



Central Philippine University

GOLD & BLUE

STUDENT HANDBOOK

2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029

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 **Felyn Lansing** • Handbook layout by **John David Maza & Gad Castro**



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Introduction

Welcome to Central Philippine University, new Centralian!

You have chosen well. You have found a learning space in the virtual world built on the values of the Christian faith. Now as full online learning forced upon you by the pandemic in 2020 transitions to blended learning, you can look forward to a more exciting and engaging academic journey. You can now interact face-to-face with your teachers and classmates. You can now attend your classes in real classrooms in what may be old or new buildings in the lovely campus of Central Philippine University. The face-to-face classroom encounters may not be done every day yet, but it is a far better arrangement than the synchronous and asynchronous virtual classes that you have had in the last two school years.

You have chosen well. You have now become a member of the Centralian family. And someday you can join the ranks of exemplary Centralians whose lives God has blessed to honor their Alma Mater in many different ways - **Alfonso Uy**, Centralian of the Century, First President of the Federation of Filipino Chinese Chambers of Commerce & Industry who came from the Visayas and Mindanao; **Felipe Lando Jocano**,

"the country's first and foremost cultural anthropologist" according to National Artist, F. Sionil Jose; **Ramon Muzones**, 2018 National Artist for Literature; **Leonor Orosa Goquingco**, 1929 National Artist for Creative Dance; **Sharon Rose Joy Ruiz-Duremdes**, Awardee, Ten Outstanding Students of the Philippines and former General Secretary of the National Council of Churches in the Philippines; **Christy Jutare**, former National Director of Inter Varsity Christian Fellowship of the Philippines and former Regional Secretary for Eurasia of the International Fellowship of Evangelical Students; **Peter Irving Corvera**, former Undersecretary for Public Safety of the Philippine Department of Interior and Local Government and former CPU Board of Trustees chair; **Ramona Go**, the first female brigadier general in the regular (non-technical) Filipino Armed Forces and the first female General in the Philippine Army; **Custodio Parcon, Jr.**, Philippine Marine Corps general and Recipient of the Medal of Valor, the Philippines' highest award for courage; **Ezra James Enriquez**, former contingent commander of the Philippine peacekeepers in Golan Heights, Number 3 in command of the United Nations Disengagement Observer Force (UNDOF); **Stephen Parreño**, 39th Commanding General, Philippine Air Force; **Remington Salaya**, Number 1 in the 2016 Chemical Engineering Licensure Examination; **Katchry Golbin**, a.k.a. Alienette Coldfire, 3rd Place in France Has Got Incredible Talent; **Jovelyn Gonzaga**, team captain of the the Philippine Women's National Volleyball Team that competed in the 2015 Southeast

Asian Games, **Jan Elmer Loretizo**, Awardee, 57th Ten Outstanding Students of the Philippines and the Grand Prize winner of National Geographic's Everyday Genius (Asia) competition, **John Bryan Carnaje**, 2019 Champion of the World, 23rd World Championships of Performing Arts; **Lily V. Biton**, Associate Justice, Philippine Court of Appeals; and, **Salex Alibogha**, commissioner, Law Education Board of the Philippines, to name some.

You have chosen well. You have accepted to be mentored by qualified faculty guided by the CPU vision of Exemplary Christian Education for Life. You have varied and engaging student activities and programs to choose from and support services that will help you adjust to college life and to develop your total being.

But you have to continue making good choices as you pursue your academic goals at Central Philippine University. This Gold and Blue Student Handbook that you have started reading may be of great value to you as you pursue your studies here at Central, so go ahead and explore its pages and get to know more about this august institution of higher learning which has ranked among the top universities in Asia.

May God be with you, Centralian! Finish well.


Esther Rose A. Romarate, PhD
VICE PRESIDENT FOR STUDENT AFFAIRS



Message

I am pleased to welcome you to Central Philippine University.

It is my earnest prayer that your academic journey in this University will be filled with learning experiences inside and outside the classrooms that will prepare you for your future profession. CPU envisions to provide you with Exemplary Christian Education for Life (EXCEL), the kind which is responsive to the needs of the total person and the world.

The Gold and Blue Student Handbook can be your guide as you navigate your way around our beautiful campus and explore the myriad of student activities and programs which we hope can help make you a well-rounded individual. It also introduces you to the different student support services which you can avail of as well as policies and procedures that can guide you while you pursue your education here at Central.

We are happy and thankful to God that Central Philippine University has been granted autonomous status effective 16 September

2024 until 15 September 2027 by the Commission on Higher Education and has been ranked in the QS Asia University Rankings making it one of the top 20 universities in the Philippines.

I leave these Bible verses from Proverbs 3:5-6 to inspire you in your academic pursuit: "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight."

A handwritten signature in black ink, which appears to read "Ernest Dagohoy". The signature is fluid and cursive, with a long horizontal line extending to the right.

Rev. Dr. ERNEST HOWARD B. DAGOHoy
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**

Central Philippine University shall consistently provide all its stakeholders exemplary educational services geared towards global excellence through a quality management system of international standards that enables it to plan, implement, monitor, and evaluate the integration of Christian values, academic excellence, the highest level of professionalism, quality considerations, and continual improvement in all its operations so as to fulfil its mission and realize its vision.

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).

Goals and Objectives

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

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

University Administration

GOAL

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

OBJECTIVES

1. To provide a Christian environment conducive to holistic learning
2. To render efficient and effective services
3. To generate and manage effectively and efficiently the resources that meet the requirements for development programs and operation of the University
4. To generate and manage effectively and efficiently the resources that meet the requirements for

development programs and operation of the University

5. To promote dynamic leadership
6. To initiate and strengthen national and international linkages with individuals and institutions for mutual development

Human Resource

GOAL

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

OBJECTIVES

1. To initiate programs designed to train and upgrade personnel for efficient and effective services
2. To administer equitable benefits, salaries, and employee discipline

3. To conduct activities that promote the well-being of the faculty and staff
4. To provide a healthy and conducive work environment
5. To empower the personnel for local, national, and global competitiveness

Student Affairs

GOAL

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

OBJECTIVES

1. To initiate and support activities that promote better understanding and Christian fellowship among students
2. To provide opportunities for students to develop and use their leadership skills

3. To develop and carry out programs and activities that promote wholesome attitudes and behavior
4. To involve students in the development and implementation of relevant programs that meet their needs and those of other people
5. To encourage or provide opportunities for students to be aware of and to participate in activities of national and international concerns

Christian Ministry

GOAL

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

OBJECTIVES

1. To provide opportunities for all university constituents and the

community to hear the claim of salvation through Jesus Christ

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

Physical Resources

GOAL

Adequate material resources necessary for effective learning and efficient service

OBJECTIVES

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

Outreach

GOAL

Individuals who are socially aware and committed to serving the community

OBJECTIVES

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

Research

GOAL

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

OBJECTIVES

1. To train faculty, staff, and students to appreciate and conduct quality research
2. To enable faculty, staff, and students

to engage in and/or use results of research for the improvement of management and teaching, learning process, and quality of life

3. To establish and strengthen linkages with local, national, and international institutions that generate and/or share resources and research outputs for capability building

Aesthetic, Socio-cultural, and Environmental Concerns

GOAL

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

OBJECTIVES

4. To help the University community to understand, appreciate, and imbibe positive Filipino culture
5. To equip the faculty, staff, and students with values and beliefs essential to the proper appreciation of natural resources for sustainable development
6. To promote a sense of responsibility

in developing, protecting, and preserving natural resources

7. To develop appreciation for the different forms of arts.
8. To provide opportunities for exposure to and expression in different forms

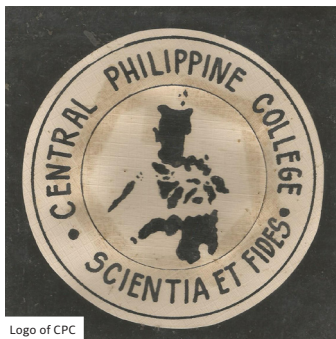
Instruction

GOAL

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

OBJECTIVES

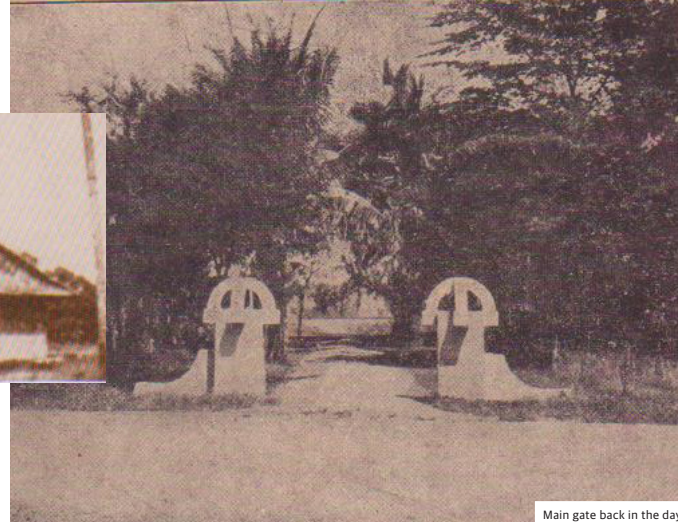
9. To offer educational programs that support national and international objectives
10. To enable the students to learn and maximize the use of their potentials for the good of humanity
11. To develop skills necessary for critical and creative thinking, proactive response, and self-directed learning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



Logo of CPC



Early classrooms



Main gate back in the day

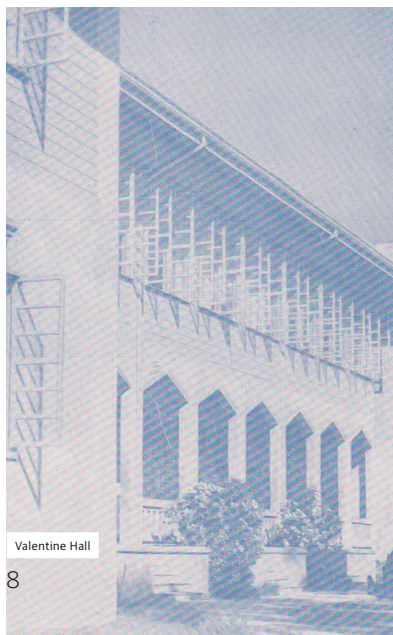
History

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.

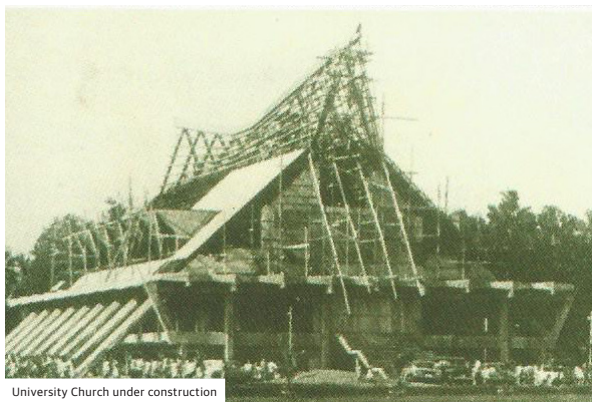
The university evolved from the well-known Jaro Industrial School (JIS) which the early American missionary educators, assisted by the Filipino pioneers, made famous by stressing high standards of scholarship and formation of strong Christian character.

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.



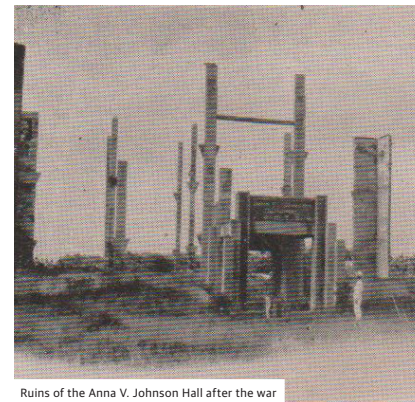
Valentine Hall



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. After the war, CPU reopened its regular school year in 1945 with 277 enrollees

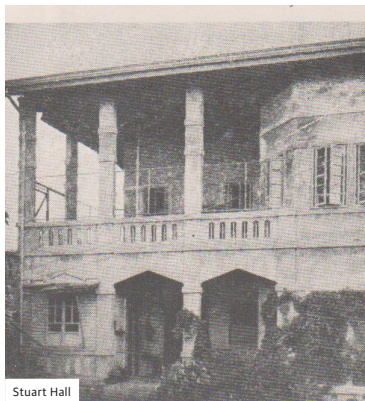
in high school and 283 in college.

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."

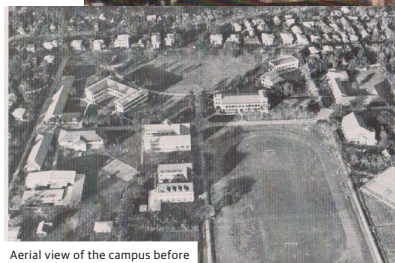
And thus, in 1968, the entire university

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.

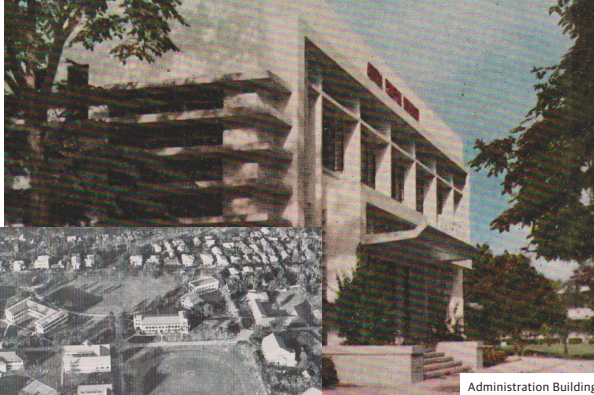
CPU has grown from an elementary school with 17 pupils to a widely known university in the country. The following are now the schools and colleges within the University framework: ①College of Agriculture, Resources, and Environmental Sciences, ②College of Arts and Sciences, ③College of Business and Accountancy, ④College of Computer Studies, ⑤College of Education, ⑥College of Engineering, ⑦College of Law, ⑧College



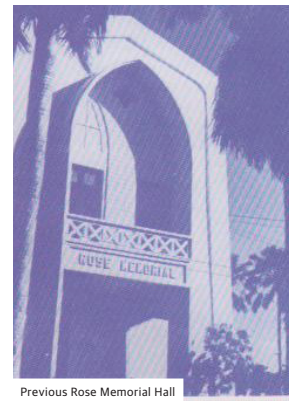
Stuart Hall



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 Iloilo International Airport and six kilometers from the Iloilo Domestic Port. 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. ■



Kindergarten



ACSCU-AII
ACCREDITED

Level II (Highest level
given to preschools)

ACADEMIC PROGRAMS Basic Education

📍 1/F, Kindergarten Bldg.

☎ 329-1971 local 1014

CPU-K admits pupils regardless of race, religion, and nationality or ethnic origin. The school accepts pupils who have physical, emotional, or behavioral handicaps upon recommendation of a developmental pediatrician. Foreign students are accepted upon the registrar's approval and submission of requirements.

Nursery

A child should be three (3) years old on the last day of the second month after the opening of classes.

Kinder 1

A child should be four (4) years old on the last day of the second month after the opening of classes.

Kinder 2

A child should be five (5) years old on the last day of the second month after the opening of classes.

Admission Requirements

*Submission of hard copies of ALL Admission Requirements must be done on or before two months from the first day of classes of the school year.

1. Two (2) photocopies of PSA-issued Birth Certificate / Original and photocopy of PSA Authenticated 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
4. Oral and written assessment to determine the child's level of entry

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. Oral and written assessment to determine the child's level of entry
2. A back to back copy of Report Card from previous school attended; upon assessment of the report card, a Developmental Pediatrician's Diagnosis of the pupil may be required.



Elementary School



ACSCU-AII
ACCREDITED
Level III

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

Admission Requirements

FOR INCOMING

Grade 1

1. Form 138 or Report Card with Learner Reference Number (LRN)
2. One (1) original & one (1) photocopy of an authenticated PSA Birth Certificate
3. Two (2) pcs. each of 2x2 and 1x1 colored ID pictures with white background

FOR GRADES 2-6

Regular Pupils

1. Form 138 or Report Card with Learner Reference Number (LRN)

FOR GRADES 2-6

Transferees

1. Form 138 or Report Card with Learner Reference Number (LRN)
2. One (1) original & one (1) photocopy of an authenticated PSA Birth Certificate
3. Certificate of Good Moral Character from the school last attended
4. Two (2) pcs. each of 2x2 and 1x1 colored ID pictures with white background

FOR

International Pupils

For permanent resident alien

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

For non-resident alien

1. Special Study Permit from the Bureau of Immigration
2. A copy of biographic and signature pages of valid passport
3. School documents (Card or F138 or its equivalent)
4. Certificate of Good Moral Character signed by the head of previous school attended



Junior High School



ACSCU-AII
ACCREDITED
Level III

OST/ESEP

Division Leader School

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

Admission Requirements and Procedure

FOR INCOMING

Grade 7

1. A testing fee 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. 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 to be submitted not later than 2 days before the scheduled date of entrance examination
2. A rating of at least 85% in the CPUJHS entrance examination
3. Php 250.00 qualifying exam fee to be paid at the JHS Guidance Office

FOR GRADES 8-10

Transferees

1. Original Report Card for assessment by the Principal
2. A testing fee of Php 200.00 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 2 days before the scheduled date of entrance examination
5. 2 pcs. 2"x2" recent ID picture with name tag
6. ESC Certificate if he/she is a grantee from other FAPE-assisted school
7. Good Moral Certificate (Original Copy)

REQUIREMENTS FOR ENROLLMENT IN

All Grade Levels

1. Passing marks in the CPUJHS Entrance Examination
2. Photocopy of PSA-issued Birth Certificate
3. Original Junior HS Report Card or Form 138 4. 2 pcs. 2"x2" recent 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

- › Original Senior High School Report Card
- › Photocopy of PSA-issued Birth Certificate
- › Two (2) pcs. 2"×2" colored ID picture
- › Certificate of Good Moral Character

FOR

Transferees

- › Photocopy of PSA Birth Certificate
- › Original copy of Transcript of Records
- › Honorable Dismissal
- › Transcript of Records or copy of grades for evaluation at the Dean's Office
- › Certificate of Good Moral Character

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

International Students

- › Student Visa

FOR

Change of Status

(if applicable)

- › Copy of PSA-issued Marriage Contract

FOR

ALS Completer

- › Photocopy of PSA Birth Certificate
- › Original copy of Certificate of Eligibility
- › Original copy of Report Card

Procedure for Online Admission

FOR

Incoming Freshmen and Transferees

1. All applicants must pre-register online at <http://registration.cpu.edu.ph/>
2. Complete all required information (Course, Complete Name, Citizenship, Sex, Address, Date of Birth, Contact Number, School Graduated From and Strand). Please make sure that all information is true and correct.
3. Attach the following requirements (scanned or photographed copy):
 - For Incoming Freshmen
 - › Authenticated Philippine Statistics Authority (PSA) Birth Certificate
 - › Senior High School Report Card - For those who have not yet secured their Senior High School Report Cards, Grade 12 ID will be accepted.

For Transferees

- › Authenticated Philippine Statistics Authority (PSA) Birth Certificate
- › E-mail a scanned or photographed copy of the Transcript of Records or Copy of Grades to admission.registrar@cpu.edu.ph for evaluation.

For ALS Completer

- › Authenticated Philippine Statistics Authority (PSA) Birth Certificate
- › Report Card

4. Certificate of Eligibility to enroll in college Once you have completed the Pre-registration, you have

to pay P500 for Admission Fee (non-refundable).
Payment could be done through:

Palawan Pawnshop

Sender: Must be the name of student

Receiver: Central Philippine University ID # 16-0005-81

SM Bills Payment

Biller: Central Philippine University

Account #: 16-0004-90

Account name: Must be the name of the student

Bank of the Philippine Islands (BPI)

Swift Code – BOPIPHMM

Routing No. BRFTN 0800-400-80

Branch: Solis St., Iloilo City

PESO CA # 9245-8137-48

DOLLAR SA # 9244-0001-31

Philippine National Bank (PNB)

Swift Code – PNBMPHMM

Branch: Hechanova, Jaro, Iloilo City

SA # 310810022276

Iznart, Iloilo City

SA # 310410095973

Metrobank

Swift Code – MBTCPHMM

Branch: Jaro, Iloilo City

SA # 375-3-375086515

UCPB

Branch: Jaro, Iloilo City

SA # 3121110765

Banco De Oro

Swift Code – BNORPHMM

Branch: Iznart, Iloilo City

SA # 1780018868

Jaro, Iloilo City

SA # 0740234854

SM City

SA # 4990057344

5. Send a picture or scanned copy of your receipt of payment/transaction slip to admission.registrar@cpu.edu.ph
6. You will be notified within three (3) working days to confirm your admission. Instructions on how to proceed to pre-enlistment of subjects will also be sent through the e-mail address you provided.

NOTE: Submit hard copy of ALL Admission Requirements on or before August 20, 2020.

A drop box will be provided at Gate 2 for your documents or you may send it through mail addressed to:

The Admission Officer
Central Philippine University
5000, Jaro, Iloilo City

For inquiries and clarification, please contact Registrar's Office through:

Landline: 329-58-61

329-1971 local 2179

Email address: admission.registrar@cpu.edu.ph

cpu.edu.ph



📍 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

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 to the College.



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

COLLEGE OF Arts and Sciences (CAS)



ACSCU-AII
ACCREDITED

Degree Programs

FOUR-YEAR UNDERGRADUATE

✓ LEVEL IV ACCREDITED

- **Bachelor of Science in Biology (BSBio)**

**Bachelor of Science in Biology with
specialization in Microbiology (BSBio
Micro)**

- **Bachelor of Arts**

- › **in Political Science**
- › **major in English**
- › **major in Mass Communication**
- › **major in Political Science & Public
Administration**

✓ LEVEL III ACCREDITED

- **Bachelor of Science in Chemistry**

⊙ LEVEL II 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)**

* NEW DOUBLE DEGREE PROGRAM (EFFECTIVE SY 2020-21)

- **Bachelor of Arts in Political Science
and Public Administration**

OTHER PROGRAM

- **Bachelor of Science major in
Mathematics**

Additional Admission Requirements

- Admission slip from the Registrar's Office
- Duly accomplished information sheet
- 2" x 2" picture
- Long-sized folder
- Council and ASVP fees receipt
- Grades signed by the Guidance Counselor
(for returning students)

FOR

BA Communication and BA English Language Studies

A. New Students

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

B. Shiftees and Transferees

- c. 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.
- d. 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** (BSBABM, BSBAFM, BSBAAMM)
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. Transfer credential/honorable dismissal
8. 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 3-8
4. Transferee from another school or university (non-BS Accountancy or non-BS Management Accounting): items A 3-8

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 or She 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 FI 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

1. Must take the CPU Placement Examinations (Non-passers are required to enrol Eng A1 and Math A1).
2. Must submit to the College the Notice of Acceptance from the Registrar's Office and copies of documents (items I.A. 1-5)

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

1. Must take CPU Placement Examinations (Non-passers are required to enrol in Eng A1 and Math A1).
2. Must submit to the College the Notice of Acceptance from the Registrar's Office and copies of documents (items I.A. 1-5).

Graduates of Senior High School who belong to a NON-ABM strand and LIFE LONG LEARNERS must take the bridging program. Students under this program must pass all the bridging courses before they can enrol in business and management core and professional courses.

C. Transferee from another School or University

1. A transferee from other schools or universities is admitted to BSBA, BSEnt,

BSAd, and BSREM programs if he or she has no more than five (5) failures and/or no credit marks (incomplete, left, dropped, never entered) from his/her previous school(s), except for a valid cause to be determined by the Department Head or Dean.

2. A transferee who graduated with a non-ABM senior high school strand or a lifelong learner must take the bridging program.
3. The subjects in business and management-related subjects, including English and Mathematics previously taken by the transferee from another school or university, shall be credited only: a) if it has a similar course title, 2) if he/she has obtained a grade of 2.0 and above.
4. A transferee should submit to the College the Notice of Acceptance from the Registrar's Office and copies of documents (items I.A.3, 4, and 8).
5. Once admitted, a transferee shall be placed on probation for one semester and must comply with the retention requirements of the program.

D. Shiftee from other programs offered at CPU

1. Must submit a permit to shift and copy of grades from his/her previous department or college.
2. Must have passing marks in all subjects to be able to carry the regular load.
3. A shiftee with failing grades and/or no credit marks (incomplete, left, dropped or never entered) from his/her previous degree program shall be admitted only if he/she has no more than five (5) failures and/or no credit marks. He/She shall be placed on probation and shall carry a load of not more than 18 units in a semester or not more than 6 units in summer.
4. A shiftee with a non-ABM senior high school strand or a lifelong learner must enrol in the bridging program.
5. The subjects taken by the shiftee under his/her previous degree program at CPU will be credited only if it has similar course title.
6. Once admitted, a shiftee must comply with the retention requirements of the program.



COLLEGE OF Computer Studies (CCS)



📍 2/F, Mary Thomas Bldg. (MT)

☎ 329-1971 local 2119

✉ ccssec@cpu.edu.ph

FB page: College of Computer Studies - CPU (@cpuccs)

Degree Programs

GRADUATE

- Master of Science in Computer Science

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 Graduate Program

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

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)

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

✓ ACSCU-AII
ACCREDITED
Level IV

🎓 Education Program
Center of Development Grantee by CHED

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)

✓ LEVEL IV ACCREDITED

- Bachelor of Elementary Education
- Bachelor of Secondary Education major in:
 - › English
 - › Filipino
 - › Mathematics
 - › Science

✓ LEVEL I ACCREDITED

- Bachelor of Physical Education
- Bachelor of Special Needs Education
- Bachelor of Early Childhood Education

Admission Requirements

1. Must have passed the general admission requirements of the University
2. At least middle average rating in the Standardized Aptitude Test for Teachers (SATT) administered by CPU Guidance Services Center
3. Must have a final grade of at least 83% in Senior High School
4. Must have a rating of at least 75% by the College Admission Committee using the following criteria:

SATT.....	40%
SHS Final Grade.....	30%
Written Composition.....	15%
Interview.....	15%
TOTAL.....	100%

Retention Policy

1. Must have no grade lower than 2.50 in any professional or major subjects.
2. Must have passed $\frac{3}{4}$ of the units enrolled in a semester, otherwise the student will be placed on probation for a maximum of two semesters. Any DROPPED or LEFT subjects will be counted as unearned units against the percentage of units enrolled.
3. A students will be disqualified from pursuing Education program if he/she incurs a maximum of three failures.

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

Scholarships for Education students

- **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**

For guidelines to avail the above-mentioned scholarship please refer to the Student Development and Programs at studentservices@cpu.edu.ph

The Prof. Corazon Q. Rabulan Memorial Scholarship

Criteria for Eligibility:

This scholarship is open to all first year College of Education student who have academic promise and in financial need. Furthermore, the following criteria will be used for the selection of the recipient:

Scholarship	50%
Economic Need	30%
Character	20%
TOTAL	100%



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

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.

Admission Guidelines

As a general policy, a student applicant who complies with the requirements and passes the engineering entrance examination (E³) or bridging program may enroll as a regular student in the College.

Graduates of Senior High School who belong to the STEM strand and who passed CPU's placement examination in Mathematics

- must take the Engineering Entrance Examination (E³)
- passers of E³ can enroll as regular freshmen students
- non-Passers of E³ have to take the bridging program*

Graduates of Senior High School who belong to the STEM strand but failed in CPU's placement examination in Mathematics will not be admitted anymore. However, students who failed in the Placement Exam for English only may still be admitted but will be required to enroll in English A before taking GEng 1 (Purposive Communication).

- Graduates of Senior High School who belong to a NON-STEM Strand and LIFELONG LEARNERS
- must take the CPU Placement Examination
- passers of the placement examination in Mathematics must take the bridging program
- non-Passers of the placement examination in Mathematics will not be admitted anymore in the College

Students who failed in the Placement Exam for English only may still be admitted but will be required to enroll in English A before taking GEEng 1 (Purposive Communication).

The College admission committee decides on the cut off score for a particular degree program. The criteria are the following: (1) E3 result and (2) enrollment projection of the program for incoming freshmen. If the applicants' score did not reach the cut off score for the program they are applying for, they will be recommended for admission to other programs where slots are still available.

*** The Bridging Program.** This 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,

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

FOR Shiftees

- I. Shiftees From One Engineering Program To Another Engineering Program
A student shifting from one engineering program may be admitted in another engineering program if he/she
 - › has not failed more than two subjects in the previous engineering program and
 - › has a grade point average (GPA) of 2.5 in the previous terms prior to shifting.
- II. Shiftees From Non-Engineering Program To An Engineering Program
 - A student shifting from a non-engineering program to an engineering program with STEM background in Senior High School may be admitted if he/she wishes to transfer into
 - A shiftee with a NON-STEM background in Senior High School may be admitted to an engineering program if he/she has not failed any subject in the previous course. He/She will follow the Bridging Curriculum.

FOR Transferees

- I. Shiftees From One Engineering Program To Another Engineering Program
Transfer students or Bachelor Degree Holders may be admitted to the College of Engineering provided that they meet the following requirements:
 - › They must be incoming first, second, or third year students only
 - › No record of following grade deficiencies from previous institution
- Have failed any same subject more than three times
- Have failed any same subject more than three times
- Have more than 9 accumulated grade deficiencies (failure, dropped, left and lapsed INC)
- Have passed the College Admission Examination. A non-refundable examination fee shall be charged.

SUBJECT ACCREDITATION

- › Subjects taken from a CHED-recognized institution or its equivalent foreign student may be credited.
- › Subjects taken without satisfying prescribed prerequisite shall not be given any credit.
- › Only non-technical subject shall be credited for non-engineering students.
- › Subject accreditation shall be based on content and number of units earned.

FOR Bachelor of Science in Civil Engineering (BSCE)

- I. Only applicants who are graduates of STEM strand in Senior High School will be ranked based on the criteria below:

Grade average in Mathematics, Chemistry and Physics	= 85%
Grade average in English	= 15%
Total	= 100%
- II. Only the top 90 applicants will be admitted to the program. Those who will not qualify can apply for admission to other programs offered by the College. These programs are:
 - › Bachelor of Science in Chemical Engineering (BSChE)
 - › Bachelor of Science in Electronics Engineering (BSECE)
 - › Bachelor of Science in Electrical Engineering (BSEE)
 - › Bachelor of Science in Mechanical Engineering (BSME)
 - › Bachelor of Science in Packaging Engineering (BSPkgE)
 - › Bachelor of Science in Software Engineering (BSSE)

Please submit a clear scanned copy or photo of your SHS Strand Certification and your Report Card (Grades 11 & 12) to the CE Department head's email: medagrio@cpu.edu.ph



📍 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.
- 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)
- 500 Php University Admission Fee
- 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

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.

Additional Admission Requirements

- Entrance Examination and Interview



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 Respiratory Therapy**

Admission Requirements

FOR

Doctor of Medicine

Interview Phase

- Duly accomplished application form
- Authenticated Philippine Statistical Authority (PSA) Birth Certificate
- Certified True copy of Transcript of Records or Transcript of Records for at least 7 semesters
- NMAT Score (60% and above)
- Two (2) pcs. 2"x2" colored 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

Enrolment Phase

- Medical Certificate
- Certificate of Eligibility for Admission
- Honorable Dismissal

FOR

BS Respiratory Therapy

- Duly-accomplished application form
- Two (2) pcs. 2"x2" colored ID picture with white background
- Certified true copy of Senior High School Report Card
- Photocopy of PSA-issued Birth Certificate
- Certificate of Good Moral Character
- One (1) pc. long-sized white folder
- For Non-STEM graduates, result of the Allied Medical Course Admission Test (AMCAT)



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

Enrollment Requirements

- Photocopy of Senior High School Report Card
- Personal Data Sheet (c/o Secretary's Office)
- Certificate of Good Moral Character
- NSO authenticated birth certificate
- Two (2) pcs 1½ by 1½ recent picture to add a name tag
- One (1) short folder
- One (1) pc long brown envelope

Preliminary Admission Process:

1. Submit Intention to apply through email address nursingapplicant@cpu.edu.ph
2. Take Nursing Aptitude Test (NAT) examination which is open to all who submit a letter of intention on or before the due date. Schedule will be given by the College of Nursing Secretary.
3. A percentile rank of sixty (60)% and above of the NAT will be included in the screening process, along with grades in Grade 11 (1st and 2nd sem) and Grade 12 (1st sem only). Report card may be submitted online at nursingapplicant@cpu.edu.ph for evaluation purposes.

4. Secure NAT result. Students who obtained the NAT percentile of 60 % or higher and with grade of 85% and higher for STEM and 88% and above for Non-STEM will be subjected to Final Interview/Screening of a Panel of Three (3) Interviewers for final ranking.
5. Pass Panel Interview.
6. Wait for ranking results
7. Prepare papers and documents for enrollment if included in the ranking.
8. Proceed to the University Enrollment Process.

FOR

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

- › The same criteria of Senior High School graduates applicants should apply and after having qualified in the ranking, they should enroll in six (6) units English course bridging program of the University. (English 4 and English 7)

FOR

Transferees

- › They must have a grade point average of at least 2.0 in all subjects taken with no failing grade in professional courses. They have to repeat Fundamentals of Nursing Course of CPU College of Nursing.



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)

✓ ATESEA
ACCREDITED

📍 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 enrolment 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 Kasapulanan 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
- 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
 - › Business Management
 - › Public Management
 - › Development Management
 - › Tourism and Hospitality Management
- Doctor of Ministry,
major in
 - › Pastoral Counseling & Pastoral Supervision
 - › Church Management and Practical Ministries
- Doctor of Education (EdD),
major in
 - › Curriculum and Instruction
 - › Educational Administration and Supervision
 - › Guidance and Counseling

MASTER'S

- Master of Divinity
- Master of Ministry
- Master of Theology
 - › Biblical Studies – Old Testament
 - › Biblical Studies – New Testament
 - › Pastoral Studies
 - › Christian Education
 - › Master of Ministry
- Master of Arts In Pastoral Counseling
- Master of Arts In Education, major in
 - › Educational Administration and Supervision
 - › Guidance and Counseling
 - › Mathematics
 - › Filipino
 - › Physical Education
 - › English Language and Literature
- Master of Science in Agriculture
- Master in Business Administration
- Master in Business Administration major in Tourism and Hospitality Management
- Master of Engineering, major in:
 - › Chemical Engineering
 - › Civil Engineering
 - › Electrical Engineering
 - › Mechanical Engineering
- Master Of Arts In Nursing, major in:
 - › Nursing Service Administration
 - › Adult Health Nursing
 - › Women and Child Health Nursing
- Master in Library and Information Science
- Master in Library and Information Science with specialization in Theological Librarianship
- Master in Public Administration
- Master of Science in Computer Science
- Master of Science in Guidance and Counseling
- Master of Science in Social Work

General Admission Requirements

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

As a rule, only students who, in the judgment of an ad hoc admissions committee chaired by the Dean, can benefit 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. Conduct interview of student applicant.
4. Perform such other functions as the Dean may deem necessary;

Admission Requirements

1. For admission into the master's program, only students who have a baccalaureate degree from a CHED -recognized institution and with a general average of 2.0 or higher in the entire course shall be considered eligible;
2. For admission into the doctorate program, only students who hold 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 admission committee and approval of the dean.
3. 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.

FOR

Graduates of Other Schools

- Honorable dismissal from last school attended
- Photocopy of latest Transcript of Records
- Recommendation from a school administrator or faculty
- Accomplished application form (copies can be secured from the Dean's office)
- One by one ID picture
- Long size 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 by one ID picture
- Long size white folder

FOR

Married Female Applicants whose record still bear their Maiden Name:

- 1. Photocopy of marriage contract in addition to A. 1-6 or B. 1-4

English Proficiency Test

- New students must pass an English Proficiency Test
- Those who do not pass the test are required to enroll in Career English, a non-credit English course

Othe Requirements

- For Master's Degree Programs, applicant must have completed an appropriate Bachelor's degree from a CHED-recognized institution and with a general average of 2.5 or higher.
- For Doctor Degree Programs, applicant must have completed an appropriate Master's Degree from a CHED recognized institutions.

FOR

Doctor of Management (majors in Business Management, Public Management, Development Management

- The student must have a master's degree relevant to the program from the Commission on Higher Education (CHED) recognized institutions
- With at least two years supervisory or managerial experience
- Competence in the use of English language
- Endorsed by the head of the institution where he/ she is presently employed
- With intellectual capacity and aptitude for advanced studies and research

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 of Divinity program and has undergone supervised training at an accredited institution.
- Ecclesiastical/Faith Group endorsement to the 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 a M.Div. Degree) from a government recognized university or ATESEA accredited seminary or divinity school.
- Three years of experience in ministry.

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 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 Theology (M.Theol.)

- A holder of a 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.

FOR

Master of Arts in Pastoral Counseling

- Those with no theological background should take courses prior to applying for this program.
- Have successfully completed a bachelor-level theological degree.
- Have at least 2 years of practical experience in the church.
- For foreign students, he must able to read, write, and speak university-level English. Those with basic English skills should be encouraged to study English for 6 months before officially enrolling in the program.

FOR

Doctor of Education (major in Administration and Supervision, Curriculum and Instruction, Guidance and Counseling)

- Master's degree with thesis in education or other allied programs;

- Be able to submit the following documents/certifications:
 - › Transcript of Records
 - › Two Letters of Recommendation from former professors to vouch for the students' aptitude, motivation and capacity to pursue and complete further studies, or apply advanced knowledge in professional practice.
 - › Endorsement from employer if the student applicant is employed
 - › At least five years of professional work experience related to teaching
 - › Note: Students who have completed undergraduate courses or master's program other than education or allied course must complete the following:
 - › 18 units of courses in Diploma in Teaching or 9 units of courses in a master's degree related to education.
 - › For teacher practitioners (Employed in a school), their years of teaching experience will be credited as follows:
 - › Six (6) – Seven (7) years.....3 units
 - › Eight (8) – Nine (9) years.....6 units
 - › Ten years and above.....9 units
- General Requirements in order to graduate:
 - › Passing the comprehensive examination

- › Publicly-defended practice-based dissertation
- › Practice-based research
- › At least one (1) publication in a refereed journal

FOR

Master of Arts in Education (major in Educational Administration and Supervision Mathematics, Filipino, Physical Education, Physics and Guidance and Counseling)

- Bachelor's degree in any teacher education course or allied courses;
- GPA of at least 85 in the bachelor's degree.
- Be able to submit the following documents/certifications:
 - › Transcript of Records
 - › Two Letters of Recommendation from former professors to vouch for the students' aptitude, motivation and capacity to pursue and complete further studies, or apply advanced knowledge in professional practice.
 - › Endorsement from employer if the student applicant is employed
 - › Note: 1. Students who have completed undergraduate courses other than education or allied course must complete the following:
 - › 18 units of courses in Diploma in Teaching

- For teacher practioners (Employed in a school), their years of teaching experience will be credited as follows:
 - › Two (2) years and below.....3 units
 - › Three to five (3-5) years.....6 units
 - › Six (6) years and above.....9 units
- General Requirements in order to graduate:
 - › Passing the comprehensive examination
 - › Thesis
 - › At least one (1) publication in a refereed journal or creative work

FOR

Master of Science in Agriculture

- Have a bachelor degree in Agriculture or related field from recognized University, or
- Be permitted to transfer the candidature from the previous school offering related master's graduate program on agriculture to this University, or
- Take the prerequisite undergraduate subjects if he/she not a graduate of degree related to agriculture, or satisfy the requirements of this university by showing other qualifications or related work experiences which are adequate to support his/her candidature.
- Submit the following: curriculum vitae, recommendations from two previous teacher (only for applicants from other Universities) or immediate supervisor (if working) and personal statement up to 500 words of why enrolling this course in this University
- Wait for the notification from the Dean for any approval

for the application to admission in this course.

FOR

Master in Business Administration

- Bachelor's degree holder (Bachelor of Science in Accountancy, Business Administration, Business Management, Financial Management, Entrepreneurship, Advertising, Tourism and Hospitality Management and other business-related courses).
- Non-business bachelor's degree holder may qualify in the MBA program provided that the applicant has earned at least two (2) years of meaningful industry experience in either work or business.

FOR

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

- Administration, Business Management, Financial Management, Entrepreneurship, Advertising, Tourism and Hospitality Management and other business-related courses).
- Non-business bachelor's degree holder may qualify in the MBA program provided that the applicant has earned at least two (2) years of meaningful industry experience in either work or business.

FOR

Master of Engineering major in Chemical, Civil, Electrical and Mechanical Engineering)

- Applicants must be a B.S.C.E., B.S.ChE., B.S.S.E, and B.S.M.E. graduates

FOR

Master of Arts in Nursing

- A holder of Bachelor of Science in Nursing (BSN)
- PRC ID (photocopy)
- Philippine Nurses Association ID (PNA) photocopy
- *original shall be available for counterchecking)

FOR

Master in Library and Information Science

- A. Non-BLIS/BSED-LS degree holders:
- B. Non-BLIS/BLIS Graduate: Passed the English Proficiency

FOR

Master in Library and Information Science with specialization in Theological Librarianship

- Must have passed the general admission requirements of the Graduate School
- Must be a graduate of a bachelor's degree in Library and Information Science or related field
- In cases where a Filipino student applicant is not a holder of a bachelor's degree in Library and Information

- Science or related field, he or she is required to take a minimum of 18 units or its equivalent in the said fields
- Must have taken 24 units of Theological Subjects from a Theological school
 - Accomplished letter of recommendation from two former professors

FOR

Master in Public Administration

- An applicant must have completed any Bachelor's degree from a CHED-recognized institution.
- Must have passed the general admission requirements of the Graduate School
- Must take nine (9) units bridging courses for those whose undergraduate degree is not in public administration

FOR

Master of Science in Computer Science

- Must have passed the general admission requirements of the Graduate School
- Must be a graduate of a bachelor's degree in Computer Science
- In cases where a student applicant is not a holder of a bachelor's degree in Computer Science, he or she should have the following subjects, in the event that one or more subjects are lacking, he or she should enroll the said subject/s:
 - › Introduction to Programming

- › Digital Logic Circuit
- › Discrete Mathematics
- › Database Management Systems
- › System Analysis and Design
- › Hardware Repair, Maintenance and Installation
- › Data Structures and Algorithms
- › Operation Systems
- › Automata Theory
- › Computer Organization and Assembly Language

FOR

Master of Science in Guidance & Counseling

- Must have passed the general admission requirements of the Graduate School
- Must be a graduate of a bachelor's degree in psychology, guidance or related field
- In cases where a student applicant is not a holder of a bachelor's degree in psychology, guidance or related field, he or she is required to take a minimum of 18 units or its equivalent in the said fields or a certification of at least three years of guidance or counselling practice from the student's employer
- Accomplished letter of recommendation from two former professors

FOR

Master of Science in Social Work

- A graduate of Bachelor of Science in Social Work (BSSW)
- For non BSSW degree holder must have 18 units of undergraduate social work courses
- At least one year supervised and/paid field practice in the social welfare field (both BSSW and non BSSW graduates)

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 which can affect their studies.

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.

SCHOOL YEAR 2020-2021**ENROLMENT PROCEDURE FOR NEW STUDENTS/TRANSFEREES**

Kindergarten
Elementary
Junior High School

Senior High School
Collegiate

School of Graduate Studies
College of Law
Doctor of Medicine

1**PRE-REGISTRATION**

Access Student Pre-registration website
<http://registration.cpu.edu.ph> using any web browser

2**CENTRALIAN STUDENT ONLINE SERVICES**

Access Student Online Services Account website
<http://my.cpu.edu.ph> using any web browser

3**SUBJECT PRE-ENLISTMENT**

Students must pre-enlist subjects to take
for the required term

4**SUBJECT ASSIGNMENT AND ASSESSMENT**

Students view subject assigned and assessment
of tuition and fees

5**PAYMENT**

Tuition and fees payment through SM Bills Payment,
Palawan Remittance Centers, and Banks

6**CLASS SCHEDULE**

Check class schedule for your reference on
Centralian Student Online Services

**START OF CLASSES
FOR ALL LEVELS****AUGUST 17, 2020**

Doctor of Medicine degree
AUGUST 24, 2020

**PRE-ENLISTMENT AND PRE-REGISTRATION
FOR ALL LEVELS IS ON-GOING****ENROLMENT DETAILS**

Basic Education: **July 13, 2020**
Junior High School
Elementary Kindergarten
Senior High School (Grade 11)

Continuing Students for Collegiate and
Post-Graduate: **August 6, 2020**

**SCHOOL YEAR 2020-2021****ENROLMENT PROCEDURE FOR CONTINUING STUDENTS**

Kindergarten: Kinder I and Kinder II

Elementary: Grades 2 - 6

Junior High School: Grades 8 - 10

Senior High School: Grade 12

Collegiate and Post-Graduate: 2nd Year and above

1**CENTRALIAN STUDENT ONLINE SERVICES**

Access Student Online Services Account website
<http://my.cpu.edu.ph> using any web browser

2**SUBJECT PRE-ENLISTMENT**

Students must pre-enlist subjects to take
for the required term

3**SUBJECT ASSIGNMENT AND ASSESSMENT**

Students view subject assigned and assessment
of tuition and fees

4**PAYMENT**

Tuition and fees payment through SM Bills Payment,
Palawan Remittance Centers, and Banks

5**CLASS SCHEDULE**

Check class schedule for your reference on
Centralian Student Online Services

**START OF CLASSES
FOR ALL LEVELS****AUGUST 17, 2020**

Doctor of Medicine degree
AUGUST 24, 2020

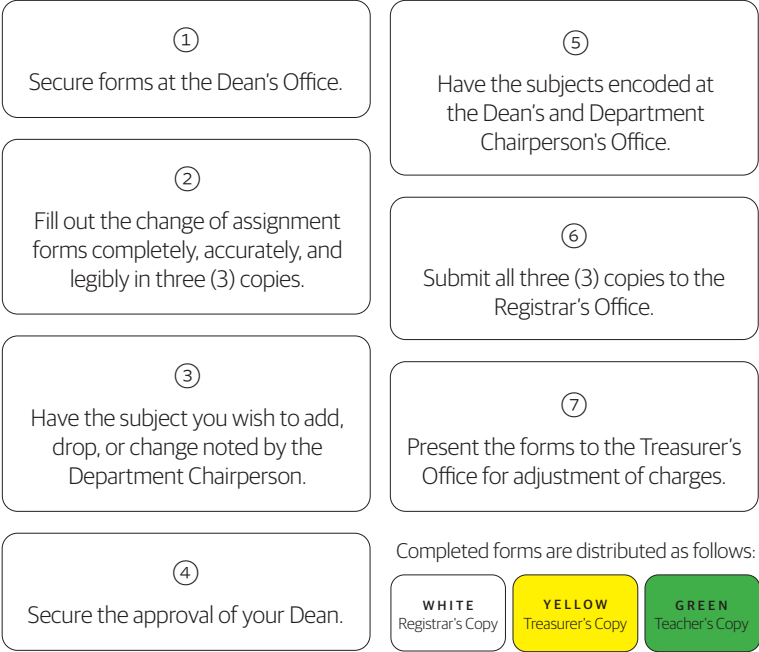
**PRE-ENLISTMENT AND PRE-REGISTRATION
FOR ALL LEVELS IS ON-GOING****ENROLMENT DETAILS**

Basic Education: **July 13, 2020**
Junior High School
Elementary Kindergarten
Senior High School (Grade 12): **July 20, 2020**

Continuing Students for Collegiate and
Post-Graduate: **August 6, 2020**



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

I. 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. Letter-request of the parents addressed to the registrar, stating the intention to enroll in the University with the following supporting documents:
 - One (1) original copy of elementary/high school permanent record with English translation duly signed by the principal/registrar. The original record should be placed in a sealed envelope with the signature of the principal/registrar on the flap of the envelope.
 - Affidavit of Guardianship executed by the

parents appointing a guardian for the minor student.

- Photocopy of the biographical and signature pages of a student's valid passport.
 - Photocopies of the biographical and signature pages of the parent's valid passport.
 - Child's birth certificate
2. Certificate of Acceptance from the Office of the Registrar
 3. Bureau of Immigration (BI) Application fees of 4,740.00Php

II. SPECIAL STUDY PERMIT- For International Students below 18 years old or those enrolling for a non-degree course of less than one (1) year

Documents Required:

1. Letter-request of the parents addressed to the Registrar, Central Philippine University, Iloilo City, stating the intention to enroll in the University with the following supporting documents:

a. One (1) 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.

b. Affidavit of Guardianship executed by the parents appointing a guardian for the minor student

c. Photocopy of the biographic and signature pages of student's valid passport

d. Photocopies of the biographic and signature pages of the parent's valid passport

e. Child's Birth Certificate

III. STUDENT VISA - For International Students, 18 years old and above applying for degree courses

A. If the Applicant is in the Philippines as Temporary Visitor

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

1. Duly notarized letter request from the applicant, with a statement 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 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. Photocopy of applicant's passport showing its biographical page, admission and authorized stay of at least 20 days from date of filing

6. 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

7. Bureau of Immigration (BI) Clearance Certificate

8. 8 pieces 2 x 2 colored pictures taken within the last six months

9. School Credentials for admission purposes:

10. High School Graduate

a.1. One (1) original copy of High School (Secondary) Permanent Record

a.2. Certificate of Graduation

11. (HS Diploma)

12. b. Those who have attended college

13. b.1. One (1) original copy of Transcript of Records b.2. College diploma (for Baccalaureate degree holder)

Ⓢ 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.

10. Bureau of Immigration (BI) Student Visa Application fees of 12,500.00Php.

IV. FOR

Filipinos Residing Abroad

Documents required:

1. One (1) original copy of High School (Secondary) Permanent Record and Certificate of Graduation (HS Diploma)
2. One (1) original copy of College Transcript of Records

Ⓢ 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.

3. Photocopy of the biographic and signature pages of valid Philippine passport

4. Photocopy of authenticated birth certificate (National Statistics Office – Security Paper)

SCHEDULE FOR

Processing of Special Study Permit/ Student Visa Applications

**Apr 1 -
May 30**

First Semester
enrollment

**Aug 1 -
Sept 30**

Second Semester
enrollment

Ⓢ Note:

1. All requirements must be presented to the Registrar for verification and evaluation before an applicant can be issued a Notice of Acceptance.
2. Incomplete requirements will not be accepted.
3. Special Study Permit/Student Visa will be required before official enrolment
4. Applicants are encouraged to follow schedule of processing to avoid delay.

Procedure for Student Visa Renewal

1. Application for extension should be filed fifteen days (15) before student visa expires.
2. International student applies for Transcript of Records at the Registrar's Office. Please be reminded that students should carry a load of not less than 18 units every semester and pass all subjects enrolled in for that term.
3. In case of failures, dropped and left, student will be required a certification of re-admission from the Dean before the release of the Transcript of Records.
4. Student submits the transcript of records with the other required documents to the Director, Office for International Programs for processing of visa extension.
5. Student pays for all required processing fees. (Student Visa Extension Fees – 8,500.00Php)
6. Once visa extension is approved, the

Director, Office for International Programs issues the same to the student.

7. Student presents the visa extension to the Registrar for enrolment.

SCHEDULE FOR

Processing of Student Visa Extensions

May 1 -30

expiring on
June 15

Nov 1- 30

expiring on
December 15

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.

University Libraries

The CPU Libraries are composed of:

Henry Luce III Library

1. Reference Section
2. Graduate Studies Library
3. Technical Services Section
4. Circulation/Reserve Section
5. Theology Library
6. Serials Section
7. Filipiniana Section
8. Law Library
9. Special Collections
10. Archives Section
11. American Corner

Departmental Libraries

1. Kindergarten Library
2. Elementary School Library at the Dr. Agustin A. Pulido Hall
3. Junior High School Library at the Dr. Juanito M. Acanto Hall
4. Senior High School Library at the Senior High School Building

Linkages

The CPU Main Library is a depository of the United Nations and the Food and Agricultural Organization (FAO) of the United Nations. Also, 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 of Publication Acquired for Development (ACPAD)
- › Population Information Network
- › International Rice Research Institute in Los Baños, Laguna, Philippines
- › American Corner Philippines
- › Bangko Sentral ng Pilipinas
- › Filipinas Heritage Library
- › Food and Agriculture Organization of the United Nations
- › Philippine Institute for Development studies (PIDS)
- › World Bank
- › American Theological Library Association (ATLA)

The American Corner through its Educational Advising Program provides assistance to 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 support in the development of the library collection. The Philippine Statistics Authority, Region VI on April 29, 1997, designated CPU library as PSA Information Center. 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 used freely for seminars, and symposia, etc.

Library Services

The University Libraries serve its academic clientele through the main library and departmental libraries. The HLL houses books, periodicals, and electronic resources that users can access remotely.

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 and Music Collection
9. University Archives (Centraliana)
10. Reference Services
11. Circulation and Reserve Service
12. Cataloging and Acquisition Services

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.

Users can visit our website, <https://library.cpu.edu.ph> to know more about our current services and resources.

If you are looking for a particular book or resource, our library catalog can be searched at <http://destiny.cpu.edu.ph>.



Online Services in the New Normal

- **Chat Bertha.** Bertha is the library's virtual assistant, inspired by Anna Bertha Houger, the first University Librarian (served 1910-1940). If you have any questions and library needs, feel free to ask Bertha. To contact Bertha, chat or message us through our Facebook page, <https://facebook.com/cpulibrary>. Bertha can also be reached via e-mail, at berthahl@cpu.edu.ph.
- **Scanning Services.** Scanning services are free to enrolled students and faculty. Search the library catalog if the books you want to read are available, and contact us for scanning request. Reminder that we are complying with copyright laws and fair use, we can only scan up to 20% of a book and we do not encourage redistribution of scanned materials. Scanning is for your personal use only.
- **Online resources.** The library subscribes to online resources available 24/7. Visit our website for more details. We subscribe to ProQuest research database, eLibraryUSA, CDAAsia, and many more.
- **Bahandian Institutional Repository.** Bahandian is a Hiligaynon word for "treasure chest. This institutional repository symbolizes a trove of valuable scholarly works of CPU. Here you will find the research work of our faculty, students, and partners. Bahandian features theses, dissertations, journal articles, conference papers, and other research works. If you are writing a research paper or thesis and looking for source, Bahandian is the online resource for you.

Visit Bahandian at <https://repository.cpu.edu.ph/> Access is free. If you want to view the full text or would like to request documents, just send us a message.

- **CPU LibGuides.** are online library guides for various topics created by our librarians. Open Access resources and library materials for topics are organized by college and subject. You may access the LibGuides directly on <https://cpu.libguides.com> or click the link on our website.
- **LibGuides: A-Z list of all online databases.** To see all of our online resources, go to the A-Z list of databases on our LibGuides. On this page, we link all the paid databases and online resources available for the CPU community. The resources linked on our LibGuides have been checked and evaluated by our librarians. In the vast sea of information, the LibGuide is your map to lead you to the best resources.
- **ProQuest.** is a comprehensive database containing scholarly journals, books, videos & audio, dissertations & these, newspapers, and more.
- **Access ProQuest Central**, the largest single periodical resource available, bringing together complete databases across all major subject areas, including Business, Health and Medical, Social Sciences, Education, Science and Technology, and Humanities. You may go directly to the ProQuest website at <https://search.proquest.com>.
- **CDAAsia Online.** The most comprehensive Philippine legal database online, it contains the complete text of issuances, classified according to general subject matter and type.
- **eLibrary USA.** For American Corner Iloilo through American Spaces Philippines is also providing access to eLibraryUSA, their collection of online resources. This is free not only for Centralians, but for anyone who registers. To register for access, simply go to the eLibraryUSA registration form website. American Spaces will provide your log-in details via e-mail.

Once you have your log-in details, go to <https://elibraryusa.state.gov/> to enjoy free access to their myriad resources.

eLibraryUSA is a digital collection of trusted information resources from the United States with quality newspapers, magazines, journals, books, dissertations, and award-winning films and videos.

For news and magazines, we have:

- › **PressReader:** Read popular newspapers from around the world and U.S. magazines in an easy-to-read and browse format.
- › On Magazines on **Flipster**, you can access the latest issue of popular magazines in the U.S. including National Geographic, Entrepreneur, Wired, Fast Company, and Popular Science. For Academic & Research Resources, we have:
- › **Gale Academic OneFile.** A great resource for students and teachers for research and study. Search 8,000 academic journals
- › **JSTOR.** A searchable database with journal articles focusing on the social sciences, economics, and history.
- › **ProQuest Dissertations & Theses Global.** Contains 1.5 million dissertations and theses written by graduate students from over 700 universities.
- › **Gale In Context: Middle School,** read and research any topic in over 1000 journals, newspapers, and magazines. Geared to 11-13-year-old students.
- › **Gale in Context: Opposing Viewpoints,** learn the view of experts on controversial and debated topics, and read articles on these topics in thousands of newspapers and magazines.

- › For English Language learning, **BookFlix** is a beginners reading website that combines animated fictional stories with related nonfiction books.
- › **eLibraryUSA** also provides access to Kanopy, a video streaming service with a selection of over 100 documentaries exploring the most inspirational and interesting contemporary topics in the United States.

Services

- **Book Loans.** Faculty and students can loan out books for a specified time (depending on the policies of each section). As of the moment, book loans are only available for faculty.*
- **Internet.** Internet connection and computers for use are also available in the library.*

Follow us on social media for news and updates:

- › **CPU Henry Luce III Library on Facebook**
- › **Bertha on Instagram**
- › **Bertha on YouTube**
- › **Bertha on Twitter**

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 conformer 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.

Academic Records

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

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

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

The issuance of transfer 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. 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 (1) week after the enrolment.
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.

First Semester	first week of September
Second Semester	first week of February

4. The Registrar's Office prepares student's record for graduation (Form IX).
5. The Registrar's Office sends Form IXs to the deans for review, evaluation, and recommendation.

First Semester	from September to end of October
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Second Semester	from March to end of April
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Summer	1st week of April
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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 2024-2025

1. Minimum Study Load

- a. 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.
- b. To qualify for honors, a CPU work student or any student working full-time or part-time in a particular company must also carry a minimum of 18 units on a regular semester and 6 units on a summer term except when the curriculum of the degree program he or she is enrolled in prescribes otherwise.
- c. Non-CPU working students must submit their Certificates of Employment to the Registrar's Office and the Dean's Office at the start of every semester or summer term to justify any academic underload.

2. Grade Requirement

- a. To qualify for honors, a college student must NOT have a grade lower than 2.0.

CPU GRADING SYSTEM

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

3. Incomplete Grades

- a. A student with a failing (F) or 5.0 grade in any course whether previous or current degree program, whether taken at CPU or another school will be ineligible for academic honors.

4. Dropped or Left Marks

- a. A student with a dropped (D) or left (L) mark in any course whether previous or current degree program, whether taken at CPU or another school will be ineligible for academic honors.

5. Incomplete Grades

- a. 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.
- b. To qualify for honors, a CPU work student or any student working full-time or part-time in a particular company must also carry a minimum of 18 units on a regular semester and 6 units on a summer term except when the curriculum of the degree program he or she is enrolled in prescribes otherwise.
- c. Non-CPU working students must submit their Certificates of Employment to the Registrar's Office and the Dean's Office at the start of every semester or summer term to justify any academic underload.

6. Honors Point Average (HPA) Computation

Honors Point Average (HPA) is the computation implemented by Central Philippine University to determine if the student qualifies for Latin Honors. It is computed based on the prescribed courses of the curriculum excluding SEAL and NSTP grades.

- a. For a transfer student, HPA computation shall only include courses in the curriculum of the degree

program that the student is currently enrolled in and those courses taken from another school which are duly approved for accreditation by the college dean.

- b. In case a required course is taken twice by a student, the grade on the first one shall be used for the HPA computation.
- c. There shall be equal rank intervals of .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

Formula in Computing HPA:

$$\text{Grade X Corresponding Credit} = \text{Product}$$
$$\text{HPA} = \text{Sum of Products} \div \text{Sum of Total No. of Units}$$

7. Residency at CPU

To qualify for honors, a student must have completed at Central Philippine University at least 75 percent of the total number of academic units or hours required for graduation. The student must have been enrolled for at least two years immediately before graduation.

8. Number of Years in Completing the Degree

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

9. Disciplinary Action

After due process, a student found guilty of an offense and is/was subject for disciplinary action will not be eligible to receive any academic honors.

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 Php6,000.00 on registration	SECOND INSTALLMENT 35% of the remaining assessment before the prelim exam	THIRD INSTALLMENT 35% of the remaining assessment before the exam	FOURTH INSTALLMENT 30% or Balance of remaining assessment before the final exam
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FOR Senior High School

FIRST INSTALLMENT Php6,000.00 on registration	SECOND INSTALLMENT 50% of the total assessment before 1st quarter period	THIRD INSTALLMENT 50% of the total assessment before final exam
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FOR Junior High School, Elementary, and Kindergarten

FIRST INSTALLMENT Php10,000.00 including books	SECOND INSTALLMENT 25% of the total assessment before 1st grading period	THIRD INSTALLMENT 25% of the total assessment before 2nd grading period	FOURTH INSTALLMENT 25% of total assessment before 3rd grading period	FIFTH INSTALLMENT Balance of total assessment before 4th grading period
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Where to pay

A. CPU

- **Business Office** located at the Dr. Rex D. Drilon Hall (Administration Building)
- **Satellite Teller Units** at the Alumni Promenade Concert Park

B. Payment Centers

- **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 during the enrollment period for the semester or year.

- 2. Family discount** – application form is posted and can be downloaded from the CPU Website (www.cpu.edu.ph) at the Announcements & Events section and must be emailed to accountsreceivable@cpu.edu.ph

- 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
 - first child - enrolled in Post Graduate, Law or Medicine (not entitled to family discount);
 - second child - enrolled in Post Graduate, Law or Medicine (not entitled to family discount)
- 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

Ex. First Child - enrolled in Law (not entitled to family discount)
Second Child - enrolled in Medicine (not entitled to family discount)
Third Child - enrolled in College (entitled to 30% family discount)
Fourth Child - enrolled in high school (entitled to 50% family discount)
Succeeding Children (entitled to 50% family 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 August 1, 2023 to August 1, 2024

Insurance Claim	Maximum Amount
Accidental Death and Disablement	Php 115,000.00
Permanent Total Disability due to Accident	Php 115,000.00
Unprovoked Murder and Assault	Php 115,000.00
Accidental Medical Reimbursement including Murder and Assault	Php 13,500.00
Accident Burial Expense Benefit	Php 12,500.00
Burial benefit- death due to non-accidental cause, excluding Pre-existing condition	Php 5,000.00
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
Ambulance Service	Php 1,200.00
Fire Assistance per person	Php 3,200.00

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

Submit the following to the Office of the Vice President for Finance and Administration:

If due to ACCIDENT

- › Original and a photocopy of the incident/Police Blotter Report
- › Original and a photocopy of Hospital Statement of Account
- › Two (2) photocopies of School
- › I.D. (Back to back) or RF
- › Official Receipts of all medicines purchased or OR from hospital supported by doctor's prescription

Student Affairs and Services

Work Student Study Program

The Work Student 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.

If due to SICKNESS

- › Original and 1 photocopy of Medical Certificate
- › Original and 1 photocopy of Hospital Statement of Account
- › Two (2) photocopies of school ID (back-to-back) or RF

Office of the Vice President for Finance
& Administration

Administration Building, Central
Philippine University

Tel. No. 329-1971 loc 2175

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 (VPSA), Vice President for Academic Affairs (VPAA), Vice President for Finance and Administration (VPFA), 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 VPSA Office in the planning and actual conduct of the different orientation activities.

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 the Office of the 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
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



Weston Hall



Franklin Hall



Dining Hall

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.

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.



Uy Building



Stuart Hall



Gymnasium



Halfmoon Drive

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.



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 VPSC Office has the power to oversee the CPUR's overall plans and programs. The CPUR, in return, confers its duties with the VPSC Office for record purposes and for the university to keep track of its activities.



Swimming Pool

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.

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.



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

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)



Iloilo Mission Hospital



Mary Thomas Hall

Hospital Benefits

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

› 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%

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.

Health Services

The University has adequate facilities for health and dental services. It provides free services 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.

Procedure of Teleconsultation

Patient sends message to Medical Clinic through Facebook account: **MedClinic Reception** or Email: **medclinic.reception@cpu.edu.ph** or **medicalclinic@cpu.edu.ph**



Medical Clinic staff confirms if the patient is a bona fide student and employee by requesting them to send screenshot of SOS or picture of RF.



COVID 19 checklist and waiver through Google form shall be filed out by patient for teleconsultation



A group chat is created in the messenger which includes the physician and the patient



Teleconsultation for 10-15 minutes per patients



Medical Clinic Staff sends the link for Patient Satisfaction Rating to patients



Patient fills out google forms and Medical Clinic Staff will counter check their submissions



Medical Clinic Staff sends electronic prescription and laboratory request to patient

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, Iloilo Mission Hospital or an accredited clinical laboratory recommended by the University. 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.

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.

STUDENTS' PHYSICAL EXAMINATION PROCEDURE

1

Get required X-ray and laboratory requests from your Dean's or Department Head's Office.



Collect properly your stool and urine specimens and bring them to your assigned clinical laboratory; have your X-ray done at assigned hospital. Get X-ray and all laboratory results as scheduled.

2

3

Bring original X-ray and laboratory results and proceed to the PE Section of the Medical Clinic at the Mary Thomas Building. Get your number and wait for your number to be called.



When your number is called or displayed on screen, present your School ID or Registration Form for record verification and submit your original lab results to the assigned nurse.

4

5

Fill out the Health Declaration Form.

(Note: A student who is found sick shall proceed to the Medical Clinic Triage.)



Have your vital signs taken by the assigned nurse who records them and attaches them to your record.

6

7

Proceed to the assigned medical doctor who will examine you and determine your physical fitness.



Get from the attending physician the PE certification. Sometimes, a referral to a specialist or a request to repeat a lab examination may be issued to you, if needed.

(Note: The medical doctor can refer a student to a specialist for further verification of his/her observation during the check-up).

8

9

Keep your PE certification for reference or for checking. Your medical examination data shall be encoded to complete your record and shall be transmitted to the University Computer Services Center (UCSC) for reconciliation with your enrolment.



If you fail to have your PE on your scheduled date, you will be fined ₱500.00, but if you have a valid reason for doing so, write a letter to the Vice President for Student Affairs requesting for consideration and a new date for your PE. This should be endorsed by your dean or principal.

10

Campus Christian Ministry

Central Philippine University stands on the motto Scientia et Fides, Knowledge and Faith. This institution is not only committed to advance learning based on science but also operates in the foundation of faith. Thus we do not only uphold learning advancement, we also pursue excellence in life by nurturing the spiritual life of every student, faculty and staff.

The CPU- University Church is tasked to cater to these needs of spiritual nurturing and growth among its constituents, be it the students, faculty and staff, alumni and the community around and inside the campus. To achieve achieving this goal, UC is armed with Campus Ministry where programs are implemented to reach out to people through the following:

Christian Life Committee (CLC)

This is a small group of University Faculty and Staff representing different departments and units of CPU appointed by the President upon the recommendation of the Senior Pastor. CLC helps design programs and assists the University Campus Ministry in disseminating information regarding campus ministry. The Committee also helps decide on important matters pertaining to Campus Ministry especially for the Christ Emphasis Week.

Culture of Prayer

As a university committed to excel in faith, we cultivate a culture of prayer inside the campus. Every morning 8:00 on MWFs and 8:30 TTh, a prayer is broadcast throughout the campus via CPU Public Address System. It aims to

encourage students, faculty and staff to utter prayers as they go forward through the day.

A weekly Midweek Worship is also held at the University Church Hall sponsored by every college. The UC Ministers are in charge of the liturgy while the students under the faculty and staff supervision comprise the worship team. To ensure the maximum participation of the students, faculty and staff, the University intentionally holds no class on Wednesdays 4:00-5:30 pm to give way to this Midweek Worship.

Students, Faculty and Staff Devotionals

One of the important ministries done in the campus is the Faculty and Staff devotionals. In this program, a unit or a department gathers its staff for an hour of Bible study, sharing and fellowship and Scriptural reflections. This experience aims to create a more cohesive relationship among the people in a certain unit or department. It also enhances open communication which is a vital part to good office rapport. And more importantly, it cultivates hopes and deepens faith of individuals through reflections from the word of God and its relation to daily life experiences. Devotionals are held in person or virtual. Participants are encouraged to share their life stories, their reflections from the Word or the impact of it in their lives. They are also given a chance to lead the devotional which in part help them in their exercise of faith and building self-confidence.

Students are also strongly encouraged to attend such devotionals in their respective college or department.

Some students are assigned to lead or give testimonies or offertory music in these devotionals. In so doing they are encouraged to develop their talent, grow and express their faith and enhance their leadership skills as they are exposed to various roles and responsibilities early on.

Christ Emphasis Week

One of the most anticipated events in the university's life is the CEW. This is done twice a year, once every semester. CEW aims to introduce Jesus Christ to students who haven't met the Savior yet and also to share the good news of salvation to those who are in need of a Savior. Aside from these two reasons, CEW also proclaims the Lordship of Jesus Christ in the campus, to emphasize the Christian values this university adheres to and an avenue as well for students to express and exercise their faith as they help other students especially those who seek for enlightenment. The celebration runs for a week where students, faculty and staff are encouraged to attend the convocations. Speakers of world-renown, whose testimonies are life-changing are invited to preach to convocations intended for Kindergarten, Elementary, Junior High School, Senior High School and Colleges and even the community. This one week celebration concludes with a one hour long Praise Jam where student bands join together to sing praise and worship songs declaring the victory of the CEW.

To accommodate the huge number of attendance, there are three convocations held simultaneously for colleges, a separate convocation each for Kindergarten, Elementary

and Junior High School. The University Church Hall, the Rose Memorial Auditorium and the University Gym serve as venues for these convocations and the Big Field hosts the Praise Jam. This is how massive and impactful CEW not only to the students, faculty and staff of this university. Central Spirit lives on in the lives of the alumni mostly impacted through CEW.

Baccalaureate Worship, Dedication and Other Services

Each time a batch of students graduate, we make sure that they leave CPU inspired and motivated and blessed to conquer the world as individuals equipped with Exemplary Education for Life (EXCEL). To ensure that it happens, CPU holds Baccalaureate Worship Service to remind the graduating students by way of God's Words of what blessings and consequences lay ahead of them. It is also an avenue for students to reflect on what they can bring into the community once they leave the halls of CPU, to give honor and glory to God for the successes and triumphs they achieve in the years that they spent here at Central.

A Dedication Service is held for units other than the Colleges in lieu of the Baccalaureate Service. Colleges would schedule a Dedication Service for their respective unit for a more intimate gathering to celebrate their graduating students' milestones and to send them off with the spirit common to their respective chosen field.

Some units opt to hold special services—prayer and devotionals during Board exam reviews. Early morning Pre- Board Exams prayer services are also a common request among colleges who take Licensure Examinations. It gives confidence to student- examinees and even the faculty who oversees in support of the board takers. In such ways, even out of campus prayer services are held.

White Gift Service and other Benevolent Programs

The University Church- Campus Ministry spearheads a yearly White Gift Drive to gather gifts from students, Faculty and Staff with the purpose of giving away gifts during Christmas and even to respond to the call for help when calamities take place. Recipients are from all over the Philippines in the most recent White Gift giving. But for the most part before the pandemic, units would ask from the University Church for a number of gift bags to be distributed to the unit's chosen recipient.

However, revisions are made after the pandemic. Presently, this White Gifts are gathered in cash and put into a Restricted Fund solely for the use in relief operations for those who are identified by the University Church and the Community Engagement and Service Learning Center as recipients—especially the typhoon victims and other victims of calamities.

Partnership with other School Organizations and Units

To further maximize the reach of the Campus Ministry to students, we partner with existing school organizations in our programs. Religious organizations are tapped to be counselors in CEW convocations especially in after- convo counseling. Students who respond to every CEW decision slips distributed in person convocations and most recently thru Google CEW form on virtual convocations are referred to religious organizations for spiritual nurturing and growth.

Part of the Fides program of the university to inculcate Christian values, Campus Ministry also joins in the college orientation, in partnership with the Office of the Student Affairs. The pastors from the University Church preach the CPU Core Values of Stewardship, Justice, Faith and Integrity.

Even in pre-employment seminar spearheaded by the Placement Office, the University Church Campus Ministry also joins the event to give spiritual enlightenment and words of encouragement to those who seek for jobs making sure that in their career and vocation, students will live on the Central spirit.

Annual Worship Commemoration

In partnership with the University Church, CPU holds annual worship services like Thanksgiving, Foundation Day and Memorial Day worship. This is a vital part in furtherance of the Central Spirit from the hallowed Grounds of CPU to the global reach thru its alumni. These worship services is focused on how Centralian traditions impact the lives of those still studying at CPU and of those who are already living their dreams in their career paths paved here at Central.

Gatherings like Christmas Party and the annual Faculty and Staff Conference, the University Church is tasked to lead the devotional, thereby encouraging the participants to dwell on the Scientia et Fides throughout the program.

God's Grace Program

This program of the University Church was designed to give one meal a day to needy work students. However, the onset of the pandemic forced the program to convert the meal into cash assistance for mobile internet data to help them in their online classes.

These programs presently exist under the Campus Ministry. Of course there are more areas of concern that needs to be addressed. We are looking into those areas for further improvement so that in the near future a better and more inclusive Campus Ministry will serve Central Philippine University.

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:

Academic
Organization

Culture and Arts
Organization

Sports
Organization

**Municipal/
Provincial/Regional**
Organization

Religious
Organization

Special
Organization

Fraternity/Sorority

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).

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.

Students can avail of individual or group counseling online or face-to-face. Students may directly contact their respective Counselors/Guidance Associates or fill out an appointment form available on the Facebook account – Guidance Services Center – CPU or email the Guidance Office at guidance@cpu.edu.ph.

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.

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), nonlinear 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 issues.

Requirements for Online ID Application:

New Students (Collegiate and SHS)1. Photo in white background (jpeg or bmp format) with file size of not less than 2mb; preferably ID-sized or similar. NO SELFIES. NO FILTERS.2. Clear photo or scanned copy of your signature in white background (jpeg or bmp format) and file size of not less than 1mb. Use a broad-tipped marker for your signature.

Please send the documents to id@cpu.edu.ph.

YOU MUST USE YOUR CPU.EDU.PH E-MAIL ADDRESS WHEN SENDING THE REQUIREMENTS.

In the SUBJECT line, you must write your FAMILY NAME and 'NEW APPLICANT SY 2021-2022'.

In the Message, indicate your complete name, degree program, ID Number and your birthday.

Please use the format below when sending your application:

Subject: (FAMILY NAME) NEW APPLICANT SY 2021-2022

Message:

NAME: Ma. Juana C. Centralino

DEGREE PROGRAM AND YEAR: Theology 1

ID NUMBER: 21-0000-00

BIRTHDAY: OCTOBER 1, 2000

Subsequent confirmatory emails will be sent once we receive your application. You are required to confirm the statements sent.

The schedule for pick up/releasing of your ID will be sent through email.

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

Consultancy:

- To create and maintain a network of linkages with the public and private sector

in relation to consultancy work.

- To participate in project bidding by government
- To review the contract and identify a team leader

Services Offered:

- Review for Philippine Nursing Licensure Examination
- Review for Licensure Examination for Agriculturists
- In-Service Training
- Public Seminars, Trainings and Conferences
- Consultancy
- Turnitin Similarity/Plagiarism Scanning
- Publication, Scientia et Fides: Journal of Multidisciplinary Research and Review
- Continuing Professional Development Center
- Teachers Rating Scale Checking (TRS)

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.

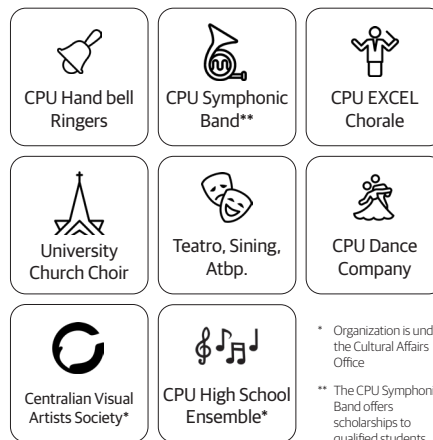
Outstanding local and national artists, leaders, and distinguished guests are invited to speak at convocation programs. College convocations are usually held at 4:00 to 5:30 PM, Wednesdays, and high school convocations, at 9:00 AM to 10:00AM, Tuesdays and Thursdays.

University Days and College Days

CPU observes University Days in October and College Days in April. 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.



* 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.

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.

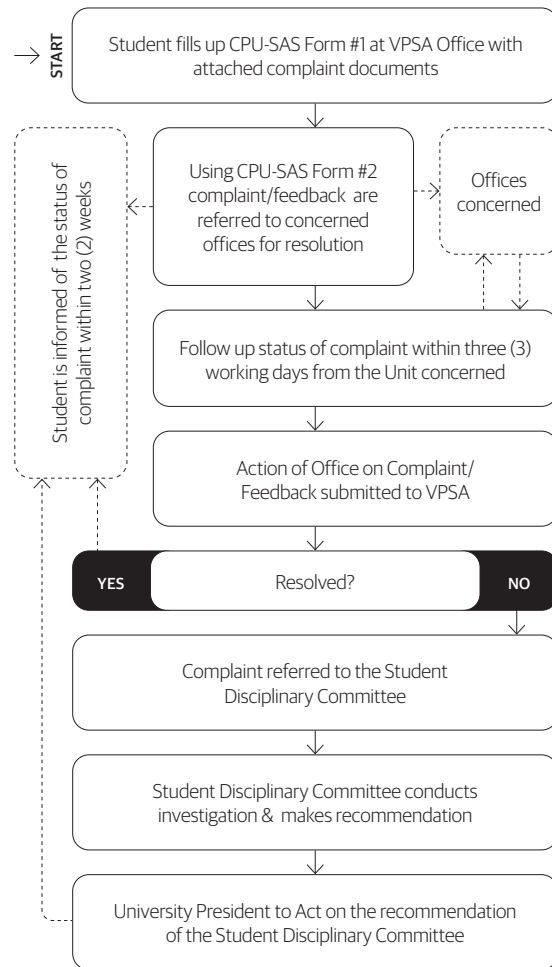
The VPSA or the VPAA shall prepare a written notice of action taken to the student.

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-51-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 imposable 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 of 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 with amendments approved on 6 February 2023. There are special cases, however, when the Office of the University President issues a 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 one (1) inch above the knee cap
 - Pants which are not very tight
 - T-shirts with no offensive prints or symbols/ language
 - Denim pants, provided they are not styled as ripped or tattered
 - Appropriate jewelry
 - Leather shoes or tennis/rubber shoes or any appropriate footwear for school
- HAIR COLOR: Preferably natural hair color

NOT ALLOWED:

- Halters, tubes, and dresses or blouses which are sleeveless with large and loose armholes, strapless, backless, or spaghetti-strapped worn without cardigans, blazers, or jackets

- Blouses and dresses with plunging necklines
- Cropped tops or blouses which expose the abdomen
- Very tight-fitting clothes including leggings which are revealing
- Beach wear (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 one (1) inch above the knee cap
- Pants with holes of more than one inch in diameter or with slits of more than one inch which exposes the skin underneath it
- Brow, nose, lip or tongue rings, etc.
- Revealing clothes including those made of sheer or any-through material
- Clothes that expose body tattoos
- Sports, PE or athletics attire/uniforms when attending non-PE classes, non-sports activities, seminars, or programs in classrooms, auditoriums or seminar rooms
- Loud, unnatural hair colors such as red, blue, green, violet, yellow, pink, or combinations of these colors and the like.

FOR

Male College Students

ALLOWED:

- Collared shirts or polo shirts
- T-shirts with no offensive prints of symbols/language
- Denim pants provided they are not styled as ripped or tattered
- Leather shoes or tennis/rubber shoes or any appropriate footwear for school

NOT ALLOWED:

- Earrings, brow rings, nose rings, tongue or lip rings, etc.
- Female clothes such dresses, blouses, skirts, etc.
- Sleeveless shirts
- Pants with holes of more than one inch in diameter or with slits of more than one inch which exposes the skin underneath it
- Pedal pushers
- Shorts, walking shorts, "porontong"
- Beach wear (blouses which do not cover the mid-body parts, walking shorts, "porontong" or tight pedal pushers, beach walk slippers, rubber flip flops)
- Clothes that expose body tattoos
- Wearing of make-up
- Sports, PE or athletics attire/uniforms when attending non-PE classes, non-sports activities, seminars, or programs in classrooms, auditoriums or seminar rooms

Hair

- Preferably clean or faded cut with hair not covering the eyebrows and the ears and length not to go one inch beyond the natural hairline
- Preferably natural hair color
- Loud, unnatural hair colors such as red, blue, green, violet, yellow, pink, or combinations of these colors and the like.

Students' Community Outreach Activities

1. Proposals for outreach programs of the different student organizations are reviewed by the Community Engagement and Service-Learning Center, an academic unit of the University under the Office of the Vice President for Academic Affairs which coordinates the community engagement and service-learning activities of the different colleges/units of the University. It is located on the ground floor of Franklin Hall.
2. CESLC makes sure the outreach program proposals of recognized student organizations align with the University Outreach Agenda. Risk assessments of the proposed initiatives are reviewed and approved by the Occupational Health and Safety Officer. Outreach program proposals of student organizations are endorsed by the Student Development and Programs director and approved by the Vice President for Student Affairs. The University President gives the final approval for its implementation.
3. The Research Agenda for 2022-2027 include local government development, health, nutrition and sanitation education, sustainable livelihood and enterprise development and quality education. With the thrust of having an integrated outreach program, the CESLC strongly encourages student organizations to conduct outreach programs for 2024-2029 in the following adopted communities and schools:

COMMUNITIES

- BRGY. BADIANG, NEW LUCENA, ILOILO
- BRGY. CULASI, AJUY, ILOILO
- BRGY. BITO-ON, JARO, ILOILO CITY
- BRGY. LANIT, JARO, ILOILO CITY
- BRGY. TABUC SUBA, JARO, ILOILO CITY
- BRGY. SAN ISIDRO, JARO, ILOILO CITY

SCHOOLS

- BADIANG ELEMENTARY SCHOOL
- BITO-ON ELEMENTARY SCHOOL
- CULASI ELEMENTARY SCHOOL
- IWA-MACATOL ELEMENTARY SCHOOL
- JUDITH LAZARRAGA TIONGCO ELEMENTARY SCHOOL
- USWAG SAN ISIDRO ELEMENTARY SCHOOL
- ALBERTO SORONGO, JR. MEMORIAL NATIONAL HIGH SCHOOL
- CULASI NATIONAL HIGH SCHOOL
- ILOILO RIVER PLAINS INTEGRATED SCHOOL
- TIU CHO TEG-ANA ROS FOUNDATION INTEGRATED FARM SCHOOL

Rules and Regulations

The following are prohibited at Central Philippine University and violators will be subjected to administrative sanction:

1. Violation of any penal statute, or rules and regulations, or any valid order of a competent University Authority.
2. 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 such as:
 - Carrying around or using explosive or deadly weapons such as guns or bladed weapons.
 - Intimidating, by covert or overt act, any student, faculty or staff member, or administrative personnel.
 - Threatening, assaulting or insulting any student, faculty or staff member, or school authority.
 - Defaming any student, faculty member, employee or school authority.
 - Behaving abusively or discourteously towards any student, faculty member, employee or school authority.
 - Causing outsiders to assault any bona fide member of the University family (whether student or employee) or to commit acts contrary to existing regulations.
3. Hazing that is injurious to health or results to bodily harm.
4. Forcefully or illegally occupying or using any University property whether field, park, building, lot or any other place.
5. Destroying, defacing, or stealing any University property. Vandalism.
6. Tampering with or forging school records, documents, transfer forms, CPU ID or using forged records or transfer credentials.
7. Tampering with official notices, announcements, etc. posted on bulletin boards or displayed streamers.
8. Fraudulent representation of the University such as:
 - Representing the University or any of its faculties, schools, colleges, or departments without proper authorization or for any fraudulent or unlawful purpose.
 - Using any identity symbols or identification cards of the University without proper authorization or for any fraudulent or unlawful purpose.
9. Producing and/or distributing written, printed or mimeographed materials containing language that is defamatory, slanderous, libelous or subversive in nature.
10. Engaging in immoral acts such as:
 - Being found in possession or caught viewing obscene or immoral literature or pornographic materials.
 - Caught in any sexual act or conducting oneself lewdly.
11. Cheating and committing plagiarism and other forms of dishonesty.
12. Coming to school under the influence of liquor or any prohibited substance and/or bringing/consuming in the campus these substances.
13. Smoking on campus.
14. Not wearing CPU identification (ID) Card on campus.
15. Disturbing or disrupting classes and programs, directly or indirectly by voice, or presence.
16. Gambling or betting in any form.
17. Violating traffic rules for motorists.
18. Littering inside the campus.
19. Use of cellphones inside the classrooms during classes and any assembly area during convocations/meetings.
20. All other acts against any person, property of the government, specified in the laws of the Republic of the Philippines.

CPU Netiquette

Synchronous and Asynchronous Sessions

Objective: Central Philippine University Online Learning Netiquette is a set of rules to provide a standard in conducting synchronous and asynchronous sessions. This will also ensure adherence to CPU Core Values to maintain an efficient, Christ-centered online learning environment.

When participating in synchronous and asynchronous sessions, be reminded of the CPU 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 feature and traits that form the individual's nature of a person, moral quality, and good report. This includes honesty, integrity, humility, and loyalty.
- **JUSTICE.** Righteousness or lawfulness and fairness. It is observing due process in administering the deserved punishment or reward. This includes fairness, equality, morality, and peace.
- **STEWARDSHIP.** The proper and responsible management of life, position, possession, 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.

Online Learning Netiquette

1. Turn your camera on during live class sessions.
2. Dress appropriately when attending your classes.
3. Turn your microphone off upon entering the live class session; your microphone must also be on mute when it is not your turn to speak.
4. Wait to be recognized by the teacher before speaking by using the "raise hand" feature of the platform being used for the live class session
5. When communicating via email, chat session, discussion boards or during a live class session, always GREET and ADDRESS your instructors and classmates with respect
6. Use proper language, grammar and spelling when sending an e-mail, during a chat session or on the discussion boards.
7. Using offensive language is not allowed. Be cautious in using Internet Slang (e.g. fyi; icymi, et.al); avoid using them as much as possible.
8. Avoid the use of caps lock as it signifies YELLING. Use optimized standard fonts and emoticons cautiously. Others may misinterpret what you may be relaying in using inappropriate emoticons.
9. Students are expected to present their ideas properly and direct to the point. Avoid including fillers and off-related topics in your replies.
10. Correct spelling and grammar are very important. Always proofread your writing before posting, sharing, or submitting announcements or documents.
11. Before you open your mouth to speak, think hard about what you want to say.
12. Exchange ideas with your classmates during the discussions. Allow your classmates to also share their ideas; avoid dominating the class.
13. Be open minded. Respect the opinions of others even if they are different from yours. Avoid making unnecessary remarks.
14. Using humor is acceptable but choose your words carefully.
15. Use citations to recognize the ideas of others, especially on scholarly resources. Plagiarism is a crime.
16. Follow and adhere to the Online Learning Policies and Guidelines as discussed by your Instructors.



Dr. Rex D. Drilon Hall (Administration Building)

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**



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



Christian Education Building



President's Residence



Lifestyle Learning Center



Roselund Hostel



Prayer Garden



Loreto D. Tupaz Hall



Henry Luce III Library



Anatomy Building



Wall of Remembrance



Rose Memorial Auditorium



Gonzaga House



Kindergarten Building



Fine Arts Building



Swimming Pool



Gymnasium



Tennis Court



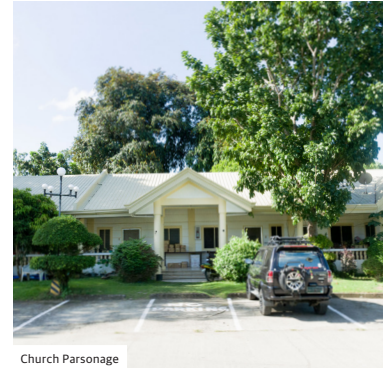
Power Plant



Softball Field



University Church



Church Parsonage

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2022

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Engr. Aurora Alerta-Lim
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Alumni Liaison 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

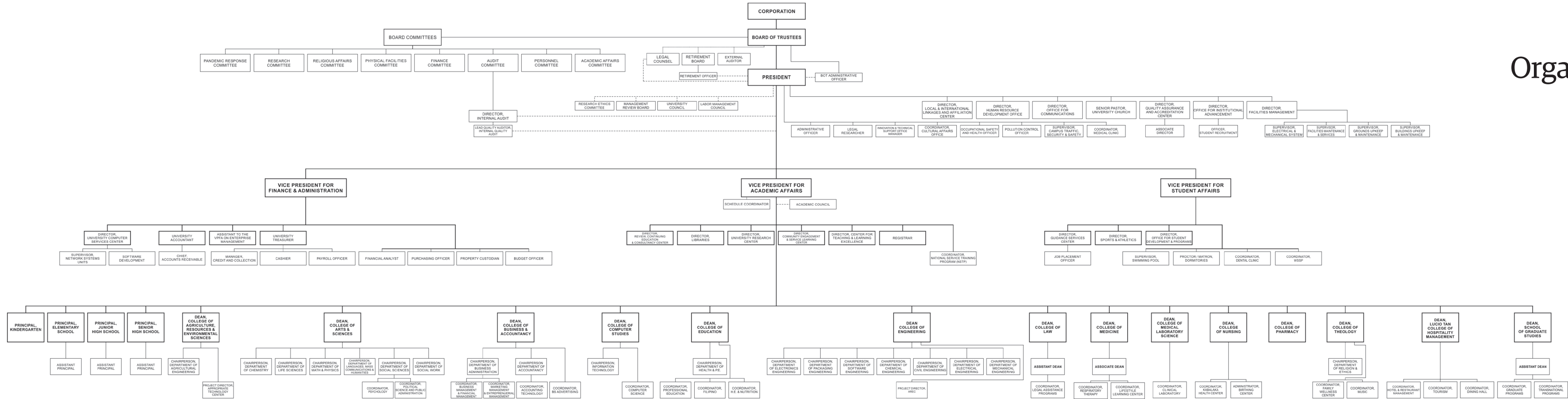
April-October 2008



Teodoro C. Robles
2008-2023

Revised Organizational Chart

Approved by the
Board of Trustees on
September 5, 2014



Noted by:
Teodoro C. Robles
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.

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Central Philippine University 

TV News and Programs

The
University
where the
Students are
Central.

GOLD & BLUE

Student Handbook • Central Philippine University