g. council officers and student assistants) and visitors in ridicule or contempt.
 - f. Causing outsiders to assault any bona fide member of the University family (whether student or employee) or to commit acts contrary to existing regulations.
 - g. Brawls within the University premises or outside the University

during an academic function or school activity.

- h. Inflicting physical injuries on another inside the University premises or outside the University during an Academic function or school activity.
- 2. Hazing or physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members who, being present, and committed in their presence, shall be liable whether they actually participated in the actual hazing or not. The officers or advisers of the organization, society or group, shall also be liable, whether or not they are present during the hazing incident.
- 3. Forcefully or illegally occupying or using any University property whether field, park, building, lot, or any other places.
- 4. Destroying, defacing, or stealing any University property. Vandalism shall mean the destruction of property belonging to the University or to an administrator, a member of the faculty, staff, and another student or to a visitor while on campus.
- 5. Tampering with or forging school records, documents, transfer forms, CPU ID or using forged records or transfer credentials or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.
- 6. Tampering with official notices, announcements, etc. posted on bulletin boards or displayed streamers/tarpaulins.
- 7. Fraudulent representation of the University such as:
 - a. Representing the University or any of its faculty, school, college, or department without proper authorization or for any fraudulent or unlawful purpose.
 - b. Using any identity symbols or identification cards of the

University without proper authorization or for any fraudulent or unlawful purpose.

- 8. Producing and/or distributing written, printed or mimeographed materials containing language that is defamatory, slanderous, libelous or subversive in nature.
- 9. Engaging in immoral acts such as:
 - a. Being found in possession or caught viewing obscene or immoral literature or pornographic materials including, (accessing Internet sites that do not correlate to any specific subject or course within the University.)
 - b. Caught in any sexual act or conducting oneself lewdly including acts of public display of physical intimacy.
- 10. Cheating and committing plagiarism and other forms of dishonesty; cheating in any form during a written examination, test, or quiz. The act of cheating includes but is not limited to the following:
 - a. Unauthorized use of notes or any material relative to the examination, quiz or test whether the student actually uses them or not.
 - b. Copying or allowing another to copy from one's examination papers. In the latter case, both parties are liable.
 - c. Glancing or looking at another student's examination paper or allowing another student to glance or look at his or her examination paper.
 - d. Communicating with another student or any person in any form during an examination, quiz or test without permission from the teacher or proctor. This includes leaking examination questions to another or other students.
 - e. Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.

Plagiarism defined

All works submitted—homework, assignments, papers, examinations—are expected to be the student’s own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” include not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citations lies within the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledge.

Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated. A student who remains or draws on ideas or facts used in another paper that he or she is writing, or has written, must cite that other paper as a source. A computer program written to satisfy a course requirement is, like a paper, expected to be original work of the student submitting it. Copying a program from another student or source is a form of academic dishonesty, as is deriving a program substantially from the work of another. A student’s paper and other works are expected to be submitted in only one course. If the same or similar work is to be submitted in any other course, the prior written permission of the instructor must be obtained.

11. Coming to school under the influence of liquor or any prohibited substance and/or bringing/consuming in the campus these substances, or bringing/consuming these substances outside the University during an academic function or school activity.

Unauthorized bringing in, carrying, possessing, and using drugs or chemicals included in the list of prohibited drugs at the NBI or prohibited under Dangerous Drug Act of 1972 or R.A. No. 6425, as

amended, or possession of any regulated drug without proper prescription inside University premises or outside the University during an academic function or school activity.

12. Smoking on campus.
13. Gambling or betting in any form inside the premises of the University or gambling or betting in any form outside the University during an academic function or school activity.

The following are also considered as major offenses:

1. All other acts against any person or property, specified under the laws of the Republic of the Philippines. Including violation of Republic Act. No. 7877, otherwise known as the Anti-sexual Harassment Act of 1995, within the premises and jurisdiction of the University.
2. Acts committed which brings the University’s name into disrepute such as public and malicious imputation of a crime or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.
3. Cases where the offenses are committed by students outside the University premises where such case involve the status of the offender as a student of the University, or affect the good name or reputation of the University, or disrupt its regular academic process.
4. Deliberate disruption of the academic function or a school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.
5. Habitual disregard or willful violation of established policies, rule or regulations consisting in the commission of three (3) minor offenses of the same kind or nature.

6. Unauthorized collection or exaction of money, checks, or other instruments as equivalent of money, in connection with matters pertaining to the University.
7. Commission of five (5) minor offenses of different kinds of nature.
8. Membership in fraternity or sorority by elementary, high School or Freshmen College students. This includes membership in any organization not recognized by the University and subscribes to violent acts.
9. Encouraging students to violate their Non-fraternity contracts by inviting them to join a fraternity, sorority, or any organizations not recognized by the University.
10. Willful failure to comply with summons issued for purposes of investigation conducted in connection with discipline-related offenses.
11. Computer security breach: accessing a University computer or computer network without authority or beyond authorized cases. Acts that constitute computer security breach include but are not limited to the following:
 - a. Altering information, (e.g. changing the password of someone else's account and changing data in files beyond one's authorized access, etc.) damaging or destroying information (e.g. deleting someone else's file, etc.)
 - b. Introducing false information (e.g. using someone else's account and sending offensive mail, etc.)
 - c. Preventing authorized use of information; or;
 - d. Preventing normal operation (e.g. changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.

Computer password disclosure: Disclosing password or similar access information to a computer network of the University or any institution to which the University has authorized connection knowing that the disclosure is without authorization from the Director, University Computer Services Center.

12. Perjury, defined as testifying falsely in any administrative proceedings or knowingly making untruthful statements in documents under oath when such oath is required.
13. Any form of student or student organization-related misconduct whether committed within or outside University premises which directly or indirectly affects the good name of the University.

A minor offense, merits any of the sanctions as defined in Section 2 (B) includes the following:

1. Not wearing CPU identification card (ID) on campus or lending ID to another or using someone else's ID. Students who willfully refuse to present their IDs when asked by a faculty member or discipline officer shall be reported to the Dean/Principal who summons the student to his/her office.
2. Disturbing or disrupting classes and programs, directly or indirectly by voice or presence.
3. Violating traffic rules for motorists.
4. Littering inside the campus.
5. Use of cell phones inside the classrooms during classes and any assembly area during convocations/meetings.
6. Behaving discourteously towards any student, faculty member, employee or school authority (2) (e).
7. Wearing of inappropriate attire within University premises.

SECTION 2.

SANCTIONS

THE PENALTIES FOR MAJOR OFFENSES ARE THE FOLLOWING:

PROBATION for such time and under such conditions as the Committee may determine. This includes automatic suspension for such time as the Committee may determine if any of the conditions of the probation is violated and the condition that the student should undergo counseling sessions by the Guidance Services Center.

SUSPENSION for such time and under such conditions as the Committee may determine. Suspension is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year or term.

There are two kind of suspension:

1. Punitive Suspension – refers to the school’s prevention of a student from attending, and thus from taking examinations, quizzes, and graded recitations given during the specified period. Since he is not excused from the graded work, he shall be given a failing mark for having them, nor will he be given special examinations to make up for them later, as that would grant him an advantage over his more scrupulous classmates.
2. Preventive Suspension – is not a penalty but a deterrent to the disruption of normal school operations (or threat to lives and property) that may be caused by the continued presence of a student-offender on campus. A student may be immediately placed under preventive suspension during the pendency of the disciplinary proceedings against him. This must be done to maintain an atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for

administrators and teachers. Unlike punitive suspension, preventive suspension may be imposed without first complying with academic due process in student disciplinary cases.

EXCLUSION. Exclusion is a penalty involving the removal of an undesirable student from school rolls.

DISMISSAL/EXPULSION. Expulsion is an extreme administrative sanction debarring offending students from all private and public schools in the Philippines.

Expulsion may be meted as a punishment for the following offenses:

- a. Gross misconduct
- b. Dishonesty
- c. Hazing
- d. Carrying a deadly weapon
- e. Immorality
- f. Selling and/or possession of prohibited drugs
- g. Drug dependency
- h. Drunkenness
- I. Hooliganism
- j. Vandalism
- k. Assaulting a pupil, student or school personnel
- l. Instigating or leading illegal strikes or similar concerted activities resulting in stoppage of classes
- m. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties
- n. Forging or tampering with school records or school forms, and
- o. Securing or using forged school records, forms and documents (Manual of Regulations for Private Schools)

THE PENALTIES FOR MINOR OFFENSES ARE THE FOLLOWING:

For the first offense, warning and admonition by the dean of the college or principal of the department with written apology addressed to the offended party, if the act is personal in nature.

In case of the second offense, a written reprimand or stern warning from the dean of the college or principal of the department. By copy, the parents or guardian shall be informed and invited to see the dean or principal to discuss record of the student.

In case of the third offense, student is charged with a major offense.

For purpose of this Implementing Rules and Regulations the sanctions provided for in Memo No. 64, s. 2002 issued by the Office of the President on wearing of IDs inside the campus are hereby adopted:

- 1ST OFFENSE.** To be reported to the Dean/Principal who summons the student to his/her office.
- 2ND OFFENSE.** 3 days suspension after being reported to the Dean/Principal and after due process.
- 3RD OFFENSE.** The parent (s) and the students will be called for a conference. Continuous violation may result in dismissal.

OTHER PENALTIES.

Other penalties such as, but not limited to, cancellation of the name of the erring student from the list of graduating students, withholding of the diploma, or annotation of the offense in transcript of record of said student, may be imposed, depending upon the gravity of the offense, alone or in addition to the foregoing penalties.

Other penalties which the University Administration, upon careful consideration of the case, may deem necessary to achieve the purpose may also be imposed.



SECTION 3.

COUNSELING

Aside from the sanction meted out, the University Disciplinary Committee/Disciplinary Board (College/Department) must see to it that an erring student undergoes counseling. Counseling is mandatory. Counseling in any event, should be under the supervision of the Office of Student Affairs, Guidance Services Center and the Office of the University Chaplain.

The purpose of counseling is to maintain the Christian atmosphere in the University that an erring student is not neglected of his/her emotional, social and most of all the spiritual aspects of life. It is the Christian responsibility of the University to uphold, at all times, the spiritual and psychological lives of its students.

SECTION 4.

PRESCRIPTIVE PERIOD

- A. For minor offenses, cases shall be filed within three months from the time the cause of action arose.
- B. For major offenses, cases shall be filed within 6 months from the time the cause of action arose.





LEFT: Halfmoon Drive
CLOCKWISE FROM TOP
Left: Administration Building,
Johnson Hall, Butterfly Garden,
Alumni Affairs Office



CLOCKWISE FROM TOP LEFT: Centennial Walkway,
Dr. Lucio Tan Building, Engineering Building, Lenwood Edge Building



CLOCKWISE
FROM TOP
LEFT: Loreto D.
Tupas Building,
Roblee Science Hall
Dr. Alfonso Uy
Student Union
Building,
University Church



CLOCKWISE
FROM TOP
LEFT: Franklin
Hall, Lopez Hall,
Fine Arts Building,
High School
Compound



CLOCKWISE FROM TOP LEFT: Gazebo,
Gonzaga Mansion, Henry Luce III Library, University Gymnasium



CLOCKWISE FROM
TOP LEFT: Information
Center, Kindergarten
Building, Lifestyle
Building, Mary Thomas
Hall



CLOCKWISE FROM
TOP LEFT: Elementary
Building, Dental and Medical
Clinic, Old Valentine Hall,
University Parsonage,
Packaging Engineering
Laboratory, Prayer Garden



CLOCKWISE FROM TOP LEFT: Presidential House,
Rose Memorial Auditorium, Weston Hall, Registrar's Office,
New Valentine Building



CLOCKWISE
FROM TOP
LEFT:
Roselund
Hostels, Smile
Hill, Stuart
Hall, University
Swimming
Pool



CLOCKWISE FROM TOP LEFT:
Halfmoon Drive*, Weston Hall,
Ceis-Ancheta & Pagsuberon Hall,
Wall of Remembrance



*Drone Photo Taken by Engr. Essen Feranico
Iloilo Drone Photography for Centralite 2015

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MA. ROSALENE J. MADERO, B.S.C., *cum laude*, M.B.A. (CPU), Director, Quality Assurance Center
GWENBETHA. MAGBANUA, B.S.C. (CPU), Director, Internal Audit Office
JERIEL G. MILITAR, B.S.M.E., M.Eng'g. (CPU), MIS System Administrator, University Computer Services Center
JENELINE E. MUCHO, B.S.C. (CPU), Payroll Officer, Office of the Treasury
JASON B. PAGUNSAN, A.B. English, LL.B. (CPU), Acting Director, Office for Communications
ROLDAN P. PESCOS, B.S.C. (WNC), M.B.A. (USA), Ph.D. (IAME), Retirement Plan Officer
ISIDRA A. PROVENDIDO, B.S.C. (CPU), Accounts Receivable Chief, Accounting Section
IRVING DOMINGO L. RIO, A.B., M.P.A., D.Mgt. (CPU), Director, Human Resource Development Office
CARMELLE FRANCES M. ROMERO, A.B. (UPV), Administrative Officer, Office of the President
WELNAL. ROXAS, B.S.C. (CPU), Credit & Collection Manager, Treasury Office
ERNIE M. SOLATORIO, B.S. Accty. (CPU), Assistant to the VPFA for Enterprises Management
ALEJANDRO S. SOMO, A.B. (UE), LL.B. (CPU), Director, Sports & Athletics Office
TRINIDAD T. SORONGON, B.S.C. (CPU), Supervisor, Buildings Upkeep
NOLASCO M. SUMANDE, B.S.E.E., M. Eng'g. (CPU), Director, University Computer Services Center
JAMES PETER T. TRASPORTO, B.Th. (PBTS), Supervisor, Swimming Pool
JONATHAN C. TUMALAY, B.S.C. (CPU), Chief, Security Safety and Discipline Office

CPU Telephone Directory

Tel. (033) 329-1971 to 329-1979

	DIRECT	LOCAL		DIRECT	LOCAL
Accounting Section (Griaco)		1066	Presidential House	329-4995	1046
Accounts Receivable (Tullion)		2195	Printing Press / Production		1030
Budget		2122	UP Extension		1010
Cash Section		1004	Quick Printing - RISO (Gym)		2189
Credit and Collection Manager		1002	Property Custodian		1031
Credit and Collection Section	329-3066	2108	Purchasing Section	329-1661	2151
Internal Audit		1104	Reading Center		2121
Payroll		1017	Registrar's Office	329-5861	2111
Butterfly Garden		2149	Registrar's Office (Sec.)		2179
Central Echo		1051	Research Center		2109
Centralite		1080	Retirement Board / EMHAP	329-7233	1038
Chaplain's Office (Franklin Hall)		1515	RCEC - Review & Cont. Educ. Center	329-0265	1008
Clinical Laboratory		1069	Conference Room (4th Fl., Uly Bldg.)		1406
Communications Office (Sir Jing)		2187	Rev. Joniel Goo Residence		1041
Information Center		2129	ROTC		2184
Publishing and Media Relations		1047	Rose Memorial Hall		2139
Technical Asst. (Sir Joel)		2193	Rose Memorial Control Room		1016
Web	329-3219	1047	Roseland Office / Executive House	329-4328	2125
Computer Studies (Deans Office)		2119	Guest House		2144
CS Faculty Room		2120	House # 2		1302
CS Laboratory		1094	House # 5A		2124
Guidance Office		1509	House # 5B		2123
Software Dev't. (Lopez Hall)		1307	House # 5A		2148
CPU		1025	House # 6B		2158
Crisis Center / House of Refuge	329-8415		House # 7 (Mr. Lariza)	509-3559	
Cultural Affairs Office		1005	Roselund 1		1043
Dental Clinic		2178	Roselund 2		2144
Dining Hall		1009	Roselund 3		1067
Education (Deans Office)		1078	Roselund 4		2146
Education (Secretary Office)		1069	Roselund 5		1308
Education Office Faculty Room		1007	Roselund 6		2147
Guidance Office		2180	Schedule Coordinator		1006
Health & P.E. (Dept. Head)		1040	Security, Safety & Discipline Office		1079
Health & P.E. Faculty Room		2135	Admin. Bldg. Guard		2200
Electrical Mechanical Systems/Power		1034	Guard House (Main Gate/Gate 2)		2103
Elementary Principal's Office		2156	Senior HS / K-12		1304
Elementary Secretary		1050	Shop / Facilities Maintenance & Services		1074
Elementary Clinic		1032	Sports and Athletics		2155
Elem. Library / Guidance Office		1049	Varsity (c/o Pastor Kim de la Cruz)		2188
EMC Office		1039	SSRI	329-0418	
CPU TV Studio Control Room		2186	Student Center / D' Hub		1015
TV Channel		2187	Student Development & Programs	329-3346	2154
Conference Room		1045	Student Recruitment (Pat)		2112
EMHAP	393-2136		Student Service Enterprise		2110
Engineering (Deans Office/ Sec.)		1064	Swimming Pool		1072
Chemical Eng'g. / Water Lab.	1028	1085	Telephone / Aircon Section	1001/8888	1091
Chemical Eng'g - EM 312		1088	Theology (Dean's Office)		1301

Tel. (033) 329-1971 to 329-1979

	DIRECT	LOCAL		DIRECT	LOCAL
Accreditation and Instruction	320-9590	1309	Information Center		2129
Agriculture (Deans Office/Sec)		1096	Institutional Advancement	329-1654	1073
Agricultural Eng'g. / Approtech		1071	International Programs	329-3557	1027
Aircon Section		8888	ISO / Systems Review		1309
Alumni Affairs Office	329-2904	1033	Johnson Hall Female Dormitory		1503
AREC		2189	Kabalaka Center	329-5802	2117
Anatomy		1044	Kindergarten		1014
Arts & Sciences (Deans Office/Sec)		1054	KDC-Knowledge for Development Centre	321-3714	1012
English / Languages, MassCom		1060	K-12 / Senior HS		1304
English/DLMCH Faculty Room		2114	La Azotes (CHM)		1510
Speech Laboratory		2115	Law (Deans Office/ Sec.)		1061
Chemistry		1093	Legal Researcher	329-1727	2104
Chemistry Faculty Room		2127	Library (Henry Luce III) (Dir./Sec.)	320-3582	1011
Guidance Office		1309	Circulation / Theology		1018
Life Sciences Faculty Room		1092	Conference Room (4th Fl.)		2137
Life Sciences Stock Room		1062	Entrance / KDC		1012
Math & Physics (Dept. Head)		1053	Internet Station / Graduate School		1024
Math & Physics Faculty Room		2113	Reference Section		1306
Math & Physics (Engineering)		1028	Serial Section		1020
Medical Technology		1090	Technical Office		1019
Med. Tech. Stock Room		1058	Lifestyle Management		2198
Med. Tech. Clinical Laboratory		1089	Medical Clinic		1055
Psychology Lab.		1303	Physical Exam		2167
Social Science (Dept. Head)		1088	Medicine (Deans Office/ Sec.)		1048
Social Science Faculty Room 1		2118	Faculty Room		2130
Social Science Faculty Room 2		2126	Stock Room	509-3988	1513
Social Work		1095	Motorpool		2196
ATESEA	321-3714		NSTP		2159
Audit		1104	Nursing & Allied Health (Dean)		2139
Auxiliary Enterprises		1004	Nursing Secretary		1037
Assistant to the VPFA (Sir Emilio)	2110	1313	Nursing Faculty Room		2107
Birthing Center	329-3504	2152	Nursing Guidance Office		1023
Board of Trustees	329-4568	1305	Nursing Canteen		2181
Admin Conference Room		2182	Medical Lab. Science		1090
BOT (Atty. Endonila)		2160	Pharmacy		1314
Buildings Upkeep and Maintenance		1514	Operator	1097/1300	2097
Business & Accountancy (Dean)		1057	Outreach Center		2142
CBA (Secretary Office)		1056	Personage		1029
Accountancy / Faculty Room		1052	Physical Exam Coordinator (Dr. Lagulao)		2197
Advert.	320-1219	1070	Physical Plant & Planning Services		1501
Business and Administration		1070	Placement Office	329-1657	2113
CBA Guidance Office		1512	Power Systems/Electrical Mechanical		1034
CBA Laboratory			President (Fax)	320-3485	
Business Office			President's Office (WiFi)	320-7910	
Accounting Section		1003	President's Secretary	320-3824	2100

Tel: [033] 329-1971 to 329-1979

DIRECT LOCAL

Civil Engineering		1082
Comp. Sci. Lab. ENa202-203		2191
ECE/Electrical Eng'g. Lab.		1086
Guidance Office		1407
Mechanical Engineering		1083
Packaging Engineering	320-5448	2190
Packaging Eng'g. Lab.		1502
Software Engineering		1087
Software Eng'g. Faculty Room		1083
Facilities Maintenance / Shop		1074
Faculty Association	393-2136	
Family Wellness Center		1075
Fine Arts / Music Department		2128
Franklin Hall Dormitory	328-6047	1036
Gazebo (fronting Roblee Hall)		1414
Gonzaga Mansion/Information	329-3815	2134
Gonzaga Room #1		2132
Gonzaga Room #2		2141
Gonzaga Room #3		2138
Gonzaga Room #4		2131
Gonzaga Room #5		2136
Gonzaga Room #6		1065
Graduate Studies		2140
Guard House (Gate 1&2)		2103
Guidance Office - Main	329-6143	1059
High School (Principals Office/Sec)		1064
HS Alumni Office		1511
HS Faculty Room / Computer Lab		2116
HS Guidance Office		1081
HS Library		1077
HS HE Model House		1405
Senior HS / K-12		1304
Hospitality Management		1042
Guidance Office		2180
La Azotea		1510
Travel & Tours		2157
Human Resource Development	329-6053	1035

DIRECT LOCAL

Theology (Secretary)		1076
Music Department		2128
Religion & Ethics		1022
Treasurer	329-2405	2201
University Church		1013
University Computer Service Center	2153	1026
VP for Academic Affairs	329-7676	1102
VP for Academic Affairs (Sec.)		2102
VP for Student Affairs	329-1777	2101
VP for Student Affairs (Sec.)	329-0560	1101
VP for Finance & Enterprise	329-0108	1103
VP for Finance (Sec.)		2175
Wall of Remembrance		2105
Weston Hall Dormitory		1021
WSSP		1063

For Outside Call: DIAL 9, *805 or *806.

EMERGENCY HOTLINES:		
Jaro FIRE Station	329-5700	
Iloilo FIRE Station	337-4989	
Jaro Police Station / Traffic Police	329-3912	
Jaro Station Commander's Office	329-7958	
Police Emergency Assistance	337-0400	166
Iloilo City Emergency Response Team	335-1554	
ICAG Volunteer Brigade	337-5931	
TMEU Office	337-4257	
Iloilo Mission Hospital	320-0315	
Police Assistance Center-Ungka	320-8318	
Iloilo City Police Director's Office	335-1254	

01/11/16



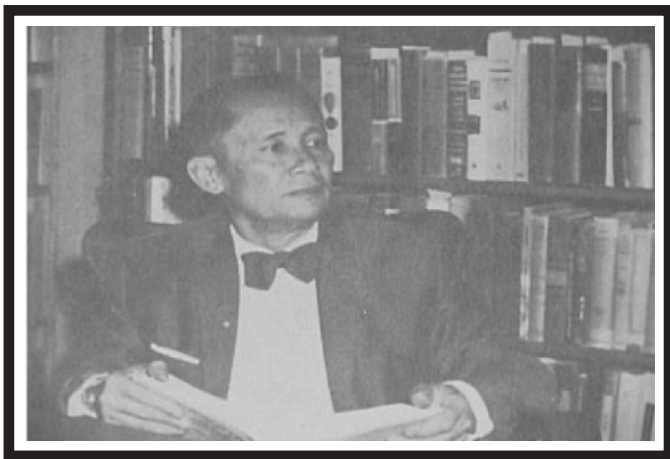
Dr. William O. Valentine, Founder

1905-1906	William O. Valentine
1906-1907	Charles L. Maxfield
1907-1914	William O. Valentine
1914-1916	Francis H. Rose
1916-1917	Henry W. Munger
1917-1918	Mary J. Thomas
1918-1922	Alton E. Bigelow
1922-1938	Harland F. Stuart
1938-1941	Francis H. Rose
1941-1942	R. Fred Chambers
(1942-1945)	WARPostwar Reopening,
(1945-1946)	Managing
	Committee: Chairman, Registrar
	Urbano F. Nequin

(1946-1947)	Faculty Council: Chairman,
	Miss May A. Coggins
1950-1952	Peter H. J. Lerrigo
1952-1956	Almus Oliver Larsen
1956-1957	Linnea A. Nelson
1957-1961	Almus Oliver Larsen
1961-1965	Joseph Turner Howard
1965-1966	Linnea A. Nelson
1966-1971	Rex D. Drilon, First Filipino
	President
1971-1996	Agustin A. Pulido
1996-2008	Juanito M. Acanto



The school's first Administration building constructed in 1930.



Dr. Rex Drilon, the first Filipino President of the University

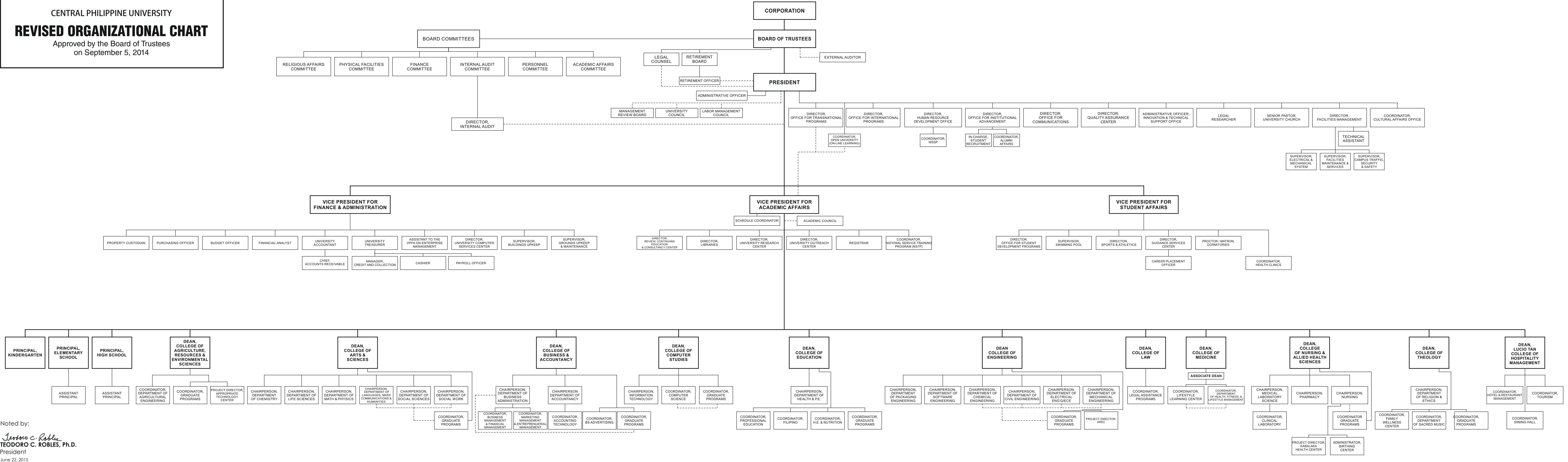


**The Valentine Hall dedicated in memory of the first Principal,
Dr. William O. Valentine.**

CENTRAL PHILIPPINE UNIVERSITY

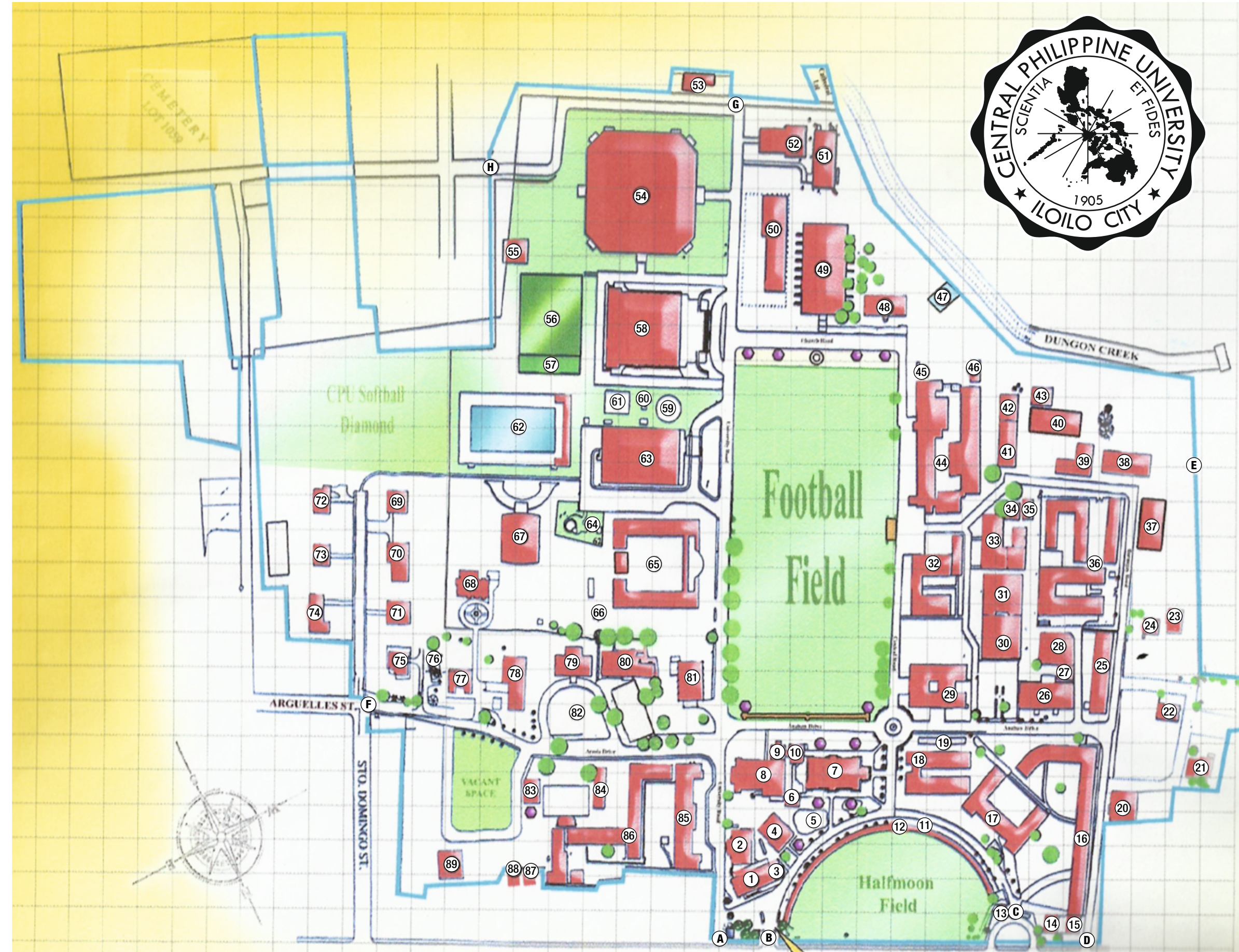
REVISED ORGANIZATIONAL CHART

Approved by the Board of Trustees
on September 5, 2014



Noted by:

Teodoro C. Robles
TEODORO C. ROBLES, Ph.D.
President
June 22, 2015



- 01 Administration Building
- 02 Administration Building Annex
- 25 Agriculture Building (Dr. Lenwood Edge)
- 27 Agriculture Student's Study Area
- 35 Aircondition and Telephone Office
- 06 Alumni Affairs Office/ Retirement Office
- 78 Alumni Bldg. (College of Hospitality Management)
- 05 Alumni Promenade Garden
- 07 Alumni Promenade Concert Park
- 30 Alfonso Uy Student Union Building
- 31 Alfonso Uy Student Union Bldg. Extension
- 51 Anatomy Building
- 20 Appropriate Technology Center
- 15 Birthing Center
- 28 Botanical Garden
- 57 Butterfly Garden
- 19 Caipang Tree Park
- 60 Cathedral in the Glen
- 80 Celis-Ancheta & Paguberon-Cruz Hall
- 48 Church Parsonage
- 46 CPU-ANEC
- 08 Dining Hall/Education Media Center
- 45 DENR Air Quality Monitoring Station
- 66 Elevated Water Tank
- 84 Elementary Canteen
- 86 Elementary H.E. Building
- 85 Elementary (New) Building
- 83 Elementary (Old) Building
- 89 Elementary Waiting Area
- 44 Engineering Building
- 26 Eugenio Lopez Memorial Hall
- 10 EXCEL Center
- 50 Fine Arts Building
- 32 Franklin Building
- 53 Gonzaga House
- 75 Guest House
- 54 Gymnasium
- 11 Halfmoon Drive
- 63 Henry Luce III Library
- 36 High School Building
- 37 High School Gymnasium
- 38 High school Science & H.E. Building
- 39 High School Students Study Area
- 61 Hopevale Marker

- A. Gate 1
- B. Gate 2
- C. Gate 3
- D. Gate 4
- E. Gate 5
- F. Gate 6
- G. Gate 7
- H. Gate 8

- 74 House No. 2
- 73 House No. 3
- 72 House No. 4
- 71 House No. 5
- 70 House No. 6
- 69 House No. 7
- 03 Information Center
- 79 Johnson Hall
- 14 Kabalaka Center/Medical Laboratory
- 50 Kindergarten
- 67 Lifestyle Management Center
- 16 Mary Thomas Building
- 43 Material Recovery Facilities (MRF)
- 41 Motorpool
- 18 New Valentine Hall
- 65 Nursing Building (Loreto D. Tupaz)
- 17 Old Valentine Hall
- 33 PERL Building
- 13 Post Office
- 64 Prayer Garden
- 34 Printing Press
- 55 Power House
- 21 Residential House
- 22 Residential House
- 23 Residential House
- 24 Residential House
- 29 Roblee Science Hall
- 58 Rose Memorial Auditorium
- 76 Roselund Hostel Office
- 77 Roselund Hostel
- 82 Santos Park
- 12 Smile Hill
- 87 Staff House
- 88 Staff House
- 04 Stuart Hall
- 62 Swimming Pool
- 56 Tennis Court
- 09 Television Studio
- 42 University Shop
- 49 University Church
- 68 University House
- 40 University Warehouse
- 59 Wall of Remembrance
- 47 Water Treatment Pond
- 81 Weston Hall Dormitory



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FOR CENTRALITE 2015
JANUARY 2015