



Central Philippine University
Jaro, Iloilo City, Philippines • www.cpu.edu.ph

GOLD & BLUE

Student Handbook

REVISED 2019

THIS BOOK BELONGS TO

NAME

COLLEGE / DEPARTMENT

YEAR

ADDRESS

TELEPHONE NO.

MOBILE PHONE NO.

EMAIL

STANDARDS OF ACADEMIC INTEGRITY

All courses offered by Central Philippine University are conducted in consonance with the high standards of various professions and vocations. Each student is expected to support these standards by not giving nor accepting assistance in tests and by submitting only one's work for credit. Violations of the standards of academic honesty will result in appropriate disciplinary action. Such may include failing grades in the course, reassignment of work, dismissal from the program, probationary status, or dismissal from the University.



GOLD&BLUE Scientia et Fides

Gold is for Excellence

Text: 1 Corinthians 3:12-13; Ephesians 2:20

Scientia

Knowledge is viewed from the standpoint of the Christian understanding that God is the creator and sustainer of everything. Science is an avenue where one would know, understand, and appreciate the scope of God's handiwork as well as explore the magnitude of its potentials for the good of humanity.

Blue is for Spirituality

Text: Numbers 4:6-7, 9, 11-12; 15:38-40; Exodus 25:4; 26:1, 31, 36; 28:28, 31

Fides

Faith is basically a gift from God. As a gift, the exercise of such faith will only find meaning and purpose within the sphere of God's sovereign plan and direction. In this regard, such kind of faith becomes active and dynamic. It inspires, influences, and transforms anything that comes in contact with as it continually seeks understanding and expresses itself in noble actions that aim to glorify God.

Cover illustration by **Allen Grace Tabi** • Handbook layout by **John David Maza**



Contents

- 1 Introduction
- 2 From the President
- 3 **Our Reasons for Being**
 - Philosophy and Purpose of the University
 - 4 Vision and Mission
 - Quality Policy
 - 5 Core Values
- 6 History

Academic Programs

BASIC EDUCATION

- 9 Kindergarten
- 10 Elementary
- 11 Junior High School
- 12 Senior High School

THE COLLEGES

- 13 General Admission Requirements
- 14 Agriculture, Resources, and Environmental Sciences
- 15 Arts and Sciences
- 16 Business and Accountancy
- 21 Computer Studies
- 22 Education
- 24 Engineering
- 25 Hospitality Management
- 26 Law
- 28 Medical Laboratory Science
- 29 Medicine
- 30 Nursing
- 32 Pharmacy
- 33 Theology
- 34 School of Graduate Studies

Contents

38	Academic Matters	62	Tuition and Fees	71	Review, Continuing Education, and Consultancy Center
-	Enrollment Procedure	-	Payments	72	Student Development and Programs
40	Adding, Changing, and Dropping	-	Where to Pay	-	Scholarship Programs
-	Selecting a Major	63	Discounts Granted	75	Recognized Student Campus Organizations
-	Cross-Enrollment	-	Tuition Refund	76	College Freshmen and New Students' Orientation Program
41	Special Class for Undergraduate Students	64	Insurance Plan	-	Central Philippine University Republic
-	Withdrawal	65	Work Student Study Program	77	Guidance Services Center
-	Classification of Students	-	Student Services	78	Cultural, Recreational, and Social Opportunities
42	International Students	-	Dormitory Services	79	Students' Annual Physical Examination
-	Admission Requirements	66	Food Services	81	Procedure on Student Grievance
45	Academic Residency	-	Student Service Enterprise	85	Procedure in Handling Student Feedback and Complaints
46	Undergraduate Standard Grading System	-	Student Union Building	87	Procedure on Student Disciplinary Cases
47	Standard Transmutation Table to obtain the Final Grade	-	Printing Press	97	University Dress Code Policy for College Students
48	Absences	-	Campus Security	100	Guidelines on Parking Areas Inside the CPU Campus
-	Procedure on Recording Cases of Students Who Dropped and Left the Class	-	Sports Facilities	102	Buildings and Landmarks
-	Incomplete Work	-	Clinical Laboratory	115	Board of Trustees
49	Missed Major Examinations	67	Hospital Benefits	116	CPU Alumni Association, Inc.
50	Educational Tours and Field Trips	-	Health Services	117	Officers of the Administration
57	Guidelines on Holding of College Non-Curricular Off-Campus Activities	68	University Libraries	120	University Heads: Past and Present
58	Academic Records	-	Linkages	121	Revised Organizational Chart
60	Graduation	-	Knowledge for Development Center	122	Campus Map
-	Requirements for Graduation	69	Library Services	123	Alma Mater Song
61	Revised Academic Honor Policies	-	Student Publications		
-	College Honors, Awards, and Recognition Program	70	Office of Communications		
-	Additional Degrees	-	Educational Media Center		
		-	Guidelines for Posting Announcements		

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; 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. ■



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 Gold and Blue Student Handbook.

Teodoro C. Robles, PhD

UNIVERSITY PRESIDENT



OUR REASONS FOR BEING

Philosophy & 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 they may become productive and responsible citizens. 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.

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.

✓ QUALITY POLICY

To fulfill the mission and realize the vision of Central Philippine University, we commit to consistently provide superior services by integrating Christian values, academic excellence, the highest level of professionalism, and quality considerations in every aspect of our operations. We maintain a quality management system that complies with international standards. We continually improve to achieve global excellence that satisfies the expectations of the university community, partner institutions, and the general public.

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).

Core Values



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, 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.



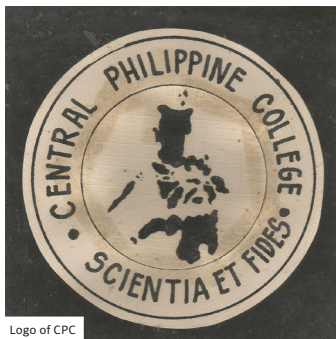
Stewardship

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).



Logo of CPC



Early classrooms



Main gate back in the day

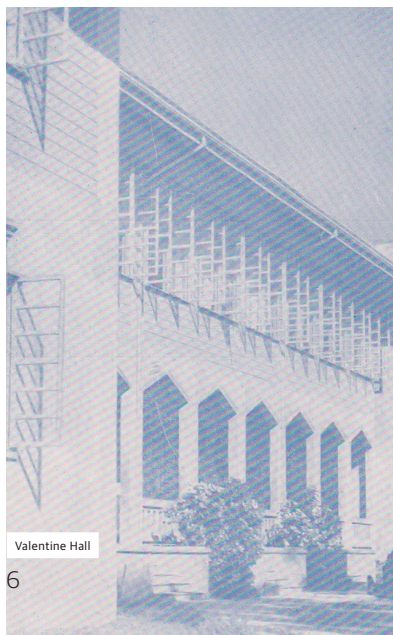
History

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.

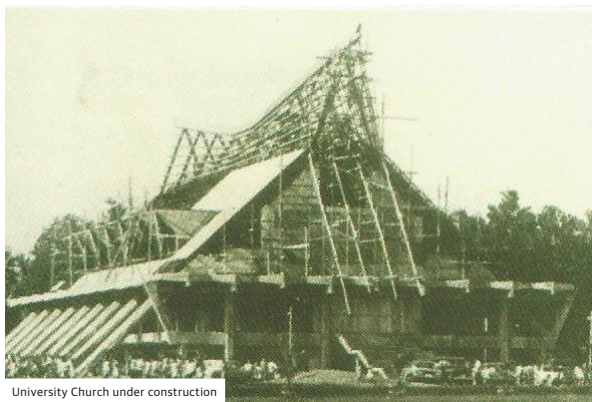
The university evolved from the well-known Jaro Industrial School (JIS) which the early American missionary educators, assisted by the Filipino pioneers, made famous by stressing high standards of scholarship and formation of strong Christian character.

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 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.



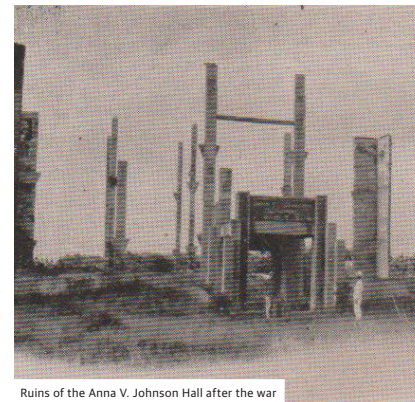
Valentine Hall



University Church under construction



Anahaw Road



Ruins of the Anna V. Johnson Hall after the war

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 World War II, 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. Many students, alumni, and faculty joined the Guerrilla Resistance Movement as well as the Free Civil Government.

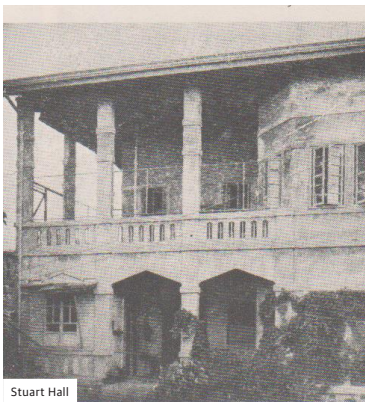
In 1966, the *Filipinization* of the university administration took place with Dr. Rex Drilon, a CPU alumnus and a political scientist from the University of the Philippines in Diliman, as the first Filipino President. In his desire to make CPU an all-Filipino administrative body, President Drilon made 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

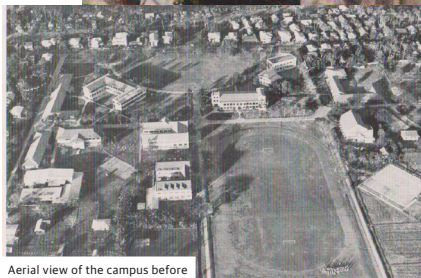
turned over by the American Baptist Foreign Mission Society to the Filipino corporation of CPU. All members of the Board of Trustees and administrative officials of the university have been Filipinos since 1973.

CPU has grown from an elementary school with 17 pupils to a widely known university in the country. The following are now the schools and colleges within the University framework:

- ① College of Agriculture, Resources, and Environmental Sciences,
- ② College of Arts and Sciences,
- ③ College of Business and Accountancy,
- ④ College of Computer Studies,
- ⑤ College of Education,
- ⑥ College of Engineering,
- ⑦ College of Law,
- ⑧ College of



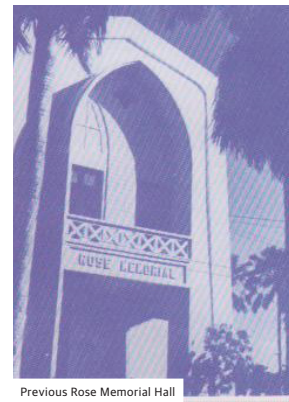
Stuart Hall



Aerial view of the campus before



Administration Building



Previous Rose Memorial Hall

of Medical Laboratory Science, ^⑨College of Medicine, ^⑩College of Nursing, ^⑪College of Pharmacy, ^⑫College of Theology, ^⑬College of Hospitality Management, ^⑭School of Graduate Studies, ^⑮Senior High School, ^⑯Junior High School, ^⑰Elementary School, and ^⑱Kindergarten School.

The University is located in what is now the district of Jaro, Iloilo City, Philippines, one kilometer away from Jaro Plaza and four kilometers from the city center. It is accessible by the provincial road, and is about 15 kilometers from the airport and six kilometers from the pier. Iloilo City is a focal

point of maritime and air transport from Manila and other cities. Direct transportation to the campus is easily obtainable night and day by public utility vehicles.

The 24-hectare campus is one of the most beautiful in the Philippines. It is a veritable community by itself, near enough to Iloilo City for necessary contacts and yet far away enough from the distractions of a big city. The location and atmosphere are, therefore, conducive to study and reflection. On November 21, 2001 the *Sangguniang Panlungsod* (City Council) of Iloilo City passed a resolution, the Iloilo Council Resolution No. 2001-1140, declaring CPU as a tourism site.

This makes CPU as the first and only university in the Philippines and perhaps in the world to be declared as a tourism destination by a local government unit. It is listed by *Tripadvisor.com* as one of the Top 10 places to visit in Iloilo City.

The university 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, Inc. 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. ■



📍 1/F, Kindergarten Bldg.
☎ 329-1971 local 1014

Kindergarten



ACADEMIC PROGRAMS

Basic Education

Nursery

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

Kinder 1

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

Kinder 2

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

Admission Requirements

1. Two (2) photocopies of PSA-issued Birth Certificate
2. Personal data sheet (to be filled out at the department during enrollment)
3. Child's health form to be filled out at the department during enrollment with a doctor's/pediatrician's medical certificate

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. Two (2) copies of Birth Certificate

ADDITIONAL REQUIREMENTS FOR Transferees

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



Elementary School



ACSCU-AII
ACCREDITED
Level III

📍 1/F, Dr. Agustin A. Pulido Hall
☎ 329-1971 local 2156

Admission Requirements

ADMISSION TO

Grade 1

1. Photocopy of PSA-issued Birth Certificate
2. "Children who have reached the age of six by the beginning of every school year..." – DECS Order 65, s. 1994

Grades 2-6

1. Report Card or Form 138

ADMISSION OF

International Pupils

For permanent resident alien

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

For non-resident alien

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

ADDITIONAL REQUIREMENTS FOR

Transferees

1. PSA-issued Birth Certificate
2. Admission test and interview
3. Certification of good moral character signed by the head of the previous school attended

NOTE: Even if 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.



2/F, Dr. Juanito M. Acanto Hall
329-1971 local 1064

Junior High School



ACSCU-AII
ACCREDITED
Level III

Admission Requirements and Procedure

FOR INCOMING

Grade 7

1. A testing of Php 200.00 to be paid at the Business Office
2. Photocopy of PSA-issued Birth Certificate
3. Original Grade 6 Report Card or Form 138
4. Duly accomplished application form to be submitted not later than 2 days before the scheduled date of entrance examination
5. Two (2) pcs. 2"x2" recent ID picture with name tag
6. Good Moral Certificate (Original Copy)

FOR INCOMING

Grade 7 - Special Science Class (SSC)

1. Duly accomplished application form passed not later than 2 days before the scheduled date of entrance examination
2. A rating of at least 85% in the CPUHS entrance examination
3. Php 250.00 qualifying exam fee to be paid at the HS Guidance Office

FOR GRADES 8-10

Transferees

1. Original Report Card for assessment by the Principal
2. Php 200.00 testing fee to be paid at the Business Office
3. Photocopy of Report Card at least Second Grading Period
4. Duly accomplished application form to be submitted not later than two (2) days before the scheduled date of entrance examination
5. Two (2) pcs. 2"x2" ID picture with name tag
6. ESC Certificate, if he/she is a grantee from other FAPE-assisted schools
7. Good Moral Certificate (Original Copy)

REQUIREMENTS FOR ENROLLMENT IN

All Grade Levels

1. Passing mark in the CPUHS Entrance Examination
2. Photocopy of PSA-issued Birth Certificate
3. Original Junior HS Report Card or Form 138
4. Two (2) pcs. 2"x2" ID picture with name tag



Senior High School

Gov't Permit No.
SHS 031 s.2016

📍 1/F, Senior High School Bldg.
☎ 329-1971 local 1304

Academic Tracks

Science, Technology,
Engineering, and
Mathematics (STEM)

Accounting,
Business, and
Management (ABM)

Humanities
and Social
Sciences (HUMSS)

Admission Requirements and Procedure

FOR INCOMING

Grade 11 and 12

1. Photocopy of PSA-issued Birth Certificate
 2. Form 138 or Grade 10 report card
 3. Two (2) pcs. 2"x2" ID picture
 4. Good Moral Certificate
- › **Students from Public Schools** - JHS Completion Certificate
 - › **Students from Private Schools** - Educational Service Contracting (ESC)/Qualified Voucher Recipients (QVR) Certificate

ACADEMIC PROGRAMS

The Colleges

General Admission Requirements for College Programs

FOR

College Freshmen

- › Placement Examination Results (English and Mathematics)
- › Original Senior High School Report Card
- › Photocopy of PSA-issued Birth Certificate
- › Two (2) pcs. 2"×2" colored ID picture
- › Physical Examination Result

FOR

Transferees

- › Transfer Credentials/ Honorable Dismissal
- › Transcript of Records or copy of grades for evaluation at the Dean's Office
- › Photocopy of PSA-issued Birth Certificate
- › Physical Examination Result

FOR

Returning Students

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

FOR

Cross-Enrollees

- › Cross-enrollment permit from school currently enrolled in
- › Two (2) pcs. 2"×2" colored ID picture

FOR

Shiftees

- › Approved shifting form from the Dean's Office of college previously attended

FOR

International Students

- › Student Visa

FOR

Change of Status (if applicable)

- › Copy of PSA-issued Marriage Contract



📍 1/F, Lenwood Edge Bldg. (LEB)
☎ 329-1971 local 1096

COLLEGE OF Agriculture, Resources, and Environmental Sciences (CARES)

★ Agriculture Program
Center of Excellence Grantee by CHED

Degree Programs

FOUR-YEAR UNDERGRADUATE

- Bachelor of Science in Environmental Management
- Bachelor of Science in Agricultural and Biosystems Engineering

🏆 LEVEL II ACCREDITED

- Bachelor of Science in Agriculture

FIVE-YEAR UNDERGRADUATE

- Bachelor of Science in Environmental Management

- Bachelor of Science in Agriculture
- Bachelor of Science in Agricultural and Biosystems Engineering

DIPLOMA

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

CERTIFICATES

- Environmental Planning and Socio-Economics
- Environmental Management and Technology

Additional Admission Requirements

FOR

BS Agricultural and Biosystems Engineering

As a general policy, a student applicant who complies with the requirements and passes the Engineering Entrance Examination (E³) or the College Bridging Program administered by the College of Engineering may enroll as a regular student in the College.

Graduates of Senior High School who belong to the STEM strand and who successfully passed CPU Placement Examinations must take the Engineering Entrance Examination (E³).

Passers of E³ can enroll as regular freshmen students. Non-passers have to take the bridging program.

Graduates of Senior High School who belong to a NON-STEM strand and LIFELONG LEARNERS must take the CPU Placement Examinations.

Passers of the placement tests must also take the bridging program. Non-passers will not be admitted anymore in the College.



COLLEGE OF Arts and Sciences (CAS)

✓ ACSCU-AII
ACCREDITED

📍 2/F, Old Valentine Bldg. (OV)
📞 329-1971 local 1054

Degree Programs

FOUR-YEAR UNDERGRADUATE

☉ LEVEL IV ACCREDITED

- Bachelor of Arts in Political Science
- Bachelor of Science in Biology

☉ LEVEL III ACCREDITED

- Bachelor of Science in Chemistry

☉ LEVEL I ACCREDITED

- Bachelor of Science in
 - › Psychology
 - › Social Work

※ NEW PROGRAMS (EFFECTIVE SY 2018-19)

- Bachelor of Arts in
 - › English Language Studies (BA ELS)
 - › Communication (BA COM)

DIPLOMA

- Local Governance

CERTIFICATE

- Participatory Local Governance

Additional Admission Requirements

- Admission slip from the Registrar's Office
- Duly accomplished information sheet
- One (1) pc. 2"×2" ID picture
- Long-sized folder
- Council fee receipt
- Grades signed by the Guidance Counselor (for returning students)

FOR

BA Communication and BA English Language Studies

A. New Students

- a. A score of 80 or higher in the College Academic English Placement Test
- b. A rating of 85 or higher in the entrance essay test
- c. A rating of 70 or higher in the entrance oral test

B. Shiftees and Transferees

- a. If a shiftee enrolled in another degree program prior to SY 2018-2019: a grade of at least 2.0 in English 1a, English 2a and Speech 1 and a rating of 85 or higher in the entrance essay test and 70 or higher in the entrance oral test.
- b. If a shiftee enrolled in another degree program starting SY 2018-2019: a grade of at least 2.0 in Purposive Communication and a rating of 85 or higher in the entrance essay test and 70 or higher in the entrance oral test. If s/he has not taken Purposive Communication yet, requirements for new students will be the basis for evaluation.



COLLEGE OF Business and Accountancy ^(CBA)



ACSCU-AII
ACCREDITED



**Business Administration
Programs** (BSBAM, BSBAFM, BSBAMM)
Center of Excellence Grantees by CHED

📍 1/F, New Valentine Bldg. (NV)
☎ 329-1971 local 1057

Degree Programs

FOUR-YEAR UNDERGRADUATE

- **Bachelor of Science in**
 - › Accounting Technology
 - › Advertising
 - › Entrepreneurship
 - › Management Accounting
 - › Real Estate Management

✓ LEVEL IV ACCREDITED

- **Bachelor of Science in Accountancy**
- **Bachelor of Science in Business Administration major in:**
 - › Business Management
 - › Financial Management
 - › Marketing Management

General Admission Requirements

A. Documents to be submitted to the Registrar's Office

1. Senior High School Card/ Form 138 (original and photocopy)
2. Results of English and Math Placement Examinations
3. Certificate of Good Moral Character from head of school previously attended
4. Two (2) pcs. 2"×2" colored ID picture with plain white background and name tag
5. Original and Photocopy of PSA-issued Birth Certificate
6. Pre-admission slip from

the College of Business and Accountancy

7. Results of the College Admission Tests
8. Transfer credential/honorable dismissal
9. Copy of Grades/Transcript of Records

B. The following categories of students must submit documents to the Registrar's Office for verification and evaluation in order to be issued a Notice of Acceptance

1. Senior high school graduate: items A 1-6

2. High school graduate (Life-long Learner): items A 1-7
3. Transferee from another school or university (BS Accountancy or BS Management Accounting): items A 3-6 and 8-9
4. Transferee from another school or university (non-BS Accountancy or non-BS Management Accounting): items A 3-9

FOR

BS Accountancy

A. Senior High School Graduate

A student is admitted to the Accountancy program if he has complied with all of these requirements:

1. An average high school grade of at least 85%.
2. Passed the English and Mathematics Placement Examinations.
3. Submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 1-5).

B. High School Graduate – Life-Long Learner

A student is admitted to the Accountancy program if he has complied with all of these requirements:

1. An average high school grade of at least 85%.
2. Passed the English and Mathematics Placement Examinations.
3. Submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the

registrar's office and photocopies of documents (items 1-5).

C. Transferee from another School or University

1. A transferee from another school or university is admitted to the Accountancy program of CPU if he has neither failing grade nor "LEFT" mark in the semester prior to enrollment in the Accountancy program at CPU. He must submit to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 3-5 and 8).

2. The following subjects are credited if the transferee has obtained a grade of at least:

- 1.5 - First year accounting subjects. However, the student must first pass the qualifying examination before credit is given to the subject.
- 1.5 - English, Mathematics and Business subjects
- 2.75 - Other non-board related

subjects

3. He must comply with the retention requirements of the Accountancy program starting first year.

D. Shiftee from other programs offered at CPU

1. A shiftee from another program offered at CPU is admitted to the Accountancy program if he has neither failing grade nor "LEFT" mark in the semester prior to enrollment.
2. The following subjects are credited if the shiftee has obtained a grade of at least:

Grade	Subjects	Course/s of the Shiftee
1.75	First year accounting subjects	BSBA, BSAd, BS Ent., or any course offered by other Colleges
2.25	First year accounting subjects	BSMA

2.25 Business Law, Taxation and other Board-related subjects Any course

2.75 Other Non-Board related subjects Any course

3. A shiftee from another College must submit to the Department of Accountancy the following: copy of grades, two (2) pcs. 2" x 2" pictures and the approved shifting form from the Dean's Office of the previous college attended.
4. He must comply with the retention requirements of the Accountancy program starting first year.

E. College graduate from another school or university

1. A College graduate from another school or university is admitted to the Accountancy program if he has submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the

registrar's office and photocopies of documents (items 3-5 and 8).

2. The following subjects are credited if the graduate has obtained a grade of at least:

1.5 - First year accounting subjects. However, the student must first pass the qualifying examination before credit is given to the subject.

1.5 - English, Mathematics and Business subjects

2.75 - Other non-board related subjects

3. He must pass the qualifying examinations and comply with the retention requirements of the program starting first year.

F. College graduate of CPU

1. A CPU BS in Management Accounting graduate of SY 2021 - 2022 and onward is admitted to the 3rd year BS in Accountancy program if he has complied with all of the following:

a. Has an average grade of at least 2.0 in all accounting-related subjects with no grade lower than 2.25.

b. Has passed the qualifying examination in Intermediate Accounting and Financial Management.

c. Has submitted to the Department of Accountancy a Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 4-5 and 8)

2. A CPU graduate of any course who is not qualified in F1 is admitted to the Accountancy program if he has submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 4-5 and 8)
3. The following subjects are credited if the graduate from CPU has obtained a grade of at least:

Grade	Subjects	Course/s of the Shiftee
1.75	First year accounting subjects	BSBA, BSAd, BS Ent., or any course offered by other Colleges

2.25 First year accounting subjects BSMA

2.75 Other Non-Board related subjects Any course

He must comply with the retention requirements of the Accountancy program starting first year.

FOR

BS Management Accounting

A. Senior High School Graduate

A student is admitted to the Management Accounting program if he has complied with all of these requirements:

1. An average high school grade of at least 85%.
2. English and Mathematics Placement Examinations. Those who failed in any of the placement examinations should take the appropriate developmental course: Math A or English A.
3. Submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of

documents (items 1-5).

B. High School Graduate – Life-Long Learner

A student is admitted to the Management Accounting program if he has complied with all of these requirements:

1. An average high school grade of at least 85%.
2. English and Mathematics Placement Examinations.
3. Submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 1-5).

C. Transferee from another School or University

1. A transferee from another school or university is admitted to the Management Accounting program of CPU if he has neither failing grade nor "LEFT" mark in the semester prior to enrollment in the Management Accounting program at CPU. He must submit to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and

photocopies of documents (items 3-5 and 8).

2. The following subjects are credited if the transferee has obtained a grade of at least:
 - 1.5 - First year accounting subjects. However, the student must first pass the qualifying examination before credit is given to the subject.
 - 1.5 - English, Mathematics and Business subjects
 - 2.75 - Other non-accounting subjects
3. He must comply with the retention requirements of the Management Accounting program.

D. Shiftee from other programs offered at CPU

1. A shiftee from another program offered at CPU is admitted to the Management Accounting program of CPU if he has neither failing grade nor "LEFT" mark in the semester prior to enrollment in the Management Accounting program at CPU.
2. The following subjects are credited if a shiftee has obtained a grade of at least

Grade	Subjects	Course/s of the Shiftee
1.75	First year accounting subjects	BSBA, BSAd, BS Ent., or any course offered by other Colleges
2.5	First year accounting subjects	BS Accountancy
2.75	Second year accounting subjects	BS Accountancy
2.75	Other non-accounting subjects	Any course

A shiftee must comply with the retention requirements of the Management Accounting program.

3. A shiftee from another college must submit to the Department of Accountancy a copy of grades, two (2) pcs. 2" x 2" pictures and the approved shifting form from the Dean's Office of the previous college attended.

E. College graduate from another school or university

1. A College graduate from another

school or university is admitted to the Management Accounting program if he has submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 3-5 and 8).

2. The following subjects are credited if the graduate has obtained a grade of at least:

1.5 - First year accounting subjects. However, the student must first pass the qualifying examination before credit is given to the subject.

1.75 - Second year accounting subjects. However, the student must first pass the qualifying examination before credit is given to the subject.

1.5 - English, Mathematics and Business subjects

2.75 - Other non-accounting subjects.

3. The graduate should comply with all the retention requirements of the Management Accounting program.

F. College graduate of CPU

1. A CPU graduate of any course

is admitted to the Management Accounting program if he has submitted to the Department of Accountancy the Notice of Acceptance/Admission slip from the registrar's office and photocopies of documents (items 4-5 and 8).

2. The following subjects are credited if a graduate has obtained a grade of at least:

Grade	Subjects	Course/s of the Shiftee
1.75	First year accounting subjects	BSBA, BSAd, BS Ent., or any course offered by other Colleges
2.5	First year accounting subjects	BS Accountancy
2.75	Second year accounting subjects	BS Accountancy
2.75	Other non-accounting subjects	Any course

FOR

**BS in Business Administration
(BSBA) (Any Major), BSEnt, BSAd,
BSREM Programs**

**A. Senior High School Graduate – ABM
Strand**

A student is admitted to the BS in Business Administration, BS in Entrepreneurship, BS in Advertising and BS in Real Estate Management if he has complied with the following requirements:

1. English and Mathematics Placement Examinations [Non-passers are required to enroll in Developmental English for Communication (Eng A1) and Enhancement Mathematics (Math A1)].
2. Notice of Acceptance from the Registrar's Office and copies of documents (items I.A. 1-4 and 7).

**B. Senior High School Graduate – Non-
ABM Strand and Life-long Learner**

A student is admitted to the BS in Business Administration, BS in Entrepreneurship, BS in Advertising,

and BS in Real Estate Management if he has complied with the following requirements:

1. English and Mathematics Placement Examinations (Non-passers are required to enroll in Eng A and Math A1.)
2. Passing mark in the College admission tests. Topics include accounting, management, marketing, economics, and finance.
3. Notice of Acceptance from the Registrar's Office and copies of documents (items I.A. 1-4 and 7).

**C. Transferee from another School or
University**

1. A transferee will be admitted to BSBA, BSEnt, BSAd, and BSREM programs if he has passed seventy (70) percent of all the subjects taken in his previous degree program and passed the College admission test..
2. The subjects in business and management-related subjects, including English and Mathematics previously taken by the transferee from other schools or universities,

shall be credited only if it has similar course title and if he obtained a grade of 2.0 and above.

3. He should submit to the College the Notice of Acceptance from the Registrar's Office and copies of documents (items I.A.3, 4, and 9).
4. Once admitted, a transferee shall be placed on probation for one semester.

**D. Shiftee from other programs offered
at CPU**

1. A shiftee from another college will be admitted to BSBA, BSEnt, BSAd, and BSREM programs if he has passed seventy (70) percent of all the subjects taken in his previous degree program.
2. He should submit a permit to shift and copy of grades from his previous college.
3. The subjects taken by the shiftee under his previous degree program at CPU will be credited only if it has similar course title.
4. A shiftee who is admitted shall comply with the retention requirements of the department.



COLLEGE OF Computer Studies (CCS)



📍 2/F, Mary Thomas Bldg. (MT)
☎ 329-1971 local 2119

Degree Programs

FOUR-YEAR UNDERGRADUATE

- **Bachelor of Science in Digital Media and Interactive Arts**
- **Bachelor of Library and Information Science**

📍 LEVEL I ACCREDITED

- **Bachelor of Science in Information Systems**
- **Bachelor of Science in Computer Science**
- **Bachelor of Science in Information Technology**

Additional Admission Requirements

FOR

Non-Graduate Programs

- Admission slip from the Registrar's Office
- Long-sized white folder
- Two (2) pcs. 2"×2" ID picture
- Duly accomplished information sheet

FOR

Transferees

- Accomplished subject accreditation form & Referral slip from the Registrar's Office
- Photocopy of Transcript of Records/ Honorable Dismissal
- Certificate of Good Moral Character

FOR

Returning Students

- Re-admission slip (from the Registrar's Office)
- Copy of Grades

FOR

Shiftees

- Accomplished subject accreditation form & Referral slip from the Registrar's Office
- Shifting form approved by previous College Dean
- Copy of Grades
- Long-sized white folder
- Two (2) pcs. 2"×2" ID picture
- Duly accomplished information sheet



COLLEGE OF Education (COED)



Education Program
Center of Development Grantee by CHED

📍 2/F, Old Valentine Bldg. (OV)
📞 329-1971 local 1078

Degree Programs

FOUR-YEAR UNDERGRADUATE

- **Bachelor in Special Education**

✓ LEVEL IV ACCREDITED

- **Bachelor of Elementary Education**
(General)
- **Bachelor of Elementary Education**
(Preschool Education Concentration)
- **Bachelor of Secondary Education in:**
 - › **Biological Sciences**
 - › **English**
 - › **Filipino**
 - › **Mathematics**
 - › **Music, Arts, Physical Education,
and Health (MAPEH)**

- › **Physical Sciences**

- › **Social Studies**

✳ NEW PROGRAMS (EFFECTIVE SY 2018-19)

- **Bachelor of Elementary Education**
- **Bachelor of Secondary Education**
major in:
 - › **English**
 - › **Filipino**
 - › **Mathematics**
 - › **Science**
- **Bachelor of Physical Education**
- **Bachelor of Special Needs Education**
- **Bachelor of Early Childhood Education**

Additional Admission Requirements

1. An evaluation by the Admission Committee and Dean
2. At least middle average rating in the Standardized Aptitude Test for Teachers (SATT) administered by CPU Guidance Services Center
3. An average of 80% and above in SHS
4. A satisfactory rating in the interview and an 80% rating in the written composition

FOR

BS Education Major in English

In addition to the college admission requirements, the following are the requirements for those who intend to take Bachelor of Secondary Education major in English

- 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, unified, and coherent composition with correct writing mechanics
- Must maintain a grade of 2.25 or above in all English major subjects from the first semester of first year until graduation
- Must have a cut-off score of 85% in the English Placement Examination

Guidelines to Qualify for Scholarship

in the College of Education

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 with 40 or more students. Application of valedictorians and salutatorians from classes with 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
- 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



📍 1/F, Engineering Bldg.
☎ 329-1971/local 1084

COLLEGE OF Engineering (COE)



PAASCU
ACCREDITED



Chemical, Electrical, &
Electronics Engineering Programs
Center of Development Grantees by CHED

Admission Guidelines

Graduates of Senior High School who belong to the STEM Strand and who successfully passed CPU Placement Examinations must take the Engineering Entrance Examination (E³).

Passers of E³ can enroll as regular freshmen students. Non-passers have to take the bridging program.

Graduates of Senior High School who belong to a NON-STEM strand and LIFELONG LEARNERS must take the CPU Placement Examinations.

Passers of the placement test must take the Bridging Program. Non-passers will not be admitted anymore in the College.

The bridging program requires a minimum of 25 students in order to be offered on a regular basis, otherwise, it will be offered as a special class. Students under this program,

- must pass all subjects on first take only; otherwise, they will be disqualified to continue with the program;
- who successfully pass all the subjects are priority students to enroll in the regular engineering curriculum the following Academic Year;
- may enroll the following additional subjects: PE, NSTP, RE, and CPU SEAL.

A student applicant who complies with the requirements and passes the Engineering Entrance Examination (E³) or the College Bridging Program may enroll as a regular student in the College.

Degree Programs

UNDERGRADUATE

☑ PAASCU ACCREDITED

- **Bachelor of Science in**
 - › **Chemical Engineering**
 - › **Civil Engineering**
 - › **Electrical Engineering**
 - › **Electronics Engineering**
 - › **Mechanical Engineering**

✧ FIRST IN THE PHILIPPINES

- **Bachelor of Science in**
 - › **Packaging Engineering**
 - › **Software Engineering**

Additional Admission Requirements

FOR

Freshmen

- Engineering Entrance Examination (E³)
- Admission Slip from the Registrar's Office
- Duly accomplished information sheet
- Long-sized folder
- Two (2) pcs. 2"×2" colored ID picture

FOR

Transferees

- Engineering Entrance Examination (E³)
- Duly accomplished subject accreditation form and Referral slip from the Registrar's Office.

FOR

Shiftees

- Engineering Entrance Examination (E³)
- Shifting form approved by the previous college dean.



📍 1/F, Alumni Bldg.
☎ 329-1971 local 1042

Dr. Lucio C. Tan
COLLEGE OF
**Hospitality
Management** (CHM)



Degree Programs

FOUR-YEAR UNDERGRADUATE

📍 LEVEL II ACCREDITED

- **Bachelor of Science in Tourism Management**
- **Bachelor of Science in Hospitality Management**

Admission Requirements

FOR Senior High School Graduates

- Photocopy of Senior HS Form 138
 - Two (2) pcs. 2"×2" formal colored ID picture with white background
 - Photocopy of PSA-issued Birth Certificate
 - Photocopy of Certificate of Good Moral Character
 - Must have taken the English and Mathematics Placement Examination
 - Photocopy of Placement Examination results
 - Long colored folder (BS HM-yellow ; BSTM-green) with plastic jacket
 - Completed student information sheet
 - Can communicate in written and oral English
- FOR
Shiftees, Transferees, and Life-Long Learners
- Must pass CHM Admission Test
 - Submit result of Interest Inventory Test (to be taken at the Guidance Services Center)
 - Submit copy of Placement Examination Results (for Shiftees and Life long learners)
 - 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 enrollment for the following semester.)
 - Photocopy of Duly Accomplished Subject Accreditation form
 - Completed student information sheet
 - Photocopy of PSA-issued Birth Certificate
 - Certificate of Good Moral Character from the department/school last attended.
 - Two (2) pcs. 2"×2" formal colored ID picture with white background
 - › **Shiftee** - completed shifting form signed by the Dean of the college where the student was last enrolled and copy of grades.
 - › **Transferee** - Original or certified true copy of Transcript of Records and Honorable Dismissal



COLLEGE OF Law

📍 1/F, Henry Luce III Library
☎ 329-1971 local 1061

Degree Program

GRADUATE

- **Juris Doctor (J.D.)**

Prerequisites for Admission

- Must be a graduate of a Bachelor's Degree and must have earned at least 18 units of English, 6 units of Mathematics, and 18 units of Social Science subjects
- Must have taken and passed the Philippine Law School Admission test (PhilSAT), and the College of Law entrance examination and interview

Entrance Examination Requirements

- Php 750.00 examination fee to be paid 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.

Admission Requirements

FOR

New and Transferring Students

- Acceptance Slip for new students (to be submitted to the Registrar's Office)
- Certificate of Eligibility (PhilSAT)
- Transcript of Records (Original or Certified True Copy) (to be submitted to the Registrar's Office)
- Honorable Dismissal or Transfer Credential (to be submitted to the Registrar's Office)
- A certified true copy of Diploma (to be submitted to the Registrar's Office)
- Two (2) photocopies of PSA-issued Certificate of Live Birth/Marriage Contract (1 copy for the Registrar's Office and 1 copy for the College of Law)
- Two (2) pcs. Passport size colored pictures with white background (to be submitted to the College of Law)
- Certified true copy of C1-Certificate of Eligibility for the Admission into the Law course (for transferee only)

FOR

CPU Graduates

- Photocopy of Transcript of Records (to be submitted to the Registrar's Office)

Scholarships

offered in the College of Law

Entrance Scholarship

- The student must be an honor graduate in a pre-law degree (cum laude, magna cum laude, or summa cum laude);
- The student can enjoy the scholarship until Second Semester of second year provided, he/she 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 15 units per semester in the college.

University Scholarship

- Only the top two 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.



COLLEGE OF
**Medical Laboratory
Science** (CMLS)

📍 1/F, Loreto D. Tupaz Hall (LDT)
☎ 329-1971 local 1090

Degree Program

FOUR-YEAR UNDERGRADUATE

- **Bachelor of Science in
Medical Laboratory Science**

Additional Admission Requirements

- Duly accomplished application form
- Two (2) pcs. 2"×2" ID picture, white background with name tag
- Certified true copy of SHS Report Card
- Certificate of Good Moral Character
- Photocopy of PSA-issued Birth Certificate
- Two (2) pcs. long mailing envelopes with stamps
- Two (2) pcs. long green folders
- One (1) pc. long brown envelope



COLLEGE OF Medicine

(MED)

📍 4/F, Loreto D. Tupaz Hall (LDT)
☎ 329-1971 local 1048

Degree Programs

GRADUATE

- Doctor of Medicine

UNDERGRADUATE

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

Admission Requirements

FOR

Doctor of Medicine

Interview Phase

- Application form
- PSA-issued Birth Certificate
- NMAT Score (60% and above)
- Transcript of Records (at least 7 semesters)
- Two (2) pcs. 2"×2" ID picture (with white background)
- One (1) pc. long-sized white folder

Acceptance Phase

- Certificate of Good Moral Character from two (2) school officials
- 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
- Honorable Dismissal



COLLEGE OF Nursing (CON)



PAASCU
ACCREDITED



The FIRST School of Nursing
in the Philippines • 1906

📍 1/F, Loreto D. Tupaz Hall (LDT)
☎ 329-1971 local 2133

Degree Program

UNDERGRADUATE

🕒 LEVEL II PAASCU ACCREDITED

- **Bachelor of Science
in Nursing**

Additional Admission Requirements

Enrollment Requirements

- Photocopy of High School Report Card – Form 138
- Exam Results (English, Math, NAT, Psychological Tests)
- Application Form (Personal Data)
- Certificate of Good Moral Character
- Photocopy of PSA-issued Birth Certificate
- Two (2) pcs. 1½" × 1½" ID Picture
- Two (2) pcs. short mailing envelopes with stamps
- One (1) pc. short Folder
- One (1) pc. long brown Envelope

FOR

Senior High School Graduates (any strand)

1. Should pass first the Placement Examinations of the University (English and Math) administered every Saturday. Payment to take the placement examinations should be done at the business office of Dr. Rex Drilon Hall (formerly Administration Building).
2. Secure English and Math placement examination results from the Information Center beside Dr. Rex Drilon Hall
3. Present results of English and Math placement examinations to the College of Nursing Secretary (Loreto D. Tupaz Hall) for enlistment of eligibility to take the Nursing

- Admission test/Aptitude test (NAT) and Psychological tests as scheduled.
4. Pay fees at the Business Office
 - › NAT: P 260.00 Acct No. 7824
 - › Psychological Test: P200.00 Acct No. 1187
 5. Present receipt of NAT Fee and Psychological Test Fee to the College of Nursing Secretary (Loreto D. Tupaz Hall) for enlistment and schedule of the examinations.
 6. Take NAT examinations on the schedule given by the College of Nursing Secretary.
 7. Secure NAT and Psychological Test Results from the Guidance Services Center, 3/F Uy Bldg.
 8. Present NAT and Psychological Examination results (60% and above) to the College of Nursing Secretary for the

- schedule of Panel Interview.
9. Pass the Panel Interview
 10. Wait for the ranking results (first 300 students)
 11. Prepare papers and documents for enrollment if included in the top 300
 12. Proceed to the University enrollment process

FOR

For Lifelong Learners (not a K-12 graduate/2nd Courser)

1. Follow steps A. 1-12
2. Enroll in six (6) units English Course bridging program of the University (English 4 and English 7)

FOR

Transferees from other Schools and Shiftees who do not belong to the K-12 curriculum

- › Only those who have taken all first year subjects under the old curriculum will be admitted to second year and third year, otherwise the student will be made to undergo steps 1-12 above and will be enrolled under the new BSN Curriculum

FOR

Transferees from other Schools and Shiftees who do not belong to the K-12 curriculum

- › Follow steps A. 1-12 and present requirements needed for international or foreign students



COLLEGE OF Pharmacy

(COP)

📍 1/F, Loreto D. Tupaz Hall (LDT)

☎ 329-1971 local 1314

Degree Program

FOUR-YEAR UNDERGRADUATE

- **Bachelor of Science
in Pharmacy**

Additional Admission Requirements

- Photocopy of Placement Exam results
- Photocopy of PSA-issued Birth Certificate
- Photocopy of Certificate of Good Moral Character
- Duly accomplished application form
- One (1) pc. short folder (White)
- One (1) pc. long folder (Purple)
- Two (2) pcs. Passport size ID picture (White background)
- Two (2) pcs. long mailing envelopes
- One (1) pc. long brown envelope

FOR

Shiftees

- Shifting form approved by the previous college dean

FOR

Transferees

- Duly accomplished subject accreditation form
- Honorable dismissal

FOR

Returning students

- Readmission slip from the Registrar's Office



COLLEGE OF Theology ^(COT)



📍 1/F, Celiz-Ancheta & Pagsuberon-Cruz Hall
☎ 329-1971 local 1301

Degree Programs

FIVE-YEAR UNDERGRADUATE

✓ ATESEA & CHED ACCREDITED

- Bachelor of Theology

DIPLOMA

- Christian Ministry

CERTIFICATE

- Christian Ministry
- Sacred Music

Additional Admission Requirements

FOR

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

FOR

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

FOR

Bachelor of Theology (B.Th.)

- Two (2) pcs. 2"×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), PSA-issued Birth Certificate, and Certificate of Good Moral Character (for college student applicants)
- A Medical Certificate which attests to the physical (CBC, urine, 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
- 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

SCHOOL OF Graduate Studies (GRADSTUD)

📍 3/F, New Valentine Bldg. (NV)
📞 329-1971 local 2140

Degree Programs

DOCTORAL

- **Doctor of Management**, major in
 - › Development Management
 - › Public Management
- **Doctor of Management with concentration in Business Management** (DMBM)
- **Doctor of Management with concentration in Tourism and Hospitality Management** (DM-THM)
- **Doctor in Nursing Management** (DNM) in consortium with Trinity University of Asia

✓ LEVEL IV ACSCU-AII ACCREDITED

- **Doctor of Education (EdD)**, major in
 - › Administration and Supervision
 - › Curriculum and Instruction
 - › Guidance and Counseling

✓ CHED ACCREDITED

- **Doctor of Ministry** – a three-year program with two areas of intensification:
 - › Church Management and Practical Ministries
 - › Pastoral Counseling and Clinical Pastoral Supervision

MASTER'S

- **Master of Arts in English Language and Literature**
- **Master in Education major in Filipino** (Non-Thesis)

- **Master of Engineering**, major in:
 - › Chemical Engineering
 - › Civil Engineering
 - › Mechanical Engineering
 - › Electrical Engineering
- **Master in Library and Information Science**
- **Master in Library and Information Science major in Theological Librarianship**
- **Master of Ministry**
- **Master of Science in Agriculture**, major in Agronomy
- **Master of Science in Social Work** (Thesis)
- **Master of Science in Computer Science**

- **Master of Science in Guidance and Counseling**
- **Master of Social Work** (Non-Thesis)

☑ LEVEL IV ACSCU-AII ACCREDITED

- **Master in Business Administration** (Thesis and Non-Thesis)
- **Master in Business Administration major in Tourism and Hospitality Management** (MBA-THM)
- **Master of Arts in Education** (MAEd), major in
 - › **Administration and Supervision**
 - › **Filipino** (Thesis)
 - › **Guidance and Counseling**
 - › **Physical Education** (Thesis and Non-Thesis)
 - › **Mathematics**
 - › **Physics**

☑ LEVEL II ACSCU-AII ACCREDITED

- **Master in Public Administration** (Thesis and Non Thesis)
- **Master of Arts in Nursing**, with specialization in:
 - › **Medical-Surgical Nursing**
 - › **Maternal and Child Nursing**
 - › **Community Health Nursing**
 - › **Mental Health and Psychiatric Nursing**
 - › **Nursing Service Administration**
 - › **Nursing Education Administration**

☑ ATESEA & CHED ACCREDITED

- **Master of Theology**
- **Master of Divinity**

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 the master's program, only those students who graduated in a baccalaureate degree program from a CHED-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 the Graduate Programs Office or downloaded from www.cpu.edu.ph)
- One (1) pc. 1"×1" ID picture
- Long-sized white folder

FOR

Graduates of CPU

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

FOR

Married Female Applicants whose record still bear their Maiden Name:

- Photocopy of Marriage Contract in addition to the above requirements

FOR

Doctor of Management major in Tourism and Hospitality Management (DM-THM)

- A holder of Master's degree in Tourism, Hotel and Restaurant Management (HRM) or Hospitality Management courses from the Commission on Higher Education (CHED) recognized institution
- A holder of Master's degree in Marketing Management or related courses with at least two years supervisory or managerial experience in hospitality or tourism enterprise
- Competence in the use of the English language
- Passed the written and oral examination of the committee

FOR

**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 Divinity program and has undergone supervised training at an accredited institution
- Ecclesiastical/Faith Group endorsement to function in this type of Ministry.

FOR

**Doctor of Ministry (D.Min.) -
Church Management and Practical
Ministries**

- 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 ministry.

FOR

**Master of Business Administration major
in Tourism and Hospitality Management
(MBA-THM)**

- A holder of a baccalaureate degree in Tourism, Hotel and Restaurant Management (HRM) or Hospitality Management courses from the Commission on Higher Education (CHED) recognized institution
- A holder of marketing, management or related courses with at least two years' experience in hospitality or tourism enterprises
- Competence in the use of the English language
- Passed the written and oral examinations of the committee

FOR

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

FOR

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 foundation courses required under the B.Th. program/curriculum (for non-B.Th. graduate applicant)
- Demonstration of a high level English proficiency

FOR

Master of Theology (M.Theol.)

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

FOR

Master of Science in Computer Science

- Interview Result

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



TYPES OF COLLEGE STUDENTS

Continuing Students

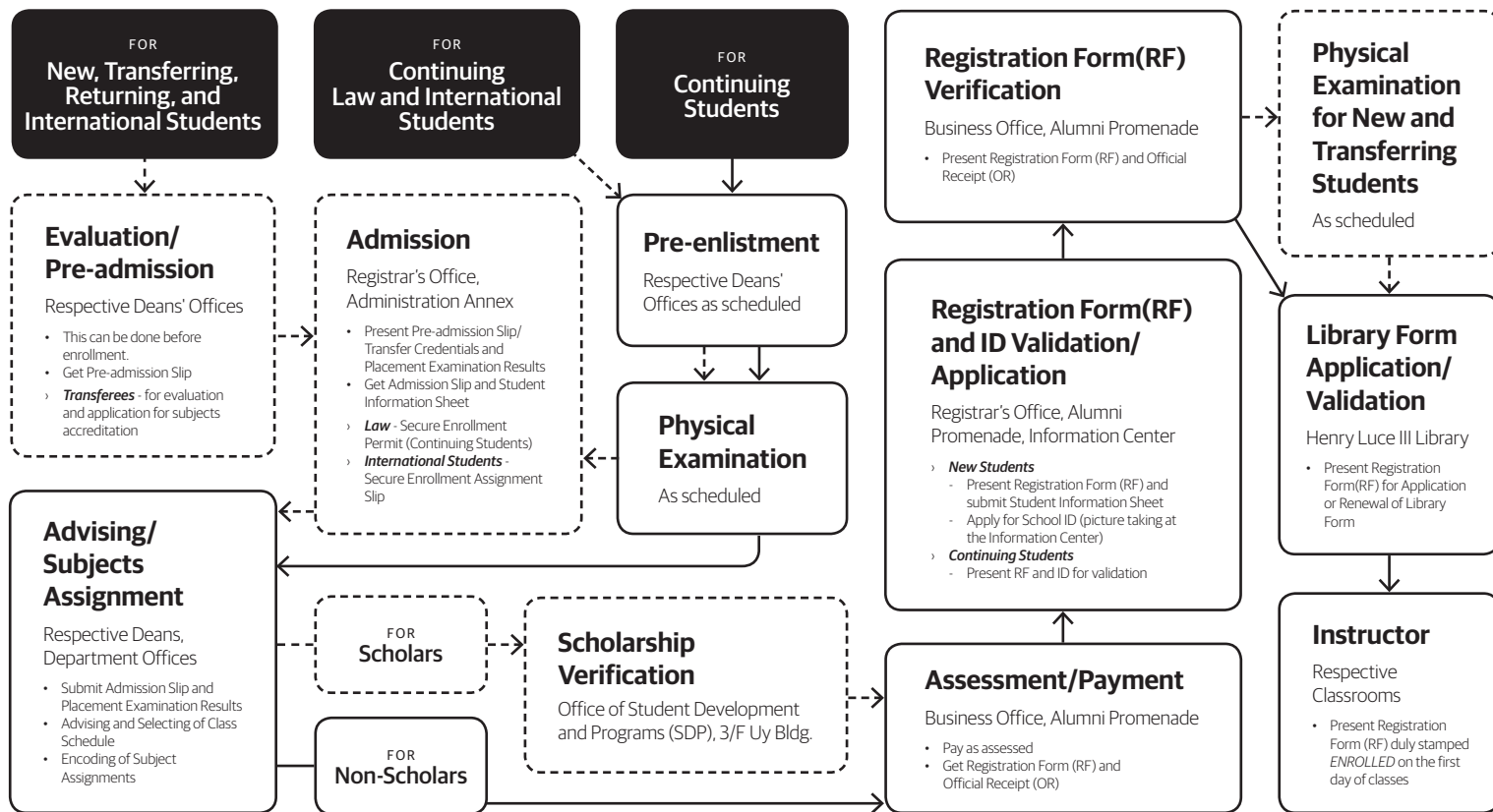
CPU students enrolled in the preceding semester/summer

New and Transferring Students

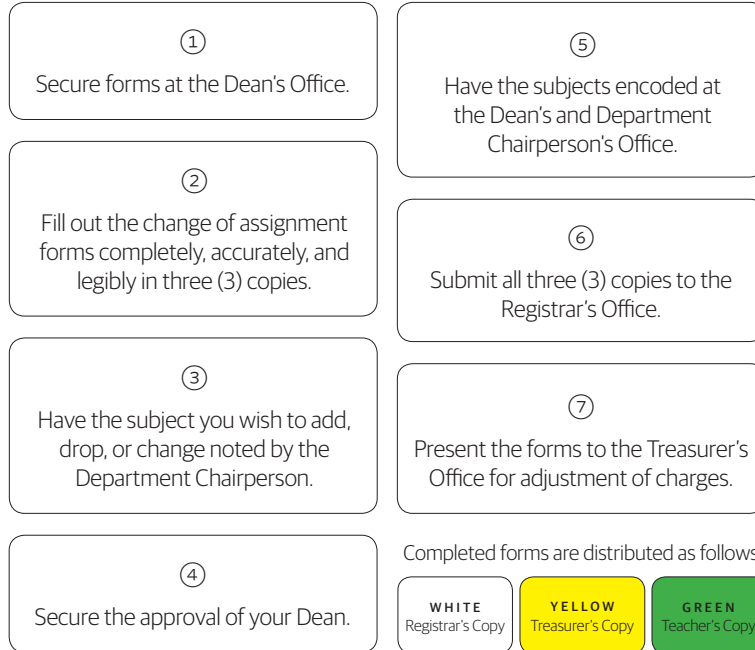
students coming from other schools and CPU

Returning Students

former CPU students who have not enrolled in the previous semester either in CPU or any other school enrolling again in CPU.



Adding, Changing, and Dropping of Subjects



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

Permission 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 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.

As approved by the Academic Council, only two (2) major subjects are allowed for cross-enrollment.

Special Class for Undergraduate Students

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

Students 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. A teacher assigned to teach a 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' enrollment 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 of the 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:

FIRST YEAR
less than 41 credits earned

SECOND YEAR
41 to 80 credits earned

THIRD YEAR
81 to 120 credits earned

FOURTH/FIFTH YEAR
more than 120 credits earned

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 College Academic English Placement Examination 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 \$50.00 is required of 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. 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. Php5,800.00 Bureau of Immigration (BI) Application Fees (subject to changes that may arise at the Bureau of Immigration)

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. Eight (8) pcs. 2"x2" colored ID pictures taken within the last six months
10. 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)

11. Bureau of Immigration (BI)
Student Visa Application fees of Php18,000.00 (subject to change that may arise at the Bureau of Immigration)

FOR

Filipino Applicants Residing Abroad

Documents required:

12. One (1) original copy of high school (secondary) permanent record and Certificate of Graduation (High school diploma)
13. One (1) original copy of college Transcript of Records
14. Photocopy of the biographical and signature pages of valid Philippine passport
15. Photocopy of PSA-issued Birth Certificate

ⓘ NOTE

- 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.

Procedure for Student Visa Renewal

1. Application for extension should be filed 15 days before student visa expires.
2. International students should apply for Transcript of Records at the Registrar's Office.
3. In case a student fails, drops, or leaves a subject, he/she will be required to submit a certificate of readmission from the dean before the release of the Transcript of Records.
4. A student should submit the Transcript of Records with other required documents to the Liaison Officer for International Students, Registrar's Office.
5. A student should pay for all required processing fees. (Student Visa extension fees – Php 18,500.00) (subject to change that may arise at the Bureau of Immigration)
6. Once visa extension is approved, the student can now start the enrollment.

SCHEDULE FOR

Processing of Special Study Permit/Student Visa Applications

**Apr 1 -
May 30**

First Semester
enrollment

**Aug 1 -
Sept 30**

Second Semester
enrollment

SCHEDULE FOR

Processing of Student Visa Extensions

**June 1 -
June 30**

expiring on
July 15

**Dec 1 -
Dec 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

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 can 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 bona fide 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.
4. He/She can join/be a representative for college/ University activities like College Days or University Day 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 the subjects in residency for a maximum of two succeeding semesters; otherwise, he/she will be required to re-enroll the subject/s. 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 re-enrollment 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 ¼ 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
- RES E - Registration, insurance (if applicable), and laboratory fees
- RES F - Registration only

Undergraduate Standard Grading System

Rationale

To cope with the changing educational milieu and the mandate on Outcomes-Based Education (OBE) model and principles, among others; CPU is adopting a standard grading system to be utilized by all colleges effective Academic Year 2018-2019. Teachers are therefore required to develop and utilize outcomes-based assessment tools that generally follow the OBE standards (CMO No. 46, Series 2012; CHED-MORPHE, 2008).

Grading System

A. Components

1. Lecture Classes

Semester Term

Preliminary Examination	15%
Midterm Examination	20%
Final Examination	25%
Quizzes	25%
Other Requirements	15%

Total 100%

Summer Term

Midsummer Examination	25%
Final Examination	35%
Quizzes	25%
Other Requirements	15%

Total 100%

2. Laboratory Classes

Based on the Commission on Higher Education (CHED) Policies, Standards and Guidelines (PSG), and/or other required bases, each college or department will come up with a standard grading system for laboratory classes aligned to its course outcomes.

3. Combined Lecture and Laboratory Classes

Guided by its PSGs from CHED, and/or other required bases, each college or department will come up with a standard grading system (for combined lecture and laboratory classes) that is aligned with its course outcomes. Each college or department will also decide based on needed/required bases as to the percentage of the lecture and laboratory components to constitute the final grade (e.g. 70% lecture and 30% laboratory, 50% lecture and 50% laboratory, and others).

B. Guidelines

1. The increasing weight of the major examinations is based on the principle that learning is a progressive process, and that it is created and recreated gradually and meaningfully through discovery and experience by the learners.
2. The passing mark for all components will be at the discretion of each college.
3. All college or department grading system should be approved by the Vice-President for Academic Affairs, through the Director of Center for Teaching and Learning Excellence.
4. All major examinations must be at least 100 points.
5. There shall be at least two (2) quizzes per major assessment period with a total of not less than 120 points.
6. The "Other Requirements" component may include graded outputs, projects, and class participation.

7. Below is the formula to obtain the transmuted value of **each grade component** (e.g. Prelim Examination, Midterm Examination, etc.):

$$\text{Transmuted Value} = \frac{(\text{Raw Score} - \text{Passing Mark})}{(\text{Perfect Score} - \text{Passing Mark})} \times 25 + 75$$

8. To compute the **over-all grade**, the following formula will be used:

$$\text{Transmuted Value} = \frac{(\text{General Weighted Average} - \text{Passing Mark})}{(100 - \text{Passing Mark})} \times 25 + 75$$

9. Over-all transmuted value of final grade should be rounded-off to the nearest whole number.
10. To obtain the numerical grade, the university prescribes the Standard Transmutation Table.

Standard Transmutation Table to obtain the Final Grade

Effective First Semester SY 2018-2019

Percentage Equivalent	Numerical Grade	Letter Grade
98-100	1.00	A+
95-97	1.25	A
92-94	1.5	A-
89-91	1.75*	B+
86-88	2.0**	B
83-85	2.25	B-
80-82	2.5	C+
77-79	2.75	C
75-76	3.0***	C-
Below 75	5.0	F

* Minimum passing grade with credit for **Doctoral degree**

** Minimum passing grade with credit for **Master's degree**

*** Minimum passing grade for **Undergraduate course**

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 3-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

1. If the student drops the course or is dropped by 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 if he/she fails 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" grade. 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 the 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 deliberation, his/her application for graduation is automatically canceled for that specific term. The student should be advised to enroll in residency (see *Academic Residency*) for a maximum of two succeeding semesters; otherwise, he/she will be required to re-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

Students who missed the scheduled Preliminary and Midterm Examinations should process the request for a special exam and take it within 10 school days after the last day of the scheduled major exams; otherwise, the missed exam shall automatically be given a score of zero, equivalent to a grade of 5.0.

Graduating students, however, should comply with the 10-day period after the final examination to be included in the list of candidates for graduation. Their grades should be in on or before the deadline for encoding of grades or before the deliberation date.

Educational Tours and Field Trips

Policies and Guidelines on Local and Off-Campus Activities

CHED Memo No. 63 Series of 2017

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Bldg. 232, the Constitution which states that, *“The State shall exercise reasonable supervision over all higher education institutions,”* and by virtue of Commission En Banc Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

ARTICLE I

Rationale

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students’

learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/ reach-out programs, conventions, conferences, trainings, volunteer work, inter-school competitions, cultural performances and team development activities, among others.

ARTICLE II

Statement of Policies

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Section 2. All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEIs particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

Section 3. It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

Section 4. To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

ARTICLE III

Objectives

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

ARTICLE IV

Coverage

Section 6. The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

6.1 Curricular

- a. Educational Tours/Field Trips
 - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
 - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
 - Plant industry visits, host training establishment visits, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

6.2 Non-Curricular

- a. mission-based activities (e.g., retreat, recollection, etc.);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. inter-school competitions/tournaments; or
- h. culture and arts performances and competition.

ARTICLE V

Definition of Terms

Section 7. For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
 - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
 - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and within fewer places of destination.

c. **Field study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial learning as curriculum delivery.

7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.

7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.

7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular undertaken outside the premises of the institution.

ARTICLE VI

Exclusions

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips.

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

Section 9. Internship/OJT/Practicum. Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

ARTICLE VII

Requirements, Obligations, and/or Responsibilities of the Parties Involved

Section 10. Government. It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP);
- 10.7 League of Municipalities of the Philippines (LMP).

Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For the non-curricular activities, the HEIs shall adopt an appropriate PIC-student ration, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
 - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, drivers' license, assurance of road-worthiness, among other shall be ensured; and

- e.2 third party or sub-contracting – Updated/ valid documents pertaining to registration, insurance coverage, driver's license, assurance of road-worthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.
- i. Give due consideration to students or learners with special needs for the Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

11.2 Requirements

a. Checklist of Requirements

a.1. Before the off-campus activity. The President must require the submission of the following from its personnel concerned

REQUIREMENTS	PROOFS
a.1.1 Curriculum	
The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip.
a.1.2 Destination	
As much as practicable, destination of off-campus activities should be near concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitle, Enjoining All Higher Education Institutions (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 may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks should be in line with the objectives of the off-campus activity.	Appropriate report
The destination and schedule should be relevant to the subject matter.	

REQUIREMENTS	PROOFS
a.1.3 Handbook or Manual	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-in-Charge	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge.	Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities
With appropriate first-aid and medical emergency training	Relevant certificate in first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first-aid kit	First-aid kit
a.1.8 Fees/Fund Source	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report

REQUIREMENTS	PROOFS
a.1.9 Insurance	
The HEI should provide the insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof if insurance provision
a.1.10 Mobility of students	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road-worthiness, among others.
a.1.10.2 Third party or subcontract	
a.1.10.2.1 Franchise	<p>*Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</p> <p>*Special permit from the LTFRB if transportation is out-of-line</p> <p>*Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance or road-worthiness, etc.</p>
a.1.10.2.2 Travel and Tour Operator	<p>*Copy of Travel and Tour Operator Accreditation Certificate by the DOT</p> <p>*Duly approved Plan/Itinerary of travel by HEI</p> <p>*Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable</p> <p>*Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road-worthiness, etc.</p>
In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.	
If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits	

REQUIREMENTS	PROOFS
a.1.11 LGUs/NGOs	
The HEI should duly coordinate with appropriate LGUs/NGOs.	*Copy of the letter sent to the LGUs
Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.	*Copy of acknowledgment letter from the LGUs
a.1.12 Activities	
a.1.12.1 General Orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders.
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (2) or two (2) months before the scheduled date of the conduct of off-campus activities	<p>*Letters to parents, students and adult companion preferably faculty</p> <p>*Appointment with conform of Personnel-in-charge</p>
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	<p>*Itinerary</p> <p>*Handy information materials for students</p>
a.1.12.5 Learning journals for students	Standard format of learning process given to the students
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report

a.2 During the off-campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used	Contract of service with the third party
(No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises	

a.3 After the off-campus activity

REQUIREMENTS	PROOFS
a.3.1 Learning journals of students	Appropriate reports/grades
a.3.2 Assessment report/Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of Expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

b.1 Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

b.2 Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representatives listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)

b.3 Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

c. Exemption from submission of report to CHED

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least LEVEL III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

Section 12. Students

12.1 Responsibilities and Obligations:

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulation of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learning, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/ violation of above-mentioned actions should be in accordance with the HEIs' policies.

ARTICLE VIII

Monitoring and Evaluation

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertakes,

Section 14. All HEIs awarded as Autonomous, Deregulated, Center of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least LEVEL III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).

ARTICLE IX

Fees

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

ARTICLE X

Violations and Sanctions

Section 17. Violations. The following are considered violations of these policies and guidelines.

- 17.1 Failure to comply with any of the requirements in the CMO, such as:
 - a. Conduct of orientation or consultation;
 - b. Conduct of activity without approval of the President/Head of the HEI;
 - c. Verification with agency concerned on road worthiness of vehicles;
 - d. Validation of appropriate licenses of the driver;
 - e. Establishment of parallel activities;
 - f. Submission of required reports to CHEDRO;
 - g. Submission of requirements per required timelines; or
 - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity or transportation, etc.)
- 17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3 Deployment of unqualified PIC.
- 17.4 All other analogous circumstances.

Section 18. Sanctions.

- 18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

- a. Written warning
- b. Cancellation of the activity
- c. Order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.

- 18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc (CEB), taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:
 - a. Blacklisting of the third party (franchise or tour operator);
 - b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
 - c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.
- 18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

ARTICLE XI

Repealing Clause

Section 19. The CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

ARTICLE XII

Transitory Provision

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled "Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions" shall also be deemed lifted upon the effectivity of this CMO.

ARTICLE XIII

Effectivity

Section 22. This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (OONAR) and shall remain in force and 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
 - i. Other requirements if necessary - i.e. LGU permit or PNP permit

Academic Records

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

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 should present proper identification, the request, and receipt of payment.

A hold may be applied for the release of a transcript or other information requested from

The following records may be given to the student:

Central Philippine University
**Permanent
Academic Record**

**Transcript(s) from
another institution**
in case of transfer

Record of Standing

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 credential/honorable dismissal 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 a transfer credential 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 a transfer credential 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 credential.

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 20 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 on 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.

Graduation

Requirements for Graduation

In addition to the residence requirement of two (2) 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 applications for graduation in duplicate copies at their respective Dean's Offices 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 (2) 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 (4) 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 no longer be accepted. Students who have not applied for graduation and are not included in the list submitted to the Registrar's Office on the deadline set for the semester will enroll in Residency during the following term and will graduate in said 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>	third week of April

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 deliberation 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. All grades and other graduation requirements must be submitted before the deliberation date so student will be included in the list of candidates for graduation.
9. The Registrar processes the record for graduation (Form IX) one (1) month after receipt of the same and records will be released thereafter.

Revised Academic Honor Policies

Effective First Semester SY 2019-2020

1. Minimum Study Load

- A prospective honor student must maintain a minimum study load of 18 units each semester or 6 units for the summer term except when the curriculum of the degree program he or she is enrolled in prescribes otherwise.
- Even with only 15 units during the semestral term or 3 units during the summer term, a work student or a full-time employee of a particular company can still qualify for honors as long as he or she can present a certificate of work or employment to justify the underload. A study load lesser than those mentioned will be allowed if prescribed by the curriculum.
- If the underload is due to a serious medical condition, the student must present a medical certificate.

2. Failing, Dropped or Left Marks

- A student with a failing, dropped (D) or a left (L) mark on any required course taken from another school shall be disqualified for honors.
- A student with a failing, dropped (D) or a left (L) mark on any required course taken from CPU shall be disqualified for honors.

3. Incomplete Grades

- A student with an incomplete or lapsed incomplete mark on any required course taken from another school shall be disqualified for honors.
- A student with a lapsed incomplete mark on any required course taken from CPU shall be disqualified for honors.

- A graduating student who fails to comply with the requirements of a course enrolled in during his or her final semester shall be given an INC mark; however, if he or she fails to comply with the completion requirements before the date of deliberation, his or her application for graduation is automatically cancelled for that specific term.

4. Honors Points Computation

- Honor points shall be computed based on General Weighted Average (GWA) excluding SEAL and NSTP. Computation shall only include courses in the curriculum of the degree program the student is currently enrolled in and those courses accredited (with approved accreditation form) by the college.
- There shall be equal rank intervals of 0.18 for each honor level as follows:

SUMMA CUM LAUDE	MAGNA CUM LAUDE	CUM LAUDE
1.18 – 1.0 GWA	1.37 – 1.19 GWA	1.56–1.38 GWA

- Since the computation of grade points will be based only on courses required in the current curriculum a student is enrolled in, a failing mark in any major course that a student took based on earlier curriculum will have no bearing on the said computation.

5. Residency at CPU

To qualify for honors, a student must have completed at Central Philippine University at least 75 per cent of the total number of academic units or

hours required for graduation and must have been enrolled for at least two years immediately prior to graduation.

6. Number of Years in Completing the Degree

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

7. Disciplinary Action

After due process, a student found guilty of an offense and subject for disciplinary action shall be disqualified from receiving any academic honor.

College Honors, Awards, and Recognition Program

Every year, the University honors and gives 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 Committee for the College Honors, Awards, and Recognition Program plans and executes the program.

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:

- Completion of another major for the prospective degree
- Completion of at least a year's additional residence consisting of 18 units of work for each semester

Tuition and Fees

Payments

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

Payments can be on:

A. Full Payment - availing cash discount

NOTE: If a student adds a subject, he/she must pay in full the amount of the added subject in order to retain the cash discount. Failure to pay in full, the student will forfeit the cash discount granted to him/her during enrollment.

B. Installment Payment

FOR College, Law, Medicine and Graduate Programs

FIRST INSTALLMENT	SECOND INSTALLMENT	THIRD INSTALLMENT	FOURTH INSTALLMENT
25% of the total assessment on registration	35% of the total assessment before the prelim exam	30% of the total assessment before the midterm exam	Balance of total assessment before the final exam

FOR Senior High School

FIRST INSTALLMENT	SECOND INSTALLMENT	THIRD INSTALLMENT	FOURTH INSTALLMENT
25% of the total assessment on registration	35% of the total assessment before 1st grading period	30% of the total assessment before 2nd grading period	Balance of total assessment before 3rd grading period

FOR Junior High School, Elementary, and Kindergarten

FIRST INSTALLMENT	SECOND INSTALLMENT	THIRD INSTALLMENT	FOURTH INSTALLMENT
25% of the total assessment on registration	35% of the total assessment before 1st grading period	30% of the total assessment before 2nd grading period	Balance of total assessment before 3rd grading period

Where to pay

- **Business Office** located at the Dr. Rex D. Drilon Hall (Administration Building)
- **Satellite Telling Units** at the Alumni Promenade Concert Park
- **SM Bills Payment Counters** (Iloilo only)
- **Banks** (BDO, BPI, Metrobank, UCPB, PNB, Landbank)
- **Palawan Pawnshop**
- **If payment was made in other countries, provinces, or cities**, please email or fax deposit slip with complete information:

- › Amount
- › Student Name
- › Course
- › Date and Name of Depository Bank

via Fax
0063-33-320-3685
or 0063-33-329-0108
Attention: Treasurer

via Email
accountsreceivable@cpu.edu.ph
Address to: Mr. Len John Gañon, A/R Chief

Discounts Granted

1. **Cash discount** - 10% off of the tuition is given to those who will pay in full the tuition and fees during enrollment. If payment is through credit card, a 5% discount of the tuition is given to those who will pay in full the tuition and fees during enrollment.

NOTE: Students can also avail of the cash discount if full payment is done on or before the 1st day of class as per school calendar.

2. **Family discount** – this must be processed at Windows 5, 6, 7 of the Business Office

- a. For College and High School

When two or more students of the same parents are enrolled in High School and College at the same time (except Post Graduate), a discount is allowed only on the tuition fees;

- first child - no discount;
- second child - 10% discount
- third child - 30% discount
- fourth and succeeding children - 50% discount each

- b. For Elementary Pupils

When two or more students of the same parents are enrolled in the Elementary school at the same time, a discount is allowed only on tuition fee

- first child – no discount
- second and succeeding children – 10% discount

NOTE: Adult students who have independent incomes, or who have become independent because of marriage, do not qualify for this discount. Family discount does not apply to part-time students, work students, University-funded scholars, or to anyone receiving scholarship or free tuition aid from the University.

Tuition Refund

For the Regular School Year

Percentages from the total assessment except registration as per schedule

- › **80%** within TWO WEEKS from the official opening of classes;
- › **50%** within FOUR WEEKS from the official opening of classes;
- › **NO REFUND OR CREDIT** will be allowed after the fourth week from the official opening of classes.

For Summer

Percentages from the total assessment except registration as per schedule

- › **80%** within ONE WEEK from the official opening of classes;
- › **50%** within TWO WEEKS from the official opening of classes;
- › **NO REFUND OR CREDIT** will be allowed after TWO WEEKS from the official opening of classes.

From Credit Balances

- › From scholarships or other form of credits after tuition and fees are paid in full
- › From work students who had filed FINAL clearance after graduation or transfer school

Schedule of Request for Claims of Refund

- **Withdrawals** - after approved withdrawal forms
- **Dropped Subjects** - for fully paid students, 3 weeks after mid-term exam
- **Scholarships** - after remittances are cleared in banks

FOR

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.

Insurance Plan

Student Accident Insurance

coverage from June 1, 2019 to May 31, 2020

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

Scope of Coverage

- 24 hours, 365 days a year anywhere in the world during business or pleasure
- Motorcycling included via pedicab, tricycle, motorcycle, *habal-habal*
- While riding as a passenger of any 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 are covered
- ROTC cadets while doing exercise outside the school and were mistakenly ambushed are covered
- 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 all Teaching & Non-teaching personnel of the school including all regular and casual employees

How to Process Insurance Claim

1. Get insurance form from Office of Student Development and Programs located at 3/F Uy Bldg.
2. Process necessary requirements specified in the form.
3. Pass within 30 days from the date of accident/ confinement to:

Office of the Vice President for Finance & Administration
Administration Building, Central Philippine University
Tel. No. 329-1971 loc 2175

Work Student Study Program

The Work-Study Program of the University was established to help students who have the aptitude and motivation for college work but lacks financial resources.

As a general practice, only applicants who show more than average academic achievements will be considered. A senior high school graduate applying for the program must preferably have an average grade of 80% or its equivalent in his/her last year in high school or if the applicant had enrolled in college, the average of the latest semester will be used as basis. A student with a grade of 5.0 in any subject may 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 degree program within the prescribed number of years.

Student Services

Dormitory Services

CPU has two dormitories: Weston Hall and Franklin Hall. Weston Hall can have 150 female residents. Franklin Hall can accommodate 113 male residents. 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.





Dining Hall



Uy Building



Stuart Hall



Gymnasium

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.

Student Service Enterprise

Popularly known simply as "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 at the ground floor and has an Internet cafe and supplies stores on the second floor. On the third floor are the offices of the Guidance Services, Placement, Student Development and Programs, Review, Continuing Education and Consultancy Center, and The Central Echo. A function room is located on the fourth floor.

Printing Press

The University Printing Press (CPU 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.

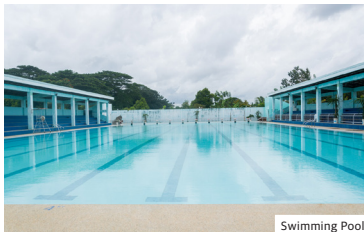
Outdoor sports such as soccer and softball can be played at the parade grounds and at the Halfmoon Drive. A tennis court is also available for use by students and tennis enthusiasts. CPU takes pride in having an Olympic-sized swimming pool.

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.



Halfmoon Drive



Swimming Pool



Iloilo Mission Hospital



Mary Thomas Hall

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 physicians 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%
› For 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 (1) Chest X-ray	
	20%

Health Services

The University has adequate facilities for health and dental services. 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.

Dental services such as prophylaxis, tooth extraction, tooth filling, mouth examination, and emergency treatment are provided by the clinic. Both medical and dental clinics are conveniently located at the ground floor of the Mary Thomas Hall.

University Libraries

The CPU Libraries are composed of:

Henry Luce III Library

or the Main Library with the following sections:

1. Graduate Studies Section
2. Theology Library
3. Law Library
4. Special Collections
5. American Corner

Departmental Libraries

1. Junior High School Library at the Dr. Juanito M. Acanto Hall
2. Elementary School Library at the Dr. Agustin A. Pulido Hall

Linkages

The CPU Main 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 in Manila
- › Australian Centre for Publication Acquired for Development (ACPAD)
- › Population Information Network
- › International Rice Research Institute in Los Baños, Laguna, Philippines.

The American Corner through its Educational Advising Program helps/assists students who want to study in the United States of America. The Thomas Jefferson Information Center, US Embassy in Manila is a regular donor of the American Corner.

Individual donors and various CPU alumni chapters continue to assist in the development of the 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(KDC)

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 four-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 Corner
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; the Theology Library is in the main library; and the Vocational Collections are in the High School Library. The Law Library in the Henry Luce III Library serves mainly the law students as well as the political science and business and accountancy students.

- Access to the Internet is available in the different sections of the 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.

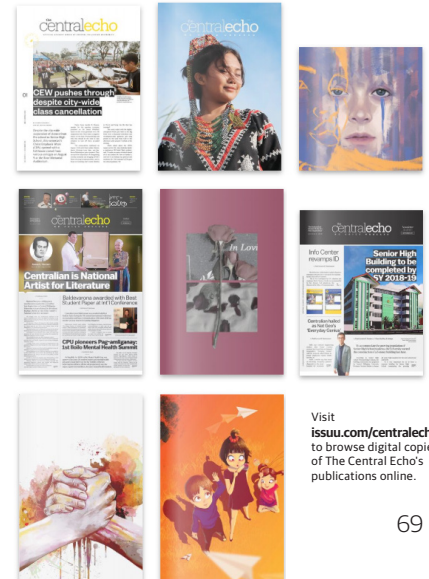
Student Publications

The Central Echo

The Central Echo, also known as CE, is the official student media of Central Philippine University. It was founded in 1910, five years after Central's forerunner, the Jaro Industrial School, opened. The Central Echo is one of the oldest student publications in the Philippines. It publishes journalistic and creative write-ups of student writers in tabloids, magazines, literary folios, wall news, and online formats.

Departmental Publications

- › Layag (Kindergarten)
- › Mini Echo (Elementary)
- › Central High Echo (Junior High School)
- › The Hawk (Senior High School)
- › Ang Tuburan (Agriculture)
- › AS Voice Prints (Arts and Sciences)
- › The Educator (Education)
- › The CPU Engineer (Engineering)
- › The Executive (Business & Accountancy)
- › Shalom (Theology)
- › Nurses' Notes (Nursing)
- › Electra Medica (Medicine)
- › Cipher (Computer Studies)
- › Catalyzer (Department of Social Work)



Visit
issuu.com/centralecho
to browse digital copies
of The Central Echo's
publications online.

Office of Communications

The Office of Communications 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. It oversees the Information Center, Educational Media Center (EMC), and the CPU TV.

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.

Guidelines for Posting Announcements

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
2. 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.
3. 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.
4. Before announcements are posted, they should bear the Office of Communications stamp and should be counter-signed by the director of the said office.
 5. Notices should be posted ONLY on bulletin boards and not on walls/doors.
 6. Posters/notices should NOT BE NAILED onto tree trunks.
 7. Streamers should be put up at designated areas only.
 8. 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.
 9. Violating the aforementioned guidelines, responsible units or organizations will be fined an amount of Php100.00 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 a 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

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 Student Development and Programs:

- › Scholarship Programs
- › Recognized Student Campus Organizations
- › College Freshmen and Transferring Students' Orientation
- › Central Philippine University Republic

and student participation in activities like seminars, conferences, contests, and searches which will develop the students involved.

Scholarship Programs

A. University Scholarships

I. Entrance Scholarship for Grade 7

There are **50 slots** of scholarship with free tuition privilege for the whole school year for entering Grade 7 students

Requirements:

1. Qualifying examination to be administered by the Student Development and Programs Office
2. Original Certification with school seal from the Principal that she/he graduated with honors
3. Photocopy of good moral certificate
4. Photocopy of Grade 6 Report Card
5. Testing Fee of P100.00 payable at the Business Office (Account # 9129)

a. Bases for the Scholarship:

Score in the qualifying exam	70%
General average in Grade 6	30%
Total	100%

- b. Bases for the Continuance of the Scholarship:
A student will be able to maintain his/her scholarship until graduation in the junior high school if:
- He/she does not have a grade lower than 90 in all subjects from his/her first grading period during his/her Grade 7 and in the succeeding years; and,
 - His/her general average is not lower than 90.00.

II. Entrance Scholarship for Senior High School

There are **100 slots** of scholarship for the senior high school students with the following allocations:

- 25 slots with P10,000.00 per year privilege;
- 25 slots with P8,000.00 per year privilege; and
- 50 slots with P6,000.00 per year privilege.

Requirements:

1. Qualifying examination to be administered by the Student Development and Programs Office
2. Original Certification with school seal from the

- Principal that she/he graduated with honors
3. Photocopy of good moral certificate
 4. Photocopy of Grade 10 Report Card
 5. Testing Fee of P100.00 payable at the Business Office (Account # 9129)

a. Bases for the Scholarship:

Score in the qualifying exam	70%
General average in Grade 10	30%
Total	100%

b. Bases for the Continuance of the Scholarship:

- A student will be able to maintain his/her scholarship until Grade 12 if:
- He/she does not have a grade lower than 85 in all subjects during his/her Grade 11; and,
 - His/her general average is not lower than 90.

III. Entrance Scholarship for College Freshmen

There are **200 slots** of scholarship for the college freshmen with the following allocations:

- 50 slots with free tuition and P3,000.00 book allowance per semester privilege;
- 50 slots with half-free tuition and P1,500.00

book allowance per semester privilege; and

- 100 slots with one-third free tuition per semester privilege.

Requirements:

1. Qualifying examination to be administered by the Student Development and Programs Office
2. Original Certification with school seal from the Principal that she/he graduated with honors
3. Photocopy of good moral certificate.
4. Photocopy of Grade 12 Report Card.
5. Testing Fee of P100.00 payable at the Business Office (Account # 9129).

a. Bases for the Scholarship:

Score in the qualifying exam	70%
General average in Grade 12	30%
Total	100%

b. Bases for the Continuance of the Scholarship:

A student will be able to maintain his/her scholarship in his/her second year if he/she has a grade point average of at least 1.63 and no grade lower than 2.25 in all subjects for the whole school year.

IV. Continuing Entrance Scholarships

Continuing Entrance scholars may continue to avail full tuition (regardless of the form of scholarship previously enjoyed – i.e. free tuition, half-free tuition or 1/3 free tuition privilege per year as long as the scholars have a grade point average of not lower than 1.56 and has no grade lower than 2.25 in all subjects for the semester. The first and second semester grades during the second year are the bases for the continuance of scholarship in the first semester of third year (Grades are computed per semester and Summer grades are included in the 2nd Semester)

B. Other University-Funded Scholarships

- College of Theology (1st Yr.-50% tuition; 2nd Yr.-75% tuition; 3rd, 4th & 5th Yrs. – 100% tuition (CPBC members only) contact the College Dean
- CPU Dance Company (tuition discount)
- The Central Echo (for Chief, Associate, and Managing Editors)
- Free tuition for Faculty and Staff Dependents
- Free tuition for CPBC Workers and Pastors' Kids
- Half free tuition for IMH Dependents
- University Symphonic Band (contact the Band Director at Fine Arts Building at Tel. No. 329-1971 local 2128) – with categories: A-full tuition and fees; B-full tuition; and C-half tuition (maximum of 21 units only for college students in all categories).
- Athletics (contact the Sports Director at Sports Office, Covered Gym at Tel. No. 329-1971 local 2155) – with categories: A-full tuition and fees, A1-full tuition and half miscellaneous fees, B-full tuition and C-half tuition (maximum of 21 units only for college students in all categories)
- Grants-In-Aid of P4,000.00 per semester for Freshmen CPBC Members (recommendation from CPBC General Secretary is required)

C. Academic Scholarships and Grants-In-Aid

I. Academic Scholarships (P4,500.00/sem)

Qualifications:

- At least three (3) semesters of residency at CPU
- Grades must not be lower than 2.0/ subject or a grade point average (GPA) of at least 1.56

II. Other Grants-In-Aid (P4,000/sem)

Qualifications:

- At least one (1) semester of residency at CPU
- Must have no failed, dropped, left and/or incomplete grades
- Combined Annual Family Income must not exceed P300,000.00

NOTE: Filing of application form for Grants-In-Aid and Academic Scholarship starts every first day of class of the Second Semester of the current year and ends every last week of January of the following year. Applicants must be aware of the announcements for the interview. SCHOLARSHIP IS RENEWABLE EVERY YEAR.

D. Work-Student Study Program (WSSP)

For information, contact the WSSP Coordinator:
Tel. No. 329-1971 local 1063 at Franklin Hall.

E. Other Externally Funded Scholarships

I. Government Scholarships [Commission on Higher Education (CHED), Iloilo City Government Scholarship, Department of Science and Technology (DOST), Philippine Veterans Affairs Office (PVAO) and Government Service Insurance System (GSIS)] - application is directly made at the respective agencies

II. Private Agencies and Associations' Scholarships - application is directly made at the respective agencies or associations

III. Individual Donors – scholars are chosen by the respective Donors or by the Scholarship Committee.

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:



Fraternities and Sororities are subjected to the following rules:

Elementary, high school and freshmen 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 for 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
- 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 Office. During these series of orientation, 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 Office in the planning and actual conduct of the different orientation activities.

Central Philippine University Republic(CPUR)

The Central Philippine University Republic (CPUR) is the student body of the university and holds the distinction of being one of the oldest student governments 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 Office has the power to oversee the CPUR's overall plans and programs. The CPUR, in return, confers its duties with the SDP Office for record purposes and for the university to keep track of its activities.

Coordination with Other Offices and other Participation in Activities

The SDP Office also coordinates and supports the programs and activities of other units of the University like the Cultural Affairs Office, International Relations and Cooperation Office, Guidance Services Center, and Community Engagement and Service Learning Center. 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 Young the Philippines (JRMYP), Ten Outstanding Students of the Philippines (TOSP) and many other seminars and conferences, searches, and contests.

Guidance Services Center

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 a 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 students understand themselves and their environment, make wise educational, vocational, and personal decisions by enhancing their problem-solving and decision-making skills.

Student Enhancement Program

The Student Enhancement Activities for Life (SEAL) course is a unified College Group Guidance Program designed to provide growth enriching activities for the College freshmen to equip them with knowledge, skills, and attitudes for holistic development.

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 Development Programs

As an outcome of the ISO Certification awarded to the University and as a 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 job placement program for CPU graduates. In June 2005, a position was opened for a Job Placement Officer, who was to facilitate and coordinate the activities and report to the Guidance Services Center.

The Job Placement Office provides assistance in resume and application letter preparation, 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 job 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 job 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 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 usually held at 4:00 to 5:30 PM, Mondays, Wednesdays, and Fridays, and high school convocations, at 9:00 AM to 10:00AM, Tuesdays and Thursdays.

University Days and College Days

CPU observes University Days in September and College 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.

Organizations

There are several musical and cultural groups on campus. Membership in these organizations is determined by special aptitude, interest, and spirit of cooperation.

 CPU Hand bell Ringers	 CPU Symphonic Band**	 CPU EXCEL Chorale
 University Church Choir	 Teatro, Sining, Atbp.	 CPU Dance Company
 Visual Arts Club*	 CPU High School Ensemble*	

* Organization is under the Cultural Affairs Office

** The CPU Symphonic Band offers scholarships to qualified students.

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

Students' Annual Physical Examination

The Physical Examination (PE) Coordinator in coordination with the Office of the Vice President for Student Affairs and various College and Department PE representatives convenes the Coordinators' meeting during the first week of the month of December and prepares a Schedule of Physical Examination for all students from Kindergarten to Graduate Programs for the incoming school year. The Office of the University President will issue the official Schedule of Physical Examination for the incoming school year.

All regular students are required to undergo the annual physical examination. Students who will be undergoing the OJT Programs and/or will be going on Tours/

Field Trips are required to undergo physical examination. Each college is required to submit the list of names of students who will undergo OJT Programs and those who are going on Tours/Field Trips. The Physical Examination Office issues a certification for OJT students.

It is the responsibility of the students to prepare the specimens in the specimen cups duly labeled. The Physical Examination Office will only receive laboratory results (Stool, Urine, CBC and Chest X-ray) from the CPU Clinical Laboratory and Iloilo Mission Hospital. Students should take note that laboratory results should be ready at least three (3) days before the scheduled physical examination.

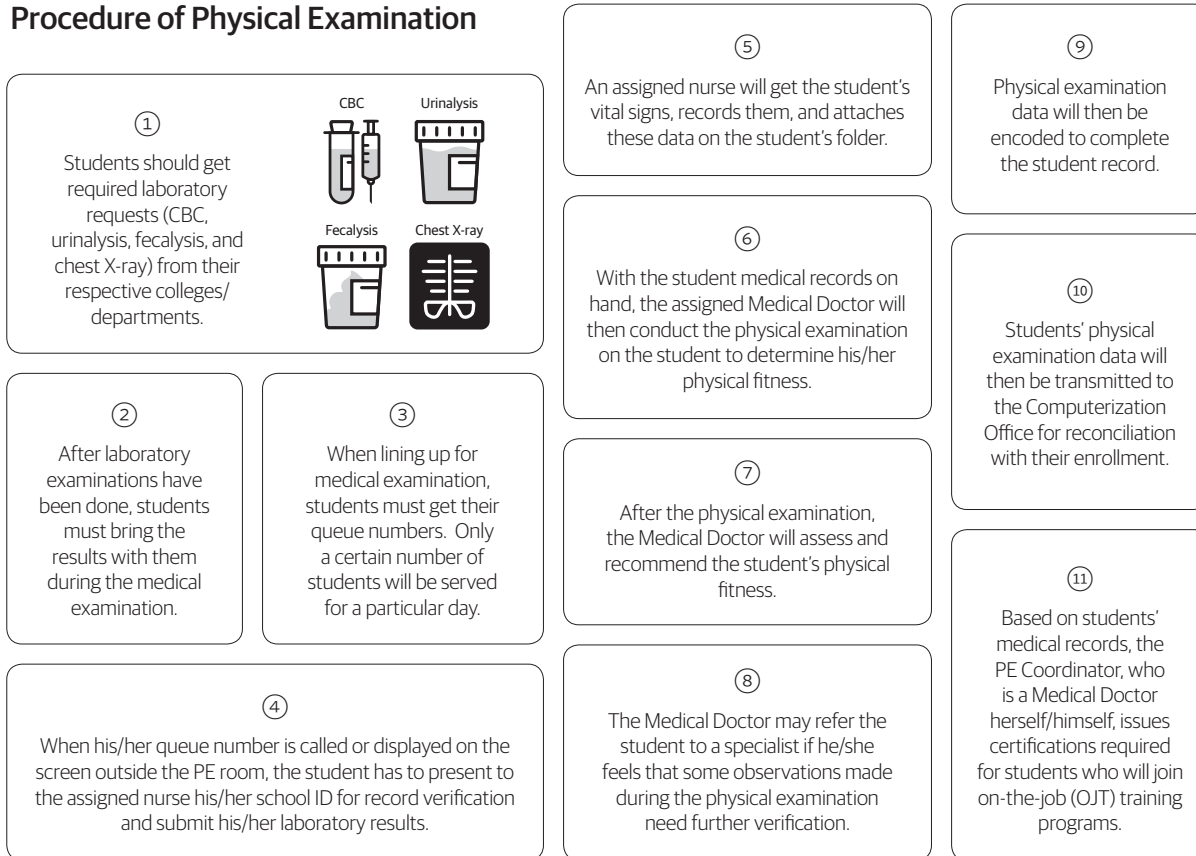
Referral to specialists are being considered by medical doctors conducting physical examination when there is a need for further verification on the health of a student.

The Physical Examination Office observes the following PE guidelines:

- For First Year/Incoming/Transferring Students – physical examination comes AFTER enrollment;
- For Continuing Students – physical examination comes BEFORE enrollment.

Non-compliance to observe the Schedule of Physical Examination would result to a fine of five hundred pesos (Php 500.00) to be added to the account of the student.

Procedure of Physical Examination



Procedure on Student Grievance

Definition of Terms

For purposes of this section, a grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as respondent that may be the cause of a complaint.

A grievance may be informal or formal. A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. An informal grievance should be settled informally while a formal grievance complaint should be settled formally following a set of procedures.

A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses while behavioral grievance is one that arises from the manner a person conducts himself or herself.

The Grievance Board

For purpose of Student Grievance each College/Department shall have a Grievance Board to hear and decide grievances filed by student against members of the Faculty or Staff in accordance with defined procedures.

Composition of the Grievance Board

- A. For grievance filed against a faculty, the Board shall be composed of the following:
 - 1. The Dean of the College/Head of the Department, where the respondent belongs as Chair of the Board.
 - 2. HRDO
 - 3. The Vice President for Student Affairs
 - 4. The Director of Guidance Services Center
 - 5. The College/Department Governor of the College/Department to which the student complainant belongs.
- 6. The representative of the Faculty Association.
- B. For grievances filed against a staff, the Board shall be composed of the following:
 - 1. The Dean of the College/Head of the Department, where the respondent belongs as Chair of the Board.
 - 2. HRDO
 - 3. The Director of Guidance Services Center
 - 4. The representative of the Staff Union
 - 5. The Vice President for Student Affairs
- C. For grievances filed against a parent, guardian, alumnus, security guard, a concessioner, and any other stakeholders, the University President shall create an Ad Hoc Committee to specifically address the particular complaint.

Principal Function

It is the duty of the Board to conduct hearings and decide all grievances cases filed by students against the member of the faculty/staff brought to it for action/investigation. The Chair presides over all hearings and deliberations of the Board. On the other hand, the members of the Board, including the Chair, may interpellate the parties in each case their witnesses and participate in the deliberations of the Board to arrive at a decision/recommendation in each case.

- A. Composition. The University Disciplinary Committee (hereinafter known as the Committee)
1. The Vice President for Student Affairs – Chair
 2. The University Legal Counsel – Member
 3. The University Security, Safety & Discipline Officer – Member
 4. The Legal Researcher – Member
 5. The Occupational Safety & Health Officer – Member
 6. CPUR Representative – Member

- B. Principal Function. It is the duty of the Committee/Board to conduct hearings on all disciplinary cases involving students brought to it for action/investigation. The Chair presides over all hearings and deliberations of the Committee/Board. On the other hand, the members of the Committee/Board, including the Chair, may interpellate the parties in each case and their witnesses and participate in the deliberations of the Committee/Board in order to arrive at a decision in each case.

Procedure in Grievance Cases

- c. Informal Grievance
If a grievance is informal, the parties shall settle it through dialogue.
- d. Formal Grievance
If the parties fail to settle an informal grievance and the student decides to pursue the grievance formally, the steps to be taken are as follows:
1. Complaint of a Student against a Faculty member
The procedures to be followed in the handling of grievances cases filed by students against a

member of the Faculty are:

- 1.1 *Complaint.* The student files a written complaint with the Dean to which the Faculty member complained of belongs at any time during the term but not later than two (2) weeks after the start of the following term. The complaint should be signed by the student and accomplished in 3 copies to be distributed as follows:
- › Original – Dean/Principal of the College/Department
 - › One (1) copy – Faculty member (respondent)
 - › One (1) copy – Student File
- A formal complaint should contain the following:
- a. The name of the member of the faculty against whom the complaint is filed.
 - b. A narration of the circumstances surrounding the commission of the act complained of.
 - c. The action asked for.
- 1.2 *Answer.* Upon receipt of the complaint or report, the Dean shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charges shall be drawn up and served upon each respondent. In all cases where the complaint or report is found to be

sufficient in form and substance, the Dean convenes the Board to a formal hearing. A majority of the Board constitutes a quorum.

The Board shall require the respondent to answer the complaint in writing within 3 days from receipt of the letter excluding Saturdays, Sundays and Holidays. A copy of the complaint should be attached to the letter.

The written answer shall also be prepared in three (3) to be distributed as follows:

- › Original – Dean/Principal
- › One (1) copy – Faculty member file
- › One (1) copy – Student as complainant

If the Board finds it necessary to ask for clarification questions, it shall call a hearing within three (3) days. Within three (3) days after the hearing, the respondent shall be summoned to appear before the Board, informed of the charge against him/her and

afforded the opportunity to present his or her side.

The Chair exercises complete control of the proceedings in all stages. He or she prescribes the order in the presentation of evidence by the parties. He/She rules on the exclusion of other witnesses for the same party while a witness testifies. He/She has the power to rule on the admissibility or testimony.

Duration of Hearing

As a general rule, hearings are continuous the moment they begin. No hearing on any case shall last beyond two calendar months from the date of initial hearing except for highly justifiable reasons.

Postponement

Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy

hearing require, but each party is allowed only one postponement.

Evidence

Evidence, testimonial or documentary, is limited to allegations in the complaint or answer.

Decision

The duty of the Committee/Board is to find and establish facts on which to base a decision rendered in the manner provided. A majority of the Committee/Board consisting a quorum is necessary to pass a judgment in a case.

However, in cases brought to the University Disciplinary Committee, if the penalty is imposed in 30 days suspension, a unanimous vote to the members present consisting a quorum is necessary. Failure to obtain a unanimous vote automatically calls for the imposition of the next lower penalty. It is the duty of the members of the Committee present and constituting a quorum to cast their votes. There

are no abstentions. The Committee renders its decision within five (5) days from date of last hearing. The decision is in writing and states the reason for the decision. Copies of the decision are immediately furnished to the University President, the complainant and the respondent

Appeal

A party not satisfied with the decision of the Committee/Board may appeal the decision in writing to the Vice President for Academic Affairs within five (5) days from receipt of the decision, stating the grounds for the appeal. If the appeal is not availed of by a party within the period prescribed, or is turned down, if appeal is taken, the decision of the Committee/Board defers the imposition of the penalty for meritorious reasons.

Within five (5) days from receipt of the appeal, the Vice President for Academic Affairs shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the Vice President for Academic Affairs is final

and executory unless the execution is deferred for meritorious reasons.

1. Complaint of a Student against a Non-Academic Personnel - A formal letter of complaint must be presented to the Human Resource Development Office.
2. Complaint of a Student against a Department Chair or Assistant Dean/Assistant Principal - A formal letter of complaint must be addressed to the Dean/Principal.
3. Complaint of a Student against a Dean/Principal - A formal letter of complaint must be addressed to the Vice President for Academic Affairs.
4. Complaint of a Student against other Administrators - A formal letter of complaint must be addressed to the immediate supervisor of the respondent.
5. Complaint of a Student against a Vice President - A formal letter of complaint must be addressed to the University President.
6. Complaint of a Student against the University President - A formal letter of complaint must be addressed to the Chairperson of the Board of Trustees.

Decision of the President

Any action of the University on recommendation coming from the Committee the same shall be final and executory after fifteen (15) days from receipt by the respondent unless within five (5) from receipt thereof a motion for reconsideration is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion is made.

Records of the Case

Original records pertaining to student discipline shall be under the custody of the Vice President for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for the inspection or copying unless he or she has a legal right which cannot be protected or vindicated without access to or copying of such records.

Procedure in Handling Student Feedback and Complaints

Definition of Terms

Feedback – return of information about the result of a process or activity, an evaluative response, e.g., feedback of students on the new curriculum. Feedback is classified into positive and negative. When negative, it is considered a complaint.

Complaint – an expression of dissatisfaction or resentment; a grievance. It need not be a formal charge made under oath.

Guidelines

Student feedback and complaints include academic and non-academic concerns.

- › **Academic concerns** are those related to instruction. These are handled by the VPAA Office.
- › **Non-academic concerns** are handled by the following:

Office	Concerns handled
Vice President for Student Affairs	Student organizations, student discipline and welfare, student government (CPU Republic)
Vice President for Finance and Administration	Finances and administrative matters
Office of Cultural Affairs	Culture and the arts
Guidance Services Center	Counseling and guidance services
University Church	Religious Affairs
Community Engagement and Service Learning Center	Outreach programs
Human Resource and Development	Human resources

Procedure

Student feedback/complaint shall be handled depending on its type –

- › **Academic concerns** shall be addressed through the proper channels (from dept. head to the dean to the VPAA to the President)
- › **Non-academic concerns** shall also follow proper channels (from dept./unit head to the President)

In case of doubt on the part of the students as to where to file their feedback/complaint, they can go directly to the VPAA.

Feedback/complaint shall be classified either as academic or non-academic.

Academic feedback/complaint involves the following:

- Course or Class Program
- Coverage/scope of course program
- Quality of instruction
- Quality of practical experiences (practicum, laboratory, internship, clinical or field experience)
- Quality of available courses
- Quality of academic advising
- Quality of career advising and job placement
- Availability of books, reference materials
- Grading procedures
- Usefulness of printed information (e.g., catalog, brochures) about course program

Non-academic feedback/complaint involves the following:

- Quality of staff services
- Student organizations
- Community outreach

- Cafeteria, dining hall, other public areas
- Dormitories, classrooms, computer facilities, other buildings and grounds
- Water and electricity
- Safety and security
- Student accident insurance, medical and other services
- Availability and prices of food and other items sold on campus
- Tuition and other fees

The VPSA Office secretary (for non-academic) and the VPAA Office secretary (for academic) shall regularly take note of and coordinate student feedback/complaint.

For monitoring, each feedback/complaint shall be noted down through CPU-SAS Form#1. Attachments (e.g. letter of complaint, printed email copy, printed Facebook copy and other social media information) shall be attached to the form.

The VPSA or VPAA Secretary shall give a report of this feedback/complaint to the VPSA or VPAA respectively. Issues that need immediate resolution shall not wait for the weekly report.

The VPSA or VPAA shall address the respective issues to the offices that are to resolve these through CPU-SAS Form#2. The responsible offices for different types of feedback/complaint are listed under the Guidelines.

Each office shall assign a control number to the feedback/complaint received and shall keep a photocopy for file prior to forwarding it to the next review/approving body. This is to ensure that no feedback/complaint is lost.

The VPSA or VPAA Secretary shall follow up with the respective offices to ensure a response could be received within three (3) working days. She/he shall provide a photocopy of accomplished CPU-SAS Form#1 to the student.

The office concerned shall consider the Procedure on Student Grievance and the Procedure on Student Disciplinary Cases.

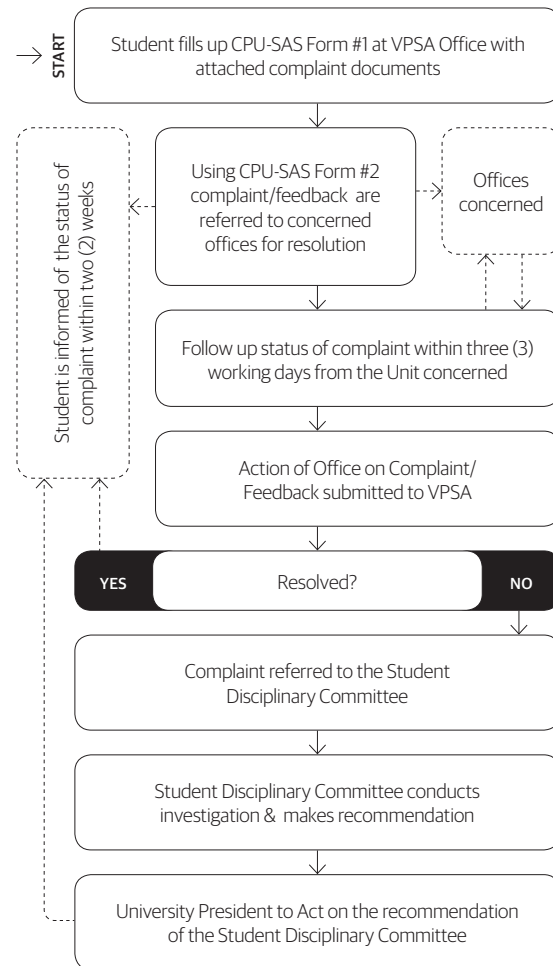
The VPSA or the VPAA shall prepare a written notice of action taken to the student.

The VPSA and VPAA shall monitor the status of feedback/complaint regularly to ensure that these are acted upon and given due process.

A complaint is considered closed when the University President acts upon the recommendation and the action is acknowledged by the student to be satisfactory.

The VPSA and VPAA shall also report during the Management Review (ref. Procedure QMS-5.1-PR-02) the feedback/complaint from students and actions taken. Recommendations for improvement based on the feedback shall likewise be made.

Flowchart



Procedure on Student Disciplinary Cases

Definition of Terms

In contemplation of this Procedure a student refers, but is not limited to:

- a. A person who at the time of the commission of the offense is enrolled in any academic or non-academic subject/s whether in the undergraduate or graduate school, day or evening classes, regular or part-time; or
- b. A person admitted to any college or unit or any academic or non-academic program of the University, or has complied with all the requirements for graduation in the program where the person was admitted, at the time of the filing of the charge or during the pendency of the proceedings; or
- c. Pupils in the elementary level or students in the secondary level.

Specific Misconduct of a student subject to Disciplinary Action

A student shall be subject to disciplinary action for any of the following offenses:

Major Offenses

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 explosives 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 photocopied 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

Plagiarism

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 acknowledged.

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.

- or proctor. This includes leaking examination questions
- 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.
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 the 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
 14. 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
 15. 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
 16. 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
 17. 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
 18. 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
 19. Unauthorized collection or exaction of money, checks, or other instruments as equivalent of money, in connection with matters pertaining to the University
 20. Commission of five (5) minor offenses of different kinds of nature
 21. 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
 22. Encouraging students to violate their Non-fraternity contracts by inviting them to join a fraternity, sorority, or any organizations not recognized by the University
 23. Willful failure to comply with summons issued for purposes of investigation conducted in connection with discipline-related offenses
 24. 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
 25. Perjury, defined as testifying falsely in any administrative proceedings or knowingly making untruthful statements in documents under oath when such oath is required

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 of the University Computer Services Center

26. 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

Minor Offenses

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
7. Wearing of inappropriate attire within the University premises

Right to Due Process

- a. Students must be informed in writing about the nature and cause of any accusation against them.
- b. They shall have the right to answer the charges against them with the assistance of counsel, if desired.
- c. They shall be informed of the evidence against them.
- d. They shall have the right to adduce or provide evidence in their own behalf.
- e. The evidence must be considered by the Disciplinary Committee/Board or any authorized official designated by the University who will hear and decide the case.

The Disciplinary Committee/Board

- A. *Composition.* The College/Department Disciplinary Board (hereinafter known as the Board) shall be composed of:
1. Dean of the College or Principal of the Department – Chair
 2. Faculty Member from the Department to be chosen by the Chair
 3. Student Governor of the Department/College concerned
 4. College/Department Guidance Counselor
- B. *Composition.* The University Disciplinary Committee (hereinafter known as the Committee)
1. The Vice President for Student Affairs – Chair
 2. The University Legal Counsel – Member
 3. The University Security, Safety & Discipline Officer – Member
 4. The Legal Researcher – Member
 5. The Occupational Safety & Health Officer – Member
 6. CPUR Representative – Member
- C. *Principal Function.* It is the duty of the Committee/Board to conduct hearings on all disciplinary cases involving students brought to it for action/investigation. The Chair presides over all hearings and deliberations of the Committee/Board. On the other hand, the members of the Committee/Board, including the Chair, may interpellate the parties in each case and their witnesses and participate in the deliberations of the Committee/Board in order to arrive at a decision in each case.

D. Jurisdiction.

1. Disciplinary Board

1.1 Violation of College/Department rules and regulations by students of the College/ Department.

1.2 Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity of the college

1.3 All cases classified as minor offense.

2. University Student Disciplinary Committee

2.1 Cases classified as major offenses.

2.2 All other cases referred by the University President

3. Office of the President

All cases where the impossible penalty is suspension of more than 30 days, dismissal, exclusion and/or expulsion.

4. Special Powers

4.1 Of Dean/Principal

The Dean/Principal is granted a special power to place on preventive suspension, students involved in fraternity rumbles, tumultuous affrays, boycotts or illegal demonstration for a maximum period of fifteen (15) schooldays effective upon its imposition.

Any decision of the Dean/Principal under this section may be appealed to the University President within five (5) days from the date the decision is handed. The appeal however, does not stop the preventive suspension as imposed. Any

action taken by the Dean/Principal under Section 8 as well as under this Section is not a bar to other disciplinary actions arising from same act or acts.

4.2 Of Faculty Members

4.2.1 After due process, faculty members have the right to give a grade of 5.0 or its equivalent to a student found cheating in a written examination, test or quiz. The student should be immediately informed of his/her grade and barred from further attending his or her classes.

4.3 Of the Discipline and Security Officer/ Security Guards

To demand the presentation of a student ID under Section 4.0 2(a); Section 4.0 (5), (7), (12), (13), (14), (15), (16), (17), (18); or during a rumble inside the University premises; for engaging in fist cuffs and other similar confrontation with students, members of fraternities or student organizations, whether recognized by the University or not, which result in verbal or physical confrontation.

The exercise of the special power under this section is not a bar to the filing of any other disciplinary action arising from the same incident.

4.4 Of the University Dormitory Committee

The University Dormitory Committee has the right to conduct investigation of cases and enforce sanction/s appropriate to the offense/s committed on matters that

exclusively involve violations/s of the rules and regulations for dormitory living.

Any decision of the University Committee may be appealed to the University President within five (5) days from the date the decision is handed. Any action taken by the University Dormitory Committee under this section is not a bar to other disciplinary actions arising from same act or acts.

4.5 Of the Director of Libraries

The Director of Libraries, through a Special Committee created for the purpose, has the right to conduct investigation of cases and enforce sanction/s appropriate for the offense/s committed on matters that exclusively involve violation/s of the Guidelines to Disciplinary Action of Library Delinquents.

Any decision of the Director of Libraries may be appealed to the University President within five (5) days from the date the decision is handed. Any action taken by the Director of Libraries under this section is not a bar to other disciplinary actions arising from same act or acts.

4.6 Of the Coordinator of Work Student Study Program

The Coordinator of Work Student Study Program, through a Special Committee created for the purpose, has the right to conduct investigation of cases and enforce sanction/s appropriate for the

offense/s committed on matters that exclusively involve violation/s of the rules and regulations for Work Student Study Program.

Any decision of the Coordinator of the Work Student Study Program may be appealed to the University President within five (5) days from the date the decision is handed. Any action taken by the Coordinator of the Work Student Study Program under this section is not a bar to other disciplinary actions arising from same act or acts.

4.7 Of the Student Organization Committee (SOC)

The Student Organization Committee, through a Special Committee created for the purpose, has the right to conduct investigation of cases and enforce sanction/s appropriate for the offense/s committed on matters that exclusively involve violation/s of its rules and regulations.

Any decision of the Student Organization Committee may be appealed to the University President within five (5) days from the date the decision is handed. Any action taken by the Student Organization Committee under this section is not a bar to other disciplinary actions arising from same act or acts.

Filing of Charges/ Complaint

A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written complaint or report before the Committee/Board, specifying the acts or omissions constituting the offense. The written complaint signed by the complainant must contain the following information:

1. The name of the student against whom the complaint is filed (respondent); and
2. A narration of the pertinent facts and circumstances or acts complained of.

Preliminary Inquiry

Upon receipt of the complaint or report, the Committee/Board shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where all complaint or report is found sufficient, formal charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students shall be furnished a copy of the same. In all cases where the complaint or report is found to be sufficient in form and substance, the Chair convenes the Committee/Board to a Formal hearing. A majority of the Committee/Board constitutes a quorum.

Rule on Summary Procedure

A. Disciplinary Board

The Board may proceed summarily against any student in cases of first offense committed in violation of rules and regulations classified as minor offenses and rules and regulations issued by the college/department and in cases of misconduct committed in the presence of a faculty member or any official of the University within the jurisdiction of the College/ Department, or in the course of school function sponsored by the College/Department.

If during the initial conference, the respondent appears and admits guilt in writing, respondent may request that the case be acted by the board summarily. This is entered into the record.

B. University Disciplinary Committee

As the University Disciplinary Committee has jurisdiction over cases classified as major offenses, all cases brought to its decision or resolution must pass through the regular procedure.

C. Summary Procedure Before the Disciplinary Board:

The respondent shall be summoned to appear before the Board, informed at the charge against him/her afforded the opportunity to present his/her side.

1. Should the respondent refuse, without cause,

to appear before the Board despite being summoned, this will be taken into account by the Board in the deliberation of the evidence submitted against the respondent.

2. Any penalty imposed in a summary proceeding is final and executory unless the Board defers the imposition of the penalty for meritorious reasons.
3. Any decision taken under this section should be in writing, stating the grounds for which disciplinary action is taken. The decision is final and executory upon the issuance of the order.
4. The penalty imposed under this section by the Board is suspension not exceeding fifteen (15) calendar days.

Answer

The respondent is required to answer the complaint in writing within three (3) days from receipt of the charges unless extended for a justifiable cause. Failure of the respondent to answer the complaint or report within the period specified shall be deemed as waiver on his/her behalf. The complaint/charges shall be resolved based on the evidence presented. A formal investigation shall be held on notice as provide herein.

Preliminary Conference

The preliminary conference is mandatory. The Committee/Board shall consider the following:

- a. The possibility of an amicable settlement or of a submission to alternative modes of dispute resolution;
- b. The simplification of the issues;
- c. The possibility of obtaining stipulations or admissions of facts and of documents to avoid unnecessary proof;
- d. The limitation of the number of witnesses;
- e. The propriety of rendering judgment on the pleadings, or summary judgment, or of dismissing the action should a valid ground therefore be found to exist;
- f. Such other matters as may aid in the prompt disposition of the action.

Notice of Hearing

Upon termination of the preliminary conference, the case shall be scheduled for hearing. The corresponding notice shall be issued to the parties and to the parents or guardian of the respondent(s). The issuance of the notice is mandatory.

Hearing

Hearings shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

The proceedings, which shall be recorded, shall be non-litigious, and will be clarificatory and fact-finding. The Committee/Board may endeavor to reach an amicable settlement of the dispute whenever appropriate.

Failure to Appear at Hearing

Should the respondent fail to appear for initial hearing after notice and without sufficient cause, this fact be placed on record and the hearing shall proceed *ex-parte* or a hearing held in the absence of one of the parties, without prejudice to the appearance of respondent in subsequent hearings.

The chair exercises complete control of the proceedings in all stages. He/She prescribes the order in the presentation of evidence by the parties. He/She rules on the exclusion of other witnesses for the same party while a witness testifies. He/She has the power to rule on the admissibility of evidence.

Duration of Hearing

As a general rule, hearings are continuous the moment they begin. No hearing on any case shall last beyond two calendar months from the date of initial hearing except for highly justifiable reasons.

Postponement

Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require, but each party is allowed only one postponement.

Evidence

Evidence, testimonial or documentary, is limited to allegations in the complaint or answer.

Decision

The duty of the Committee/Board is to find and establish facts on which to base a decision rendered in the manner provided. A majority of the Committee/Board consisting a quorum is necessary to pass a judgment in a case.

However, in cases brought to the University Disciplinary Committee, if the penalty imposed is 30 days suspension, a unanimous vote of the members present consisting a quorum is necessary. Failure to obtain a unanimous vote automatically calls for the imposition of the next lower penalty. It is the duty

of the members of the Committee present and constituting a quorum to cast their votes. There are no abstentions. The Committee renders its decision within five (5) days from date of last hearing. The decision is in writing and states the reason for the decision. Copies of the decision are immediately furnished to the University President, the complainant and the respondent.

Appeal

A party not satisfied with the decision of the Committee/Board may appeal the decision in writing to the University President within five (5) days from receipt of the decision, stating the grounds for the appeal. If the appeal is not availed of by a party within the period prescribed, or is turned down, if appeal is taken, the decision of the Committee/Board defers the imposition of the penalty for meritorious reasons.

Recommendation of the Investigation Committee

For all cases where the corresponding penalty is suspension of more than 30 days, dismissal, exclusion and/or expulsion, the University President may refer the case for investigations to the Committee. After the termination of investigation, the Committee shall submit its report and recommendation to the Office of the University President. The recommendation must be in writing, signed by majority of the members of the Committee and shall state the findings of fact and the specific regulations on which it is based and the penalty recommended for imposition, where applicable.

Decision of the President

Any action of the University President on recommendation coming from the Committee the same shall be final and executory after fifteen (15) days from receipt by the respondent unless within five (5) days from receipt thereof a motion for reconsideration is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion is made.

Effect of the Decision

Decision shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall take effect immediately.

Record of the Case

Original records pertaining to student discipline shall be under the custody of the Vice President for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for the inspection or copying unless he or she has a legal right which cannot be protected or vindicated without access to or copying of such records.

Sanctions

Penalties for Major Offenses

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 or 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)

Penalties for Minor Offenses

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 the 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. Three (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 the 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.

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 the 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.

Prescriptive Period

- A. For minor offenses, cases shall be filed within three (3) months from the time the cause of action arose.
- B. For major offenses, cases shall be filed within six (6) months from the time the cause of action arose.

University Dress Code Policy for College Students

1. All college students are required to enter the university campus wearing the appropriate uniform as specified in Memo No. 75, Series 2017 **"Wearing of Universal Uniform"** and compliant of the provision prescribed by the Implementing Guidelines of Memorandum No. 71, S. 2007 of the University Dress Code Policy for College Students as amended and approved last May 2, 2016 with mandatory wearing of school ID (**"NO ID, NO ENTRY"**). There are special cases however, that the Office of the University President issues directive related to the Wearing of the Universal Uniform that should be observed.
2. The following are **allowed** and **not allowed** by the University Dress Code in so far as appropriate clothing is concerned:

FOR

Female College Students

ALLOWED:

- Blouses with sleeves
- Skirts and dresses not more than two (2) inches above the middle of the knee
- Pants which are not very tight
- Denim pants provided they are not worn out or torn
- T-shirts with no offensive prints or symbols/language
- Appropriate jewelry
- Black/Leather shoes or tennis/rubber shoes
- Leather sandals provided they are worn with socks

NOT ALLOWED:

- Sleeveless, strapless or spaghetti strapped blouses or dresses with plunging necklines and the like
- Halters and tubes
- Cropped tops or blouses which expose the abdomen
- Tight-fitting blouses and dresses
- Beach clothes (blouses which do not cover the mid-body parts, walking shorts, "porontong" or tight pedal pushers, beach walk slippers, rubber flip flops)
- Short dresses and skirts that are more than two (2) inches above the middle of the knee
- Brow, nose, or lip rings, etc.
- Clothes that expose body tattoos

FOR

Male College Students

ALLOWED:

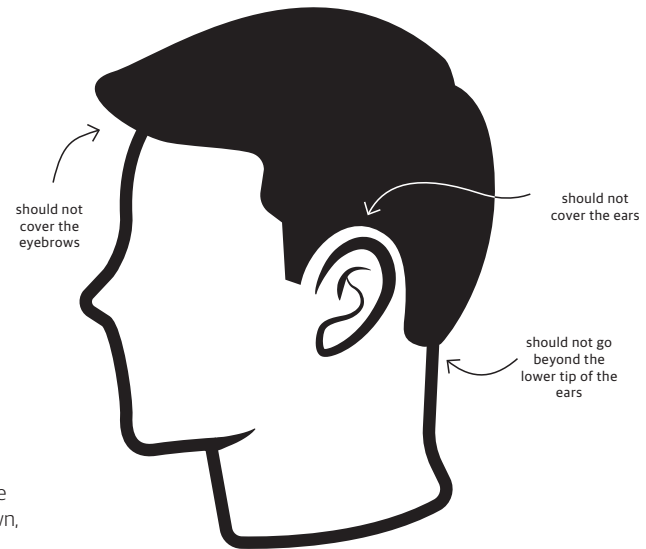
- Collared shirts or polo shirts
- T-shirts with no offensive prints of symbols/language
- Denim pants provided that they are not worn out or torn
- Black leather shoes or tennis/rubber shoes
- Leather sandals may be allowed, provided, these are worn with socks

NOT ALLOWED:

- Earrings, brow rings, nose rings, lip rings, etc.
- Female clothing
- Sleeveless shirts
- Worn out or torn pants
- Pedal pushers
- Shorts, walking shorts, "porontong"
- Clothes that expose body tattoos
- Rubber slippers, beach sandals or flip flops

Hair

- Hair color should be natural (black, brown, or blonde).
- Hair style/cut should follow what is prescribed by the University.



Prescribed Haircut
for Male Students

Guidelines for Violations of the Dress Code Policy inside the campus

1. Security Guards at the Gates and inside the Campus
 - a. A student can be apprehended by the guard on duty due to Dress Code Policy violations.
 - b. The guard on duty can issue a violation ticket (CPU-SAS Form #10) to the student violator for purposes of documentation. Violation tickets are available at the Safety, Security and Discipline Office (SSDO)
 - c. Filled out violations tickets are recorded by SSDO and reports with the attached violation tickets are submitted to the VPSA Office for proper recording.
2. Faculty at the Classrooms/Laboratories
 - a. A student can be apprehended by the teacher in the classroom or laboratory due to Dress Code Policy violations.
 - b. The teacher can issue a violation ticket (CPU-SAS Form #10) to the student violator for purposes of documentation. Each faculty member is encouraged to get at least five (5) sets of two pages of the violation tickets from

the Dean's Office for handy purposes.

- c. Filled out violation tickets are recorded by the Dean's Office and submitted together reports to the VPSA Office for proper recording.
3. Staff at the Office
 - a. A student can be apprehended by the staff due to Dress Code Policy violations.
 - b. The staff can issue a violation ticket (CPU-SAS Form #10) to the student violator for purposes of documentation.
 - c. Filled out violation tickets are recorded by the particular office and reports with attached violation tickets are submitted to the VPSA Office for proper recording.
4. VPSA Office
 - a. The VPSA Office is responsible to collate reports of student violations which shall be categorized according to college/department.
 - b. Each college will be furnished a Monthly Summary Report reflecting the names of the student violators of their college/department and the status of the violations committed.
 - c. Disciplinary actions will be meted according to the frequency of violations as provided in the Dress Code Policy.

Sanctions for Dress Code Policy Violation

First Offense

Verbal Counseling by the Department Chairperson/Dean

Second Offense

Written Warning based on the result of Counseling with the Dean

Third Offense

Non-compliance report to the Office of the Vice President for Student Affairs and subject to appropriate disciplinary action as recommended by the Discipline Committee

Guidelines on Parking Areas Inside the CPU campus

The following will be the general guidelines when parking inside CPU Campus during regular school days:

All vehicles with updated or with current car pass will be given priority in all designated parking areas inside the campus according to color coding:

A. FOR

Faculty, Staff, BOT & Corp Members

Car pass 2019-2021 with RED background

- › Are encouraged to park on Faculty and Staff designated area.
- › In case they use other parking spaces inside the campus, it will be on first come, first served basis.
- › Any vehicle belonging to this category will

be allowed to be parked overnight inside the campus provided that their owners' letters of request are approved by the President.

B. FOR

Students and Parents

Car pass 2019-2021 with GREEN and YELLOW background respectively

- › Vehicles with the above stated car pass can park on all designated parking areas on first come, first served basis inside the campus except for spaces designated for Faculty & Staff.
- › Parents should not leave their vehicles inside the campus for more than 2 hours and go somewhere else especially outside the campus.
- › Parents are not allowed to use CPU as their

parking ground (even if they have car passes) by leaving their vehicles and proceeding to their offices, work areas, business transactions, nor should they leave their vehicles overnight inside the campus.

- › Any student or parent who wants to park his/her vehicle/s for a longer period of time inside the campus should write a letter to the University President asking to do so. This request will be subject for evaluation and approval.

C. FOR

CPU Tenants and Business Clients

Car pass 2019-2021 with BLUE background

- › Vehicles belonging to this category are

encouraged (and as a case may be were required) to park on the designated available parking space near their business area on first come, first served basis.

- › They will be allowed to park on student/parent parking area provided they coordinate with the guard/s for a specific purpose and limited time. After their transaction, they have to leave the area.
- › Any tenant or business client who wants to park his/her vehicle/s for a longer period of time inside the campus should write a letter to the University President asking to do so. This request will be subject for evaluation and approval.

D. FOR

For CPU Alumni/CPBC vehicles and members

Car pass 2019-2021 with BLUE background

- › Officers of the CPU Alumni Board are allowed to park at the back of the Registrar's Office because they are only few and on occasional basis. On the other hand, in some cases, they have to inform the guard/s if they want to use parking spaces designated for faculty and staff.
- › Alumni who want to park their vehicles inside the campus should write to the University President to be allowed to do so. This request will be subject for evaluation and approval.
- › Vehicles with CPBC (Convention of the Philippine Baptist Churches) car pass stickers should use the Students/ Parents parking area. For CPBC Officers/Staff, they should inform the guard when they want to park at the Faculty and Staff parking space/s.

Parking guidelines during Campus Special Occasions, Sundays, Holidays, and after Office Hours:

- a. Parking Plans are issued during Special Occasions such as during the highlight of University Day Celebrations, Opening of CPU Festival of Lights and special use of specific building/s or area/s at designated date and time.
- b. During Sundays and Special Holidays when there are no classes, the maximum use of parking spaces is open to all vehicles with car passes. Thus, a Faculty & Staff parking area can be used by students, parents, alumni or tenants.
- c. After Office Hours starting at 6:00 P.M., Faculty & Staff parking areas can be used by parents and students on first come, first served basis.

Buildings and Landmarks

Refer to page 122 for the campus map
and the complete list of buildings and
landmarks inside the university.

Photos **CENTRALITE 2018** and **JEDRICK SOLINAP**



Dr. Rex D. Drilon Hall (Administration Building)



Information Center



Alumni Affairs Office



Stuart Hall



Halfmoon Drive



Smile Hill



Dining Hall



Dr. Agustin A. Pulido Hall (Elementary School Building)



Educational Media Center Radio & TV Studio



Registrar's Office



Alumni Building



Weston Hall



Anna V. Johnson Memorial Hall



Celis-Ancheta & Pagsuberon-Cruz Hall



Old Valentine Hall



Eugenio Lopez Memorial Hall



Roblee Science Hall



Mary Thomas Building



Centennial Walkway



New Valentine Hall



Caipang Tree Park



Flagpole



Alumni Promenade Concert Park



Engineering Building



Big Field



Grandstand



Franklin Hall



Dr. Lenwood Edge Building



Packaging Engineering Laboratory



Dr. Alfonso Uy Student Union Building



Dr. Juanito M. Acanto Hall (High School Building)



Senior High School Building



CPU-CAS Butterfly Garden



President's Residence



Lifestyle Learning Center



Roselund Hostel



Prayer Garden



Loreto D. Tupaz Hall



Anatomy Building



Wall of Remembrance



Henry Luce III Library



Rose Memorial Auditorium



Gonzaga House



Kindergarten Building



Fine Arts Building



Swimming Pool



Gymnasium



Tennis Court



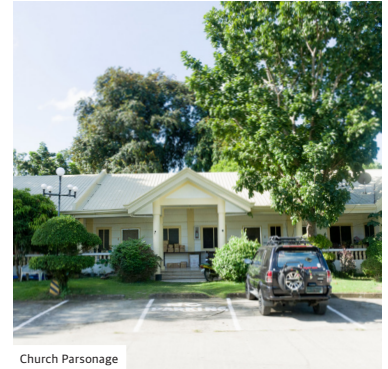
Power Plant



Softball Field



University Church



Church Parsonage

Board of Trustees

CORPORATE OFFICERS

Atty. Von Lovel D. Bedona
Chairperson

Atty. Peter Irving C. Corvera
Vice Chairperson

Dr. Teodoro C. Robles
President

Dr. Elmer Q. Pedregosa
Corporate Secretary

Dr. George O. Cortel
Corporate Treasurer

MEMBERS

TERM EXPIRING 2020

Dr. Juanito M. Acanto	(2024)	(CPBCI)
Atty. Von Lovel D. Bedona	(2024)	(CPUAAI)
Mr. Carl A. de la Peña	(2024)	(CPBCI)

TERM EXPIRING 2021

Mr. Noli B. Bajada	(2021)	(Co-opted)
Dr. Lejo C. Braña	(2020)	(CPUAAI)
Engr. Eddie P. Cañuto	(2020)	(Co-opted)

TERM EXPIRING 2022

Atty. Peter Irving C. Corvera	(2021)	(CPUAAI)
Dr. Manuel C. Palada	(2022)	(CPUAAI)
Dr. Elmer Q. Pedregosa	(2022)	(Co-opted)

TERM EXPIRING 2023

Rev. Dr. Armando S. Kole	(2021)	(CPBCI)
Dr. Agustin A. Pulido	(2021)	(CPUAAI)
Dr. Teodoro C. Robles	(2023)	(President)
Rev. Job A. Santiago	(2021)	(CPBCI)

TERM EXPIRING 2024

Dr. George O. Cortel	(2024)	(CPBCI)
Mrs. Josita Alpha G. Jalando-on	(2021)	(CPBCI)

EX OFFICIO MEMBERS

Mrs. Amalia F. Campos
CPU Staff Representative

Engr. Riego Ferrer L. Garcia
President, CPU Republic

Prof. Edgardo P. Gerada
CPU Faculty Representative

Engr. Isagani J. Jalbuena
President, CPU Alumni
Association, Inc.

Rev. Dr. Jonathan M. Nambu
Representative,
International Ministries
of the American Baptist
Churches, U.S.A.

Rev. Dr. Jerson B. Narciso
General Secretary, CPBC, Inc.

CPU Alumni Association, Inc.

2018-2019

OFFICERS

Engr. Isagani J. Jalbuena
President

Atty. Joshua C. Alim
Vice President

Rev. Francis Neil G. Jalandon
Corporate Secretary

Engr. Rey L. Balogo
Corporate Treasurer

Atty. Noel C. Siosan, Jr.
Corporate Auditor

BOARD OF TRUSTEES

Dr. Florentino P. Alerta (At-large)

Mr. Timothy Nelson D. Arandela (At-large)

Atty. Jeremy V. Bionat (At-large)

Dr. Glenn A.M. Catedral (At-large)

Mr. Rey V. Cordova (At-large)

Mr. Carl A. De la Peña (Luzon)

Engr. Levi O. De los Santos, Jr. (At-large)

Mrs. Nancy Arandela-Fernandez (Luzon)

Dr. Vita Basiao-Gasataya (Mindanao)

Mr. Rodrigo J. Gonzales

Engr. Vitini Edhard O. Idemne (At-large)

Dr. Andresito A. Millamena (At-large)

Mr. Larry P. Nacionales (At-large)

Prof. Esther Rose A. Romarate (At-large)

Mr. Mauro S. Somodio (Australiasia)

Atty. Alejandro S. Somo (At-large)

Ms. Emelda Frange-Valcarcel (U.S.A.)

Ms. Perla Guillergan-Waters (U.S.A.)

EX-OFFICIO MEMBERS

Dr. Teodoro C. Robles
University President

Mr. Daniel P. Dorillo
Immediate Past President

Mrs. Flora Grace G. Cudiamat
CPUFOAA President

Dr. Lejo C. Braña
Engr. Aurora Alerta-Lim
Consultants

Mrs. Tina Marie P. Hortelano
Alumni Liaison Officer

Officers of the Administration

AY 2019-2020

ADMINISTRATORS

ROBLES, TEODORO C., B.S.E.E. (CPU), M.S.E.E., Ph. D. E.E. (Montana State University), University President

BOGACIA, FLORENCE P., B.S.C. (CPU), M.B. Ed. (USJ-R), Ph.D., cum laude, (UST), Vice-President for Finance & Administration

RIO, IRVING DOMINGO L., A.B., M.P.A., D. Mgt. (CPU), Vice-President for Academic Affairs

ROMARATE, ESTHER ROSE A., A.B., summa cum laude (CPU), M.A. Lit. (ADMU), Acting Vice-President for Student Affairs

DEANS AND PRINCIPALS

ALIBOGHA, SALEX E., B.S.N., magna cum laude, M.A.N., LL.B., magna cum laude, (CPU), Dean, College of Nursing

BALIAO, MA. MEDALLA P., B.S.N.D. (CPU), B.S.H.R.M. (STC), M.M.H.M. (PCU), Dean, Dr. Lucio C. Tan College of Hospitality Management

BEDONA, ZACARIAS, JR. D., A.B., LL.B. (CPU), M.M. - PM (UPV), Dean, College of Law

CABARLES, JAIME, JR. C., B.S.A., cum laude (CPU), M. Agri. (WVSU), Ph.D. (UPLB), Dean, College of Agriculture, Resources and Environmental Sciences

DIANALA, CHARLETTE B., B.Th. (CPU), M.Div. (CPU), Assistant Principal, Junior High School

ENDONILA, AILA RAE B., A.B. (UPV), LL.B., cum laude (CPU), M.M.-B.M. (UPV), LL.M. (SBC), Assistant Dean, College of Law

EQUIÑA, DIADEM PEARL S., B.S. Bio., cum laude (CPU), M.D. (WVSU), Associate Dean, College of Medicine

ERIMAN, EDGAR A., B.S.Ed. (CPU), M.A.Ed. (WVSU), Principal, Senior High School

FERNANDEZ, STELLA G., B.S. Bio (CPU), M.S.T.-Bio (DLSU), Ph.D. (WVSU), Dean, College of Arts & Sciences

GONZALES, HENRY D., B.S. Pre Med (CPU), M.D. (MCU), Dean, College of Medicine

GRANDE, LORNA T., B.S.C. (CPU), M.B.E. (USJ-R), Ph.D. (IAME), Dean, College of Business and Accountancy

JACO, JANET P., B.S. Ag. Ed. Crop Science (NOAC), M.A. Ed. (WNC), Principal, University Elementary

JALBUENA, JANET S., B.S. Ch.E. (USA), M.A. Ed. (CPU), Principal, Junior High School

JIMENA, DONNA D., B.S.E. Elem. (WVSU), Assistant Principal, Elementary School

JUNSAY, MERLE L., B.S. Ed. (CPU), M.Ed. Math (UPV), Ph.D. (WVSU), Dean, College of Education

LIBO-ON, ROWENA M., B.S.C. (TIP), M.B.A. (CPU), D. Mgt. (CPU), Dean, School of Graduate Studies & Director for Transnational Programs

MARAÑON, DARLENE JOY J., B.S.N., M.N. (CPU), Dean, College of Pharmacy

MOLINA, DANY C., B.S.M.E. (CPU), M.S.M.E. (UP), Dean, College of Engineering & Acting Chairperson, Department of Software Engineering

NIEVALES, MA. CORAZON G., A.B. (CPU), M.A. History (SU), Assistant Principal, Senior High School

PAGARA, BERNABE C., Diploma in Christian Ed. (CBB), B.Th., cum laude (CPU), M.Div. (ATS), magna cum laude, M. Theo. (ACTS, Korea), Th.D. (ABGTS) Dean, College of Theology

PORRAS, MA. CORAZON P., B.S.M.T. (CPU), M.A.T. Bio Science, Ed. D. (WVSU), Dean, College of Medical Laboratory Science

QUIJANO, MA. CHRISTINA A., B.S.C.S. (CPU), M.S.C.S. (CPU), Officer-in-charge, College of Computer Studies

SIOGAN, HANNAH C., A.B. English (CPU), M.Ed. Early Childhood Education (WVSU), Principal, University Kindergarten

DEPARTMENT CHAIRPERSONS

ACANTO, CEASAR RICO S., B.S.E.E., M. Eng'g. (CPU), Chairperson, Department of Electrical Engineering

ALERTA, FLORENTINO II P., B.S.M.T., M.D., Coordinator, Health Fitness and Lifestyle Management

BALDEVARONA, RUSSALI S., B.S. Fisheries (UPV), B.S.C. (CPU), M.B.E. (USJR), Acting Chairperson, Department of Accountancy

BONETE, NELIA G., B.S.C., M.B.A. (CPU), Chairperson, Department of Business Administration

BORLONGAN, ILDA G., B.S. Chemistry, cum laude (CPU), M.S. Chem. (UP), Ph.D. (Tokyo University of Fisheries), Chairperson, Department of Chemistry

CANGREJO, BERNIE C., B.S.Ch.E., Magna cum laude (CPU), M. Eng'g. (DLSU), M.S. Pkg. (Michigan State University), Chairperson, Department of Packaging Engineering

GOTICO, SHARLENE G., A.B. Mass Comm., cum laude (CPU), M.A. (ADMU), Chairperson, Department of Languages, Mass Communication, and Humanities

GRIO, MARY EARL DARYL A., B.S.C.E., M. Eng'g. (CPU), Chairperson, Department of Civil Engineering

GUANZON, NICOLAS G., B.S. Bio (CPU), M.A. Ed. Bio (UPV), M.S. Agri., Ph.D. (Kyoto University, Japan), Chairperson, Department of Life Sciences

HUYONG, MAGDALENA CRISTI LYNI S., B.S.B.E. (UPV), B.M. Composition (UP), B.S.C. (CPU), Coordinator, Cultural Affairs Office and Department of Music

LANDERO, EXCELYN C., Dip. in Theo. (CBBC), B. Th., M. Div. (CPU), Chairperson, Department of Religion & Ethics

LOZADA, KAREEN JAY D., B.S.S.W., M.S.S.W. (CPU), Chairperson, Department of Social Work

MILITAR, JERIEL G., B.S.M.E., M. Eng'g. Educ. (CPU), Chairperson, Department of Mechanical Engineering

PACIENTE, JOHN DALE D., B.P.E., M.A.ED. (WVSU), Chairperson, Department of Health & Physical Education

PESCOS, DAHLIA H., B.S.Ch.E., M. Eng'g. Educ. (CPU), M.S. Pkg. (Michigan State University), Ed. D. Educational Mgt. (WVSU), Chairperson, Department of Chemical Engineering

ROBITE, FRANKLIN G., A.B. (WVSU), M. Ed. (UPV), Chairperson, Department of Social Sciences

ROMALLOSA, ARIES RODA D., B.S.A.E. (CPU), M.E.E. (USLS), Ph.D. Environmental Engineering, cum laude (Bauhaus Universität Weimar, Weimar, Germany), Coordinator, Department of Agricultural Engineering

SACRAMENTO, YESEIL S., B.S.E.C.E. (CPU), M.E.E.C.E. (USLS), Chairperson, Department of Electronics Engineering

VALDEZ, LUIS, JR. G., B.S. Math (CPU), M.A. Math (UP-Diliman), Officer-in-Charge, Department of Mathematics and Physics

HEADS OF OTHER ACADEMIC UNITS

DE LOS SANTOS, LEVI, JR. O., B.S. Ag. Eng'g. (CPU), M. Mgt. (UPV), Director, Community Engagement & Service Learning Center

DEOCAMPO, CHARISSA JUNE G., B.S.C. (CPU), Registrar

DUSARAN, REYNALDO N., B.S.A. (CPU), M.S. (Pennsylvania State Univ.), D.R. Dev. Technological Transfer (ISCOF), Director, Accreditation & Instruction

GILONGOS, ANNALIE D., B.S.N., M.N. (CPU), Coordinator, National Training Service Program and Work Student Study Program

JAVA, MARGEN A., A.B. Religion, cum laude, M.S.G.C., Ed. D. (CPU), Director, Office of Student Development and Programs

MUCHO, LENNY ROSE P., B.A. cum laude, M.M. (UPV), Ed. D. (WVSU), Director, Review and Continuing Education & Consultancy Center

PELEÑA, MA. CYNTHIA T., A.B., M.L.I.S. (CPU), Acting Director, University Libraries

PENETRANTE, MARY O' T., B.S.B.A. (UE), M.B.A. (CPU), D.M. (CPU), Director, University Research Center

PERUCHO, EMERALD JOY E., B.S.C., M.B.A. (CPU), Assistant Registrar

POLEC-EO, RAQUEL L., B.S. Psychology (SLU), B.R.E., cum laude (DBS), Diploma in Early Childhood Education (WVSU), M. Ed. Guidance (UPV), Ed. D. (WVSU), Director, Guidance Services Center

SABIJON, ANANIAS, JR. C., B.E.Ed. General Curriculum, cum laude, M.A. Ed. Educational Administration and Supervision (CPU), Ph.D. Curriculum Development (WVSU), Director, Center for Teaching and Learning Excellence

YAP-ZERRUDO, ANNA MAY A., A.B. English, cum laude (WVSU), LL.B. (CPU), M.M.-P.M. (UPV), Director, Office of International Relations and Cooperation

HEADS OF NON-ACADEMIC UNITS

ABALDO, VERONICA T., B.S.C. (CSA), Administrative Officer, Office of the Board of Trustees

BALDONADO, RHETT ALLAN B., B.S.E.E. (CPU), Acting Director, Facilities Management Office

CASTIGADOR, DIMPNA C., B.S. Ch.E., cum laude (CPU), M. Eng'g. (AIT, Thailand), Director, Office for Institutional Advancement

CELESTIAL, RICHEL C., B.S.C. (CPU), Credit and Collection Manager, Treasury Office

CIRIACO, DELIA B., B.S. Accty. (LLC), University Accountant

DEVERA, MA. CATHERINE D., B.S.C. (CPU), Payroll Officer, Office of the Treasury

DEZA, DAVID, JR. G., D.M.D. (CEU), Coordinator, Dental Clinic

DIAZ, HEIDE S., B.S.C. (CPU), Schedule Coordinator
ESTINOCO, JAMES E., Supervisor, Campus Grounds Upkeep and Maintenance

FERNANDEZ-DE LEON, BEN HOWARD A., B.S.E.E. (CPU), Supervisor, Electrical and Mechanical System

FIGUEROA, LENA F., B.S.N., M.A.N. (CPU), Administrator, Birthing Center

GALLO, GERLIE J., B.S.C. (CPU), Property Custodian

GAÑON, LEN JOHN A., B.S.C. (CPU), Accounts Receivable Chief, Accounting Section

JALANDO-ON, FRANCIS NEIL G., B.S. Accty., M.Div. (CPU), Director, Office for Communications

JALANDO-ON, HERMELY A., B.S. Accty. (CPU), M.M. B.M. (UPV), Purchasing Officer

LARUAN, EDWIN I., B.S. Mass Comm. (WVSU), Director, Sports and Athletics

LASTRILLA, ADOLFO C., Supervisor, Buildings Upkeep and Maintenance

LEBRILLA, DONALD G., D.T.E.T. (WVCST), Coordinator, Educational Media Center

LOZADA, IAN JADE E., B.S.C. (CPU), M.B.A. (CPU), University Cashier

MADERO, MA. ROSALENE J., B.S.C., cum laude, M.B.A. (CPU), Ed. D. (CPU), Director, Quality Assurance Center

MAGBANUA, GWENBETH A., B.S.C. (CPU), Director, Internal Audit Office

MORALES, ALFRED C., B.S.N. (WVSU), M.Div. (CPU), Student Recruitment Coordinator

NILLOS, JET R., B.S. Accty., M.B.A. (CPU), Acting Retirement Plan Officer

PALOMAR, RODEL C., B.S. Ed, cum laude (WVSU), M. Ed. (UPV), Director, Human Resource Development Office

ROMERO, CARMELLE FRANCES M., A.B. (UPV), Administrative Officer, Office of the President

ROXAS, WELNA L., B.S.C. (CPU), University Treasurer

SALCEDO, MA. CARMEN S., B.S. in Biology (UPV), M.D. (WVSU), Coordinator, Medical Clinic and University Health & Physical Examination

SIAN, CRIS AMORSOLO V., B.S. Psychology (WNC), B.B.S., Dip.Th. (CBBC), M.Div. (CPU), Senior Pastor, University Church

SOLATORIO, ERNIE M., B.S. Accty. (CPU), Assistant to the VPFA for Enterprise Management

SUMANDE, NOLASCO M., B.S.E.E., M. Eng'g. (CPU), Director, University Computer Services Center

TOMASEWSKI, ESTHER G., B.S.C., Budget Officer

TRASPORTO, JAMES PETER T., B. Th. (PBTS), Supervisor, Swimming Pool

TUMALAY, JONATHAN C., B.S.C. (CPU), Chief, Security Safety and Discipline Office

VERGARA, PRIM III C., Advance Dip. Of Eng'g. Design (CIT), B.S.N. (CPU), Occupational Safety and Health Officer

University Heads

Past and Present



William O. Valentine
1905-1906, 1907-1914



Charles L. Maxfield
1906-1907



Francis H. Rose
1914-1916, 1938-1941



Henry W. Munger
1916-1917



Mary J. Thomas
1917-1918



Alton E. Bigelow
1918-1922



Harland F. Stuart
1922-1938



Fred R. Chambers
1941-1942

POST-WAR REOPENING



Urbano F. Nequin
1945-1946



May A. Coggins
1946-1947



Joseph M. Forbes
1947-1950



Peter H. J. Lerrigo
1950-1952



Almus O. Larsen
1952-1956, 1957-1961



Linnea A. Nelson
1956-1957, 1965-1966



Joseph T. Howard
1961-1965



Rex D. Drilon
1966-1971



Agustin A. Pulido
1971-1996



Juanito M. Acanto
1996-2008

MANAGEMENT TEAM



Andresito A. Millamena



Agustin A. Pulido



Alfredo H. Mombay

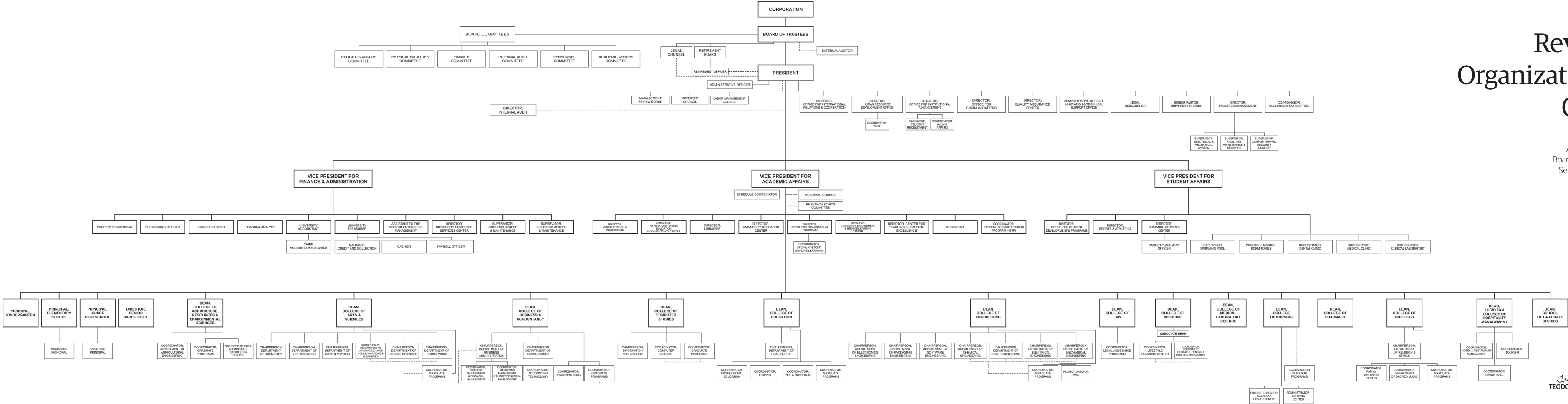
April-October 2008



Teodoro C. Robles
2008-present

Revised Organizational Chart

Approved by the
Board of Trustees on
September 5, 2014



Noted by:
Teodoro C. Robles, PhD
TEODORO C. ROBLES, PhD
PRESIDENT
June 1, 2019

- 1 Dr. Rex D. Drilon Hall (Administration Building)
- 2 Drilon Hall Annex • Registrar's Office
- 3 Stuart Hall
- 4 Information Center
- 5 Alumni Promenade Garden
- 6 Alumni Affairs Office • Retirement Office
- 7 Dining Hall • Educational Media Center (EMC)
- 8 EMC Radio & TV Studio
- 9 EXCEL Center
- 10 Alumni Promenade Concert Park (APCP)
- 11 Halfmoon Shed
- 12 New Valentine Hall (NV)
- 13 Old Valentine Hall (OV)
- 14 Post Office
- 15 Kabalaka Reproductive Health Center • Clinical Laboratory • Birthing Center
- 16 Mary Thomas Building (MT)
- 17 Appropriate Technology Center (ApproTech)
- 18 Residential House
- 19 Residential House
- 20 Smile Hill
- 21 Caipang Tree Park
- 22 Dr. Lenwood Edge Building (LEB)
- 23 CARES Study Area
- 24 Eugenio Lopez Memorial Hall (LHB)
- 25 Botanical Garden
- 26 Roblee Science Hall
- 27 Dr. Alfonso Uy Student Union Building

- 28 Uy Building Extension
- 29 Franklin Hall
- 30 Campus Grounds and Beautification Office • ROTC Office
- 31 Philippine Center for Packaging Engineering and Technology (PC-PET)
- 32 Packaging Technology Resource Center (PTRC)
- 33 High School Model House
- 34 CPU Press (Printing Press)
- 35 Air-conditioning and Telephone Shop
- 36 Dr. Juanito M. Acanto Hall (Junior High School) - Old Building
- 37 High School Complex
- 38 High School Shop Building
- 39 High School Basketball Court
- 40 High School Science Building
- 41 High School Lounge
- 42 University Warehouse
- 43 Motorpool
- 44 University Shop
- 45 Materials Recovery Facility (MRF)
- 46 Affiliated Renewable Energy Center (CPU-AREC) • Security Barracks
- 47 DENR-EMB Air Quality Monitoring Station
- 48 Engineering Building
- 49 Grandstand
- 50 Centennial Walkway
- 51 Nuñez Centennial Flower Garden
- 52 Church Parsonage

- 53 Residential House
- 54 University Church (UC)
- 55 Kindergarten
- 56 Anatomy Building
- 57 Fine Arts Building
- 58 Gymnasium
- 59 Power Plant
- 60 Tennis Court
- 61 CAS Butterfly Garden
- 62 Rose Memorial Auditorium (RMA)
- 63 Wall of Remembrance
- 64 Hopevale Memorial
- 65 Cathedral in the Glen
- 66 Henry Luce III Library
- 67 Swimming Pool
- 68 Softball Field
- 69 Lifestyle Learning Center
- 70 Prayer Garden
- 71 Loreto D. Tupaz Hall (LDT)
- 72 Elevated Water Tank
- 73 President's Residence
- 74 House no. 7
- 75 House no. 6
- 76 House no. 5
- 77 House no. 4
- 78 House no. 3
- 79 House no. 2
- 80 Guest House
- 81 Roselund Hostel Office
- 82 Roselund Hostel
- 83 Alumni Building (CHM Building)

- 84 Anna V. Johnson Memorial Hall
 - 85 Santos Park
 - 86 Celiz-Ancheta & Pagsuberon-Cruz Hall
 - 87 College of Theology Basketball Court
 - 88 Weston Hall
 - 89 Elementary School Waiting Area
 - 90 Staff House
 - 91 Staff House
 - 92 Elementary School Home Economics Building
 - 93 Dr. Agustin A. Pulido Hall (Elementary School) - Old Building
 - 94 Pulido Hall - New Building
 - 95 Safety, Security & Discipline Office
 - 96 Research Development Facilities
 - 97 Registrar's Office Lounge Extension
 - 98 MT Canteen
 - 99 Elementary School Gymnasium
 - 100 New Elementary School Home Economics & Laboratory Classroom
 - 101 CARES Isolation Building
 - 102 Senior High School Building
- A Gate 1
B Gate 2 (Main Gate)
C Gate 3
D Gate 4
E Gate 5
F Gate 6
G Gate 7
H Gate 8

Campus Map



Rev. Homobono Aguilung
In moderate time

Alma Mater Song

$\text{♩} = 110$

Cen - tral, my Cen - tral Our Al - ma Ma - ter true Our praise we'll sing to you Day af - ter day
 Cen - tral, my Cen - tral Loved, hon - ored be thy name And ev - ery - where the same Through north and south

9

We'll keep thine hon - or dear Save thee from ev - ery fear Thy name we will re - vere When far a - way
 May thou for - ev - er stand Re - nowned in ev - ery land Su - preme in heart and hand We love thee best

I.

Central, my Central,
 Our Alma Mater true;
 Our praise we'll sing to you
 Day after day

We'll keep thine honor dear,
 Save thee from every fear.
 Thy name we will revere,
 When far away.

II.

Central, my Central,
 Loved, honored be thy name.
 And everywhere the same
 Through north and south.

May thou forever stand,
 Renowned in every land,
 Supreme in heart and hand,
 We love thee best.



The University where the Students are Central.

Connect with us online.

Visit our social media channels.

www.cpu.edu.ph 

Central Philippine University - CPU 

cpueduph 

CPUeduph 

Central Philippine University
TV News and Programs 

GOLD & BLUE

Student Handbook • Central Philippine University