



# LYCEUM OF SUBIC BAY

LOT 73 CENTRAL BUSINESS DISTRICT  
SUBIC BAY FREEPORT ZONE

[www.lsb.edu.ph](http://www.lsb.edu.ph)

# STUDENT MANUAL



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## Lyceum of Subic Bay Student Manual

### FOREWORD

This **Student Manual** contains important information about Lyceum of Subic Bay (LSB), specifically to familiarize students about the history; the mission and vision of the school; the rules and regulations governing students' conduct in and off campus; the facilities and services available; and the academic policies and guidelines.

*Lyceans* are subject to the rules and regulations of the school and are expected to abide by the same. This is to ensure that they are developed into knowledgeable, responsible and value-laden individuals and become productive citizens in their respective communities in the future.

This Manual shall serve as students' guide to a fruitful stay at LSB thus, have to be read and the contents understood by heart.

### LYCEUM OF SUBIC BAY HISTORY

Lyceum of Subic Bay is a non-stock, non-profit educational institution located at the heart of the Subic Bay Freeport Zone. It was established in 2003.

During its first year of operation, the institution was registered with the Securities and Exchange Commission (SEC) as the National College of Science and Technology (NCST), with Mr. Alfonso E. Borda as Founding President and CEO. As the school grew, it began to attract more enrollees from Olongapo, Zambales, Bataan, Pampanga and other nearby areas. As a result, its Board of Trustees saw fit to adopt a more appropriate name for the institution. In April of 2005, the school's name was changed to Lyceum of Subic Bay, Inc.

Lyceum of Subic Bay is currently engaged in the development and expansion of its existing course offerings. It is also constantly upgrading its facilities to support its various programs. Furthermore, the school is promoting a dual training program through close linkages with the industrial sector, where students are simultaneously exposed to both academic and actual work environment that will equip them with employable skills, work knowledge and positive work values.

**Article I**  
**LYCEUM OF SUBIC BAY EMBLEM**

The emblem of the Lyceum of Subic Bay is an epitaph of the institution's educational philosophy.

**Section 1. First Quadrant** – Represents the family as the most important social institution and considered the heart of society. It forms the main strand – the moral, the social and the political fiber of the youth.

**Section 2. Second Quadrant** – The book and torch is an embodiment of the intellectual pursuit that the institution commits and upholds itself to. The book represents endless possibilities for learning, while the torch symbolizes a fervent passion for achievement and excellence.

**Section 3. Third Quadrant** – The industrial wheel and light represent the industry and linkages that bind the institution for possible employment of its graduates.

**Section 4. Fourth Quadrant** – The high structural building encompasses the end goal of Lyceum education – to produce well rounded individuals who shall form part of the workforce locally and globally.

**Article II**  
**LYCEUM OF SUBIC BAY HYMN**

**The Lyceum of Subic Bay Hymn** is the patronal song for the institution. Sacred and revered, the LSB Hymn is always played in all important affairs, events or occasions in school. Students are required to sing it proudly, standing at attention. Further the LSB Hymn inspires all Lyceans to inculcate the best values of life and imbibe the spirit of unity and teamwork being taught in this institution.

*Dear Alma Mater*

*Here to give you thanks  
The wonders of your knowledge  
The greatness of your wisdom;  
Molding beautiful minds  
Changing pliable lives  
Responding creatively  
To the global economy  
Fearless we shall ever be*

*Lyceum of Subic Bay  
To thee grateful we will be  
Your commitment to perfection  
Shaped us with distinction  
Building our dreams and destiny  
Inspire us with your courage  
Your wisdom to believe  
To serve and love my country  
To fear and honor God*

*March on March on students of  
Lyceum Uphold the mission  
Fulfill the vision  
Spread your wings  
Soar to the heavens  
And brighten the world  
With your torch of excellence*

*We're standing tall and strong  
With your torch a blazing  
Shining with excellence  
For a new day is dawning  
Embracing a life of change  
Bright hope is beaming  
Achievers with confidence  
Giving honor and power  
To your good name forever*

**Article III**  
**LYCEUM OF SUBIC BAY VISION, MISSION, AND CORE VALUES**

**Section 1. Vision.** To be an institution where education contributes to the empowerment of students, impacting change for responsive, national and global developments.

**Section 2. Mission.** The fulfillment of our vision is inspired by our passion for educational excellence producing well-rounded and productive individuals, enriching the quality of life for a better world for the now generation.

**Section 3. Core Values**

- a. Excellent and Dynamic Services. We commit to excellence in the performance of our services through dynamic educational programs and modernization of resources for global competitiveness.
- b. Educational Partnership. We enter into a sustainable alliance with earnest parents and zealous learners, creating a community of responsible partners in nation building.
- c. Human Resource Development. We equip and empower our human resource through continuous training for personal and professional development, creating a workforce responsive to the demands of changes and innovations.
- d. Moral and Spiritual Leadership. We pursue moral and spiritual leadership inspiring students to embrace our core values anchored in the unchanging truth of the Word of God.

**Article IV**  
**LSB ORGANIC TEAM**

**Section 1. The Board of Trustees**

**a. Composition**

The Board of Trustees of Lyceum of Subic Bay is composed of the President and CEO; Executive Vice President and the Vice President for Administration.

**b. Functions**

The Board of Trustees shall exercise the general administration and supervision of the school. It has exclusive control of all funds, policies consistent with Philippine Laws and in consonance with the mission-vision and over-all thrust of the institution. Specifically, the Board of Trustees shall:

1. elucidate the school's vision/mission;
2. guarantee that the school implements its existing policies in consonant with its vision/mission;
3. appoint and support the school heads and monitor their performances;
4. approve various programs, student and faculty manuals and other policies;
5. ascertain the establishment and maintenance of safe, clean and conducive environment for the students, teachers and other members of the institution;
6. advocate and approve the tuition fee rate, salary scales and budgets;
7. create appropriate educational programs; and
8. support, reinforce and strengthen human relationships among the members of the institution

**Section 2. The College President and CEO** . The College President shall be the chief administrator of the school and serves as the Chief Executive Officer (CEO). He is the one who assumes the all important power of regulating all affairs in the school. He has the full authority and power to issue directives concerning the over-all operations of the school. The College President and CEO shall oversee the policy implementation as defined by the Board of Trustees and shall administer the overall affairs of the school. All officers, faculty members and employees of the school are responsible to and under the direction of the President, through their respective unit heads and the Executive Vice President.

**Section 3. The Executive Vice President and COO**. The Executive Vice President shall assist the President in the overall management of the school and shall serve as its Chief Operating Officer (COO). Designated by the Board of Trustees upon recommendation of the President, he actively participates in the direction and coordination of activities pertaining to or affecting both the academic and administrative services of the school. The EVP and COO oversees and supervises the Vice-Presidents and their subordinates, and further enjoys such power that may be conferred upon her by the Board of Trustees.

**Section 4. The Vice President for Academic Affairs (VPAA)**. The VPAA assists the EVP in implementing and carrying out the educational and institutional development plans, and in achieving academic excellence through quality instruction.



**Section 6. The Vice President for Administration (VPA).** The VPA assists the EVP in supervising services and physical facilities, and in-charge of administrative support system for all operations of the school.

**Section 7. The Human Resource Manager.** The Human resource (HR) Manager ensures teaching and non-teaching personnel receive the proper compensation and benefits, oversees workplace safety, directs the maintenance of teaching and non-teaching personnel records, and manages overall hiring, evaluation and labor relations. The HR Manager's duties and responsibilities are as follows :

- a. The HR Manager also develops, implements and oversees training programs or procedures;
- b. The HR Manager is obliged to observe properly and strictly and to orient basic teaching and non-personnel on pertinent provisions in the Labor Code and other related laws which pertain to salaries, fringe benefits, working conditions and other matters that relate to teaching and non-teaching personnel's welfare and conditions;
- c. The HR Manager recommends to the College President & CEO the appointment, promotion, regularization or dismissal of teaching and non-teaching personnel;
- d. The HR Manager recommends for the professional growth of teachers through in-service education and training of the department's teachers

**Section 8. The Head of the Academic Affairs.** The Head of Academic Affairs is responsible for all aspects of the academic programs offered in the college and to supervise and assist faculty in the conduct of their duties which includes the day to day operations of all aspects of the college academic programs.

- a. The Head of the Academic Affairs assumes the duties and responsibilities of the VP for Academic Affairs (VPAA), while she is on leave;
- b. Assists the School President/CEO in the formulation and implementation of updated academic policies, guidelines and procedure;
- c. Develops and implements quality, excellent and relevant programs and projects relative to the triad functions of higher education namely; **Instructions, Research and Extension Services:**
- d. Designs and implements faculty development programs and activities to upgrade the competencies of faculty members, in coordination with the HR Department.
- e. Oversees the conducts of enrolment/revision of program curricula and syllabi, when deemed necessary;
- f. Conducts regular consultations with department heads and coordinators including the OSAS, the Guidance Counselors, Registrar and Librarian, on academic-related concerns;
- g. Coordinates and establishes linkages with supervising agencies such as CHED, SBMA, TESDA, DepEd and other government and non-government institutions; to facilitate official businesses;
- h. Establishes industry-academic linkages with SBFZ locators and other business establishments for the On-the-Job/Practicum activities of students and for employment purposes;
- i. Prepares official communications to supervising agencies and other clients to request, inform or respond promptly to any received letters, memoranda, notices and like;

- j. Updates/revises existing long and short term plans, including action plans, faculty manual and Memoranda of Agreements and similar other institutional documents, when deemed necessary;
- k. Represents the school President/CEO in official business functions and other similar events as maybe delegated; and
- l. Does other jobs as maybe deemed necessary.

**Section 9. The Head of the Office Student Affairs.** The Head of the Student Affairs is responsible for the over-all functioning and performance of the Department of Student Affairs and Services in the main campus and annex, providing day-to-day leadership and direction with respect to school policies, practices, systems and operations with regard to Student Engagement/Campus Life. The Head of the Office of Student Affairs is responsible for handling grievances and complaints is directly responsible for the discipline and coordination or development of co-curricular and extra-curricular areas of student life, hence, typically, the Head of this Department is involved with student advocacy; creating, disseminating and implementing institutional policies and procedures. This administrator's roles, duties and responsibilities are as follows:

- a. Advocate for Students. The Head of the Student Affairs serves an advocate for students' needs and interests. He is typically responsible either directly or in an oversight role, for advising and counseling students with the assistance of the Guidance Counselor;
- b. Institutional Planner. The Head of the Student Affairs frequently represents students' issues and points-of-view at the institutional levels, including in such areas as changes in academic schedules, in curricular structures and other matters affecting students' welfare and well-being;
- c. Advisor and Manager to Student Organizations. The Head of the Student Affairs provides an administrative home for student government /student council and other student organizations and interest groups that have received formal recognition of the institution through him. He shall be totally in-charge on all student organizations, both co-curricular and extra-curricular organizations including the school paper.
- d. The Head of the Student Affairs serves as chief student judicial officer for the campus. He conducts administrative hearings. He provides leadership for maintaining a developmentally appropriate and accountable student judicial system that addresses individual and group behaviors;
- e. He educates students regarding school policies through regular orientation;
- f. The Head of the Student Affairs serves as ombudsperson for students, assisting students with the resolution of issues when appropriate and referring them to appropriate on-and-off campus resources;
- g. The Head of the Student Affairs serves as a liaison with Honors and Awards Committee;
- h. The Head of the Student Affairs refers major disciplinary problems and decisions to the appropriate authority for information;
- i. The Head of the Student Affairs appoints the moderators for existing organizations/clubs upon proper consultation with the VPAA;
- j. The Head of the Student Affairs maintains reasonable order and discipline in the school serving as a liaison with the VPAA concerning discipline, physical welfare, recreational and social needs of the students;
- k. He exercises direct control over Security Personnel in the implementation of the rules and regulations of the school affecting students' safety and security;
- l. The Head of the Student Affairs exercises general supervision over the students' behavior in social, athletic, recreational and cultural activities on and off-campus;

- m. The Head of the Student Affairs approves/disapproves use of facilities for students' activities, assemblies and meetings;
- n. He also approves/disapproves invitation of facilitators/guest speakers for students' activities, assemblies and meetings;
- o. The Head of the Student Affairs maintains records on disciplinary and academic retention cases and contact families of those concerned when needed;
- p. He issues admission slips on tardiness/absences after careful investigation;
- q. He implements the provisions of the Student Handbook pertaining to student discipline either on or off-campus;
- r. The Head of the Student Affairs convenes the Disciplinary Board and presides on the deliberation whenever necessary to decide on serious or major cases. He submits the recommendation of the Disciplinary Board for approval of the appropriate authority; and
- s. The Head of the Student Affairs as a member of the Academic Council meets regularly with the College President to advise him on school matters pertaining to discipline and student activities.

**Section 10. The Department Head.** The Department Head is appointed by the College President and CEO. The Department Head is directly responsible to the College President or his representative and the Board of Trustees for the organization, and the administration of the his assigned Department. The Department Head's duties and responsibilities are as follows:

a. As Head of his Department

- 1. The Department Head must see to it that the school realizes its vision, mission and core values;
- 2. The Department Head shall be accountable to the Board of Trustees for the efficient and effective leadership and governance of his department's education system;
- 3. The Department Head shall develop and maintain a healthy school atmosphere conducive to effective teaching and learning and to harmonious school personnel relationship;
- 4. The Department Head shall assume and maintain professional behavior in work and in dealing with administrative staff, teaching and non-teaching personnel, students, parents/guardians;

b. As Educational Adviser

- 1. The Department Head has the final decision on matters pertaining to the admission, assignment, suspension, dismissal/termination of teaching and non-teaching personnel under his/her department;
- 2. The Department Head's decision is sought first before any problem involving any teaching and non-teaching personnel or a student under the department to any government agency, such as the PNP, DSWD, the military and among others;
- 3. The Department Head recommends to the Office of Student Affairs, seeks his approval thereto before allowing any person or group of persons who are not officials of the school in addressing students in assemblies.
- 4. The Department Head recommends to the Human Resource Manager, seeks the her approval thereto before allowing any person or group of persons who are not officials of the school in addressing faculty members or employees in assemblies.

c. The Department Head has the following administrative responsibilities:

- 1. The Department Head recommends to the College President or his duly authorized representative the approval of the teaching loads, assignments or faculty class programs;

2. The Department Head prepares and enforces the school calendar and the schedule of classes;
  3. The Department Head helps in the preparation of his Department's budget in collaboration with the EVP;
  4. The Department Head keeps detailed inventory of instructional materials and their proper distribution among the faculty members for their use;
  5. The Department Head formulates and recommends in service-educational program to ensure the personal and professional growth of the faculty members in collaboration with the HR Manager;
  6. The Department Head maintains wholesome public relations within and outside the school;
  7. The Department Head confers regularly with the College President or his duly authorized representative for exchange of views on matters related to the efficient and effective operation of his department in particular and the school in general; and
  8. The Department Head identifies and recommends to the College President or his duly authorized representative where the Board of Trustees can formulate pertinent policies, draws plans and makes decision for the good of the basic education department.
- d. The Department Head has the following supervisory responsibilities:
1. The Department Head involves the faculty members in the implementation of curriculum content and methodology;
  2. The Department Head orients beginning teachers to their tasks and responsibilities, provides consistent guidance to them and stimulates the experienced and seasoned ones to greater competence and efficiency.
  3. The Department Head checks course syllabi thoroughly and sees to it that the contents thereon shall be well-executed and followed; and
  4. The Department Head makes provisions for remedial measures in the areas where they are perceived to be needing improvements.

**Section 11. The Departmental Coordinator.** The Department assists the Department Head in the administration and supervision of the school. He exercises the functions of the Department Head in his absence and upon proper delegation of the latter. The Departmental Coordinator performs such other duties as assigned to him by the College President/VPAA/Department Head.

**Section 12. The Registrar.** The Registrar is in-charge of the responsibility of keeping the students' academic records. This responsibility make the Registrar's functions closely involved in the admission, transfer, promotion and graduation of the students that require immediate and accurate action. Among the duties and responsibilities of the Registrar are as follows:

- a. The Registrar keeps the records of the students up-to-date and accurate;
- b. He issues transfer credentials, transcript of records, permanent records and report cards with certificate of eligibility to transfer;
- c. The Registrar examines credentials for purpose of registration and enforces entrance/admission requirements;
- d. The registrar takes care of students' overloads, back subjects, cross registration and other related matters;
- e. He prepares and submits all reports on the prescribed forms for enrollment, attendance, students' load, promotion and graduation as required by DepEd/TESDA/CHED and any other related educational agency;

- f. The Registrar prepares and submits the records of candidates for graduation on the prescribed form to the appropriate government agency;
- g. He is responsible for all correspondence pertaining to students' records; and
- h. The Registrar acts as a liaison of the school with DepEd/TESDA/CHED and with other related educational agency.

**Section 13. The Guidance Counselor.** The school maintains a Guidance Office which is housed in the Student Affairs and Services Department with a Guidance Counselor. He is responsible to offer advice to students at crucial turning points in their lives. A school guidance counselor is a highly trained individual who is an essential member of a school administration team. A counselor's job is often multifaceted. A counselor provides counseling services for students who may struggle academically, have a rough home life, may have gone through a difficult situation, etc. In some cases, the guidance counselor may also serve as the testing coordinator for their school. The following are specific duties and responsibilities of the Guidance Counselor:

- a. The Guidance Counselor organizes orientation in coordination with the Head of Student Affairs Office to help new students adjust to the new environment;
- b. He defines and interprets the objectives of the guidance program to the proper authority, teachers, students, parents and members of the community;
- c. The Guidance Counselor identifies guidance needs of students and keeps teachers informed of developments which may have bearing on classroom situations;
- d. He assists teachers in providing group guidance experiences to students through talks, club and classroom activities in coordination with the Head of the Office of Student Affairs;
- e. The Guidance Counselor coordinates the accumulation, development and effective use of meaningful data through interviews and psychological examinations for the effective implementation of the continuous assessment procedures;
- f. He helps the Head of the Student Affairs to provide information to parents about school policies and assists parents to have a realistic perception of their children's attitudes and aptitude; and
- g. The Guidance Counselor performs other related duties that maybe assigned to him from time to time by the appropriate authority.

**Section 14. The Cashier.** The Cashier is under the general supervision of the EVP and ensures the proper safekeeping of cash, securities and other documents pertaining to cashiering. The Cashier has the following specific duties:

- a. The Cashier handles petty cash funds disbursement and cash replenishment;
- b. He takes care of the cash collections and issuance of corresponding receipts;
- c. He plans and maintains a systematic program of follow-up and collection of receivables;
- d. The Cashier prepares pay envelopes based on the employees' earning ledger and acts as paymaster on payroll dates;
- e. He prepares daily cashier's report and submits the cashier's collection for deposit to the appropriate authority;
- f. The Cashier performs other related duties that maybe assigned to him from time to time by the appropriate authority.

**Section 15. The Librarian.** The following are the duties and responsibilities of the Librarian:

- a. The Librarian maintains, organizes, supervises and administers the Library;
- b. He maintains and updates library holdings;
- c. He enforces Library regulations and any violators of these regulations must be referred to the Head of the Student Affairs for appropriate disposition;
- d. The Librarian informs the students and faculty members on the acquisition of newest library holdings;
- e. He orients and trains students on the use of the Library materials and facilities; and
- f. The Librarian submits an annual report to the proper authority on the contents and use of the Library and includes recommendations for the improvement of its facilities, services and equipment.
- g. The Librarian performs other related duties that maybe assigned to him from time to time by the appropriate authority.

**Section 16. The Medical/Dental Staff.** The school employs a Physician, Dentist and Nurse who shall provide health and dental services to the students and school personnel. The following are their duties and responsibilities:

- a. The Medical/Dental Staff report to the appropriate authority the status of the physical and dental health of the students and school personnel and recommend appropriate measures to improve these;
- b. They submit annual budget for the equipment, medical and dental supplies needed; and
- c. They prepare and submit Annual Report on the health status of the students and personnel to the appropriate government educational agencies.

**Section 17. The Head of the General Services Department.** Under the supervision of the HR Manager, the Head of the GSD plans, organizes and directs the buildings and grounds maintenance and operations activities, the transportation program of the school and facilities; and to do other work as required for keeping the school a conducive place for students. The following are his duties and responsibilities:

- a. The Head of the GSD plans and directs maintenance and operations regarding schedules, methods, and procedures of work, material and equipment requirements, and operational problems and conflicts, assisting with and solving existing problems, and determining future requirements of personnel and materials;
- b. He confers with school officials regarding problems pertaining to maintenance and grounds activities;
- c. He advises on and approves work requisitions; prepares plans, sketches and specifications for work projects;
- d. He inspects buildings and grounds for cleanliness, safety, work quality and needed repairs
- e. He develops and implements short and long range preventive maintenance programs, including deferred maintenance;
- f. He makes determinations of future stock materials and manpower needs;
- g. He makes cost estimates on construction and repair work;
- h. He recommends employment transfer and promotion, discipline and dismissal of personnel under his department;
- i. He develops in-service training programs; prepares periodic evaluation of employees, incident reports and accident investigations under his department

- j. He consults and advises in regard to alteration of existing structures among buildings and rooms in school;
- k. The Head of the GSD works with architects, school officials, and contractors on the design, construction, or major alteration of school buildings, reviewing and assisting in making changes in plans and specifications;
- l. The Head of the GSD plans and directs transportation schedules. He plans and directs preparation of vehicles routes and schedules after studying traffic conditions, pupil and employees loads, and other such pertinent factors;
- m. He supervises the maintenance and repair program for the school's vehicles;
- n. He assigns work priorities to equipment maintenance and repair jobs;
- o. He confers with school personnel (OSA/Prefect of Discipline), law enforcement personnel, parents and the public on matters related to vehicle safety, student safety, and discipline
- p. He supervises the periodic training of drivers
- q. He interviews prospective employees and makes recommendations regarding their employment
- r. He prepares periodic performance evaluations; and requisitions supplies and equipment as needed; and
- s. He performs other related duties that maybe assigned to him from time to time by the appropriate authority.

**Section 18. The Teaching Staff.** The teachers are responsible for providing the students they serve with direct instruction in the area of content in which they specialize. The teacher is expected to use approved curriculum and course syllabi to meet the school's objectives within that content area. The teacher is responsible for building relationships with the school administrators and parents of children which they serve.

## **ARTICLE V** **IMPORTANT STUDENT SERVICES AND FACILITIES**

**Section 1. Guidance and Counseling.** The Guidance and Counseling Office provides a broad spectrum of counseling and psychological services, designed to assist students in mobilizing their creative energies and in achieving more effective personal, social, and educational development, as follows:

- a. Individual Inventory. The Guidance Office maintains a cumulative record containing information about the student during his entire stay in school particularly regarding family background, psychological test results, counseling/interview record, personality profile, teacher feedback and similar others.
- b. Testing Service. The Guidance Office periodically administers test to assist students in understanding their interests, values, aptitudes, personality traits, potential career and job preference. It also provides counselors and other school personnel with some bases for guidance work.

- c. Counseling. This is referred to as the “heart” of the guidance program. The process makes use of all pertinent data about the individual student, to help him make choices leading to self – direction, total growth and development.
- d. Routine Interview. The Guidance Office provides an opportunity for the counselor and student to meet and establish rapport and for information update, which could be the basis for an invitation for future counseling.
- e. Career Counseling. The Guidance Office is designed to help the students explore possible choices for a degree, reinforce vocational decisions and develop career plans after college.
- f. Placement. The Guidance Office provides information on employment opportunities in various fields, through the conduct of career seminars and lectures to assist students seek worthwhile jobs in their areas of interest/specialization.
- g. Information Dissemination. The Guidance Office provides relevant and meaningful information to clientele particularly on occupational, educational and personal – social aspects.
- h. Follow-up. This serves as the check and balance of the Guidance and Counseling Office in order to assess the effectivity of the Guidance services.
- i. Research. The Guidance Office information and data gathered could serve as inputs to institutional development plans.
- j. Alumni Contact. The Guidance Office systematically maintains information on LSB Alumni Association members and helps in the organization of meaningful and productive programs to benefit their Alma Mater and the studentry.

**Section 2. Physical Education and Sports Development Facilities** . The LSB has a strong physical education and sports development program. Sports facilities are available for use by students. LSB maintains varsity teams in basketball, volleyball, taekwondo, chess, sepak-takraw and table tennis and encourages students to try out with the Sports Coordinator, for inclusion in its various varsity teams if qualified.

**Section 3. Library and Related Services** . The LSB library is located at the second floor of Building A. It is fully air-conditioned, spacious and well-lighted, with sufficient reading tables and chairs. It is manned by a qualified and licensed Librarian assisted by a number of Student Assistants. It maintains an open-shelf system, where students are free to scout for references needed. It has an “On-Line Public Access Catalogue” (OPAC), an on-line data base of materials used to search different titles of books in the circulation. It has also an Internet Section, with 12 units of computers supported by On-Line Britannica portals, that features thousands of hand-picked articles, e-books and journals. It is specifically designed for the research and productivity



requirements of colleges and academic libraries, giving comprehensive and high quality information to faculty members and students. All users must observe the Library Rules and regulations conspicuously posted inside the library. A separate handbook is provided to students for the particulars of the Rules and Regulations governing the use of the Library.

**Section 4. Medical, Dental and other Health Services.** The LSB Clinic is located at the ground floor and manned by health professionals in the persons of school nurse, physician and dentist. It is charged with facilitating the regular semestral physical examination of students and faculty members. Anyone found to have health problems are advised accordingly. It encourages students to support the school's cleanliness and sanitation programs

**Section 5. Food Services** . Nutritious, clean, delicious and affordable food and drinks are served at the LSB Canteen for students, school personnel and visitors. The place located at the ground floor is air-conditioned and equipped with beautiful furniture and fixtures. Canteen clients are requested to help keep the cleanliness and orderliness of the place. It has a sanitary clearance issued annually by the Occupational Health Department of SBMA.

**Section 6. Communication.** The school's communication center is the Registrar's Office and Office of Student Affairs (OSA) respectively. Letters and other official communications addressed to the school, students and employees, are recorded and claimed at the said offices. Announcements, notices and reminders posted at the bulletin boards upon approval of the Office of Student Affairs are for the information of everyone. At the Counter is an Information Officer on duty, who attends to inquiries and other related official business transactions. LSB is a Wi-Fi campus thus, students can access information through the internet anywhere inside the school compound after registration of only two (2) gadgets with the MIS Department.

**Section 7. Laboratories.** LSB maintains laboratories for engineering, HRM, health allied courses, computer, physics, chemistry, electronics, speech and criminology, and automotive servicing which are used for demonstration, experiments and practicum activities. Laboratory users have to strictly observe the following rules and regulations:

- a. Bags shall be placed at the baggage counter upon entrance to the laboratory;
- b. Food and drinks are not allowed inside the laboratories;
- c. Students may enter the laboratory only when an instructor or custodian is present;
- d. Students are not allowed to bring or change computer peripheral devices (mouse, keyboard, etc.) alter or modify computer settings, chat online, access pornographic materials, play games or download files or applications that are not academic in purpose;
- e. Students have to comply with the safety rules and procedures within the laboratory; and
- f. The school will not be liable for any injury caused by the student's failure to comply with the safety rules

**Section 8. Classrooms.** All classrooms are of standard sizes, well-lighted and properly ventilated, as these are fully-air conditioned. All are equipped with comfortable armchairs and

glass-topped white boards with TV sets and other multi-media gadgets installed for instructional purposes. **Students and Mentors of Lyceum of Subic Bay must abide by the following classroom rules and decorum:**

- a. Cleanliness must be maintained at all times inside the classroom. Classrooms are designed to help both the instructors/professors and learners for the delivery of effective instructions, and must not be used for other purposes (i.e. eating, drinking beverage, smoking, gambling, playing, sleeping or by-standing). Students must also avoid littering. Each of the classroom has a designated thrash bin where litters or garbage could be thrown. Boards must be kept cleaned after use.
- b. Mobile phones must be turned off inside the classroom while the class is in progress. Mobile phones can be confiscated by the instructor/professor and these must be turned over to the Office of the Student Affairs. After due course or action, the mobile phones can be claimed from the Head of the OSA. Instructors/Professors/Teachers, being role models are also required to do the same.
- c. Convenience outlets are not to be utilized to recharge mobile phones, tablets and other personal gadgets. Laptops, net books or notebooks can be recharged if these portable computers are to be used for academic purpose such as for reporting or for visual presentation.
- d. Refrain from smoking. Lyceum of Subic Bay is a smoking-free campus.
- e. Refrain from coming to school when afflicted with infectious disease like sore eyes, severe coughs and colds, mumps, measles, chicken pox, etc.)
- f. Avoid unnecessary noise while classes are going on. This can disrupt other classes.
- g. Vandalism or destruction of school's properties (desks, walls, windows, doors, desk computers and laboratory apparatus and equipment) and removing, defacing, writing on and tearing official notices, posters and announcements are offenses and have therefore corresponding penalties.
- h. To use any classroom for organizational assembly and/or meeting requires permission/authorization from the Office of the Student Affairs (OSA). Unauthorized use of school facilities is an offense, hence shall be dealt with appropriately.
- i. Using television other than for academic purpose, such as watching films, you tube videos and the like are likewise an offense with corresponding penalty.
- j. Students are not allowed to staple or use adhesive tape to their visual aid/materials during reporting. This would damage the surface of the white boards. Use multi-media (as frequent and as much as possible) or hand-outs.
- k. Violation in part or in whole of the items listed therein shall be dealt with appropriate disciplinary measures.

**Section 9. Security Services** insures that the students are safe in their stay in the campus. The school has a 24/7 CCTV Cameras installed strategically inside the campus.

- a. Vehicular Stickers (cars, motorcycles and the like) or decals will be issued by the General Services Department to ensure that safety of students and LSB employees.
- b. Agency and internal security personnel, secure the LSB campus 24 hours/day. Roving guards are designated to conduct routine check every hour.

**Section 10. Other venues for meetings and similar activities.** The LSB Audio Visual Room and other available rooms in the school may be used for conferences, meetings, workshops, seminars, and the like, subject to approval of the Office of Student Affairs in coordination with the General Services Department.

- a. Only officers and members of LSB recognized student organizations may use campus facilities in the conduct of approved activities.
- b. Reservations with OSA and the General Services Department, for the permit of the identified venue, should be made at least one week before the date of the intended activity.
- c. Campus activities are not allowed ten (10) days before any major examination (prelim, midterm, pre-finals, and finals) as these hamper the academic preparations of the students.

**Section 11. Variegated Services.** Available in the school are photocopy machines, photo services, parking and computer laboratory services.

## **Article VI**

### **ACADEMIC POLICIES AND GUIDELINES**

#### **Section 1. School Term**

- a. The Academic Year consists of two semesters and one summer term. The number of school days per semester and summer term is contained in the College Calendar noted by CHED Regional Office.
- b. The CHED prescribes fifty four (54) hours for a three-unit subject over eighteen week per semester and six weeks for the summer term.

#### **Section 2. Class Hours**

- a. One hour of lecture or recitation is credited with one unit, thus a three-unit subject must meet three hours per week for a period of one semester.
- b. Students and faculty must attend classes on time.
- c. Suspension of classes is done only in extreme cases such as typhoons, and only upon the approval of the College President or his authorized representatives (EVP, VPAA, VPA, OSA, HR Manager).
- d. Classes meet regularly in the time and room assignment designated. Off-campus activities, assignments and projects must be approved by the VPAA upon recommendation by the Department Heads and only after proper coordination with the Office of the Student Affairs for evaluation process.
- e. Make-up classes or additional course work may be held to compensate for suspension of classes and/or absence of the professor, and other reasons, provided the same shall be noted by the HR Manager and approved by the VPAA and properly coordinated with the Student Affairs Office.

### Section 3. Academic Loads

- a. Non-graduating student shall not be allowed to take more than the number of units specified in his curriculum.
- b. Graduating students shall be allowed a maximum overload of only six units upon recommendation of the Department Head and approval of the Head, Academic Department.
- c. Irregular students shall only carry the prescribed unit load per semester and year level of the course enrolled in. Overloading is not allowed.
- d. Under loading may only be allowed under the following conditions:
  1. Student is employed as certified by the employer concerned
  2. On warning / probation status certified by the Department Head
  3. Failing health certified by the school physician
  4. Unavailability of subjects to complete the full load
- e. Cross Enrolment. Cross-enrollees' load should not exceed the maximum prescribed number of units for the term, including that from the mother school and shall only be allowed on the following conditions:
  1. The cross-enrollee is graduating;
  2. Must have a permit to cross-enroll from the mother school;
  3. Accepting school of cross-enrollee is duly authorized to operate by the government;
  4. Conflict of schedule in mother school; and
  5. Subjects to be cross-enrolled are minor.
- f. Maximum summer term load shall be nine (9) units only for non-graduating and twelve (12) units for graduating students subject to the assessment of Registrar and upon approval of the VPAA;
- g. Students may enroll in excess of the prescribed number of units only upon the the recommendation of the concerned Department Head and upon approval of the VPAA;
- h. Accreditation of Subjects. Accreditation of subjects shall apply only to transferees, returnees and those currently enrolled or incoming students who have been admitted who wish to change programs, subject to the following conditions:
  1. Documents must be authenticated by the College Registrar;
  2. Must evaluated and validated by the concerned Department Head;
  3. The subject was taken under any program offering of LSB or from other duly authorized higher education institution;
  4. The subject content or coverage of both subjects are similar although may differ in subject title;
  5. In any of the preceding cases, the pre-requisite of the equivalent LSB subject must have been passed; and
  6. Students applying for subject accreditation must have:
    - 6.1. Documents' authentication by the College Registrar; and
    - 6.2. Evaluation and validation of the Department Head concerned.
- i. Shifting of Academic Program. Shifting of Academic Program shall be allowed as long as the student satisfies the admission requirements for the prospective/chosen course.

Proper procedures prescribed by the school, through the College Registrar's Office must be observed.

- j. Dropping and Adding of Subjects. Students may shift academic program (course), drop or add subject/s only within the prescribed period and for valid reasons such as:
  - 1. dissolution of subject/s; and
  - 2. conflict of schedule
- k. Students who are on "Academic Probation" or "PRB" can enroll a total of eighteen units only until each time their "PRB" status is served/satisfied.

#### **Section 4. National Service Training Program (NSTP) and Physical Education (P.E)**

##### **a. National Service Training Programs (NSTP).**

- 1. As per CHED Regional Office III Memorandum No. 025, s. 2002, all incoming Freshmen students, male or female, starting Academic Year 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP Component of their choice, as a requirement for graduation for two (2) semesters for a credit of 3 units each for a total of six (6); and
- 2. Program component which the students can choose from are a) Reserved Officer Training Corps (ROTC), b) Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS).

##### **b. Physical Education**

- 1. All college students are required to complete eight (8) units of Physical Education subjects as prescribed by the CHED and maybe taken in any sequence or order. However, only one P.E. subject per semester may be enrolled;
- 2. There is no exemption from P.E. Physically unfit students may only be exempted from actual P.E. activities but not from the attendance in their classes. They could be assigned other tasks instead, but taking in consideration their physical conditions; and
- 3. P.E. students are required to wear the prescribed uniform during their P.E. classes.

- c. **Completion of Basic Courses in NSTP and P.E.** No student shall be allowed to enroll in the third year, unless he has completed the two-year basic course in P.E. and National Service Training Program, or unless said student has been duly granted permission, to defer by the authorities concerned from the taking of the courses for valid reasons.

#### **Section 5. Examinations**

- a. There are three (3) major periodic examinations in a semester: Prelims, Midterms and Finals, while summer classes shall only have two (2) grading periods: Midterms and Finals;

- b. Examination schedules are announced through the Office of the VPAA two (2) weeks before the actual date, with Examination Permits issued a week before at the Cashier's Office upon payment of due, tuition and other fees;
- c. In no case, may students take their examinations without the Examination Permit issued by the Cashier's Office. Students unable to meet their financial obligations may see the VPA/Human Resources Manager for issuance of a temporary permit;
- d. LSB official examination booklets shall be used for all major examinations unless otherwise, specified by the instructors/professors for a valid special purpose;
- e. Special examinations maybe taken by a student who misses a major examination for valid and justifiable reasons (e.g. financial, health, etc.). This must be taken not later than seven (7) calendar days after the last day of the scheduled examination and after payment of the required fee at the Cashier's Office and consequent issuance of a special permit;
- f. Students who will take any special examination should accomplish the Special Exam Permit Form duly signed by their parent, stating the reason for the failure to take the exam on time, to be assessed/approved by the Office of the Student Affairs duly noted by the VPAA;
- g. The maximum period for each major examination shall be one-and-a-half hours for a 3-unit lecture subjects and 3 hours for laboratory;
- h. During the examination period, students are to observe honesty and proper decorum strictly. They are to abide by the examination rules and procedures set by their respective instructors/professors or proctors. They are not to leave the examination room without completing their test;
- i. No examination shall be conducted outside the LSB premises without an expressed permission from the Office of Student Affairs, duly approved by the VPAA;
- j. Alternative examinations such as oral exam, research paper, concept paper or feasibility studies and take home may serve as substitute for written examination upon the approval of the VPAA. However, final exams are always written (except for subjects that shall require an oral exam like Public Speaking, Research subjects in a form of Oral Defense). Examination booklets shall be kept for at least one semester for purposes of verification of grades. Documentation for other alternative final exams like Theater Productions for Humanities and Literature must also be kept for at least one semester for the same verification purpose; and
- k. As per LSB policy, the result of a major examination where a student is caught cheating shall be nullified. The erring student shall be referred to the Office of Student Affairs (OSA) for appropriate action.

## **Section 6. Grading System**

- a. Bases for computation of grades are as follows:
  - 1. Major Exams – 40%
  - 2. Class Standing – 60%

- b. Class standing includes recitation, quizzes, reports, term papers, experiments, etc. Percentages for each item under class standing shall be upon the discretion of the faculty member;
- c. Highest grade for each period shall be 100% and the lowest shall be 50%. The computation of grades shall be transparent and recorded for reference in case of any request for verification;
- d. Final grades submitted by faculty members and approved by the respective Department Heads are final, except when correction thereon is justifiable;
- e. Students may request for verification and clarification of grades in an examination or subject from the Registrar's/Academic Affairs Office within one semester after the said course or examination is taken;
- f. Final Grade is determined commutatively for both lecture and laboratory using the following computation :

**1. Prelim Grade**

- a) Transmute the raw scores of Class Standing (Quizzes, Recitation, Assignment, Projects, etc) and Major Exam to their equivalent grade using the transmutation table;
- b) Get the equivalent grade
- c) Add the equivalent percentages to get the Prelim Grade

**2. Midterm Grade**

- a) Follow steps 1. a, b,c to get the Tentative Midterm Grade
- b) To compute for the Final Midterm Grade, take 30% of the Prelim Grade and 70% of the Tentative Midterm Grade

**3. Final Grade**

- c) Follow steps 1. a, b,c to get the Tentative Final Grade
- d) To compute for the Final Grade, take 30% of the Final Midterm Grade and 70% of the Tentative Final Grade

- g. The school adopts the following grading system with the corresponding equivalences:

| <u>GRADE</u> | <u>EQUIVALENCE</u> | <u>DESCRIPTION</u>  |
|--------------|--------------------|---|
| 1.00         | 97 – 100           | <i>Excellent</i>  |
| 1.25         | 94 – 96            | <i>Very Good</i>  |
| 1.50         | 91 – 93            | <i>Very Good</i>  |
| 1.75         | 88 – 90            | <i>Very Good</i>  |
| 2.00         | 85 – 87            | <i>Satisfactory</i>   |
| 2.25         | 82 – 84            | <i>Satisfactory</i>   |
| 2.50         | 80 – 81            | <i>Satisfactory</i>   |
| 2.75         | 78 – 79            | <i>Fair</i>   |
| 3.00         | 75 – 77            | <i>Fair</i>   |
| 5.00         | 74 Below           | <i>Failed due to poor performance, absences or withdrawal without notice)</i> |

|     |                    |  |
|-----|--------------------|--|
| OD  | Officially Dropped | <i>Dropped with approved dropping slip</i>                                 |
| INC | Incomplete         | <i>Incomplete requirements but with passing class standing</i>             |
| P   | Passed             | <i>To be used only for subjects specified as having non-numeric grades</i> |
| F   | Failed             | <i>To be used only for subjects specified as having non-numeric grades</i> |

- h. A grade with a decimal point of .50 and above shall be rounded off as 1.0
- i. A student who has received a passing grade in a subject shall not be allowed to take another examination or retake the subject for the purpose of improving his grade;
- j. Incomplete grades incurred in a subject must be completed within a period of one academic year from the time the grade was given. For graduating students, INC should be completed within that same term to be eligible for graduation;
- k. Failure to complete the grades in a specific subject within the stipulated period or before the student transfers to another school will automatically result in a failing grade of 5.0, which shall be indicated in the Transcript of Records;
- l. The Registrar's Office shall automatically record a grade of 5.0 for a student who does not complete the requirements within the stipulated period; and
- m. Students forfeit their right to complete an incomplete grade, even within the stipulated period once a Certificate of Transfer is issued.
- n. Issuance of Transcript of Records (T.O.R) to non-graduating students shall only be acted upon in cases of transfer to other schools or for employment purposes.

**Section 7 . Scholastic Delinquency/Academic Retention Policy**

- a. The manner of ascertaining academic status shall be based solely on the student's scholastic performance excluding grades in P.E. and NSTP;
- b. The 18-Unit Rule. Any student who fails to pass a minimum of eighteen academic units for two consecutive semesters shall be advised to shift to other course. This rule shall not apply to students who have been allowed to enroll with lower academic loads;
- c. The school implements the following rules on scholastic delinquency:
  - 1. Warning – Any student, who at the end of the semester obtains final grade of “5.0” in 25%-50% of the total number of academic units enrolled, will receive a notice from the Department Head. Said student must pass over 50% of the total academic units in the succeeding semester, otherwise shall be placed on probation status;
  - 2. Probation – Any student, who at the end of the semester obtains final grades of “5.0’ in more than 50%-75% of the total number of academic units enrolled in, shall



be placed on probation status for the succeeding semester with subject load reduced to 15 units. Only in the event, concerned student pass more than 75% of the total number of the academic units enrolled in the following term, he shall be removed from probation status.

3. Dismissal – A student who in spite of being placed in the academic probation and who, at the end of the semester still obtains final grades of “5.0” in more than 75% of the total number of academic units enrolled in, shall be dropped from the rolls of the school.
- c. A student who was dropped from the rolls of the school, may be re-admitted upon the approval of the VPAA within two (2) semesters under the condition that he passed the entire academic load. Failure to comply with this condition will permanently bar the student from readmission to the school.
  - d. To determine the total number of academic units to be taken by the student previously dismissed and readmitted, the rules on probationary status concerning academic loads shall apply.
  - e. Permanent disqualification does not apply to cases where upon the recommendation and certification of the instructors/professor concerned, that the failing grades were due to the student’s unauthorized dropping of the subjects or to the student having a scholarship grant based upon economic need (poverty). However, if the unauthorized dropping takes place after the mid-semester and the student’s standing is poor, his failing grades shall be counted against him for the purpose of the scholarship grant withdrawal.
  - f. The Registrar’s Office shall provide the system that will automatically assess the student’s scholastic delinquency. This will be done every end of the semester.
  - g. Students who obtain a combination of three or more of INC., NFE, DR or 5.0 (failure) in a given semester, may be conditionally admitted for enrollment for the next semester conditionally on a probationary status, with no more than 18-unit load. These students are put on close monitoring by the Academic Affairs Office through the OSA.
  - h. Students who are on academic probation must be able to satisfy the academic requirements of a regular LSB student within one semester; otherwise, they shall be referred to the VPAA for appropriate action upon recommendation of the Head of the Office of the Student Affairs.
  - i. A student who is on academic probation shall not be allowed membership of the College Varsity Team, of the College Publication or to hold any position in the SUSC; and join any extra-curricular activities and organizations.
  - j. The Academic Affairs Office, together with the Academic Council, which shall be composed of the College President as Chairman, VPAA, Co-Chairman, OSA,

Department Heads, Registrar (as the need arise) as members, with the Guidance Counselor acting as a rapporteur, may formulate retention policies as maybe necessary.

### **Section 8. Tenure and Residency**

- a. There is a minimum and maximum period of residency in order to acquire a bachelor's degree or certificate in the case of technical-vocational programs. A student who has earned units from other duly authorized schools, may graduate from a four-year academic program upon completion of at least 36 credit units of the course taken at LSB, excluding P.E. and NSTP.
- b. The maximum residency for student enrolled in any course offering/program of the school is as follows:
  1. For five-year course programs- eight (8) years;
  2. For four-year course programs- six (6) years;
  3. For two-year course programs- four (4) years; and for
  4. For one-year course programs - two (2) years.
- c. In case of lack of residency, the student must enroll in any subject to satisfy the requirements needed for graduation.

### **Section 9. Honorable Dismissal**

- a. An Honorable Dismissal is issued by the Registrar's Office duly certified by the Guidance Counselor upon assessment of the Office of Student Affairs, to a student who voluntarily withdraws from the college for purposes of transferring to another school, provided that he has no derogatory records;
- b. Any student applying for an honorable dismissal, shall be cleared of all accountabilities before a certificate is issued;
- c. Any student who leaves the college for reasons of expulsion, dropping due to disciplinary action or suspension, shall not be entitled to an Honorable Dismissal; and
- d. Honorable Dismissal shall be released only if the student has undergone an exit interview with the Guidance Counselor and upon issuance of a clearance certificate by the school..

### **Section 10. Graduation with Honors**

#### **a. General Guidelines**

1. Academic institutions are given wide discretion to formulate rules and guidelines in the granting of honors for purposes of graduation. This is guaranteed by the inherent right to academic freedom. Within the parameters of the rules, it is within the competence of Lyceum of Subic Bay to determine who are entitled to the grant of honors among the graduating students. Its discretion to this academic matter must not be curtailed unless, there is a grave abuse in its exercise;

2. Students who complete their baccalaureate course curriculum (4-5 year CHED courses) with the following averages computed on the basis of units shall graduate with the following Latin Honors :

|                           |                          |                         |           |
|---------------------------|--------------------------|-------------------------|-----------|
| Summa Cum Laude           | -May Sukdulang<br>Papuri | -With highest<br>honors | 1.19-1.00 |
| Magna Cum Laude           | -May Dakilang Papuri     | -With great<br>honors   | 1.34-1.20 |
| Cum Laude                 | -May Papuri              | -With praise            | 1.50-1.34 |
| Academic Distinction      |                          |                         | 1.75-1.51 |
| Special Academic<br>Award |                          |                         | 1.75-1.51 |

3. Students who complete their associate course curriculum (6months to 2-year TESDA programs) with the following averages computed on the basis of units, shall graduate with the following academic honors :

|                                   |           |
|-----------------------------------|-----------|
| 1 <sup>st</sup> Honorable Mention | 1.19-1.00 |
| 2 <sup>nd</sup> Honorable Mention | 1.34-1.20 |
| 3 <sup>rd</sup> Honorable Mention | 1.50-1.34 |
| 4 <sup>th</sup> Honorable Mention | 1.75-1.51 |
| 5 <sup>th</sup> Honorable Mention | 1.75-1.51 |

4. Graduating students with academic honors must have taken the academic load as prescribed in the curriculum of the course pursued without any deficiency. Grades in Physical Education (P.E.) and National Service Training Program (NSTP), however, shall not be included in the computation of the General Weighted Average (GWA) but shall be reflected in the evaluation form;
5. Shifters may qualify for honors as long as the candidates have taken the minimum academic load prescribed by their course curriculum, without any academic deficiency;
6. Students who have stopped or have taken a leave of absence not exceeding two (2) semesters, may qualify for academic honors subject to the endorsement of the Department Head and duly approved by VPAA or his/her representative; and
7. Transferees may qualify for the academic honors provided that they meet the minimum required 75% of the subjects taken from Lyceum of Subic Bay.

#### **b. Specific Guidelines**

1. Candidates for Summa Cum Laude must have not incurred grades lower than 1.75 in any subject;
2. Candidates for Magna Cum Laude must have not incurred grades lower than 2.00 in any subject, Candidates for Academic Distinction Honors must have not incurred grades lower than 2.25 in not more than one (1) subject, this rule applies to candidates for 2<sup>nd</sup> and 3<sup>rd</sup> Honorable Mentions respectively;
3. Candidates for Cum Laude must have not incurred grades lower than 2.00 in at least four (4) subjects this rule applies to candidates for 1<sup>st</sup> Honorable Mention for TESDA Courses.
4. Candidates for Special Academic Award must have not incurred grades lower than 2.25 in not more than three (3) subjects, the same rule applies to candidates 4<sup>th</sup> and 5<sup>th</sup> Honorable Mentions, respectively. However, candidates with exceptionally higher

- GWA with grades not more than 2.5 may be considered for this Special Academic Award according to the discretion of the committee;
5. All candidates for honors must be of good moral character and have not been subjected to any disciplinary actions within the current academic year;
  6. All candidates for academic honors are required to get a Certification of No Derogatory Record from the Office of the Student Affairs (OSA). He or she should not have committed any major offense as reflected in the Student Manual;
  7. All candidates for graduation who have committed five (5) minor offenses shall be disqualified for academic honors.
  8. To determine the class honorees, the candidates shall be ranked using the 7-3 pts scheme. Seven (7) Pts for academic and 3 pts for co-curricular activities;
  9. Achievements of candidates in specific academic competitions and in special curricular areas, shall be given recognition by including these in the point system;
  10. Final rating shall be computed to the 3 decimal places. In case of tie, candidates shall both be declared in the same honor ranking;
  11. Any member of the school selection committee must not be related to any of the candidates for honors; and
  12. The VPAA or her appointed representative, shall be the chairman of the School Selection Committee composed of at least 3 members selected upon the discretion of the VPAA and shall make the final announcement of honor students after final results have been duly recommended and approved.

### **Section 11. Graduation Requirements**

- a. A candidate for graduation shall file his application for graduation with the Registrar's Office during the first semester of his last school year in LSB;
- b. A student shall be recommended for graduation only when he has satisfied all the prescribed academic requirements in accordance with the zero-deficiency policy of the College;
- c. No student shall be allowed to graduate from LSB unless he has earned at least 36 credit units of the required subject in his curriculum, as a residency requirement;
- d. For baccalaureate programs, students must be in their last two semesters of attendance;
- e. For technical – vocational courses, student must be in his terminal module or block and must have passed the National Certification Assessment Test of TESDA;
- f. A candidate for graduation shall have his deficiencies complied with and records cleared not later than two weeks before the graduation date;
- g. No student shall be issued a diploma and a transcript of records unless he has been cleared of all accountabilities;
- h. Special classes shall be allowed for graduating students, only on failed subjects;
- i. Requests for special class of non-graduating students shall be recommended by the Registrar and Department Head and approved by the VPAA;
- j. To open a special class, there must be at least five (5) students who wish to enroll, duly approved by the concerned department head; and
- k. All students must observe the subject sequence prescribed in his program's curriculum. Simultaneous taking of pre-requisite and advance subject may only be allowed if the student is graduating at the end of the term

**Section 12. Scholarship Grants, Privileges and Assistance.** LSB offers scholarship grants to deserving students:

- a. **Entrance Scholars.** Honor graduates from recognized high schools with Certificate of Award duly signed by the high school Principal bearing the official seal of the school can avail of the scholarship grants as follows by securing an application form from OSA.

- 1. Valedictorian, Salutatorian, First Honorable Mention

- 1.1 . One Hundred Percent (100%) Tuition Fee Grant for two (2) Semesters if enrolled in board program; and
- 1.2. One Hundred Percent (100%) Tuition Fee Grant for one (1) Semester if enrolled in non- board program.

- 2. 2<sup>nd</sup> and 3<sup>rd</sup> Honorable Mention

- 2.1. Fifty Percent (50%) Tuition Fee Grant for two (2) Semesters if enrolled in board program; and
- 2.2. Fifty Percent (50%) Tuition Fee Grant for one (1) Semester if enrolled in non- board program;

- 3. 4<sup>th</sup> to 10<sup>th</sup> Honorable Mention

- 3.1. Thirty Percent (30%) Tuition Fee Grant for two (2) Semesters if enrolled in board program; and
- 3.2. Thirty Percent (30%) Tuition Fee Grant for one (1) Semester if enrolled in non- board program;

- b. **The Academic Scholarship Program.** In recognition of superior scholastic achievements, LSB awards scholarship grants to qualified applicants provided that :

- 1. The student enrolls for the first semester as full-paying student;
- 2. At the end of the first semester or before enrolling for the second semester, the student applies for the Academic Scholarship Program by securing Scholarship Application Form from the OSA;
- 3. Student has no grade lower than 2.0, has no failing grades (5.0) or any other academic deficiencies (INC, DROPPED) and must carry the regular academic load as prescribed in his/her curriculum;
- 4. The level of scholarship grant awarded to a student depends on his/her GWA:

| <u>LEVEL</u> | <u>PERCENTAGE SUBSIDY</u><br><u>(Tuition Fee Only)</u> | <u>GWA</u> |
|--------------|--|------------|
| 1            | 100  | 1.00-1.10  |
| 2            | 75   | 1.11-1.25  |
| 3            | 50   | 1.26-1.50  |
| 4            | 25   | 1.51-1.75  |

- 5. The scholarship grant awarded to a student depends on the appropriate cut-off ranking as determined by the OSA;

6. The same retention policy applies to the Academic Scholar, but loses the grant if he/she incurs a grade lower than 2.0;
7. The duly accomplished application form for Academic Scholarship with a copy of the Grade Reports certified by the Registrar should be submitted to OSA on or before the deadline as posted / announced;
8. Salutatorians/Valedictorians, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Honorable Mentions are automatically accepted as academic scholars for the First Semester. The privilege may be continued if he/she maintains an average grade of at least 1.75 with no grade lower than 2.0 for the succeeding semesters.

**c. Other Tuition Fee Discount Grantees:**

|  |      |
|--|------|
| <i>Lyceum of Subic Bay Employees</i>               | 100% |
| <i>LSB Employees' Spouses/Children</i>             | 50%  |
| <i>Varsity Players</i>                             |      |
| <i>Senior Varsity Player</i>                       | 100% |
| <i>Junior Varsity Player</i>                       | 50%  |
| <i>LSB Performing Arts</i>                         | *    |
| <i>SBMA Employees or SBMA Employees' Dependent</i> | 10%  |
| <i>SBMA LED Members</i>                            | 50%  |
| <i>SK Officials</i>                                | 20%  |
| <i>Local Government Officials' Children</i>        | 10%  |
| <i>Siblings enrolled in LSB</i>                    | 10%  |
| <i>For Other Siblings</i>                          | 5%   |

- d. Interested students who wish to avail of the 'Other Tuition Fee Discounts' as stated in *Section 3* may secure an application form and submit the same to the Office of Student Affairs with a copy of the Grade Reports certified by the Registrar on or before the deadline as posted / announced . Children beneficiaries shall be granted discounts one at a time.
- e. The same retention policy applies to the Other Tuition Fee Discount Grantees, but may lose the grant if they incur academic deficiencies.

(\*Depends on the roles or performances)

## Article VII

### ADMISSION AND REGISTRATION REQUIREMENTS, ENROLMENT AND RECORDS

The Registrar's Office serves the students during the enrollment and their entire school residency. It provides technical services, such as the issuance of grades, transcript of records, certifications, clearances, honorable dismissals and diplomas; evaluates and maintains students' records; receives applications for enrollment; screens applicants, validates, transfer credentials and student's scholastic records. Linkages with CHED, TESDA, DepEd B.I. and other related agencies are maintained by the Office.

#### Section 1. Admission, Registration and Cross Registration

- a. Students seeking admission to LSB must submit the following documents:
  1. Freshmen
    - 1.1. Form 138 / Report Card and Form 137A / Permanent Record
    - 1.2. Certificate of Good Moral Character issued by the high school where the student graduated
    - 1.3. Four pieces 2x2 colored pictures (1 for Registrar's Office, 1 Library, 1 Guidance Office and 1 for Student Registration Form)
    - 1.4. Photocopy of Birth certificate
    - 1.5. Two long brown envelopes
    - 1.6. Medical certificate for Healthcare Services and HRM students
    - 1.7. National Career Aptitude Exam (NCAE) results , particularly students enrolling in TESDA programs
  2. Transferees
    - 2.1. Transcript of Records
    - 2.2. Honorable Dismissal from previous school
    - 2.3. Certificate of Good moral Character from former school
    - 2.4. Four pieces 2x2 colored pictures (1 for Registrar's Office, 1 Library, 1 Guidance Office and 1 for Student Registration Form)
    - 2.5. Two long brown envelopes
  3. Old Students as Returnees
    - 3.1. Returning students could apply for readmission at the Registrar's Office by securing a copy of their grades for evaluation by the Department Head.
    - 3.2. Those with previous academic delinquency must undergo interview with the Department Head concerned and the Guidance Counselor/Head, OSA.
  4. Cross – Enrollees
    - 4.1. Permit to cross enroll from the Registrar of the mother school indicating the subject, units, school year, and the name of the admitting school.

- 4.2. Four pieces 2x2 colored pictures (1 for Registrar's Office, 1 Library, 1 Guidance Office and 1 for Student Registration Form)
- 4.3. Certificate of Good Moral Character from the Guidance Counselor of the mother school
  
5. College Graduates (Second Courser/Unit Earners)
  - 5.1. Official Transcript of Records (Original and Photocopy)
  - 5.2. Copy of the Diploma
  - 5.3. Four pieces 2x2 colored pictures (1 for Registrar's Office, 1 Library, 1 Guidance Office and 1 for Student Registration Form)
  - 5.4. Certificate of Good Moral Character from previous school or present employer or local official
  - 5.5. Interview with the VPAA
  
6. Special Non – Credit
  - 6.1. Letter of Intent to study without credit
  - 6.2. Resume'
  - 6.3. Previous scholastic records
  
7. Foreign Students
  - 7.1. Credentials (TOR/Card) from previous school attended indicating that student applicant is a high/secondary school graduate or its equivalent
  - 7.2. Student Visa or Special Study Permit issued by the Bureau of Immigration (BI)
  - 7.3. Photocopy of passport
  - 7.4. Birth certificate
  - 7.5. Four pieces 2x2 colored picture (1 for Registrar's Office, 1 Library, 1 Guidance Office and 1 for Student Registration Form)
  - 7.6. Medical certificate
  - 7.7. Two long brown envelopes

## **Section 2. Enrollment Procedures**

### **a. New Students**

1. Submit the admission requirements for validation at the Registrar's Office and get the curriculum for the chosen course;
2. Proceed to the encoding area for the releasing of the Pre-registration Form;
3. Proceed to the cashier for payment of fees, school and P.E. uniforms, textbooks and for the releasing of the class cards;
4. Proceed to the encoding area for the releasing of the Registration Form and schedule;
5. Proceed to the Guidance Counselor's office for a psychological exam or initial interview;



6. Proceed to the Computer Laboratory for ID processing upon presentation of your receipt and registration form;
7. Claim paid uniforms at the Production's Office and have ID picture taken at the 2<sup>nd</sup> floor, Bldg B; and
8. Proceed to the Library to claim paid textbooks.

b. Old Students and Transferees

1. Submit the admission requirements for validation at the Registrar's Office and get the curriculum for the chosen course;
2. Proceed to the Department Head's Office for the evaluation of grades;
3. Proceed to the encoding area for the releasing of the Pre-registration Form;
4. Proceed to the cashier for payment of fees, school and P.E. uniforms, and for the releasing of the class cards;
5. Proceed to the encoding area for the releasing of the Registration Form and schedule;
6. Proceed to the Guidance Counselor's office for a psychological exam or initial interview;
7. Proceed to the Computer Laboratory for ID processing upon presentation of your receipt and registration form;
8. Claim paid uniforms at the Production's Office and have ID picture taken at the 2<sup>nd</sup> floor, Bldg B; and
9. Proceed to the Library to claim paid textbooks.

**Section 3. Cross enrollment by LSB students maybe allowed on the following conditions, upon approval of the School Registrar.**

- a. Student is graduating;
- b. Accepting school is duly authorized to operate by the government;
- c. Conflict of schedule in mother school; and
- d. Subject to cross – enroll is a minor

**Section 4. Class Transferees and Changing, Substitution, Adding, Accreditation, and Dropping of Subjects**

- a. Transfer to another class due to conflict of schedule may be allowed only with the approval of the Subject instructor and the Department Head;
- b. No substitution shall be allowed for major and mandated subjects prescribed in the curriculum in which the student failed, except when, upon evaluation of the Department Head and the Academic Department, the proposed substitute subject, is substantially similar in subject content to the required subject;
- c. Substitution of subjects may be authorized in any one of the following cases:

1. A curriculum has been superseded by a new one. In case of curricular revision, only the incoming Freshmen will be affected, while those in the higher years will continue to follow and graduate in the curriculum they started with;
  2. Conflict of schedule between required subjects; and
  3. The required subject is not offered.
- d. Petition for substitution should:
1. Have involved subjects within the same department if possible, if not, the proposed substitute subject must be allied or substantially similar in content;
  2. Be between subjects of the same number of units; and
  3. Be recommended by the Department Head and approved by the Academic Department.
- e. A student may drop or add subjects within the first two (2) weeks from the start of classes for valid reasons such as: dissolution of the subject and conflict of schedule. Adding and dropping of subject should be done at the Registrar's Office on the scheduled period as posted/announced;
- f. In dropping of subjects, the student should follow the following procedures:
1. Have the dropping form from the Registrar's Office filled-out;
  2. Proceed to the Department Head for approval;
  3. Have the form signed by the instructor concerned; and
  4. Process Official Dropping Form at the Registrar's Office.
- g. All dropping, substitution, and/or transfer of classes the proper forms used should be in triplicate copies; a copy each for the instructor, registrar and student.

**Article VIII**  
**STUDENT AFFAIRS**

**A. STUDENTS' RIGHTS AND RESPONSIBILITIES (BP 232/EA 1982 Chapter 2 Sections 9 & 15)**

**Section 1. Right of Students in Lyceum** - In addition to other rights, and subject to the limitation prescribed by law and pertinent regulations, Lyceans shall enjoy the following rights:

- a. The right to receive competent instruction and relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- b. The right to freely chose their field of study, subject to existing curricula and to continue their course up to graduation, except in cases of academic deficiency or violation of disciplinary regulations.

- c. The right to school guidance and counseling services for decisions and selection of alternative fields of work suited to his potentialities.
- d. The right of access to his own school records, the confidentiality of which the school shall maintain and preserve.
- e. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
- f. The right to publish a student newspaper and similar publications, as well as the right to invite competent resource persons during assemblies, symposia and other activities of similar nature, provided the invited resource speakers must qualify to the standard set forth by the school.
- g. The right to free expression of opinions and suggestions, and to effective channels of communication through appropriate academic channels and administrative bodies of the school or institution not contrary to the law.
- h. The right to form, establish, join and participate in organizations and societies recognized by the school and those with purposes not contrary to law to foster their intellectual, cultural, spiritual and physical growth and development.
- i. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

**Section 2. Duties and Responsibilities of Students in Lyceum** - In addition to those provided for under existing laws, every Lycean shall:

- a. Exert his utmost to develop his potentialities for service, by undergoing an education suited to his abilities, for him to become an asset to his family and to society.
- b. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
- c. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
- d. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.
- e. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

**B. GENERAL CAMPUS NORMS AND DECORUM**

**Section 1. General Directives.** Every LSB student is regarded as an extension and a reflection of the institution. Hence, whether on or off the campus, he is expected to be a role model of the highest norms of behavior befitting a future professional and a respectable citizen of the country.

- a. He is expected to know and understand the philosophy, vision and mission of LSB, the meaning of its logo and the Lyceum Hymn.
- b. Every Lycean shall observe and respect the laws of the land, the standards of organized society, and the code of conduct, rules and regulations of the school.
- c. Upon admission into the school, every LSB student is issued an official ID card because this has many advantages for him and for the school.
- d. Every Lycean shall observe the guidelines on the use of official identification (ID) and registration card/form.
- e. He must always bring his ID and his current registration card to school.
- f. He shall wear his ID conspicuously at all times while inside the campus.
- g. A student proven to have violated the foregoing rule, shall be subject to disciplinary measures.
- h. A students who uses a non – validated or expired ID shall be subject to disciplinary measures.
- i. A student who loses his ID shall be subject to sanctions and should:
  1. Report the loss to the Office of Student Affairs within 48 hours and submit an Affidavit of Loss (when extremely necessary or upon the discretion of the OSA);
  2. Apply for a new ID at the Office of Student Affairs by accomplishing an ID Request Form;
  3. Pay the necessary amount for the replacement of ID at the Cashier's Office; and
  4. Have your photo taken at the school's designated area
  5. Repeated loss of school ID, shall be subject to sanction as provided for in this Manual.
- j. Only the Office of the Student Affairs (OSA) is authorized to order the confiscation of Student ID with the exception of damaged, defaced or tampered ones, in which case, the Security personnel may effect the confiscation for replacement purposes, with the corresponding fee paid at the Cashier's Office.
- k. No student shall be allowed inside the campus after 10:00 p.m. except for academic reasons and upon written permission from the Head of the Student Affairs duly approved by the Vice - President for Academic Affairs. Permits should be secured at least two weeks before the intended stay. A copy should be furnished to the Head of General Services Department.
- l. Every LSB student is encouraged to attend school – sponsored activities.
- m. When a typhoon Signal no. 3 is raised, classes are automatically suspended. Classes may also be suspended by the Administration in case of emergencies or as precautionary measure in abnormal conditions.

**Section 2. Social Norms.** To ensure an atmosphere conducive to the pursuit of academic excellence and the formation of responsible and productive citizens of the country, and to maintain social order for common good, the school prescribes the following norms:

- a. Every LSB student is required to dress up according to the official uniform set by the school.
  1. The official uniform of male students:
    - 1.1. White Polo – with embroidered school logo on the upper left portion of the polo.
    - 1.2. Long Pants – black slacks, regular cut, (denims, corduroy, loose, baggy, straight or rugged style are not allowed)
    - 1.3. Shoes – black and leather – soled (sneakers, topsiders, sandals, rubber shoes, are not allowed)
    - 1.4. Socks – black
  2. The official uniform of female students:
    - 2.1. Blouse – white long sleeves with cufflinks
    - 2.2. Necktie – black
    - 2.3. Skirt – black and white checkered print with back pleats, of regular cut and 3 inches below the knee
    - 2.4. Shoes – closed black leather or leatherette.
  3. The Official Physical Education (PE) Uniform consists of white shirt and black jogging pants with the name Lyceum printed on the white stripes at both sides. These are worn only during P.E. classes.
  4. Wearing of corporate attires will be every Wednesday and Friday and for department with no corporate uniforms students shall wear the official uniform of the school.
- b. Request for exemptions in wearing of uniforms could be requested through the Office of Student Affairs under these valid reasons:
  1. Employment/Working Student but should be duly certified by the employer concerned;
  2. On – the – Job Training of LSB students duly certified by the Department Head/OJT Coordinator and company or organizations concerned
  3. Health and Medical reasons (e.g. pregnancy) duly certified by the School Clinic.
  4. Aged 40 years and over with NSO Certified Birth Certificate or in the absence of NSO Certified Birth Certificate, a copy of recent passport to be verified against the original.
- c. Students who will be granted exemption from the wearing of uniforms should strictly observe/abide by the proper dress code. The following attires are strictly prohibited to be worn while in school:

## **1. FOR MALE STUDENTS**

- 1.1. sandos and boxer shorts
- 1.2. T-shirts with obscene printings and messages contrary to the law; peace and order and to the mission-vision of Lyceum of Subic Bay
- 1.3. slippers and strapless sandals
- 1.4. jogging pants and shorts except for those with PE classes and performance rehearsals/athletic or sports training
- 1.5. wrecked pants/ tattered jeans
  
- 1.6. earrings
- 1.7. hats and caps inside classrooms and offices

## **2. FOR FEMALE STUDENTS**

- 2.1. *sandos* and sleeveless, hanging blouses and dresses
  - 2.2. tights and other bodily-hugging dresses
  - 2.3. backless, deep v-cut, scooped/ plunging neckline blouses/dresses and dresses with high-slits and midriiffs and hanging blouses/ Flimsy blouses
  - 2.4. micro mini-skirts and/or micro-shorts
  - 2.5. wrecked pants/ tattered jeans/low waist pants that expose belly buttons
  - 2.6. jogging pants and shorts except for those with PE classes and performance rehearsals/athletic or sports training
  - 2.7. T-shirts with obscene printings and messages contrary to the law; peace and order and to the mission-vision of Lyceum of Subic Bay
  - 2.8. step-ins, slippers and strapless sandals
  - 2.9. heavy make-up
  - 2.10.hats and caps inside classrooms and offices
- d. The same provision stated in Section 2, letter c and its succeeding sub-provisions, shall be observed during summer classes or in any events where students are not required to be in uniform.
- e. Every LSB student shall in word and in deed, observe the usual norms of courtesy in all areas of interpersonal relationships with any member of the college community or of this academic institution.
- f. Every LSB student is expected to show respect and deference to all visitors on campus.
- g. Every LSB student is expected to cooperate in ordinary classroom procedures, as well as to help in keeping classrooms and corridors clean, bearing in mind that:
1. A decent, clean and orderly classroom is conducive to learning;
  2. Whiteboard and whiteboard markers are for instructional purposes only;
  3. Feet should be kept off furniture and walls; and

4. LSB equipment are to be handled with reasonable care and properly stored after use.
- h. Every LSB student shall refrain from littering on campus. Trash bins are available in strategic places in the campus for the purpose.
- i. Every LSB student is expected to observe health and safety measures, hygiene and sanitation. He should refrain from coming to school when afflicted with an infectious disease like sore eyes, severe cough and colds, mumps, measles and other similar diseases.
- j. Every LSB student shall avoid tampering notices posted on bulletin boards or posting notices and announcement without approval of the OSA;
- k. Every LSB student must turn off cell/mobile phones and other electronics gadgets while his class is going on. Cell phones/mobile phones and other electronics gadgets may be confiscated by the teacher, who will turn these over to the Student Affairs Office for safekeeping and may be claimed from the OSA after due action on the case.
- l. Every LSB student shall refrain from any rowdy behavior and actions that will disrupt and disturb the teaching – learning process.
- m. Every LSB student is expected to help promote and maintain peace and order, orderliness and discipline, respect and harmony within the campus.
- n. Every LSB student shall abstain from smoking inside the campus
- o. LSB students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities and the like, but with prior permits from the Office of Student Affairs and General Services Department.
- p. Any LSB student who wishes to participate in any activity outside the campus as a representative of the school shall first get a written clearance from his Department Head, the Head of Student Affairs and the Office of the Vice President for Academic Affairs. Without written authority, the students' participation shall be unofficial.
- q. LSB students may release to the press or similar channels of public communication notices and other announcements about or in behalf of the college only after securing a clearance from the Office of Student Affairs Head and the Office of the Vice President for Academic Affairs. A copy of the announcement shall be furnished the said offices.
- r. LSB students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits) are required to obtain prior approval from the Vice – President for Academic Affairs upon recommendation of the Office of the Student Affairs Head by submitting to the latter Visitors List, indicating their names, the purpose of the visit and the expected time of the arrival. This list should be forwarded to the security – on – detail for proper information and guidance.
- s. LSB students who intend to go on educational trips, excursions and the like, shall secure permission from the Department Head and Student Affairs Head. They should present parental consent duly signed by their parents or guardians. Students will only be allowed upon compliance to the requirement set by the school administration in pursuance with the CHED Memorandum Order No. 17 Series of 2012. Proposals for

educational trips and similar activities shall be submitted to the Office of the Vice President for Administration for evaluation and approval.

## C. RULES ON DEPARTMENT AND DISCIPLINE

### Section 1. General Philosophy.

- a. "In Loco Parentis" states that a student becomes the direct obligation of Lyceum of Subic Bay. He is therefore subject to the supervision, guidance and concern of the College. Based on its legal definition "in loco parentis" refers to the legal personality of a person or organization to perform some of the functions and responsibilities of a parent.
- b. "Discipline" from Latin "disciplina" or "discipulus" means "instruction given", "teaching-learning". Discipline is a course of actions leading to certain goal or ideal. A disciplined person is one that has established a goal and is willing to achieve that goal at the expense of his individuality. The imposition therefore of this Code of Discipline, is in the light of the responsibility of Lyceum of Subic Bay to instruct young people to behave properly, obey rules and regulations and develop their potentialities to the fullest and acting according to proper decorum. The imposition of this Code of Discipline is "rehabilitative" in nature instead of being "punitive".

## D. THE LYCEUM OF SUBIC BAY'S DISCIPLINE COUNCIL

**Section 1.** The LSB Discipline Council shall be composed of the following members:

- a. The Head of the Student Affairs who shall serve as the Chairman;
- b. The Vice President for Academic Affairs, if the Complainant is a Faculty
- c. The Department Heads to which the Complainant and the erring individual (Respondent) are under with;
- d. The Human Resource Manager, if the Complainant or Respondent is a non-teaching personnel;
- e. The President of the Supreme United Student Council, if the student involved is either Complainant or Respondent;
- f. The College Legal Counsel, who shall serve as the Over- all Consultant; and
- g. The Guidance Counselor, who shall serve as the rapporteur, thereby is assigned to take notes, write the minutes and report on the proceedings of dialogues or hearings.

## E. GRIEVANCE PROCEDURES

**Section 1.** The procedure for the redress and settlement of complaints and grievances in LSB shall conform to due process of law in order to insure the highest degree of fairness and justice to all concerned. The ultimate aim shall be the restoration of impaired human dignity and where necessary, restoration of material damages. Sanctions and punishments shall be meted out



sparingly, taking into consideration the capacity of individuals to learn and profit from their mistakes. This proceeding is borne out of the Lyceum of Subic Bay's advocacy of protecting the rights for an administrative due process.

**Section 2.** Any concerned or aggrieved party, whether a student or school personnel, should, as an initial step, seek advice or consult with an appropriate responsible person, such as a teacher or an official whose area of responsibility the problem arose. Problems which are psychological in nature should be referred directly by a responsible third party to the Guidance Office.

**Section 3.** Discipline may be imposed by the College or any aggrieved faculty/student for transgression of rights or the College Code of Discipline.

**Section 4.** Complaints shall be in writing and filed with the Office of the Student Affairs in the case of complaints of 1) students against students, 2) non-teaching personnel against students, 3) faculty member against students; and with the Academic Head in the case of complaints against faculty members , the HR Manager for non-teaching personnel with the following guidelines for referral:

- a. Conflicts between two students or student groups involving infractions of student – promulgated rules shall be referred to the Head of the OSA and shall convene the appropriate unit of Supreme United Student Council (SUSC) arbitration;
- b. Complaints by non-students against academic or administrative personnel, shall be referred to the Head, Academic Affairs and/ or HR Manager;
- c. Complaints by the student or a student group against a faculty member; or a school employee or Complaints by a teacher or school personnel against a student or a student group, shall be referred to the Head of the OSA following a procedural process, to wit:
  1. The complaint shall be written in triplicate and signed by the complainant and filed at the Guidance Office, being the Council's rapporteur;
  2. Upon receipt, the Guidance Counselor shall furnish one copy each, the College Legal Counsel; the College President; the OSA; and the respondent;
  3. Upon receipt thereof, the respondent shall be given a period of three (3) days to submit a written response to the OSA Head, who shall then set a date for an informal dialogue among the parties concerned, not be less than two (2) days upon submission of the response;
  4. In the event the respondent fail to submit an answer, the procedures under Section 2 shall be followed; and
  5. In the case where the administrative action is initiated by the College, the procedures provided for in Section 3 and its sub-paragraphs shall be followed.

**Section 5. Informal Dialogue.** The aim of the Informal Dialogue is primarily for all concerned to seek all avenues for amicable settlement of conflicts. As much as possible, problems should be solved at the initial stage of consultation process.

- a. During the informal dialogue, parties shall be allowed to settle their differences with the active participation of the Head of the Student Affairs without regard to the merits of the case;
- b. Should the parties decide to settle their differences, the Guidance Counselor acting as a rapporteur, shall immediately put the settlement in writing to be signed by the parties concerned and attested by the OSA Head;
- c. Thereafter, the Guidance Counselor acting as a rapporteur, shall make a summary of the proceedings and copies thereof including the written settlement of the parties concerned a copy shall be furnished the College President and the Legal Counsel;
- d. Should the respondent admit his guilt, the Head of the Student Affairs shall mete out the corresponding sanctions taking, into consideration the presence of any mitigating circumstances. The College legal counsel shall be furnished of a copy of the decision; and
- e. If no settlement is reached during the informal dialogue, the Head of the Student Affairs shall immediately convene the LSB Discipline Council. All records pertinent to the case shall forthwith be submitted to the members for review, in preparation for the administrative hearing.

**Section 6. The Administrative Hearing.** In the conduct of hearing, the following rules shall apply to wit:

- a. Upon gathering all the records of the case, the Chairman (OSA) shall convene the Discipline Council within twenty four (24) hours and give an overview of the case;
- b. Each member shall be furnished copies of the complaint and answer and other related documents and or papers;
- c. At the said meeting, the Discipline Council shall decide whether to give due course to the complaint or not;
- d. If the Discipline Council does not give due course to the complaint, the same shall be dismissed outright outlining therein the reasons;
- e. Else wise stated, should the Discipline Council give due course to the complaint, it shall set the date of hearing which shall not be later than five (5) days;
- f. Notice of such hearing included in the copy of the complaint, shall be furnished the parties concerned as well as the names and the addresses of the witnesses for both parties, to be submitted to the Discipline Council within two (2) days from receipt of the notice of hearing;
- g. No further evidence or witnesses shall be allowed to be presented during the hearing except those submitted to the Discipline Council within the period so provided;

- h. On the day of the hearing, the complainant shall present his evidences and witnesses. The respondent shall be allowed to confront the complainant and his witnesses affording the former the right to cross-examine;
- i. Postponement shall be allowed only once for both parties and only upon meritorious grounds to be determined by the Discipline Council;
- j. During the hearing, the members of Discipline Council are allowed to ask relevant questions to clarify some points;
- k. Parties or their respective representatives, shall be given ten (10) minutes closing statements in the manner as in the presentation of evidence;
- l. Thereafter, the case shall be deemed submitted for resolution;
- m. Parties may either appear by themselves or with representatives during the hearing. On no account shall a lawyer of any party be a participant in the hearing;
- n. Upon submission of the case for resolution, the Discipline Council shall be given a period of five (5) days from submission to render its decision; and
- o. The decision of the Discipline Council shall be submitted to the College Legal Council for purpose of review and thereafter to the College President for implementation furnishing copies thereof to the parties.

#### **Section 7. Appeal**

- 1. Any party may appeal the decision of the LSB Discipline Council to the LSB Legal Department within three (3) days from the receipt of the said decision. After a lapse of three (3) days no appeal shall be entertained and the decision shall become final and executory;
- 2. Upon the receipt of the Appeal, the LSB Legal Department is hereby given a period of five (5) days to review the decision and evidence presented and thereafter render its decision;
- 3. The decision of the LSB Legal Department shall immediately be executory;
- 4. No motion for reconsideration shall be allowed;
- 5. Copy of the decision and/or action taken shall be forwarded to the records section to form part of the jacket of respondent concerned.

#### **F. DEFINITIONS OF SANCTIONS**

**Section 1.** The LSB Discipline Council may impose the following sanctions:

- a. Counseling- This is a sanction that is usually undertaken to counsel the student about his behavior and to determine and understand the reason for the misbehavior.
- b. Documented Oral Reminder or Admonition – oral statement to the offender relative to violations of school policies, rules and decorum
- c. Warning – This is a written notice which means that a student is a habitual offender and that after another violation of the same offense – “warning” maybe imposed and that further violation will result to a stiffer penalty.

- d. Community Service – This is imposed on special cases as determined by the school as a matter of goodwill and consideration and an alternative to certain penalty. This is to redirect the energies of student offenders to more useful and productive ends, like doing services in offices or around the area inside the campus.
- e. Reprimand – This is a written censure stating the possibility of heavier disciplinary sanctions, in the event of conviction for the violation committed. This sanction shall be reflected in his record.
- f. Probation – This means exclusion from the enjoyment of certain privileges or participation in extra-curricular activities for a specified period of time, after a written warning or censure is left unheeded. Written notice is given to the student and parent/guardian stating that, heavier penalties shall be imposed for any further violations of the school policies.
- g. Restitution – This is a reimbursement for damage done to school properties, which may take the form of appropriate repair service or damage compensation. Restitution may also include payment of misappropriated student organization's funds and/or College property.
- h. Suspension – This means exclusion from classes and other privileges or activities as set forth in the notice of suspension for a specified period of time, which shall not be more than the 20% of the prescribed number of school days.
- i. Non-Readmission – The offender shall be allowed to finish the term, but shall not to be admitted for the next term.
- j. Dismissal – This means termination of student's status from the school. The school after due process, reserves the right to dismiss any student at any time of the academic year , if behavior influence is proven to be detrimental to the welfare of the whole studentry and inimical to the institution.
- k. Expulsion – This is an extreme form of sanction which in effect debars the student from all private and public schools in the Philippines, for acts or offenses constituting gross misconduct. Expulsion of a student must be approved by the Chairman of the Commission of Higher Education (CHED).

**Section 2.** These **Disciplinary actions** after due process shall be imposed on students who violated or failed to comply with approved school policies, rules and regulations, which shall range from counseling to expulsion, depending on the nature of the offenses as follows:

| <b>FREQUENCY OF VIOLATION</b> |   |  |                                 |                                 |                                 |                                 |                                 |                                 |
|-------------------------------|---|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>CODES</b>                  | <b>1<sup>st</sup> Offense</b>           | <b>2<sup>nd</sup> Offense</b>            | <b>3<sup>rd</sup> Offense</b>   | <b>4<sup>th</sup> Offense</b>   | <b>5<sup>th</sup> Offense</b>   | <b>6<sup>th</sup> Offense</b>   | <b>7<sup>th</sup> Offense</b>   | <b>8<sup>th</sup> Offense</b>   |
| <b>A</b>                      | <i>Counseling</i>                       | <i>Documente<br/>d Oral<br/>Reminder</i> | <i>Warning</i>                  | <i>Reprimand</i>                | <i>3-5 Day<br/>Suspension</i>   | <i>5-7 Day<br/>Suspension</i>   | <i>7-10 Day<br/>Suspension</i>  | <i>10-13 Day<br/>Suspension</i> |
| <b>B</b>                      | <i>Documented<br/>Oral<br/>Reminder</i> | <i>Warning</i>                           | <i>Reprimand</i>                | <i>3-5 Day<br/>Suspension</i>   | <i>5-7 Day<br/>Suspension</i>   | <i>7-10 Day<br/>Suspension</i>  | <i>10-13 Day<br/>Suspension</i> |                                 |
| <b>C</b>                      | <i>Warning</i>                          | <i>Reprimand</i>                         | <i>3-5 Day<br/>Suspension</i>   | <i>5-7 Day<br/>Suspension</i>   | <i>7-10 Day<br/>Suspension</i>  | <i>10-13 Day<br/>Suspension</i> | <i>Dismissal</i>                |                                 |
| <b>D</b>                      | <i>Reprimand</i>                        | <i>3-5 Day<br/>Suspension</i>            | <i>5-7 Day<br/>Suspension</i>   | <i>7-10 Day<br/>Suspension</i>  | <i>10-13 Day<br/>Suspension</i> | <i>Dismissal</i>                |                                 |                                 |
| <b>E</b>                      | <i>3-5 Day<br/>Suspension</i>           | <i>5-7 Day<br/>Suspension</i>            | <i>7-10 Day<br/>Suspension</i>  | <i>10-13 Day<br/>Suspension</i> | <i>Dismissal</i>                |                                 |                                 |                                 |
| <b>F</b>                      | <i>5-7 Day<br/>Suspension</i>           | <i>7-10 Day<br/>Suspension</i>           | <i>10-13 Day<br/>Suspension</i> | <i>Dismissal</i>                |                                 |                                 |                                 |                                 |
| <b>G</b>                      | <i>7-10 Day<br/>Suspension</i>          | <i>10-13 Day<br/>Suspension</i>          | <i>Dismissal</i>                |                                 |                                 |                                 |                                 |                                 |
| <b>H</b>                      | <i>10-13 Day<br/>Suspension</i>         | <i>Dismissal</i>                         |                                 |                                 |                                 |                                 |                                 |                                 |
| <b>I</b>                      | <i>Dismissal</i>                        |  |                                 |                                 |                                 |                                 |                                 |                                 |
| <b>J</b>                      | <i>Expulsion</i>                        |  |                                 |                                 |                                 |                                 |                                 |                                 |
| <b>K</b>                      | <i>Probation</i>                        |  |                                 |                                 |                                 |                                 |                                 |                                 |
| <b>L</b>                      | <i>Restitution</i>                      |  |                                 |                                 |                                 |                                 |                                 |                                 |
| <b>M</b>                      | <i>Non-<br/>Readmission</i>             |  |                                 |                                 |                                 |                                 |                                 |                                 |
| <b>N</b>                      | <i>Community<br/>Service</i>            |  |                                 |                                 |                                 |                                 |                                 |                                 |

**Section 3. Conduct in School:** The following are considered offenses against school policies and shall be dealt with the corresponding penalties:

**a. Light Offenses**

| <b><u>LIGHT OFFENSES</u></b>   | <b><u>CODES</u></b> |
|--|---------------------|
| 1. <i>Failure to present the College ID and observe the dress code</i>   | A                   |
| 2. <i>Misuse of the College ID</i>   | B                   |
| 3. <i>Habitual/Non-Conformity to the ID/Uniform Regulation</i>   | A                   |
| 4. <i>Smoking</i>  | B                   |
| 5. <i>Violation of the School's Dress Code</i>   | B                   |
| 6. <i>Littering or indiscriminate throwing of bottles, wrappers, scrap papers and other disposable materials.</i>  | C                   |
| 7. <i>Posting, distributing and dissemination of notices, posters, newspapers or handbills without prior approval of the College President or his representative</i> | C                   |
| 8. <i>Blocking stairways, corridors and doors, sitting on the stairs, congregating in front of doors and along the corridors.</i>                                    | C                   |

|  |   |
|--|---|
| 9. <i>Male students intruding into the privacy of female lounges or comfort rooms</i>                              | C |
| 10. <i>Whistling, specially at ladies, boisterous laughter and other nuisance unbecoming of a cultured person.</i> | C |
| 11. <i>Skipping or cutting classes</i>   | C |
| 12. <i>Using/lending of ID of/to another student</i>   | C |

**b. Serious Offenses**

| <b><u>SERIOUS OFFENSES</u></b>  | <b><u>CODES</u></b> |
|---|---------------------|
| 1. <i>Vandalism and/or destruction of any College property such as desks, walls, tables, chairs, windows, tables, laboratory equipment, and removing defacing or tearing library books, official notices, announcement, posters and the like.</i> | E/L/K               |
| 2. <i>Bringing in, imbibing or drinking alcohol or any intoxicating beverage or coming to school, school events and school sponsored activities under the influence of the same.</i>  | F/K                 |
| 3. <i>Use of College facilities without permit</i>  | D                   |
| 4. <i>Unruly behavior and unnecessary noise during class hours</i>  | D                   |
| 5. <i>Possession and/or use of firecrackers inside the school campus</i>  | F/K                 |
| 6. <i>Participation in brawls or infliction of physical injuries to others inside or outside the campus.</i>  | G/K                 |
| 7. <i>Acts of disrespect in words or in deeds which tends to put any member of the administration, faculty or personnel or any person vested with authority in ridicule and contempt</i>  | G/K                 |
| 8. <i>Direct physical assault upon a student/any Lycean</i>   | G/K                 |
| 9. <i>Possession/display/distribution of pornographic material and/or articles within the campus.</i>   | E/K                 |
| 10. <i>Boisterous conduct and any form of intimidation during meetings, dialogues and/or other similar activities.</i>  | F/K                 |
| 11. <i>Gambling/playing cards inside the classroom and/or school premises</i>   | E/K                 |
| 12. <i>Defacing, mutilating and removing school and other official posters</i>  | F/K                 |
| 13. <i>Planning and/or premeditating individual and/or organized activities inimical to the best interest of the institution.</i>   | G/K                 |
| 14. <i>PDA-Public Display of Affection</i>  | D                   |

**c. Grave Offenses**

| <b><u>GRAVE OFFENSES</u></b>  | <b><u>CODES</u></b> |
|---|---------------------|
| 1. <i>Authorship, publishing, or circulation of subversive, libelous, or defamatory poster, banners, placards or graphic materials through any form including but not limited to using computer technology undermining faith or fomenting distrust of duly constituted authorities or act of subversion sedition and insurgency</i> | H/K                 |
| 2. <i>Stealing, mulcting and gambling in any form, extorting money and/or property, making</i>  |                     |

|   |     |
|---|-----|
| <i>unauthorized collections of money or property or any attempt to commit such actions</i>  | I/L |
| 3. <i>Carrying/possession of any deadly weapon such as but not limited to guns, firearms, knives, "balisong" pen knife, ice pick and explosive of any kind.</i>   | I   |
| 4. <i>Using, possession, publishing or trafficking of prohibited drugs or any of its derivatives including regulated drugs and medicine.</i>  | I   |
| 5. <i>Forging, tampering, misrepresenting and misusing any College documents or records, including willful permission for such forgeries/Forging, falsifying, altering of official school documents or credentials</i>  | I   |
| 6. <i>Instigating planning, participating in boycott or disruption of classes, preventing impeding or obstructing students and faculty their right to afford classes.</i>   | I   |
| 7. <i>Threatening, coercing, intimidating, compelling and/or encouraging other students to skip classes or participate in any unauthorized activities.</i>  | H/K |
| 8. <i>Unauthorized use of the name, seal, motto, and officials of the College for any program, ticket, invitation, uniforms and the like</i>  | H/K |
| 9. <i>Use of obscene, indecent and/or unacceptable language</i>   | H/K |
| 10. <i>Being rude and disrespectful to a faculty member or <b>any school person in authority</b></i>  | G/K |
| 11. <i>Cheating, copying, plagiarizing the test paper, reaction or reflection, essay of another student or author including on-line sources or dishonesty, such as cheating during examinations, quiz or test, and academic work.</i>   | G/K |
| 12. <i>Gross Dishonesty. Having somebody else take the examination for him/her (in which case both shall be liable hereunder)</i>   | H/K |
| 13. <i>Membership in any fraternity, sorority or similar organization/association not recognized by the school</i>  | G/K |
| 14. <i>Direct physical assault upon a person or authority</i>   | I   |
| 15. <i>Deliberate disruption of the academic functions or school activities through illegal assemblies, demonstrations, boycotts, pickets, and/or any other mass action-related activities which tend to create public disorder or disturbance.</i>                                   | I   |
| 16. <i>Embezzlement of school or organization funds and/or properties</i>   | I   |
| 17. <i>Illegal rites/ceremonies/ordeals to include hazing and/or initiation</i>   | I   |
| 18. <i>Gross misconduct, insubordination and/or willful disobedience</i>  | G/K |
| 19. <i>Immorality or any other acts that may be considered offensive to the good image and moral tradition of the institution such as public display of indecent acts like necking and petting, engaging in premarital sex, extra marital relationship and homosexual activities.</i> | I   |
| 20. <i>Bullying in any form (including cyber bullying)</i>  | G/K |

**Section 4.** All offenses shall be reported to the parents or guardians of the offender through the Guidance Office for assessment. Offender shall proceed to the Office of Student Affairs for implementations/executions of the school policies regarding the violations committed, after.

## G. THE SUPREME STUDENT COUNCIL

**Section 1.** Lyceum of Subic Bay recognizes the importance of a student government in the life of students and shall encourage, guide, support and uphold the continued existence of a free, autonomous, and popularly elected student council. The President and/or his duly chosen representative shall sit in all organic and functional instrumentalities of LSB, calling for such student representation.

**Section 2.** The Lyceum of Subic Bay Official Supreme Student Council shall be known as Supreme United Student Council (SUSC) and is elected every school year through a Committee on Elections which conducts the electoral process from the filing of candidacy to the tabulation of ballots through the facilitation of the Office of Student Affairs.

**Section 3.** The candidates for SUSC positions must satisfy the following qualification-requirements:

- a. Must be enrolled with the regular academic load as determined by his curriculum;
- b. Must not have been subjected to any disciplinary action imposed by the school; and
- c. Must have passed all his subjects/no academic deficiencies in the previous semesters prior to the filing of the application for candidacy;

**Section 4.** All applicants should undergo a screening procedure or interview with the OSA and/or the Guidance Counselor

- a. All applications shall be filed with the OSA 10 days before the election.
- b. After the deadline for filing, the OSA Head together with the Guidance Counselor, shall review each application for candidacy.
- c. Conduct an interview of applicants and at its discretion invite character references such as teachers of the applicant, for interview purposes.
- d. It shall release the list of approved candidacies within a week from the date of the screening held.

**Section 5.** The SUSC Executive Committee shall be composed of the following positions and shall enjoy the scholarship benefits through the following respective tuition fee discounts:

| <u>SUSC Positions</u> | <u>Percentage Subsidy</u> |
|-----------------------|---------------------------|
| President             | 100                       |
| Vice President        | 75                        |
| Senators              | 50                        |
| LOP President         | 50                        |



**Section 6.** All positions shall be elected at large by the entire student population of LSB except the Chairman of the President's League, who shall be elected by the Presidents of recognized student organizations in the campus among themselves.

**Section 7.** Candidates may form student political parties for purposes of shared resources, machinery and common platform.

**Section 8. Guidelines and Procedures for the Election of S USC Officers**

- a. Election for S USC Officers will be held every first Friday of March.
- b. Interested students or parties shall file their application for candidacy to any position in the S USC, at the Office of Student Affairs.
- c. The Head of OSA shall chair the Commission on Election, with four (4) Student Commissioners as members.
- d. Student Commissioners shall be chosen by the OSA Head, Guidance Counselor, Out-Going President of S USC and the Vice President for Academic Affairs.
- e. The Student Commissioner should:
  1. be a graduating student of LSB enrolled in any course;
  2. have not violated any school policies;
  3. is not a member of any political party; and
  4. has not been a candidate in any S USC position in the past election.
- f. The campaign period shall be done within five days before the election and end at exactly 12 noon of the day before election.
- g. During the campaign period, candidates or their supporters should define their advocacies or platforms for the information of the voting student populace.
- h. The campaign can either be:
  1. Active through verbal advocacy of a candidate, distribution of campaign materials or posting of campaign signs, literatures or flyers; or
  2. Passive through wearing of items such as buttons, insignias or wristbands, to signify support for a particular candidate.
- i. The maximum size of any campaign posters/ streamers is 5 ft X 8 ft, and must be posted only in the designated common poster areas.
- j. Voting shall be conducted from 8 am to 6 pm on the date of election.
- k. Only those officially registered in the Voters List certified by the College Registrar, shall be allowed to cast their votes.

- l. Canvassing of votes shall follow immediately after closing time and shall be conducted only by the Officially Designated Election Inspectors or Canvassers.
- m. Parties may designate their two official watchers to witness the canvassing and to ensure that the process is done with utmost transparency and credibility. They may be allowed to raise their objections/ protests and comments on the conduct of the canvassing, if the same is warranted and done without malice or prejudice to anyone.
- n. In case of a tie, the Department Heads will be the one to cast their votes to break the tie, except the department heads of the tied candidates.
- o. In case where a candidate is uncontested, at least 30 percent of the total turn out of voters should vote in his/her favor, for him/her to be proclaimed as winner or as duly elected. Otherwise a failure of election will be declared by the COMELEC. If a failure of election occurs, COMELEC should again accept applications for candidacy and conduct an election five days after.
- p. Results of the election shall be certified correct by the Election Inspectors and the COMELEC.
- q. Announcement of winners shall follow after the election results have been officially declared.
- r. Proclamation and induction of the new set of SUSC Officers shall be done every third Friday of March.

**Section 9.** To finance its activities and projects , the Supreme United Student Council (SUSC) is the only organization in the campus that will receive allotted budget from the school's academic fund.

**Section 10.** The Head of the Student Affairs Office shall serve as the Moderator of the Supreme United Student Council.

**Section 11.** *Student Government's and School Organizations' Relations* . Every LSB student and their respective Department Organizations are members of SUSC, depending on the major fields of specialization. Ditto, all other recognized organizations, co-curricular or extra-curricular shall be under the SUSC. The OSA shall collaborate with the SUSC in the accreditation of student organizations and in the proper disbursement and accounting of funds, settling the problems of the various student organizations, conducting the student council elections, selecting delegates to different conferences and other similar activities.

## **H. THE OFFICE OF THE STUDENT AFFAIRS AND STUDENT ORGANIZATIONS**

**Section 1.** The principle of the student's right to association is upheld by Lyceum of Subic Bay as mandated by the Education Act of 1982 which states that—"The right to form, establish, join and participate in organizations and societies recognized by the school or to form, establish, or join and maintain organization or societies not contrary to law to foster the intellectual, cultural, and spiritual and physical growth and development."

**Section 2 .** In line with this mandate, the school recognizes the right of the students to organize and develop creative and responsible leadership; thus, it encourages students to form, join and participate in student organizations, clubs, associations, societies or any other student group that will suit their legitimate needs, aspirations and interests. However, the students must respect the right of the school not to admit organizations espousing goals/objectives contrary to the mission, vision and core values of the institution.

**Section 3.** There shall be the recognition and full acknowledgment of the inherent right, prerogative and discretion of the Office of the Student Affairs to sanction any organization conducting activities contrary to the mission, vision and core values of the school and against the established rules and regulations of the institution.

**Section 4.** All organizations, clubs, associations, societies, and other student group shall be governed by the LSB Code and the rules and regulations promulgated pursuant thereto. These shall operate within the established rules on recognized organizations and the pertinent provisions of R.A. No. 8049 (Act Regulating Hazing and Other Forms of Initiation Rites; Fraternities; Sororities and Organizations) and CHED Order No.4, s.1995 Re- Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations.

**Section 5.** The Office of the Student Affairs (OSA), in cooperation with the Supreme United Student Council (SUSC), shall coordinate the operations and activities of student organizations, clubs, associations, etc.

**Section 6.** Student organization applying for accreditation shall submit to the OSA the following:

- a. Letter of Application or Letter of Intent for Seeking Accreditation which shall state the name, purpose or the organization. Upon approval of application, recognition is granted;
- b. Two (2) copies of its Constitution and By Laws;
- c. Nomination Letter for Faculty Adviser. The nomination letter must contain the names of three (3) prospective faculty advisers, from which the Office of the Student Affairs shall select. The selected faculty adviser shall be responsible for the compliance of the organization with the college policies;
- d. Names of at least 15 of its officers and members;
- e. One-year plan of activities;
- f. Financial clearance from the OSA; and
- g. Consistent with the academic retention policy of the College, students under academic probation shall be disqualified to hold key positions in an organization. Hence, a copy of verification of grades must be a part of the documents to be submitted for recognition/renewal of recognition of the student organization.

**Section 7.** All Student organizations should have the name of the Lyceum of Subic Bay appended to their organizational names such as "Lyceum of Subic Bay Performing Arts".

**Section 8.** The OSA shall deliberate on the application and shall determine whether or not the constitution and by-laws and the plan of activities, are in accordance with the school policies and/or other rules of the land.

**Section 9.** Accredited student organizations shall apply for revalidation within 45 days from the start of the current academic year. Each shall submit the following documents to the OSA:

- a. Annual report on accomplishments and activities of the previous year and on-going projects;
- b. Statement of financial status showing income and expenditures, assets and liabilities;
- c. Amendments to the Constitution and By-laws, if any;
- d. Nomination Letter for Faculty Adviser. The nomination letter must contain the names of three (3) prospective faculty advisers from which the Office of the Student Affairs shall select. The selected faculty adviser shall be responsible for the compliance of the organization with the college policies.
- e. List of new set of officers; and
- f. Plan of activities.

**Section 10.** All fund-raising activities undertaken by student organizations shall be duly evaluated by the OSA and the Accounting Office and approved by the College President or VPAA, as his authorized representative. Collections that are more than PHP 500 should be made through the cashier, while those collections below PHP 500 should be collected through accredited student organizations. Accredited student organizations should issue receipts with OSA Stamps properly recorded by the OSA and Cashier's Office, for every collection or payment made by the students. Eight (8) days after the fund-raising activity is held, the concerned organization/class shall be required to submit a financial report.

**Section 11.** The student organizations shall be supervised as follows:

- a. The OSA may require any student organization to submit its financial statement or cause the auditing of its finances any time during the year;
- b. The OSA shall be notified of all the activities of any student organization for proper guidance and coordination. Only accredited organizations can stage programs, conduct fund raising and other similar activities inside the campus;
- c. Accredited organizations shall be entitled to privileges and benefits such as the use of school facilities as the authority may grant;
- d. The OSA shall be officially notified of any change in the set of officers of any student organization;
- e. Posters and notices shall be posted only on freedom boards or any other location as may be duly authorized by the school administration from time to time. The sources/proponents should be identified in the posters/notices duly noted by the OSA. Such proponents/sources shall be held liable in case of complaints;
- f. The standard duration of posting of announcement is one week. If posting has to exceed the period specified, the permission of the OSA should be secured. The person/party who does the posting must remove the same after the expiration date;

- g. Any off-campus activities shall need the permission of the Office of the Student Affairs requiring the submission of the following :
  - 1. Parental Consent;
  - 2. Letter of Intent justifying the off-campus activity;
  - 3. Accomplished Activity Permit stating the number of participants, itineraries and financial requirements; and
  - 4. Insurance coverage certification from HR.
  
- h. A ten (10) day ban or moratorium on all campus activities without exemptions prior to the calendar dates of a major examination shall be strictly observed. This is to allow the students to prepare for the said major examination.
  
- i. Each student organization shall have a faculty adviser duly recommended by students and whose tenure of office is for one year. The OSA shall issue the pertinent appointment upon recommendation by the department head of the recommended faculty adviser, who meets the required qualifications as follows:
  - 1. Full-time faculty member of the school;
  - 2. Field of specialization related to the academic/non-academic nature of the organization;
  - 3. Should not hold administrative position unless necessary; and
  - 4. Discharge the powers, functions and responsibilities of an adviser, as contained in the Constitution and By-Laws of the particular recognized student organization.
  
- j. Every organization is required to submit a Financial/Liquidation Report, eight (8) days after every activity accomplished.

**Section 12.** Fraternities, sororities and similar societies are not allowed in the College.

**Section 13.** Hazing, initiation and other related rituals are banned for violence, indignity, and departure from acceptable values of brotherhood fellowship and dignity of man.

**Section 14.** Outside activities, meetings and convocation sponsored by recognized student organizations must be duly approved by the OSA.

**Section 15.** Application for recognition of all student organization shall be on yearly basis.

**Section 16.** Sectarian, denominational organization or cults that preach a particular dogma or practice are likewise not allowed, to maintain the harmony, tranquility and religious tolerance prevailing in the College. (?)

**Section 17. Offenses and Sanctions.** Any of the following circumstances are grounds for the suspension or withdrawal of recognition/accreditation of a student organization:

- a. Violation of its own Constitution and By-Laws; and
- b. Failure to comply with the policies set by LSB through the OSA

**Section 18.** The SUSC officers shall have a term of office of one (1) Academic Year, unless dismissed for violations of school rules and regulations and academic retention policies and for poor performance of duties. Tuition fee benefits enjoyed prior to such violations and dismissal, shall be forfeited and reimbursed in full before the end of the semester.

## **I. STUDENT PUBLICATION**

### **Section 1. Policies and Guidelines on Campus Publication**

- a. The Lyceum of Subic Bay student publication which refers to newspapers, newsletters, periodicals, handouts or other publication whether printed, mimeographed or photocopied, published by the students for campus circulation or published online in the school official website and the like must be approached as a serious work of journalism. It should report and explain noteworthy events in the life of the institution and provide for a medium for student expression”.
- b. LSB recognizes and upholds the rights of all students to free expression of their ideas and thoughts as mandated by the Constitution of Republic of Philippines.
- c. The institution encourages students to undertake quality publications for disseminating information, ideas, researches, opinions and constructive criticism, to broaden and advance the frontiers of knowledge and for intellectual pursuit.
- d. LSB adheres to the universal concept of the press freedom, “that press is a public trust that should never be used for unlawful, anti-social or divisive purposes.” It shall be subjected to reasonable regulations in accordance with the provisions of RA 7079 or the Campus Journalism Act of 1991 and the existing institutional policies of the school.
- e. It shall be run by an Editorial Board composed of student journalists who have qualified in the examination for the purpose, under the supervision of the OSA and the School Paper Adviser.
- f. The Editorial Board shall have a term of office of one academic year, unless dismissed for violations of school rules and regulations or poor performance of duties. The vacated position shall be filled up by qualified nominees recommended by the School Paper adviser.
- g. The Editorial Board shall prepare a program and budget for the duration of their term for approval by the Executive Vice President, upon recommendation of the School Paper Adviser and the VPAA.

**Section 2.** Realizing the importance of Freedom of Speech and Expression among the students, Lyceum of Subic Bay allows the publication and maintenance of a free, responsible, and responsive student publication known as “*The Trailblazer*” composed of Lyceum of Subic Bay students selected through fair and competitive examinations. Towards this, Lyceum of Subic Bay shall endeavor to uphold the Campus Journalism Act of 1991, school rules and regulation and the related laws of the land.

**Section 3.** The operation and maintenance of the school publication shall be in accordance with the policies of the College as outlined by the Lyceum of Subic Bay Media Council to be organized, appointed and directly supervised by the Office of the Student Affairs upon approval of the Vice President for Academic Affairs. The Lyceum of Subic Bay Media Council shall consist of the following :

- a. Head, Student Affairs who shall serve as a Chairman of the Board;
- b. One (1) Faculty Representative;
- c. One (1) Student Representative either from League of Presidents or SUSC;
- d. One (1) Admin Representative selected by the VPAA from among the Department Heads;
- e. The Incumbent Editor-in-Chief

**Section 4.** Problems, complaints and the like arising from the student publication shall be addressed to the Moderator-Adviser, and then elevated to the Lyceum of Subic Bay Media Council if mediation is not possible.

**Section 5. The Editorial Board Selection Process.**

- a. Qualification Requirements. Any bonafide student enrolled for the current semester or term, who has maintained a satisfactory academic standing and who has passed or met the qualification and standards of the editorial board as follows:
  1. Must be a full-time student enrolled with the regular academic load as determined by his curriculum;
  2. Must not have any derogatory records;
  3. Must have an average grade of 2.00 , with no academic deficiencies in the previous two (2) semesters and no grade lower than 2.0 for old students; and must have a weighted average of and no grade lower than 85%, for freshmen students.

- b. The Qualifying Written Examinations. The qualifying examinations shall be computed as 60% of the total rating in arriving at the final selection of the Editorial Board members for the “The Trailblazer” and shall be composed of the following :

1. Generalized Examination .

- 1.1. The Generalized Examination is to diagnose the over-all journalistic writing skills of the student applicants and shall cover the following areas of creative and expository writing:

- 1.1.1. Literary Essay
- 1.1.2. Descriptive Essay
- 1.1.3. Narrative Essay
- 1.1.4. Critique

2. Specialized Examination

- 2.1. If the student-applicant passed the Generalized Examination, he shall undergo the Specialized Examination to determine which areas of Journalism he shall fit in.

- 2.2. The Specialized Examination shall cover the following areas of Journalism:

- 2.2.1. News Writing
- 2.2.2. Editorial Writing
- 2.2.3. Features/Literary Writing
- 2.2.4. Lay-outing
- 2.2.5. Copy reading and Headline Writing
- 2.2.6. Sports Writing

- c. The Interview. If the student-applicant pass the Specialized Examination, he/she shall undergo the final phase of the competitive selection for the Editorial Board which is the Interview and shall be computed as 40% of the total rating in arriving at the final selection for the membership for the Editorial Board of the “The Trailblazer”. The Interview Phase shall be based on the following criteria :

- 1. Knowledge and Skills in Journalism
- 2. Leadership Skills
- 3. Values and Attitude
- 4. Knowledge on Current Issues
- 5. Adaptability or Flexibility under Pressured Situation

**Section 6. The Student Publication Fund.** Student publication funds shall be collected by the College and released to the Editorial Board upon their written request.



**Section 7. Scholarship Benefits.** The members of the editorial board, who have qualified in placement examinations shall receive scholarship benefits deductible from the student publication fund, the amount of which shall be computed depending on their position in the Board as follows:

| <b><u>Position-Designation</u></b> | <b><u>Percentage Subsidy</u></b> |
|------------------------------------|----------------------------------|
| Editor in Chief                    | 100                              |
| Managing Editor                    | 75                               |
| Associate Editor                   | 75                               |
| News Editor                        | 50                               |
| Features Editor                    | 50                               |
| Literary Editor                    | 50                               |
| Head Writer                        | 25                               |
| Staff Writer                       | 25                               |

**Section 8.** The Editorial Board shall have a term of office of one (1) Academic Year, unless dismissed for violations of school rules and regulations and academic retention policies, and for poor performance of duties. Tuition fee benefits enjoyed prior to such violations and dismissal shall be forfeited and shall be reimbursed in full before the end of the semester.

**Section 9. The Publication's Moderator-Adviser.** A publication moderator recommended by the Office of the Student Affairs (OSA) in concurrence with the Editorial Board and appointed by the Vice President for Academic Affairs (VPAA) will be for a year including the summer term, and shall receive an honorarium equivalent to at least one academic load per month to be charged against the School Publication Fee, except during summer term.

**Section 10. Editorial Board's Duties and Responsibilities**

- a. The editorial board shall endeavor to solicit the participation of other students in the publication through contributions such as essay, poetry and other relevant and burning issues of the day.
- b. The editorial board must endeavor to observe the Canons of Journalism, as well as the pertinent laws of the land adhering to good faith, decency, morals and other editorial ethics.
- c. The Editorial Board is expected to publish at least one (1) issue per semester of the current academic year, which shall include but not limited to special issues highlighting the institution's achievements and relevant activities.

## J. TRUANCY/ATTENDANCE POLICY

**Section 1.** All faculty members are required by the College to monitor student's attendance in their respective classes to ensure that they meet the minimum number of hours per subject as required by CHED.

**Section 2.** All students are required to attend classes regularly and punctually. When tardy or absent, he is expected to assume full and independent responsibility for catching up on the subject matter taught, discussed and assigned during his absences.

**Section 3.** A student who ceases to attend his classes until the end of the term and exceeds the maximum allowable unexcused absences shall be given a grade of 5.00.

**Section 4.** When this student attempts to register for the subsequent term, he shall be required to seek the following endorsement and approval before being allowed to actually enroll:

- a. Endorsement from the Guidance Counselor in proper coordination with OSA;
- b. Endorsement from the Department Head/Department Coordinator;
- c. Approval from the Academic Affairs Office.

**Section 5. Unexcused Absences.** The maximum allowable unexcused absences of a student per subject should not be more than 20% of the total class hours for the semester.

**Section 6. Tardiness.** A student is considered tardy or late if he arrives in class during the first third fraction of the scheduled class time, that is, if he arrives within the time schedules described in Section 8, letter b and its succeeding provisions. Three instances of tardiness are equivalent to one absence

**Section 7. Excused Absences.** Excused absences are limited to the following cases:

- a. Indisposed due to severe illness or accident, certified by an attending physician. Note- Absences due to illness will only be excused if the student submits a medical certificate issued by the School Clinic, or any attending physician, provided that, in the latter case, the medical certificate should be authenticated by the School Clinic;
- b. Death of next of kin (grandparent, parent, sister or brother, spouse, child or guardian);
- c. Other special cases deemed meritorious by the OSA as approved by the Academic Affairs Office.

**Section 8.** The following are the specific guidelines and policies for Truancy:

- a. Any student who has incurred more than three (3) absences in any of his classes must be reported by the instructor/department head concerned to the Student Affairs Office (OSA) for a truancy conference and appropriate intervention.
- b. A student is considered absent from class if he is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he arrives after:
  1. The first 60 minutes for a three-hour class
  2. The first 30 minutes for a one-hour-and-a-half class; and
  3. The first 20 minutes for a one-hour class.

4. Three (3) consecutive or non-consecutive tardiness
- c. The OSA will post a Truancy List of these reported students who shall secure an admission slip from OSA. A Truancy/Attendance Report Form for this purpose is available at the same office.
- d. Students who incur further absences after being reported for three (3) absences will be given a formal Letter of Truancy and their parents/guardians called for a conference about the matter.
- e. For excused absences, upon the discretion of the instructor/professor concerned, reasonable and relevant academic projects/additional tasks may be given to compensate for whatever lessons missed by the student.
- f. A student who incurs twenty (20) percent absences of the required number hours for a class and/or laboratory shall not be given credit for it. Instead concerned student shall receive a grade of FA (failure due to absences).
- g. Any student who has absented himself from class, must obtain an excuse slip from the Office of the Student Affairs
- h. Students must attend their classes in person from the first day of the semester up to the final examination day.

**Section 9.** Absences due to school functions or affairs shall be excused only upon written authorization by the Department Head and/or the Office of Student Affairs. The Department Head or the OSA shall inform the faculty member(s) concerned.

## **ARTICLE IX** **FINANCIAL MATTERS**

**Section 1. General Rule.** As a general rule all matters pertaining to financial collections, dues or fees must be coursed through the LSB Cashier's Office.

**Section 2. Schedule of Fees and Payments, Scholarships and Financial Aid**

- a. Payments for enrollment or tuition fees maybe made either in cash or installments at the Cashier's Office. The down payment of PHP 5, 000 is needed to be officially enrolled in the college with the remaining balance divided into four (4) installments payable before every major examinations. One time full payment of tuition fee shall be granted a 5% discount
- b. Refund for payments of tuition fees for students withdrawing their enrollment maybe allowed only within the first two weeks after the opening of classes for any of the following valid reasons:
  1. Illness or health issues that should be duly certified by the physician concerned;
  2. Employment reasons but should be duly certified by the employer concerned;

3. Change of residence that should be duly certified by the parents or guardian concerned;
5. Students who wish to withdraw their admission in the college should make the request in writing addressed to the Registrar's Office and thereafter inform his/her instructors before proceeding to the accounting and cashier's office for refund (if any);
6. Students who are granted voluntary withdrawal within the first two weeks of the class from the college are entitled to a refund minus the following, whether or not he has actually attended classes:
  - a. Twenty Five Percent (25%) of the total payment made – if withdrawal is made within the first week
  - b. Fifty Percent (50%) of the total payment made – if done within the second week
7. Students who withdraw after the second week shall be charged the school fees in full.

**Section 3.** On the basis of academic competency and exemplary personal qualities and skills, the college grants scholarship. These students are given full or partial discount on tuition and other school fees. Scholarship grants, benefits, privileges and discounts are described in Article IV, Letter L of this Manual and its succeeding provisions.

**Section 4.** All discount shall exclude miscellaneous and laboratory fees and effected only during the final exams.

**Section 5.** All academic and non-academic scholarships should be processed through the Office of Student Affairs during the enrollment period.

**EFFECTIVITY AND RESERVATION CLAUSES**

**RESERVATION CLAUSE**

Lyceum of Subic Bay reserves the right to issue other rules and regulations not heretofore provided and issuance thereof shall form part of this Student Manual. Corollary thereto, LSB reserves the right to amend and repeal provision/s of this Manual relative to or existing government rules and regulations.

**EFFECTIVITY CLAUSE**

This Manual shall take effect upon approval of the LSB Administration.

**APPROVED BY  
LYCEUM OF SUBIC BAY ADMINISTRATION**

**ALFONSO E. BORDA**  
College President and CEO

# **APPENDICES**

## **APPENDIX A-HAZING- REPUBLIC ACT NO. 8049**

### **AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR**

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

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

**Section 2.** No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

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

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

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) when the hazing is committed outside of the school or institution; or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.



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

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

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

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

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

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

**APPENDIX B-CAMPUS JOURNALISM ACT 1991- REPUBLIC ACT No. 7079-AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES**

**Section 1. Title.** – This Act shall be known and referred to as the "***Campus Journalism Act of 1991.***"

**Section 2. Declaration of Policy.** – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

**Section 3. Definition of Terms.** –

(a) School. – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

(b) Student Publication. – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) Editorial Board. – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) Editorial Policies. – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

**Section 4. Student Publication.** – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

**Section 5. Funding of Student Publication.** – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

**Section 6. Publication Adviser.** – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

**Section 7. Security of Tenure.** – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

**Section 8. Press Conferences and Training Seminar.** – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

**Section 9. Rules and Regulations.** – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

**Section 10. Tax Exemption.** – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

**Section 11. Appropriations.** – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

**Section 12. Effectivity.** – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.



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